



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/2022-23/110

Dated: 08-06-2022

OFFICE ORDER

In continuation of this office order No. Admn/A/2022-23/96 endorsed vide Endst. No. Admn/D-4/DAs/Probation/2011-22/22-23/814-82 dated 03-06-2022, it is further notified that some changes in respect of sessions of faculty to impart training to Divisional Accountants (Probationer) scheduled w.e.f. 08-06-2022 to 23-06-2022 have been made which depicted in annexure attached.

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

Authority: Principal Accountant General orders dated 07-06-2022 at page 74/N of file Admn/D-4/DAs/Probation/2011-22/22-23.

-Sd/-

Deputy Accountant General (Accounts)

Endst.: Admn/D-4/DAs/Probation/2011-22/22-23/924-933

Dated: 08-06-2022

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-‘B’)

DAY	SESSI ON	TOPIC	CONTENT	SYLLABUS	FACULTY S/Sh.
09-06-2022	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	Vikas Sharma, Sr.DAO 7018609799
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)	Vikas Sharma, Sr.DAO 7018609799
15-06-2022	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)	Rajesh Kumar, Sr.DAO 9816285074

16-06-2022	3 & 4	Soft Skills	Communication and Motivation/ Soft Skills/ Team-Building/ Site Visit (With Role Play/Exercises/Group activities)	Soft Skills	Deepak Anand, Sr.DAO 7018925535
17-06-2022	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	Deepak Anand, Sr.DAO 7018925535

Note:- All other training schedule and faculty will be same as circulated earlier.

Authority: Principal Accountant General Orders dated 07-06-2022 at page 74/N of file Admn/D-4/DAs/Probation/2011-22/22-23.



Sr. Accounts Officer (Admn)