

REGIONAL CAPACITY BUILDING & KNOWLEDGE INSTITUTE, JAIPUR

Training Program “Works Accounts”

From 10.06.2024 to 12.06.2024

SESSION TIMINGS		NON-SESSION TIMINGS	NON-SESSION DAYS
I 10.15 AM to 11.30 AM II 11.45 AM to 01.00 PM III 02.00 PM to 03.15 PM IV 03.30 PM to 04.45 PM		Tea Break: 11.30 AM to 11.45 AM Lunch Break: 01.00 PM to 02.00 PM Tea Break: 03.15 PM to 03.30 PM	--Nil--
DATE & DAY	SESSION	TOPIC	FACULTY
10.06.2024 (Monday) Day 1	10:10 AM	Inauguration by Principal Director	
	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 Pawan Khemchandani, Sr. DAO, O/o AG(A&E) RAJASTHAN JAIPUR
	II	Details of Process of taking measurements. Recording of measurements in Measurement Books- Sources of entries. Quantitative calculation including taking of Stock measurement	
	III	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 Mahesh Kumar Kanodia, Sr DAO
	IV	Detailed Estimates: Basis of preparation- difference between Preliminary and Detailed estimates. Schedule of rates- Scheduled items & Non-scheduled items analysis rates	
11.06.2024 (Tuesday) Day 2	I	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
	II	Define contract- Types of works contracts e.g. Lump -sum contract, Item rate contract, Percentage rate contract, Cost plus contract, Labour rate contract	
	III	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 Kumar Kanodia, Sr DAO
	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.	
12.06.2024 (Wednesday) Day 3	I	Preparation of RA & Final Bills. Consumption Statement, Excess quantity statement. Ad-interim payment, adjustment of advances, payment of escalation	Shri Pawan Khemchandani, Sr. DAO, O/o AG(A&E) RAJASTHAN
	II	Preparation of Monthly Account, Relevant Schedules (PWA Forms) and subsidiary records.	
	III	Holistic Well Being	Dr. Sahil Trivedi
	IV	End Course Assessment, Feedback and Valediction	