



कार्यालय प्रधान महालेखाकार (लेखा व हकदारी)
हिमाचल प्रदेश, शिमला-171 003
OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E)
HIMACHAL PRADESH, SHIMLA-171003



No.Admn/A/2022-23/96

Dated: 03-06-2022

OFFICE ORDER

A mandatory two week online training programme to Divisional Accountants (Probationer) is scheduled w.e.f. 08-06-2022 to 23-06-2022 (as per attached annexure). The following candidates who are on probation period will have to attend this training without fail otherwise they will not be considered for the completion of probation period:

Sr. No.	Name of D. A (on probation) S/Shri/Km	Date of joining	Division in which posted
1.	Aakash	29-06-2020	B&R Kotkhai
2.	Vikas	01-07-2020	Electrical Una
3.	Nilesh Bana	01-07-2020	B&R-I Mandi
4.	Naveen Dalal	01-07-2020	B&R Kaza
5.	Nikhil Khajuria	01-07-2020	JSV Bharmour
6.	Harsh Tanwar	02-07-2020	JSV Palampur
7.	Saket Sourabh Bansal	03-07-2020	JSV Rekong-Peo
8.	Kapil Jangpangi	08-07-2020	B&R Rampur
9.	Atul	27-07-2020	Chanab Valley Udaipur
10.	Saurabh Kumar	30-07-2020	B&R Salooni
11.	Abhishek Mannewar	10-08-2020	B&R Jawali
12.	Rita	04-10-2021	Hydro Const. & Maint., Tutikandi
13.	Piyush Kumar	05-10-2021	JSV Anni
14.	Pranav Kumar Ravi	20-10-2021	JSV Arki
15.	Lovedeep	22-10-2021	JSV Nalagarh
16.	Manoj Kumar Verma	24-01-2022	JSV Nohradhar

Training will be imparted through **MS Team** application. Necessary link will be sent to all the faculty members & candidates through official **e-mail** and **whatsapp** shortly by EDP Section of this office. At the end of training there will be a mandatory evaluation test and index Nos., mode of test etc. would be intimated in due course.

All the faculty members are directed to impart the training as per schedule attached; any deviation will be seriously viewed and will attract disciplinary proceeding.

Authority: Principal Accountant General orders dated 02-06-2022 at page 72/N of file Admn/D-4/DAs/Probation/2011-22/22-23.

-Sd/-

Deputy Accountant General (Accounts)

Endst.: Admn/D-4/DAs/Probation/2011-22/22-23/814-823

Dated: 03-06-2022

Copy forwarded for information and necessary action to:

1. Secy. to Principal Accountant General(A&E), HP, Shimla.
2. PA to Dy. Accountant General(Admn).
3. PA to Dy. Accountant General(Accounts & VLC).
4. Data Manager, EDP section is requested to make necessary arrangements for the training.
5. AAO, EDP section may coordinate with faculty members and trainees for training.
6. CA to Dy.AG (Admn.) with request to take necessary action for setting of evaluation test.
7. All Faculty Members.
8. The Executive Engineer, concerned division of the official.
9. Concerned employee, O/o the Executive Engineer, Concerned division.
10. 'A' series/Admn.



Sr. Accounts Officer (Accounts)

Syllabus, Schedule and Course Content for Induction Training of Divisional Accountants

(Annexure-‘A’)

DAY	SESSION	TOPIC	CONTENT	SYLLABUS	FACULTY S/Sh.
08-06-2022	1, 2 & 3	An introduction to the roles and responsibilities of Divisional Accountant in the broader background of the Department	Awareness of the role, legal framework and documentation relevant to the Department, career prospects of Divisional Accountants, APAR and office procedures	Awareness of the role, legal framework and documentation relevant to the Department, career prospects of Divisional Accountants, APAR and office procedures	Suraj Prakash, Sr.DAO 9418122416
	4	Position of CAG as per the Constitution of India	Articles 148-151 of the Constitution of India	Constitutional provisions on CAG- Article 148-151	Hari Krishan, Sr.DAO 9418456849
09-06-2022	1 & 2	FRSR- Part-1: Definitions, Pay Rules and Exercises Leave Rules	FRSR- Part-1: Definitions, Pay Rules and Exercises CCS (Leave) Rules, 1972	FRSR-Definitions, Pay Rules CCS (Leave) Rules, 1972	Hari Kishan, Sr.DAO 9418456849
	3 & 4	Ethics and Etiquette An overview of CCS (Conduct) Rules, 1964 and CCS (CCA) Rules, 1965 in guiding official and personal conduct. General Administrative Rules (Do's and Don'ts)	An overview of significant rules in CCS (Conduct) Rules, 1964 and CCS (CCA) Rules, 1965 in guiding official and personal conduct and general awareness of the other rules therein. General Administrative Rules (Do's and Don'ts) Ethics and Etiquette in dealing with stakeholders, protocols for handling RTI queries Precautions in use of social Media	Ethics and Etiquette, CCS (Conduct) Rules, 1964 - Rules 3, 3A, 5, 7, 8, 9, 11,12,13,15,15A,16,17,18,20,21,22, Rules 10, 11 and 20 of CCS (CCA) Rules, 1965	Rajesh Kumar, Sr.DAO 9816285074
10-06-2022	1	Duties & Functions of Divisional Accountants and examination of records	Duties & Functions of Divisional Accountants Records connected with work in the division office. Objection Book Revised Form 51 Monthly accounts (Meaning, when to submit to AG (A&E), various forms included in monthly accounts, significance) Deposits and advances registers (significance)	Duties & Functions of Divisional Accountants Records connected with work in the division office. DA Diary Monthly accounts (Meaning, when to submit to AG (A&E), various forms included in monthly accounts, significance) Deposits and advances registers (significance)	Rajesh Kumar, Sr.DAO 9816285074

	2	Budget and budgetary provisions for works, Reconciliation of accounts, supplementary grants, appropriation and re-appropriation	Budget and budgetary provisions for works, Reconciliation of accounts, supplementary grants, appropriation and re-appropriation	Budgetary provisions for works	Amit Singh, Sr.DAO 9882647754
	3 & 4	Accounts of Public Works and Accounts	Chapter 8 of MSO (A & E) Vol.1 and Para 4.2, Chapter 10, Para 24.2.3 of CPWA Code	Chapter 8 of MSO (A & E) Vol.1 and Para 4.2, Chapter 10, Para 24.2.3 of CPWA Code	Mohinder Paul, Sr.DAO 9418192116
13-06-2022	1	Highlights of CPWD Manual & CPWA Code	Highlights of CPWD Manual & CPWA Code	CPWD Manual & CPWA Code	Rajesh Chauhan, Sr.DAO 9418037971
	2	Law of Contracts Arbitration and Conciliation	Contract Act, 1872 Arbitration and Conciliation Act, 1996	Contract Act, 1872 Arbitration and Conciliation Act, 1996	Amit Singh, Sr.DAO 9882647754
	3	Technical sanction, administrative approval and bill of quantity Types of contract	Technical sanction, administrative approval and bill of quantity Types of contract	Technical sanction, administrative approval and bill of quantity Types of contract	Mohinder Paul, Sr.DAO 9418192116
	4	Overview of the process of Preparation and Evaluation of tenders	Overview of the process of Preparation & Evaluation of tenders; preparation of comparative statements & negotiation with bidders.	Awareness of Ministry of Finance's Manuals on Procurement of Goods, Services (2017) and Works (2019), Awareness of Departmental and CVC Manuals and instructions on tenders and assessment of bids	Rajender Kumar, Sr.DAO 9418462230
15-06-2022	1 & 2	Tendering Process 1. Pre-requisites of tenders/ tendering procedure 2. Tendering procedure and its different modes/types	Tendering Process 1. Pre-requisites of tenders/ tendering procedure 2. Tendering procedure and its different modes/types	Tendering Process 1. Pre-requisites of tenders/ tendering procedure 2. Tendering procedure and its different modes/types	Deepak Sharama, Sr.DAO 9418145122
	3 & 4	Pre-qualification bids and notice inviting tenders Two bid tendering system Procedure involved in online/global tenders	Pre-qualification bids & notice inviting tenders Two bid tendering systems Procedures involved in online global tenders Examples	Departmental and CVC Manuals and Instructions on pre-qualification, two bid system and global tenders Awareness of provisions in Ministry of Finance's Manual on Procurement of Goods (2017)	Vikas Sharma, Sr.DAO 7018609799

16-06-2022	1	Sale of Tender documents and their accounting Collection of EMD & Performance Guarantee and refund of EMD	Sale of tender documents & their accounting; Collection of EMD and Performance guarantees at the time of tender/ award When is EMD refunded – procedure for refunds.	Sale of Tender documents and their accounting Collection of EMD & Performance Guarantee and refund of EMD	Rajesh Chauhan, Sr.DAO 9418037971
	2	Secretarial aspects of Tender Evaluation committee meeting Case studies	Secretarial aspects of tender Evaluation committee meetings – procedures involved in convening meetings – preparation of agenda – recording minutes of meetings- recording approval. Disapproval/ disclaimer of opinion on proposals in various records – recording partial approval related to applicable aspects only etc Case studies	Secretarial aspects of Tender Evaluation committee meeting	Rajesh Chauhan, Sr.DAO 9418037971
	3 & 4	Soft Skills	Communication and Motivation/ Soft Skills/ Team-Building/ Site Visit (With Role Play/Exercises/Group activities)	Soft Skills	Ramesh Bodh, Sr.DAO 7018014495
17-06-2022	1 & 2	Preparation of comparative statements & evaluation of bids	Preparation of comparative statements & evaluation of bids	Preparation of comparative statements & evaluation of bids	Rajesh Chauhan, Sr.DAO 9418037971
	3 & 4	Discussion of important accounting terms Assessing experience and adequacy of technical infrastructure/ manpower of the contractor Case Studies	Discussion of terms, annual financial turnover; financial statements – Profit & Loss Account, Balance Sheet; Bids, Final Bids, Technical Bids; Bidding capacity; Works done. How to assess bidding capacity based on turnover and works done Assessing Experience of contractors in execution of specific work and similar projects – determining the adequacy of documents furnished for this purpose – how to evaluate such documents Case Studies Assessing adequacy of technical infrastructure and technical manpower of the contractor; Assessing bidding capacity based on turnover and work done – determining for this purpose – how to evaluate such documents. Case Studies	Awareness of Ministry of Finance's Manuals on Procurement of Goods, Services (2017) and Works (2019), Awareness of Departmental and CVC Manuals and instructions on tenders and assessment of bids	Ramesh Bodh, Sr.DAO 7018014495

18-06-2022	1 & 2	CVC guidelines on tendering process & award of contracts Discussion of practical cases/case Laws	CVC guidelines on tendering process & award of contracts including negotiation/ post tender negotiation & tender conditions etc. Discussion of practical cases/case Laws	CVC guidelines on tendering process & award of contracts	Sikender Singh, Sr.DAO 7018256071
	3 & 4	How to detect collusion/cartel formation of tenders – what are the red flags Case Study	Introduction to Competition Commission of India How to detect collusion/cartel formation of tenders – what are the red flags Case Study	Introduction to Competition Commission of India How to detect collusion/cartel formation of tenders – what are the red flags. Case Study	Nawang Dorje, DAO-I 8219807175
20-06-2022	1 & 2	Practical session on tender evaluation, award of work in PWD Discussion on Audit Observations relating to Works Audit	Practical session on actual procedure for tender evaluation, award of work in PWD with examples. Discussion on Audit Observations relating to Works Audit	Practical session and Group Discussion	Santosh Kumar, DAO-I 9418454582
	3 & 4	Contract management Checks during implementation of contract	Contract management Contract documents Checks during implementation of contract Evaluation of performance vis-à-vis payment	GFR 2017-Chapter 8, Awareness of Departmental and CVC Manuals and instructions on Contract Management and safeguards on payment	Naushad Alam, DAO-I 9418110094
21-06-2022	1 & 2	Measurement of work Case Study Initial records maintenance of measurement books	Measurement of work – how measurements are made, how they recorded. Measurement books, How to read a measurement book Case Study	Departmental instructions on Measurement of work Measurement books	Satish Kumar Sharma, Sr.DAO 9418024757
	3 & 4	Types of bills & Payments Deductions from bill after RA bills Refund of Performance Guarantee	Types of bills & Payments RA Bills (including first RA bill, final bill) Deductions from bill after RA bills Refund of Performance Guarantee	Departmental provisions on RA Bills (including first RA bill, final bill) Deductions from bill after RA bills Refund of Performance Guarantee	Sanjeet Kumar Sinha, DAO-I 9418110089
22-06-2022	1 & 2	Taxes, Income Tax & GST	Tax implications – Income Tax, GST, TDS	Tax implications of contracts- Income Tax, GST, TDS	Deepak Anand, Sr.DAO 7018925535
	3 & 4	Asset /register	How to prepare and maintain Asset register – Steps/ Procedures – Discussion on Examples/formats of an Asset Register	Departmental instructions on Asset register	Nalin Kumar Singh, DAO-I 9857433856

23-06-2022	1 & 2	MS Word	Basic practice of MS-Word	Introduction to MS Office	Amarbeer Singh, DAO-II 9988620420
		MS Excel	Basic practice of MS-Excel		
	3 & 4	Test and Group Discussion on the training, Feedback, Evaluation and Valediction			Abhishek Kumar, DAG (Accounts & VLC)

Session Timings

1 st Session	10:00 am to 11:15 am
Tea Break	11:15 am to 11:30 am
2nd Session	11:30 am to 12:45 pm
Lunch	12:45 pm to 02:00 pm
3rd Session	02:00 pm to 03:15 pm
Tea Break	03:15 pm to 03:30 pm
4th Session	03:30 pm to 04:45 pm


 Sr. Accounts Officer