

कार्यालय
प्रधान निदेशक लेखापरीक्षा (इंफ्रास्ट्रक्चर)
दिल्ली
कार्यालय आदेश -606

कृपया इस कार्यालय में आयोजित निम्नलिखित कार्यालयीन प्रशिक्षण कार्यक्रम हेतु निम्न अधिकारियों/कर्मचारियों के नामांकन का अनुमोदन किया गया है:

क्र.सं	प्रशिक्षण का विषय	प्रशिक्षण की अवधि	नामांकित अधिकारी/कर्मचारी	अनुभाग का नाम
1.	iBEMS/PFMS application and budget related matters	20.03.2023 to 24.03.2023 (Five days)	1. Shri Bhagwat Dayal, Sr. Ar. 2. Shri Nimish Nilotpal, AAO 3. Shri Yogesh Kumar Chandel, AAO 4. Shri Vishal Bhardwaj, AAO 5. Shri Rajeshwar Singh, AAO 6. Shri Sourabh Singh, AAO 7. Shri Lal Singh Rawat, Sr. Ar. 8. Shri Amit Cholak, Auditor 9. Shri Vinod Kumar, Auditor 10. Shri Rajkumar, Sr. Ar. 11. Shri Dushyant, Auditor 12. Shri Ajit Kumar, AAO 13. Shri Naim Mohammad, Sr. Ar.	Report-I Report-II Report-II Infra-I Infra-II Infra-II Infra-III Infra-III Infra-IV Infra-IV Admn Admn Railway Comm. Railway Comm.

उल्लिखित प्रशिक्षण कार्यक्रमानुसार सभी नामांकित अधिकारियों/कर्मचारियों को निर्देशित किया जाता है कि कार्यालय के प्रशिक्षण कक्ष में निर्धारित अवधि अनुसार प्रशिक्षण के लिए उपस्थित रहें।

व्याख्यानकर्ताओं को भी संलग्न प्रशिक्षण कार्यक्रमानुसार निर्देशित किया जाता है कि उपरोक्त विषय पर व्याख्यान देने हेतु कार्यालय के प्रशिक्षण कक्ष में निर्धारित अवधि अनुसार उपस्थित रहें।

**Session timings: (Session-I (10:15 am to 11:30 am) & (Session-II 11:45 am to 1:00 pm)
(Session-III (2:00 pm to 3:15pm) & (Session-IV (3:30 pm to 4:45 pm)**

वि.सी.गाल्ट
14/03/23
(विककी भारती)

वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन)

संख्या: Admn - III / Prog / 3-1 / 2016-17 / Jn - Housc / 13106 - दिनांक: 14/03/23
प्रति सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित: 13128

1. प्रधान निदेशक सचिवालय
2. निदेशक (Infra-III)
3. निदेशक (Admn)
4. निदेशक (Infra-IV)
5. उप-निदेशक (Infra-II)
6. उप-निदेशक (Infra-I)
7. उप-निदेशक (Report-I&II)
8. कार्यालय प्रधान निदेशक लेखापरीक्षा
8. सभी अनुभाग
9. उपरोक्त सम्बंधित अधिकारी/ कर्मचारी
10. कार्यालय आदेश पुस्तिका

वि.सी.गाल्ट
14/03/23
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वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन)

Training Module and Faculty detail

<p>DAY-1 Training on iBEMS - Four Sessions</p> <p>a) Registration part i) Dealing Hand /AAO & DDO at DDO office ii) Dealing Hand /AAO & DDO at PAO office</p> <p>b) Workflow i) Processing of initiating Budget Demand/ Allocation & approval ii) Processing of Bill/Expenditure/Challan Entry/Transfer Entry/Non-PFMS Entry iii) Procedure of passing including reverse population of salary and GeM bills iv) Preparation and Submission of ROE (Review of Expenditure) v) Syncing of iBEMS data into PFMS</p>	<p align="right">20.03.2023</p> <p>Shri Pankaj Kumar Srivastava, Auditor (Full day)</p>
<p>Day-2- Training on Budget matters - Four Sessions</p> <p>a) Revised Estimates- mid-year review of possible Revenue and expenditure during current financial year, taking into accounts the rest of expenditure, New Services and New instrument of Services etc.</p> <p>b) Budget Estimates- Budget Estimates for ensuing financial year -Accuracy in Preparation of Revised Estimates as well as Budget Estimates</p> <p>c) Demand of Additional Budget, supporting documents and justification</p> <p>d) Treatment of Recoveries and Deduct Recoveries</p> <p>e) Surrender of Savings/submission of Flash figures</p> <p>f) Time bound process of budgeting.</p> <p>g) Delegation of Financial and Administrative Powers, 2022, General and specific instructions based on budget circular of the relevant financial year</p>	<p align="right">21.03.2023</p> <p>Shri Pankaj Kumar Srivastava, Auditor (Full day)</p>
<p>Day-3- Training on GeM- Two Sessions</p> <p>a) Introduction</p> <p>b) Process Flow</p> <p>c) Unblocking of Budget (in case of cancellation or payment through other platforms)</p>	<p align="right">22.03.2023</p> <p>Shri Kailash Chand Tripathi, AAO (I session)</p>
<p>d) GeM Support</p> <p>i) email-helpdesk-gem@gov. in</p> <p>ii) Toll Free Numbers : I 1800419-3436 / I 1800-102-3436</p> <p>iii) Help Desk No's : +911244875125 & +917556685120</p>	<p align="right">22.03.2023</p> <p>Shri Kailash Chand Tripathi, AAO (II session)</p>
<p>Public Financial Management System (PFMS)</p> <p>Registration Part</p> <p>Programme Division, PD Maker/PD Checker, DDO maker/Checker and DDO. DH/AAO/PAO at PAO office/Pr. PAO office Vendor/Agency/Misc Users. Approval of users at various levels (two level approval at each stage)</p>	<p align="right">22.03.2023</p> <p>Ms.Anjali Sisodiya (III & IV Session)</p>

<p>DAY-4</p> <p>b. Work flow of PFMS</p> <p>Processing of bill through Programme Division (LOA etc.) Landing of Bills on PFMS through EIS/iBEMS/GeM Receiving and processing the bills till e-payment/cheque payment.</p>	<p>23.03.2023 Ms.Jyoti Nagpal (I & II Session)</p>
<p>c) Budgeting Process</p> <p>i) Consolidated DDG Budget entry in PFMS ii) Allocation of budget by Hqrs office and Syncing of Budget in PFMS iii) Manual Entry of budget in PFMS (Post and Telecommunication, Railway and Misc. for reconciliation)</p>	<p>23.03.2023 Ms.Surekha Kumari (III & IV Session)</p>
<p>DAY-5</p> <p>2. Employee Information System (EIS)</p> <p>Bill Processing</p> <p>i) Entry of Employees details ii) Pay bill processing iii) Supplementary bill processing (Delayed current month/past period) iv) Other bill processing (CEA/Hon./arrears)</p>	<p>24.03.2023 Shri Devesh, AAO (I & II session)</p> <p>(Last 2 sessions will be for Evaluation and Vaedictory)</p>