

अंडमान तथा निकोबार प्रशासन
Andaman and Nicobar Administration
मुख्य वेतन तथा लेखा कार्यालय
Chief Pay and Accounts Office
श्री विजयपुरम / Sri Vijaya Puram -744101

OFFICE ORDER 307 dt 19/08/2026

Sub: Constitution of SAKSHAM – CPAO Training Wing for Capacity Building in Financial and Service-Related Matters – Reg.

In pursuance of the approval of the Competent Authority and with a view to strengthening financial governance, improving procedural compliance and enhancing the capacity of officials dealing with financial and service-related matters, a dedicated Training Wing under the Chief Pay & Accounts Office is hereby constituted with immediate effect.

1. The Training Wing shall function under the name:

SAKSHAM – CPAO Training Wing

(Skill Augmentation and Knowledge Strengthening for Human Resources engaged in Accounts & Finance Management)

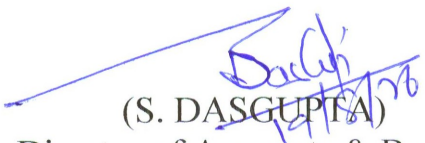
2. The Wing shall function from the Conference Hall and EDP facilities established in the Chief Pay & Accounts Office and shall serve as the nodal platform for imparting structured training to officials of various Departments and Offices of the Andaman & Nicobar Administration dealing with financial administration, establishment matters, pension processing, procurement, budget management and Government accounting procedures.

3. The Training Wing shall organize periodic training programmes, workshops and capacity-building sessions covering, inter alia, the following areas:

- i. Pay Fixation, MACP, LTC/TA, Medical Reimbursement and other Service Matters.
- ii. Pension Processing, e-Bhavishya, NPS and UPS.
- iii. General Financial Rules (GFR), Delegation of Financial Powers Rules (DFPR) and Procurement Procedures.

- iv. Government e-Marketplace (GeM) Procurement.
 - v. PFMS Modules including Salary, e-Bill, Monthly Accounts and GPF. Government Accounting, Civil Accounts Manual, Receipts & Payments Rules and Budget Management.
 - vi. Income Tax, GST and TDS Compliance.
 - vii. Any other subject considered necessary for strengthening financial administration and compliance.
4. Training programmes shall ordinarily be conducted on a quarterly basis or as may be decided by the Chief Pay & Accounts Office from time to time. Officers and officials of the Chief Pay & Accounts Office possessing expertise in the relevant subjects shall act as faculty members. Subject matter experts from other Departments and Institutions may also be invited whenever required.
5. All Administrative Secretaries, Heads of Departments, Heads of Offices, Drawing & Disbursing Officers and Establishment/Accounts Sections are requested to nominate suitable officials dealing with the relevant subjects for participation in the training programmes as and when notified.
6. Detailed training calendars, nomination procedures and programme schedules shall be issued separately by the Chief Pay & Accounts Office.

This issues with the approval of the Worthy Chief Secretary, A &N Administration.


(S. DASGUPTA)
Director of Accounts & Budget
CPAO, Sri Vijaya Puram
F.No.Trg-221/1/2026-CONS-CPAO_AN

Office Order Book:-

Copy to

1. The Sr. PS to Chief Secretary for kind information of Chief Secretary.
2. The PS to Commissioner-cum-Secretary (Finance) for kind information of Commissioner-cum-Secretary (Finance).
3. The PS to Secretary (Finance) for kind information of Secretary (Finance).
4. All Administrative Secretaries, A&N Administration.
5. All Heads of Departments, A&N Administration.
6. All PAOs under Chief Pay & Accounts Office, A&N Administration, Sri Vijaya Puram.


19/8/26