

# भारतीय लेखापरीक्षा और लेखा विभाग क्षेत्रीय प्रशिक्षण संस्थान, राँची

**Course Name: “Works Audit including Preparation of Estimates”**

**Course Co-ordinator: Shri Kumar Manoj Sahay, Sr. AO/CF & Mithlesh Kumar Jha, Sr. AO/CF**

**Duration: 05.06.2023 to 09.06.2023 (05 days)**

## सत्र समय

I : 10:15 AM to 11:30 AM  
III : 02:15 PM to 03:30 PM

II : 11:45 AM to 01:00 PM  
IV : 03:45 PM to 05:00 PM

DATE/DAY	SESSION	TOPICS	FACULTY S/SHRI
05.06.2023 Monday	I & II	<b>Inauguration</b>	<b>Principal Director</b>
		<b>Pre Course Test</b>	Shri Kumar Manoj Sahay, Sr. AO/CF
		Overview of Public Works Department and role of Audit therein, accounting system in Public Works Department and upkeep of relevant records relating to execution of work	Shri Kamlesh Kumar Srivastava, Sr. AO, O/o the AG (Audit), Jharkhand
	III & IV	Points to be seen while preparing the estimate for work. Importance of PWD and PWA code Points to be seen while preparing the estimate for work. Importance of PWD and PWA code	Shri Tanmoy Dey, Sr. Divisional Accounts Officer, O/o the Executive Engineer, Rural Development, Chaibasa
06.06.2023 Tuesday	I & II	Concept of Tender and Agreement, F2 Agreement, Standard Bidding Documents (SBD) and Turnkey Project.	Shri Jitesh Prinkle, AAO O/o the AG (Audit), Jharkhand
	III & IV	Importance of analysis of rates and Schedule of Rates (SOR) and method of its preparation.	
07.06.2023 Wednesday	I & II	Administrative Approval and Technical Sanction, Revised Estimation. Case discussion	Shri Champak Roy, Sr. AO O/o the AG (Audit), Jharkhand
	III & IV	Initial records maintained by Public Works Department, Detail of Maintenance of Measurement Book and points to be seen	Shri Jitesh Prinkle, AAO O/o the AG (Audit), Jharkhand
08.06.2023 Thursday	I & II	Exercise on Preparation of Objectives, Defining Criteria and Design Matrix and report writing	Shri Kamal Kant Sahay, Sr. AO O/o the AG (Audit), Jharkhand
	III & IV	Discussion of Case Studies on works.	<b>Shri Faisal Imam, PD/RTI</b>
09.06.2023 Friday	I & II	Performance audit -Points to be examined during the course of review-Case study	Shri Rajni Kant Verma, Rtd. Sr. AO
	III	ISSAI guidelines on Performance Audit	Shri Mithlesh Kumar Jha, Sr. AO
	IV	End Course Test & Group Discussion	<b>Principal Director</b>
	<b>Valediction</b>		

**Course Co-ordinator**