

ଓଡ଼ିଶା ସରକାର
ସମବାୟ ବିଭାଗ

ବିଜ୍ଞପ୍ତି

ଭୁବନେଶ୍ୱର, ତାରିଖ ୧୧.୦୪.୨୦୨୨

ସଂଖ୍ୟା. COOP-FE1-ESTT-0020-2024 ୨୧୧୮ /Coop. ୧୧.୦୪.୨୦୨୨

ଅଧିକାରୀମାନଙ୍କର ଦକ୍ଷତା ବୃଦ୍ଧି କରିବା ଉଦ୍ଦେଶ୍ୟରେ, ଓଡ଼ିଶା ସମବାୟ ସେବା (OCS) ଏବଂ ଓଡ଼ିଶା ସମବାୟ ଅଡିଟ୍ ସେବା (OCAS) ଅଧିକାରୀମାନଙ୍କ ପାଇଁ ଏକ ଉପଯୁକ୍ତ ପ୍ରଶିକ୍ଷଣ କାର୍ଯ୍ୟସୂଚୀ/ପ୍ରୋଗ୍ରାମ ପ୍ରସ୍ତୁତ କରିବା ସରକାରଙ୍କ ସକ୍ରିୟ ବିଚାରଧୀନ ରହିଥିଲା।

ପ୍ରଶିକ୍ଷଣ ଆବଶ୍ୟକତାର ସତର୍କ ଆକଳନ ଏବଂ ବିସ୍ତୃତ ପରୀକ୍ଷା ପରେ, ଓପିଏସସି (OPSC) ମାଧ୍ୟମରେ ନିଯୁକ୍ତି ପାଇଥିବା ଓଡ଼ିଶା ସମବାୟ ସେବା (OCS) ଏବଂ ଓଡ଼ିଶା ସମବାୟ ଅଡିଟ୍ ସେବା (OCAS) ଅଧିକାରୀମାନଙ୍କ ପାଇଁ ସରକାର ସଂଲଗ୍ନ ଅନୁସୂଚୀ ଅନୁଯାୟୀ ପ୍ରଶିକ୍ଷଣ କାର୍ଯ୍ୟସୂଚୀ/ପ୍ରୋଗ୍ରାମକୁ ଚୁଡ଼ାନ୍ତ କରିଛନ୍ତି।

ରାଜ୍ୟପାଳଙ୍କ ଆଦେଶକ୍ରମେ

ମିହିର ପ୍ରଧାନ ମହାନ୍ତି
(ମିହିର ପ୍ରସାଦ ମହାନ୍ତି)
ଅତିରିକ୍ତ ଶାସନ ସଚିବ

ଜ୍ଞାପକ ସଂଖ୍ୟା ୨୧୧୮ /Coop., ତାରିଖ: ୧୧.୦୪.୨୦୨୨

ଏହାର ଏକକିତା ନକଲ ନିର୍ଦ୍ଦେଶକ, ମୁଦ୍ରଣ, ଲେଖନ ସାମଗ୍ରୀ ଓ ପ୍ରକାଶନ, ଓଡ଼ିଶା, କଟକଙ୍କ ନିକଟକୁ ଓଡ଼ିଶା ଗେଜେଟର ଅସାଧାରଣ ନିର୍ଗମନରେ ଏହି ବିଜ୍ଞପ୍ତି ପ୍ରକାଶ କରିବା ସହିତ ସରକାରୀ ବ୍ୟବହାର ପାଇଁ ଦଶ (୧୦) ଟି ନକଲ ଯୋଗାଇବା ନିମିତ୍ତ ଏବଂ ବିହିତ କାର୍ଯ୍ୟାନୁଷ୍ଠାନ ନିମନ୍ତେ ପ୍ରେରଣ କରାଗଲା।

ମିହିର ପ୍ରଧାନ ମହାନ୍ତି
(ମିହିର ପ୍ରସାଦ ମହାନ୍ତି)
ଅତିରିକ୍ତ ଶାସନ ସଚିବ

ଜ୍ଞାପକ ସଂଖ୍ୟା ୨୨୦୦ /Coop., ତାରିଖ: ୧୧.୦୪.୨୦୨୨

ଏହାର ଏକକିତା ନକଲ ମାନ୍ୟବର ସମବାୟ, ହସ୍ତତନ୍ତ, ବୟନ ଓ ହସ୍ତଶିଳ୍ପ, ରାଷ୍ଟ୍ରମନ୍ତ୍ରୀ (ସ୍ୱାଧୀନ ଦାୟିତ୍ୱ)ଙ୍କ ବ୍ୟକ୍ତିଗତ ସଚିବ (P.S) / ସମବାୟ ବିଭାଗର କମିଶନର-ତଥା-ଶାସନ ସଚିବଙ୍କ ବରିଷ୍ଠ ବ୍ୟକ୍ତିଗତ ସଚିବ (Sr.P.S)ଙ୍କୁ, ଯଥାକ୍ରମେ ମାନ୍ୟବର ମନ୍ତ୍ରୀ ଓ କମିଶନର-ତଥା-ଶାସନ ସଚିବଙ୍କ ସଦୟ ଅବଗତ ନିମନ୍ତେ ପ୍ରେରଣ କରାଗଲା।

ମିହିର ପ୍ରଧାନ ମହାନ୍ତି
(ମିହିର ପ୍ରସାଦ ମହାନ୍ତି)
ଅତିରିକ୍ତ ଶାସନ ସଚିବ

ଜ୍ଞାପକ ସଂଖ୍ୟା ୨୭୦୧ /Coop., ତାରିଖ: ୧୮.୦୫.୨୦୨୨

ଏହାର ଏକକିତା ନକଲ ସାଧାରଣ ପ୍ରଶାସନ ଏବଂ ସାଧାରଣ ଅଭିଯୋଗ ବିଭାଗ/ ଅର୍ଥ ବିଭାଗ/ ନିବନ୍ଧକ, ସମବାୟ ସମିତି ସମୂହ , ଓଡ଼ିଶା, ଭୁବନେଶ୍ୱର/ ସମବାୟ ସମିତି ସମୂହର ମହାସମାଜକ (ଅତିରିକ୍ତ ଜେନେରାଲ), ଓଡ଼ିଶା, ଭୁବନେଶ୍ୱର/ ସଚିବ, ସମବାୟ ନ୍ୟାୟାଧିକରଣ , ଓଡ଼ିଶା, ଭୁବନେଶ୍ୱର/ ନିର୍ଦ୍ଦେଶକ, କୃଷି ବିପଣନ, ଓଡ଼ିଶା, ଭୁବନେଶ୍ୱର/ ସଚିବ, ଓଡ଼ିଶା ରାଜ୍ୟ ସମବାୟ ନିର୍ବାଚନ ଆୟୋଗ, ଓଡ଼ିଶା, ଭୁବନେଶ୍ୱର/ ପରିଚାଳନା ନିର୍ଦ୍ଦେଶକ, OSCB Ltd., ଭୁବନେଶ୍ୱରକୁ ସୂଚନା ଓ ଆବଶ୍ୟକୀୟ କାର୍ଯ୍ୟାନୁଷ୍ଠାନ ପାଇଁ ପ୍ରେରଣ କରାଗଲା।

ମିହିର ପ୍ରସାଦ ମହାନ୍ତି
୧୯.୦୫.୨୨
ଅତିରିକ୍ତ ଶାସନ ସଚିବ

ଜ୍ଞାପକ ସଂଖ୍ୟା ୨୭୦୨ /Coop., ତାରିଖ: ୧୮.୦୫.୨୦୨୨

ଏହାର ଏକକିତା ନକଲ ଅତିରିକ୍ତ ନିର୍ଦ୍ଦେଶକ, ଗୋପବନ୍ଧୁ ପ୍ରଶାସନିକ ଏକାଡେମୀ, ଭୁବନେଶ୍ୱର/ ମଧୁସୂଦନ ଦାସ ଆଞ୍ଚଳିକ ଆର୍ଥିକ ପରିଚାଳନା ଏକାଡେମୀ, ଭୁବନେଶ୍ୱର/ ନିର୍ଦ୍ଦେଶକ, ମଧୁସୂଦନ ସମବାୟ ପରିଚାଳନା ପ୍ରତିଷ୍ଠାନ, ଭୁବନେଶ୍ୱରଙ୍କ ନିକଟକୁ ପ୍ରେରଣ କରାଗଲା।

ମିହିର ପ୍ରସାଦ ମହାନ୍ତି
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ଅତିରିକ୍ତ ଶାସନ ସଚିବ

ଜ୍ଞାପକ ସଂଖ୍ୟା ୨୭୦୩ /Coop., ତାରିଖ: ୧୮.୦୫.୨୦୨୨

ଏହାର ଏକକିତା ନକଲ ସମବାୟ ବିଭାଗର ସମସ୍ତ ଅଧିକାରୀ/ ରକ୍ଷକ ନଥି, କ୍ଷେତ୍ର ପ୍ରତିଷ୍ଠାନ-୧ ର ଅବଗତି ଏବଂ ବିହିତ କାର୍ଯ୍ୟାନୁଷ୍ଠାନ ନିମନ୍ତେ ପ୍ରେରଣ କରାଗଲା।

ମିହିର ପ୍ରସାଦ ମହାନ୍ତି
୧୯.୦୫.୨୨
ଅତିରିକ୍ତ ଶାସନ ସଚିବ

ଜ୍ଞାପକ ସଂଖ୍ୟା ୨୭୦୪ /Coop., ତାରିଖ: ୧୮.୦୫.୨୦୨୨

ଏହାର ଏକକିତା ନକଲ ସମବାୟ ବିଭାଗର IT ପ୍ରୋଗ୍ରାମରକୁ ପ୍ରେରଣ କରାଯାଉଛି। ସମସ୍ତ ସମ୍ବନ୍ଧିତକ ସୂଚନା ପାଇଁ ଉକ୍ତ ବିଜ୍ଞପ୍ତି ବିଭାଗୀୟ ୱେବସାଇଟରେ ପ୍ରକାଶ କରିବାକୁ ତାକୁ ଅନୁରୋଧ କରାଯାଉଛି।

ମିହିର ପ୍ରସାଦ ମହାନ୍ତି
୧୯.୦୫.୨୨
ଅତିରିକ୍ତ ଶାସନ ସଚିବ

GOVERNMENT OF ODISHA
COOPERATION DEPARTMENT

NOTIFICATION

Bhubaneswar, dated the 19.05.2026

No. COOP-FE1-ESTT-0020-2024 6198 /Coop. With the objective of strengthening the capacity building of Officers, the formulation of an appropriate training schedule/ programme for the Odisha Cooperative Service (OCS) and Odisha Cooperative Audit Service (OCAS) Officers has been under active consideration of Government for some time past.

After careful assessment & detailed examination of the Training requirements, Government have been pleased to finalize the Training schedule/ programme in respect of OCS officers and OCAS officers recruited through OPSC as per the schedule(s) annexed.

By order of the Governor
crh
(M.P.Mohanty) 19/05/26

Additional Secretary to Government

Memo No. 6199 /Coop., Date: 19.05.2026

Copy forwarded to Director, Printing, Stationery and Publication, Odisha, Cuttack for publication of the Notification in the next issue of Odisha Gazette.

2. Ten(10) spare copies of the Gazette Notification may be supplied to this Department.

crh
19/05/26
Additional Secretary to Government

Memo No. 6200 /Coop., dated: 19.05.2026

Copy along with a copy of Annexures forwarded to P.S to the Hon'ble Minister of State (Independent Charge), Co-operation, Handlooms, Textile & Handicrafts / Sr.P.S to Commissioner-cum- Secretary to Government, Co-operation Department for kind information of Hon'ble Minister, Co-operation, Odisha / Commissioner-cum- Secretary to Government, Co-operation Department respectively.

crh
19/05/26
Additional Secretary to Government

Memo No. 6201 /Coop., dated: 19.05.2026

Copy along with a copy of Annexures forwarded to G.A & P.G Department/ Finance Department / Registrar of Co-operative Societies, Odisha, Bhubaneswar/ Auditor General of Cooperative Societies, Odisha / Secretary, Co-operative Tribunal, Odisha, Bhubaneswar / Director, Agricultural Marketing, Odisha, Bhubaneswar/ Secretary, State Co-operative

Election Commission, Odisha, Bhubaneswar / M.D. OSCB Ltd., Bhubaneswar for information and necessary action.

ewh
19/05/26
Additional Secretary to Government

Memo No. 6202 /Coop., dated: 19.05.2026

Copy along with a copy of Annexures forwarded to the Additional Director, Gopabandhu Academy of Administration /Madhusudhan Das Regional Academy of Financial Management/ the Director, Madhusudan Institute of Cooperative Management, Bhubaneswar for information and necessary action.

ewh
19/05/26
Additional Secretary to Government

Memo No. 6203 /Coop., dated: 19.05.2026

Copy along with a copy of Annexures forwarded to All Officers, Co-operation Department / Guard File for information and necessary action.

ewh
19/05/26
Additional Secretary to Government

Memo No. 6204 /Coop., Date: 19.05.2026

Copy along with a copy of Annexures forwarded to the IT Programmer, Co-operation Department. He is requested to launch the said Notification in the Department Website for information of all concerned.

ewh
19/05/26
Additional Secretary to Government

21.5
⑨ IT Prog.

ANNEXURE-A**TRAINING SCHEDULE FOR OCS OFFICERS RECRUITED THROUGH OPSC.****TOTAL PERIOD OF TRAINING : 26 WEEKS**

Detailed Programme for OCS officers		
Sl. No.	Subject	Period of Training (in weeks)
1	Training at GAA	2
2	Training at MDRAFM	1
3	Induction Training at MICM, Bhubaneswar	5
4	Induction Training at ACSTI, OSCB	1
5	Attachment to DRCS office	3
6	Attachment to Office of Senior ARCS	4
7	Special Training at VAMNICOM, Pune	2
8	Exposure visits to neighbouring State and National Level Cooperatives including MoC, GoI. (TRIFED, NAFED, NAFCUB, NCD, NAFSCOB, NCUI, IFFCO, KRIBHCO, FISHCOFED newly formed national Cooperatives on Seeds, Export and Organic Products)	2
9	Special Training at IRMA, Anand	1
10	Training at RCS office, OSCB & Department- 2 week, Visit to Important Government Authorities/Offices and	4

	other wings of Deptt & Apex Societies- 2 weeks.	
11	Debriefing (Consolidation of Learnings and submission of a report) to Department through the Directorate.	1
	Total	26 Weeks

The schedule of Training at MICM will be applicable to all direct recruits who have not undergone such Training & not those who have already been promoted to next higher ranks.

**Details of Training at Gopabandhu Academy of Administration (GAA)
1st Week (General Administration)**

Day-1	About Odisha (Demography challenges & Odisha Economy)
Day-2	Criminal Justice & Constitution of India with Focus on Bharatiya Naya Sanhita, Nagarik Surakhya Sanhita and Bharatiya Sakshya Adhiniyam
Day-3	Forest, Environment, Climate Change & Disaster Management.
Day-4	Role of Fisheries & ARD, Handlooms, Textiles & Handicrafts and MSME in elevating livelihood of people at the bottom in Odisha
Day-5	Transformation of Odisha, SDG Goals, Plans & Policies with special emphasis on cooperative policies
Day-6	Good Governance, Govt. initiatives & Interactive Session

2nd Week (Administrative & Legal Matters, Service Conditions/Rules)

Day-1	Odisha Leave Rules/ESI
Day-2	HRMS (PAR and property statement submission)/IT intervention/i-GOT Karmayogi
Day-3	Prevention of Corruption Act, PoSH Act, Janasunani
Day-4	CCA Rules/Conduct of Departmental Proceedings
Day-5	Quasi-Judicial Proceedings (E.P., Disputes & Surcharge Proceedings) and Legal Management System.
Day-6	RTI/Lokayukta/Govt. Servant Conduct Rules, PAR & Interactive Session/ORTPS Act,2012

Details of Training at Madhusudan Das Regional Academy of Financial Management (MDRAFM)

3rd Week (Financial Management)

Day-1	Odisha General Financial Rules & Delegation of Financial Powers
Day-2	Odisha Treasury Code/IFMS/PFMS/ Odisha Service Code/TA Rules, LTC
Day-3	Odisha Budget Manual/Budget Management/FRBM/
Day-4	OPWD Code/Procurement of Goods, Services & Outsourcing/GeM/e-Procurement
Day-5	Maintenance of Books of Accounts/Records of Govt. offices, Audit (Common Cadre Audit, Local Fund Audit &

	special emphasis to Cooperative Audit)
Day-6	Odisha Pension Rules/NPS/GPF/EPF /RCM Rules

Topics to be covered during class room induction training of OCS officers at MICM.

Sl No	Topic to be Covered	Number of Days/Periods to be allotted	Remarks
1	Basic Concept of Cooperatives	1/2 Day (2 periods)	
2	Emergence of cooperative concept and evolution of Cooperatives in our State	1/2 Day (2 periods)	
3	Functioning of Cooperatives	1 Day (4 periods)	
4	Cooperatives in different Sectors in the State – Credit, Marketing, Consumer, Housing & Allied sector	1 Day (4 periods)	
5	Study of Odisha Cooperative Societies Act-1962 and Rule 1965 , Election Rules-1992	4 Days (16 periods)	
6	Important Circulars and Guidelines of Government , Mode Bye-laws	1 Day (4 periods)	

7	Brief Idea on Bharatiya Sakshya Adhinyam (Evidence Act), Nagarik Surakhya Sanhita (CPC), Limitations Act and RTI Act	2 Days (8 periods)	
8	Role of RCS in Cooperatives in Cooperative Administration	1 Day (4 periods)	
9	Brief idea about Multi-State Cooperative Act, Multi-State Cooperative Societies and CRCS	1 Day (4 periods)	
10	Case Studies/Practical on: (Dispute Hearing, Execution Proceedings, Liquidation Proceedings, Proceedings under section 32 of OCS Act and Order writing	2 Days (8 periods)	
11	Cooperative Audit (Senior OCAS Officers may be invited to impart practical knowledge)	2 Days (8 periods)	
12	Cooperative Accounting (Senior OCAS Officers/ SAAGCS may be invited to impart practical knowledge)	3 days (12 periods)	
13	Knowledge on different schemes of the Department (to be imparted by Senior Officers of the Department)	1 Day (4 periods)	

14	Basic Idea on Cooperatives functioning under the administrative control of other Departments	1 Day (4 periods)	
15	Agriculture Marketing – the concept, institutional framework in the State and National, Present day challenges and Scope/Potential	1 Day (4 periods)	
16	Basic Computer Skills. Use of AI tools in facilitation of day to day work	1 Day (4 periods)	
17	A Dissertation Paper is to be submitted by each trainee after completion of the training which is to be evaluated by the institute	1 Day (4 periods)	
18	A Presentation is to be given by each trainee officer on any specific topic allotted by the Institute in presence of an expert panel	1 Day (4 periods)	

Between these classes 4 days field visit to different Primary and Central Cooperative Societies to have interaction with the officials of these organisations and have a first-hand experience on their functioning.

Topics to be covered during class room induction training of OCS officers at ACSTI, OSCB.

Sl No	Topic to be Covered	Number Days/Periods be allotted	of to	Remarks

1	General Banking Scenario, status of Cooperative Banks	1 period	
2	Overview of Cooperative Sector in the changing Banking scenario, challenges before the Cooperatives	2 periods	
3	Important Provisions of BR Act, NI Act, RBI Act	2 Periods	
4	Introduction to Financial Statement with ratio analysis, various loan products and other Govt. sponsored programmes	3 Periods	
5	Credit linked subsidy scheme & alternate credit delivery mechanism	1 period	
6	General Principles of lending – different appraisal techniques, basic documentation of loans and advances & legal aspects in recovery	3 periods	
7	Prudential norms-IRAC and provisioning in Banks	1 Period	
8	Internal check & control system in Banks, Digital Banking and Cyber Security measures	3 Periods	

9	Field visit of CCB/PACS	1 day	
10	Activities – Group Presentation/ Discussion	2 periods	

Proposed Training Schedule of OCS Probationers to VAMNICOM-2 weeks

SI No	Topic to be Covered	Number of Days/Periods to be allotted	Remarks
1	Cooperative Principles, Values and Ethics	1 Day (4 Periods)	
2	Cooperatives in different Sectors in India – Credit, Marketing, Consumer, Housing etc.	1 Day (4 Periods)	
3	Cooperative Banking. Their functioning vis-a-vis PSU/Private Banks and RRBs. Relevance of Cooperative Banks in the present day economy/society	2 Days(8 Periods)	
4	Cooperative Accounting	2 Days (8 Periods)	
5	Making the functioning of Cooperatives Technology driven (Online Functioning)	1 Days (4 Periods)	
6	Role of Governments (State and Centre) in functioning/promotion of Cooperatives. Comparative	1 Day (4 Periods)	

	Study with other States		
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VAMNICOM – Field visit and practical experience on the functioning and evolution of Cooperatives in different sectors – 2 days, visit to and Study of any innovative Cooperative – 1 day, visit to any APMC – 1 day, Consolidation of the learnings and Presentation/submission of report – 1 and also to customise the curriculum according to their facility available.

Proposed Training Schedule of OCS Probationers to IRMA-1 week

SI No	Topic to be Covered	Number of Days/Periods to be allotted	Remarks
1	Evolution of the concept and cooperative institutions at International and National Level	1 Day (4 Periods)	
2	Cooperatives in different Sectors in India – Credit, Marketing, Consumer, Housing, Services etc.	1/2 Day (2 Periods)	
3	Evolution of the Multi-Purpose Cooperatives, Business Diversification and Processing & value chain marketing	1/2 Day (2 Periods)	
4	Emerging Trends in Cooperatives and Morden day challenges	1 Day (4 Periods)	
5	New Initiatives of Gol and Revitalising the Cooperative sector	1 Day (4 Periods)	

IRMA– Field visit and practical experience on the functioning and evolution

of Cooperatives in different sectors – 1 day, visit to and Study of any innovative Cooperative & visit to any APMC – 1 day, Consolidation of the learnings and Presentation/submission of report – 1 and also to customise the curriculum according to their facility available.

Topics to be covered during period of attachment of newly joined ARCS at Sr.ARCS circles

Sl No.	Topic to be Covered
1	Participation in admission and hearing of Dispute cases, admission and execution of Execution Proceedings (E.P)
2	Closure of liquidation proceedings
3	Conduct & Preparation of report of inspection, enquiry & visit of the Cooperative Societies
4	Participation in Paddy Procurement, pulses and oil seed procurement
5	Enrolment & Implementation of PMFBY (Prime Minister Fasal Bima Yojana)
6	Computerization of PACS
7.	Participation in distribution of Crop loan, fertilizer and seeds to farmers
8.	Maintenance of Book of records of PACS & CCBs
9.	Attending other statutory duties.

Topics to be covered during period of attachment of newly joined ARCS to the Office of DRCS

Sl No.	Topic to be Covered
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1	Participation in admission and hearing of Dispute cases of CCBs & Central Coop Societies
2	Enquiry, Election of Cooperative Societies and Statutory duty
3	Validation and monitoring of Paddy Procurement, pulses and oil seed procurement
4	Implementation of PMFBY
5	Attending different meetings conducted by DRCS
6	Monitoring Implementation of different Govt. of India initiatives in the districts
7.	Visit to CCBs HO & its branches and Central Coop Societies to monitor their activities
8.	Attach to one nearby viable PACS to observe its activity and business process to gain practical experience- One week

Topics to be covered during period of attachment of newly joined ARCS to the Office of RCS & Cooperation Department

Sl No.	Topic to be Covered
1	Study of Computerization of PACS
2	Study of Computerization of RCS Office
3	Study of Paddy Procurement, Millets and oil seed procurement
4	Monitoring the implementation of different Govt. of India

	initiatives
5	Attending different meetings conducted by RCS
6	Study of different schemes implemented by the State Govt.
7.	Attending court of different higher Officers
8.	Study of cases at Different Courts including Hon'ble High Court and preparation of PWC, etc
9.	Visit to important Government Authorities and other wings of the Department & apex societies-2 weeks

TRAINING SCHEDULE FOR PROGRAMME FOR OCAS OFFICERS RECRUITED THROUGH OPSC

Total period of Training-26 Weeks.

Detailed Training Programme for OCAS officers		
Sl. No.	Subject	Period of Training (in weeks)
1	Induction Training at SCTI, Gopalpur/MICM (4 weeks exclusive training about accounting and auditing at MICM/ ACSTI, OSCB Ltd)	6+4
2	Training at GAA	2
3	Training at MDRAFM	1
4	Attachment to audit circles under the supervision of AAGCS for conducting audit of cooperative societies and learn the role and responsibilities of Head of Office and DDO	4
5	Special Training at VAMNICOM/IRMA	3
6	Exposure visits to neighbouring State and National Level Cooperatives including MoC, Gol (TRIFED, NAFED, NAFCUB, NCD, NAFSCOB, NCUI, IFFCO, CRIFCO, FISHCOFED newly formed National Cooperatives on Seeds, Export and Organic Products)	2
7	Attached to audit circles to perform the duty of an	3

	Auditor and assigned for conducting audit 1 PACS being the probationer	
8	Debriefing at Cooperation Department (Consolidation of Learnings and submission of a report)	1
9	Total	26 Weeks

**Details of Training at Gopabandhu Academy of Administration (GAA)
1st Week (General Administration)**

Day-1	About Odisha (Demography challenges & Odisha Economy)
Day-2	Criminal Justice & Constitution of India with Focus on Bharatiya Naya Sanhita, Nagarik Surakhya Sanhita and Bharatiya Sakshya Adhiniyam
Day-3	Forest, Environment, Climate Change & Disaster Management.
Day-4	Role of Fisheries & ARD, Handlooms, Textiles & Handicrafts and MSME in elevating livelihood of people at the bottom in Odisha
Day-5	Transformation of Odisha, SDG Goals, Plans & Policies with special emphasis on cooperative policies
Day-6	Good Governance, Govt. initiatives & Interactive Session

2nd Week (Administrative & Legal Matters, Service Conditions/Rules)

Day-1	Odisha Leave Rules/ESI
Day-2	HRMS (PAR and property statement submission)/IT intervention/i-GOT Karmayogi
Day-3	Prevention of Corruption Act, PoSH Act, Janasunani
Day-4	CCA Rules/Conduct of Departmental Proceedings
Day-5	Quasi-Judicial Proceedings (E.P., Disputes & Surcharge Proceedings) and Legal Management System.
Day-6	RTI/Lokayukta/Govt. Servant Conduct Rules, PAR & Interactive Session/ORTPS Act,2012

Details of Training at Madhusudan Das Regional Academy of Financial Management (MDRAFM)

3rd Week (Financial Management)

Day-1	Odisha General Financial Rules & Delegation of Financial Powers
Day-2	Odisha Treasury Code/IFMS/PFMS/ Odisha Service Code/TA Rules, LTC
Day-3	Odisha Budget Manual/Budget Management/FRBM/
Day-4	OPWD Code/Procurement of Goods, Services & Outsourcing/GeM/e-Procurement
Day-5	Maintenance of Books of Accounts/Records of Govt. offices, Audit (Common Cadre Audit, Local Fund Audit & special emphasis to Cooperative Audit)
Day-6	Odisha Pension Rules/NPS/GPF/EPF /RCM Rules

**Topics to be covered during class room induction training of OCAS officers at
SCTI, Gopalpur/MICM**

(10 Weeks)

Sl. No.	Topic to be Covered	Number of Days/ Periods to be allotted	Remarks
1	Basic Concept of Cooperatives	1/2 Day (2 periods)	
2	Emergence of cooperative concept and evolution of Cooperatives in our State	1/2 Day (2 periods)	
3	Functioning of Cooperatives	2 Days (8 periods)	
4	Cooperatives in different Sectors in the State – Credit, Marketing, Consumer, Housing etc.	2 Days (8 periods)	
5	Study of Odisha Cooperative Societies Act-1962 and Rule 1965	5 Days (20 periods)	
6	Important Circulars and Guidelines of Government of Odisha, RCS, AGCS, RBI and NABARD for smooth functioning of Cooperatives	2 Day (8 periods)	
7	Brief Idea on Evidence Act, CPC, Limitations Act and RTI Act	3 Days (12 periods)	
8	Role of RCS/AGCS in Cooperatives in Cooperative Administration & Audit.	1 Day (4 periods)	
9	Brief idea about Multi-State Cooperative	2 Days (8	

	Act, Multi-State Cooperative Societies and Credit CS	periods)	
10	Case Studies/ Practical on Cooperative Audit and Surcharge (Senior OCAS Officers, Chartered Accountants and Legal experts may be invited to impart practical knowledge)	6 Day (24 periods)	MICM/ ACSTI, OSCB
11	Knowledge on different schemes of the Department (to be imparted by Senior Officers of the Department)	1 Day (4 periods)	
12	Basic Idea on Cooperatives functioning under the administrative control of other Departments	1 Day (4 periods)	
13	Agriculture Marketing- the concept, institutional framework in the State and National, present day challenges and Scope/Potential	1 Day (4 periods)	
14	Basic Computer Skills. Use of AI tools in facilitation of day to day work	3 Days (12 periods)	
15	A Dissertation Paper is to be submitted by each trainee after completion of the training which is to be evaluated by the institute	1 Day (4 periods)	
16	A Presentation is to be given by each trainee officer on any specific topic allotted by the Institute in presence of an expert panel	1 Day (4 periods)	
17	Fundamental of Cooperative Accounts & Finance. Management & Financial	24 Days (96 periods)/	MICM/ ACSTI,

	Audit. Maintenance of Books & Records in different types of societies. Common Accounting System (CAS) and Management Information System (MIS). Accounting errors and their rectifications. Fraud detection. Audit Report preparation. Duties & Responsibilities of Auditors.		OSCB Ltd
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56 days

Between these classes **4 days** field visit to different Primary and Central Cooperative Societies to have interaction with the officials of these organisations and have a first-hand experience on their functioning.

(Total 60 days/ 10 weeks)

Proposed Training Schedule of OCAS Probationers to VAMNICOM/IRMA

(3 Weeks)

SI No	Topic to be Covered	Number of Days/ Periods to be allotted	Remarks
1	Evolution of the concept and cooperative institutions at International and National Level	1 Day (4 Periods)	
2	Cooperative Principles, Values and Ethics	1 Day (4 Periods)	
3	Cooperatives in different Sectors in India – Credit, Marketing, Consumer, Housing etc.	1 Day (4 Periods)	
4	Cooperative Banking. Their functioning vis-a-vis PSU/Private Banks and RRBs. Relevance of	1 Day (4 Periods)	

	Cooperative Banks in the present day economy/society		
5	Evolution of the Multi-Purpose Cooperatives and brief idea about Multi-State Cooperative Act	1 Days (4 Periods)	
6	Cooperative Audit, Accounts, Finance, MIS, Fraud detection, System Audit, Accounting error and their rectification	5 Days (20 Periods)	
7	Making the functioning of Cooperatives Technology driven (Online Functioning)	1 Days (4 Periods)	
8	Roll of Governments (State and Centre) in functioning/promotion of Cooperatives. Comparative Study with other States	1 Day (4 Periods)	
9	Emerging Trends in Cooperatives and Modern day challenges	1 Day (4 Periods)	
10	New Initiatives of GoI and Revitalising the Cooperative sector	1 Day (4 Periods)	

14 days (2 weeks)

IRMA/VAMNICOM – Field visit and practical experience on the functioning and evolution of Cooperatives in different sectors – 3 days, visit to and Study of any innovative Cooperative – 2 day, visit to any APMC – 1 day, Consolidation of the learnings and Presentation/submission of report – 1 day. **(7 days/1 week)**