



कार्यालय प्रधान महालेखाकार (लेखा व हकदारी)
हिमाचल प्रदेश, शिमला- 171 003
OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E)
HIMACHAL PRADESH, SHIMLA-171003



No. Admn/A/2022-23/125

Dated: 17-06-2022

OFFICE ORDER

In continuation of this office order No. Admn/A/2022-23/110 endorsed vide Endst. No. Admn/D-4/DAs/Probation/2011-22/22-23/924-33 dated 08-06-2022, it is further notified that some changes in respect of sessions of faculty to impart training to Divisional Accountants (Probationer) scheduled w.e.f. 08-06-2022 to 23-06-2022 have been made which depicted in annexure attached.

The faculty member is directed to impart training as per schedule attached; any deviation will be seriously viewed and will attract disciplinary proceeding.

Authority: Principal Accountant General orders dated 17-06-2022 at page 77/N of file Admn/D-4/DAs/Probation/2011-22/22-23.

Sd/-
Deputy Accountant General (Accounts)

Endst.: Admn/D-4/DAs/Probation/2011-22/22-23/1065-74

Dated:-17-06-2022

Copy forwarded for information and necessary action to:

1. Secy. to Principal Accountant General(A&E), HP, Shimla.
2. PA to Dy. Accountant General(Admn).
3. PA to Dy. Accountant General(Accounts & VLC).
4. Data Manager, EDP section is requested to make necessary arrangements for the training.
5. AAO, EDP section may coordinate with faculty members and trainees for training.
6. CA to Dy.AG (Admn.) with request to take necessary action for setting of evaluation test.
7. All Faculty Members.
8. The Executive Engineer, concerned division of the official.
9. Concerned employee, O/o the Executive Engineer, Concerned division.
10. 'A' series/Admn.


Sr. Accounts Officer (Accounts)

ANNEXURE - I**Syllabus, Schedule and Course Content for Induction Training of Divisional Accountants on Dated 19.06.2022 (Sunday) by Sh. Dilip Kumar DAO – I**

SESSION	TOPIC	CONTENT	SYLLABUS
1	Highlights of CPWD Manual & CPWA Code	Highlights of CPWD Manual & CPWA Code	CPWD Manual & CPWA Code
2	Sale of Tender documents and their accounting Collection of EMD & Performance Guarantee and refund of EMD	Sale of tender documents & their accounting; Collection of EMD and Performance guarantees at the time of tender/ award When is EMD refunded – procedure for refunds.	Sale of Tender documents and their accounting Collection of EMD & Performance Guarantee and refund of EMD
3	Secretarial aspects of Tender Evaluation committee meeting Case studies	Secretarial aspects of tender Evaluation committee meetings – procedures involved in convening meetings – preparation of agenda – recording minutes of meetings- recording approval. Disapproval/ disclaimer of opinion on proposals in various records – recording partial approval related to applicable aspects only etc Case studies	Secretarial aspects of Tender Evaluation committee meeting
4 & 5	Preparation of comparative statements & evaluation of bids	Preparation of comparative statements & evaluation of bids	Preparation of comparative statements & evaluation of bids
<u>SESSION TIMINGS</u>			
1 st Session		09:30 am to 10:45 am	
2nd Session		11:00 am to 12:15 pm	
3rd Session		12:30 pm to 01:45 pm	
Break		01:45 pm to 02:30 Pm	
4th Session		2:30 pm to 03:45 pm	
5th Session		04:00 pm to 05:15 pm	



Sr. Accounts Officer (Admn.)