



प्रधानमहालेखाकार (ले० एवं ह०) का कार्यालय, बिहार, पटना
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), BIHAR, PATNA

O.O. No. WM- III/2023-24/Trg./DAO-II/52
Dated: 15.02.2024

Office Order

In pursuance of the Headquarters Office circular No. 36-Staff (App I)/2018 issued vide letter No. 1443-Staff (App I)/15-2013 dated 05.11.2018 regarding revised recruitment Rules to the post of Divisional Accounts Officer – II and Divisional Accounts Officer – I, two weeks mandatory training will be conducted by this office w.e.f. **19/02/2024 to 01/03/2024**. Below mentioned officials of DAO-II/DA cadre are mandatorily required to attend this training:

Sl. No.	Name (S/Shri)	Designation	Date of Joining	Date of Promotion to Present Cadre	Present Posting
1	Ramkesh Meena	DAO-II	30.11.2010	01.04.2017*	Local Area Engineering Works Organisation, Araria -854311

* vide Office order No. WM-II/(2023-24)Promo.71 dated 11.09.2023.

Venue:- O/o the A. G. (A&E), Bihar, Patna.

Dy. Accountant General (Works)
Bihar, Patna

No.WM- III/2023-24/Trg./DAO-II/665

Dated: 16.02.2024

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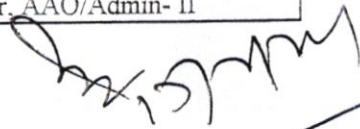
- 1) The Secretary to A.G. (A&E), Bihar, Patna for kind information.
- 2) **Executive Engineer, Local Area Engineering Organisation, Works Division, Araria – 854311.**
- 3) **Shri Ramkesh Meena**, Divisional Accounts Officer Gr.- II, **Local Area Engineering Organisation, Works Division, Araria – 854311**, with direction to report on the above mentioned venue and dates.
- 4) Local W.M-II Section.

Sr. Accounts Officer
Bihar, Patna

TRAINING PROGRAMME FOR DAO-II

Day	Session	Topics Proposed to be Covered	Name of Faculty (S/Shri)
19.02.2024	I	Role and Responsibility of DA Cadre/Extent of duties of DA/DAO in relation to Divisional Officer. Limitations, Divisional Accountant Objection Register (Form-60)	Shri Akhilesh Kumar, Sr. DAO, LAEO-2, Danapur.
	II	Motivation and Leadership/Contract Management	
	III	Detailed Classifications of Works Expenditure pertaining to Irrigation & Drainage Works (P.W. Theory)	
	IV	Preparation & Payment of Contractor Bills. Price Escalation/Neutralization (P.W. Theory)	
20.02.2024	I	Exhibition of losses in Govt. Accounts (General Account Treasury & Finance Rules)	Alok Kumar No- III, DAO-I, RWD Danapur
	II	Advances to Contractor and recovery of advances from Contractor's Bills	
	III	Material-at-Site Account & Accounting Procedure (P. W. Theory)	
	IV	Procedure regarding Maintenance of Numerical Account of Tools & Plants	
21.02.2024	I	Contractor's Ledger (P.W. Theory)	Rakesh Kumar Sinha, Sr. DAO, RCD, Patna.
	II	Posting of Contractor's Ledger from transaction given (P. W. Theory)	
	III	Sale & Transfer of Tools & Plants and Maintenance of Tools & Plants Ledger	
	IV	Sub-divisional Accounts-- Temporary & Permanent Advance Accounts	
22.02.2024	I&II	Training in Treasury - getting acquaintance of relevant provisions of Bihar Treasury Code relating to Works Department, letter of credit, BTC Form-60	Avinash Kumar Sinha, Sr. DAO, Mahatma Gandhi Setu Division, Gayghat, Patna.
	III&IV	Familiar with function of works division in State Treasury as well as Treasury Accounts submitted to Accountant General (especially with respect to Works Accounts)	
23.02.2024	I	Precis and Drafting	Ajit Kumar No.-I, Sr. DAO, BCD-I, Patna.
	II	Precis and Drafting	
	III	Share of experience of the divisions	
	IV	Share of experience of the divisions	
26.02.2024	I	Detailed Classifications of Works Expenditure pertaining to PWD	Arun Kumar Sinha, Sr. DAO, RCD, Gulabbag, Patna
	II	Familiarity with BPWA Code, BPWD Code, Bihar Financial Rules, Bihar Service Code, Bihar Pension Rules, Bihar Provident Fund Rules and other updated rules and circulars related to the working of Works Divisions.	
	III	Familiarity with agreement documents like - F2, SBD, MBD and EPC. & Bank Guarantee	
	IV	Procedure for preparation of Schedule of Work Expenditure	

27.02.2024	I	Difference between Accounting system of Public Works and Civil Department	Sanjay Kumar No - III, BC & HD- 2, Patna
	II	Principles for determining the Expenditure whether it is chargeable to Capital or Revenue Account of a Project	
	III	Monthly Accounts	
	IV	Monthly Accounts	
28.02.2024	I	Dealing with arbitration cases	Nikesh Kumar, Sr. DAO, New Capital Road Division, Patna
	II	Dealing with arbitration cases	
	III	Accounting of Receipts and Handling of cash (General Account Treasury & Finance Rules)	Arun Kumar Sahay, Sr. DAO
	IV	Works Accounts, Muster Rolls and Checks applied by Divisional Accountants (P. W. Theory)	
29.02.2024	I	Works Audit	Sr. Audit Officer, Audit Office
	II	Works Audit	
	III	Land Award Statement, Objects of local inspection of Accounts of PWD	Rakesh Kumar, Sinha, Sr. DAO, Road Division, Patna.
	IV	Measurement Books, Work Charged establishments and Muster Rolls (P. W. Theory)	
01.03.2024	I	Suspense Accounts, Material- at-Site Account (P. W. Practical), RF-51	Sudhir Kumar, AAO/Admin- II
	II	Interactive Session/Various topics i.e. CFMS, GST etc..	
	III	Fixation of pay on Promotion/ACP, Feedback from the Participants	


Sr. Accounts Officer,
Bihar, Patna.