

Annex II
Annual Plan for In-House Training

For the office of **Accountant General(A&E), Manipur** for the Year **2020-2021**

1. Profile of the office: Brief Description of main functions of the office: - Maintenance of Accounting functions, GPF Accounts, Public Works Accounts, Government Accounts, Pension Matters, PAO matter, Legal/court cases, Old record Management.
2. Human Resources Profile of the Office: The details of sanctioned strength, men-in-position and experience profile of the Sr. AOs, AOs, AAOs, Sr. Auditors and Auditors in the office may be provided as in Table depicted in Annexure to this Annual plan. Summarized position may be indicated here with an overall assessment : - ***Shown in the annexure***
3. Objectives of Training Plan: ***To upgrade and strengthen the skills of the employees***
4. Training Needs Analysis: (Brief summary of requirement of competence with reference to main functions and annual plan of the office; available skill sets and strategy to meet the skill gaps.): -
5. Past Performance: In Training.
 - A) No. of people trained in RTI in last 3 years (cadre wise) by type of training: Gr. C& B (NG)
 - i. IT **Grp 'B' – 15, Grp 'C' - 35**
 - ii. General Courses E.g. Establishment Matters etc. **Grp 'B' – 31, Grp 'C' - 27**
 - B) No. of people trained in in-house training in last 3 years also by type of training:
 - i. IT **Grp 'B' – 37, Grp 'C'- 121**
 - ii. General Courses E.g. Establishment Matters etc. **Grp 'B' – 76, Grp 'C'- 201**
 - C) Appreciation Note by the Pr. Accountant General/Accountant General or Director General/Pr. Director on in-house training for previous year. The Appreciation Not may also include the details of infrastructure available for in-house training.

The In-house training are useful and effective as they are oriented towards hands on and actual persons engaged in the work for which they are trained. The number of persons trained are much than those trained by RTI, Shillong. There is no problem of infrastructure for training.

Perspective Plan ensuing year

6. Identification of slots for RTI – Based on Training Needs Analysis (TNA) and other criteria the office may indicate slots required for training at RTI.

| | | |
|---------------------------------|-----------------|-------------|
| Slots allotted by RTI, Shillong | General Courses | EDP Courses |
| | 20 | 16 |

7. Identification of courses for in-house training – Based on Training Needs Analysis (TNA) and other criteria the office may indicate slots for in-house training.

| | | |
|-----------------|-----------------|-------------|
| Number of slots | General Courses | EDP Courses |
| | 40 | 30 |

8. Identification of training material – Whether Structured Training Modules (STMs) are available for the courses to be conducted in the ensuing year? Whether more STMs are being prepared?
9. Resource Persons – Whether office has a pool of resource persons for in-house training? Whether there is a need to engage experts/ professionals from outside Department in areas where expertise is not available in-house. Please specify the areas.
10. Annual Training Calendar – Annual Training Calendar is prepared and being sent to headquarter.

Sd/-
Sr. Accounts Officer(Admn.)

Annexure to Sl. No. 2 of Annual Plan for In-house Training

| Sl No. | | Sr. AO | AAO | Sr. Acctt./Acctt./ |
|--------|--|--------|-----|--------------------|
| 1 | Sanctioned Strength | 9 | 18 | 91+18=109 |
| 2 | Men in Position | 7 | 18 | 86+12 = 98 |
| 3 | Educational Qualifications | | | |
| | (i) No. of graduates | 07 | 13 | 39+6 = 45 |
| | (ii) No. of post graduates | Nil | 05 | 5+1=6 |
| | (iii) No. of doctorates | Nil | Nil | Nil |
| 4 | Professional Qualifications | | | |
| | CA/ICWA/CS/CISA/CIA etc. | Nil | Nil | Nil |
| 5 | Experience Profile | | | |
| | (i) Years of Experience < 5 years | 04 | 10 | 14+11=25 |
| | (ii) Years of Experience > 5 years | 03 | 08 | 74+1=75 |
| 6 | Experience in a particular grade | | | |
| | (i) Years of Experience < 10 years | 07 | 16 | 35+12=47 |
| | (ii) Years of Experience > 10 years | Nil | 02 | 53 |
| | (iii) Years of Experience > 20 years | Nil | Nil | Nil |
| | (iv) Years of Experience > 25 years | Nil | Nil | Nil |
| 7 | Experience in a specific domain (e.g. receipt audit, commercial audit, railway audit, P&T audit etc. | Nil | Nil | Nil |
| | (i) Years of Experience < 5 years | Nil | Nil | Nil |
| | (ii) Years of Experience > 5 years | Nil | Nil | Nil |
| 8 | Experience in conducting various categories of audit/ administration and establishment matters/ accounting | Nil | Nil | Nil |
| | (i) Administration | 2 | 4 | 17 |
| | (ii) Accounting | 4 | 5 | 33+10=43 |
| | (iii) Entitlements | 2 | 6 | 45+3=48 |

Sd/-
Sr. Accounts Officer/Admn