



क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, जयपुर
Regional Capacity Building and Knowledge Institute,
Jaipur

"Induction Training of Divisional Accountants (Probationers)"
(10.06.2024 to 26.06.2024)

Training Schedule			
SESSION TIMINGS		NON-SESSION TIMINGS	
I 10:15 AM to 11.30 AM II 11:45AM to 1:00 PM III 02:00 PM to 03.15 PM IV 03:30 PM to 4.45 PM		11.30 AM to 11.45 AM; 1.00 PM to 2.00 PM; 03.15 PM to 03.30 PM	
Date	Session	Topic	Faculty Sh./Ms.
Monday 10.06.2024	1	Position of CAG as per the Constitution of India	Ms Meena Bisht Sr. DAG, O/o the AG(A&E), Rajasthan
	2 &3	An introduction to the roles and responsibilities of Divisional Accountant in the broader back ground of the Department	Shri Rohit Kumar Sr AO
	4		Shri Mukul Dixit, Sr.DAO
11.06.2024 Tuesday	1 & 2	FRSR-Part 1: Definitions, Pay Rules and Exercises Leave Rules	Shri Ashok Kumar AAO
	3 & 4	Ethics and Etiquette An overview of CCS (conduct)Rules,1964 and CCS (CCA)Rules ,1965 in guiding officials and personal conduct and General Administrative Rules (Do's and Don't)	Shri Ram Charan Gupta Sr.AO
12.06.2024 Wednesday	1	Duties and functions of Divisional Accountants and examination of records	Shri Praveen Jain Sr.DAO
	2	Budget and budgetary provisions for works, Reconciliation of accounts, Supplementary grants, appropriation and reappropriation	Shri Suresh Kumar Kumawat, Sr.DAO
	3 & 4	Accounts of Public Works and Accounts	Shri Santosh Kumar Sharma AAO
13.06.2024 Thursday.	1	Highlights of CPWD Manual and CPWA Code	Shri Shri Tara Chand, AAO
	2	Law of Contracts Arbitration and conciliation	Shri Sita Ram Sharma, Sr.DAO
	3	Technical Sanction, administrative sanction and bill of Quantity Types of contract.	Shri Sanjay Yadav Sr DAO
	4	Overview of the process of preparation and evaluation of tenders	Shri Sanjay Yadav Sr DAO
14.06.2024 Friday	1 & 2	Tendering process 1.Pre-requisites of tenders/tendering procedure 2.Tendering procedure and its different modes/types	Shri Veer Pal Singh, Sr DAO
	3 & 4	Soft Skills	Shri Anadi Mishra, Pr.AG (Audit-II), West Bengal
15.06.2024 Tuesday	1	Sale of tender documents and their accounting Collection of EMD & performance Guarantee and refund of EMD	Shri Gopal Prasad Garg Sr DAO .
	2	Secretarial aspects of tender evaluation committee meeting Case studies	

	3 & 4	Pre-qualification bids and notice inviting tenders Two bid tendering system. Procedure involved in online/globe tenders	Shri Gotam Kumar Soni Sr DAO
18.06.2024 Tuesday	1 & 2	Preparation of comparative statements & evaluation of bids	Shri Dal Singh Sr.DAO
	3 & 4	Discussion of important accounting terms. Assessing experience and adequacy of technical infrastructure/manpower of the contractor. Case studies	Shri Mahesh Kumar Kanodia Sr DAO .
19.06.2024 Wednesday	1 & 2	CVC guidelines on tendering process & award of contracts Discussion of practical cases/case Laws	Shri Gopal prasad Garg, Sr.DAO
	3 & 4	How to detect collusion/cartel formation of tenders- what are the red flags Case Study	Shri Praveen Jain , Sr.DAO
20.06.2024 Thursday.	1 & 2	Practical session on tender evaluation award of work in PWD Discussion on audit Observations relating to Works Audit	Shri Satyendra Ojha, Sr.DAO
	3 & 4	Measurements of works Case Study Initial records maintenance of measurements books	Shri Mahesh Kumar Kanodia Sr DAO
21.06.2024 Friday	1 & 2	Audit and its procedure	Shri Vikram Maheshwari AAO (Audit)
	3 & 4	Types of bills & payments deduction from bill after RA bills Refund of performance Guarantee	Shri Pawan Khemchandani Sr DAO
22.06.2024 Saturday	1 & 2	Taxes, income Tax & GST	Shri Nirmal Kumar Soni Sr DAO.
	3 & 4	Asset / register	Shri Ram Charan Gupta Sr AO
24.06.2024 Monday	1 & 2	MS Word	Shri Naresh Kriplani AAO
		MS Excel	Shri Mukul Bhatnagar AAO
	3 & 4	Reply to Audit Para	Shri Shiv Bhagwan, AAO(Audit)
25.06.2024 Tuesday	1	IFMS	Shri Pawan Khemchandai Sr DAO
	2		Shri Santosh Kumar, AAO.
	3 & 4	Contract management Checks During implementation of contract	Shri Rajeev Maheshwari, AAO
26.06.2024 Wednesday	1 & 2	IFMS	Shri Mahendra Jangid, Sr DAO.
	3 & 4	Overall Assessment (End-course assessment) and Valediction	Pr Director, RCBKI, Jaipur, Accountant General (A&E), Rajasthan, Sr. DAG (Admin)