

क्षेत्रीय प्रशिक्षण संस्थान, जयपुर

Accounting of Works and Audit of works contracts

08.02.2021 to 10.02.2021

SESSION TIMINGS			NON-SESSION TIMINGS
I 10.15 AM to 11.00 AM II 11.15 AM to 12.00 Noon III 12.15 PM to 01.00 PM IV 01.15 PM to 02.00 PM			11.00 AM to 11.15 AM 12.00 Noon to 12.15 PM 01.00 PM to 1.15 PM
DATE & DAY	SESSION	TOPIC	Faculty
08.02.2021 (Monday)	I	Brief introduction to the functions of Public Works Department; Classifications of works e.g. Original works, repairs and petty works. Stages for execution of works- Urgent and emergent works. Administrative approval, Technical sanction, Financial sanction, Budget provision, Allotment of fund; Deposit work.	Shri F. C. Syal, Retd. Sr. DAG
	II & III	Define type of contracts in Public works with brief introduction, Detailed Estimates: Basis of preparation- difference between Preliminary and Detailed estimates. Schedule of rates- Scheduled items & Non-scheduled items analysis rates. Provision for contingencies in different kinds of works. Recasting of estimates- Supplementary estimate, Revised estimate. Addition, alterations and substitution of items, analysis of rates.	Shri Neeraj Jain, Superintending Engineer,
	IV	Notice Inviting Tender- Procedure- Competent Authority Opening of Tenders- preparation of comparative statement. Acceptance of Tenders- procedure, comparative statement- competent authority. Important provisions of standard forms of a tender.	Shri R. N. Tailor, Retd. Sr. AO
09.02.2021 (Tuesday)	I & II	Supply of Departmental Materials, Material at site Account, Stock suspense, Issue rate, Recovery rate. Recovery on penal rate, Payment at part rate, Payment of different kinds of advances to contractor. Documentations of Accounts- Bills Register, Contractors Ledger, Register of Works, Dismantled Materials Accounts, Losses of Government Assets.	Shri Mahesh Kanodia, Sr. Div. Acct. officer, PWD
	III & IV	Cash Accounts- Upkeep, Balancing, Rectification of Errors & Verification; Imprest Account; Temporary Advance Account; Stores- Quantity & Value Accounts, Ledger, Stock-taking, Rectification of Accounts; Transfer entries; Preparation of Works Accounts. Audit of Stores and Stock in light of guidelines issued by the C&AG.	Shri F. C. Syal, Retired Sr. DAG
10.02.2021 (Wednesday)	I	Preparation of RA & Final Bills. Consumption Statement, Excess quantity statement. Ad-interim payment, adjustment of advances, payment of escalation.	Shri Mahesh Kanodia, Sr. Div. Acct. officer, PWD

	II & III	Important check points to be examined in the PW audit relating to works executed through Piece Works Agreement (PWA), Work Order, and Contract Agreements viz., comparative cost and variance analysis. Arbitration Law including procedures and provisions for dealing arbitration matters. Works Analysis: Introduction, records related to the particular work, methodology, process and techniques.	Shri R. N. Tailor, Retd. Sr. AO
	IV	End-course assessment Valediction	DG, RTI, Jaipur

पाठ्यक्रम निदेशक