



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

Induction Training of Divisional Accountants (Probationers)

(20.05.2024 to 05.06.2024)

SESSION	SESSION TIMINGS	Tea Break/Lunch	NON-SESSION TIMINGS
I	10:15 AM to 11.30 AM	Tea Break	11.30 AM to 11.45 AM
II	11:45AM to 1:00 PM	Lunch	1.00 PM to 2.00 PM
III	02:00 PM to 03.15 PM	Tea Break	03.15 PM to 03.30 PM
IV	03:30 PM to 4.45 PM		

Day	Session	Topic	Faculty
20.05.2024 Monday		Inauguration 10.10 AM	by PD, RCB&KI, Jaipur
	I	Position of CAG as per the Constitution of India	Ms. Meena Bisht, Sr Dy AG (Admin) O/o the AG(A&E), Raj Jaipur
	II & III	An introduction to the roles and responsibilities of Divisional Accountant in the broader background of the Department.	Shri Rohit Kumar Sr AO O/o the A.G. (A&E), Raj., Jaipur
	IV	Awareness of the role, legal framework and documentation relevant to the department, career prospects of Divisional Accountants. APAR and office procedures	Shri Mukul Dixit Sr DAO O/o the A.G. (A&E), Raj., Jaipur
21.05.2024 Tuesday	I & II	FRSR-Part 1: Definitions, Pay Rules and Exercises Leave Rules	Shri Ashok Kumar AAO O/o the A.G. (A&E), Raj., Jaipur
	III & IV	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 O/o the A.G. (A&E), Raj., Jaipur
22.05.2024 Wednesday	I	Duties and functions of Divisional Accountants and examination of records	Shri Praveen Jain Sr DAO O/o the A.G. (A&E), Raj., Jaipur
	II	Budget and budgetary provisions for works, Reconciliation of accounts, Supplementary grants, appropriation and reappropriation.	Shri Dal Singh Sr DAO, O/o the A.G. (A&E), Raj., Jaipur
	III & IV	Accounts of Public Works and Accounts	Shri Santosh Kumar Sharma AAO, O/o the A.G. (A&E), Raj., Jaipur
24.05.2024 Friday	I	Highlights of CPWD Manual and CPWA Code	Shri Tara Chand AAO O/o the A.G. (A&E), Raj., Jaipur
	II	Law of Contracts Arbitration and conciliation	Shri Sita Ram Sharma Sr DAO O/o the A.G. (A&E), Raj., Jaipur
	III	Technical Sanction, administrative sanction and bill of Quantity Types of contracts.	Shri Sanjay Yadav Sr. DAO O/o the A.G. (A&E), Raj., Jaipur
	IV	Overview of the process of preparation and evaluation of tenders	Shri Sanjay Yadav Sr. DAO O/o the A.G. (A&E), Raj., Jaipur
25.05.2024 Saturday	I	Sale of tender documents and their accounting Collection of EMD & performance Guarantee and refund of EMD.	Shri Gopal Prasad Garg, Sr DAO O/o the A.G. (A&E), Raj., Jaipur
	II	Secretarial aspects of tender evaluation committee meeting Case studies	Shri Gopal Prasad Garg, Sr DAO O/o the A.G. (A&E), Raj., Jaipur

	III & IV	Pre-qualification bids and notice inviting tenders Two bid tendering system. Procedure involved in online/global tenders	Shri Gotam Kumar Soni, Sr DAO O/o the A.G. (A&E), Raj., Jaipur
27.05.2024 Monday	I & II	CVC guidelines on tendering process & award of contracts. Discussion of practical cases/case Laws	Shri Gopal prasad Garg, Sr DAO O/o the A.G. (A&E), Raj., Jaipur
	III & IV	Soft Skills- Communication and motivation/soft skills/team building /Site Visit (With Role Play/Exercises /Group activities)	Shri Vinod Kr. Parihar, DAG(AMG-I) O/o the A.G. (Audit-II), Raj., Jaipur
28.05.2024 Tuesday	I & II	Preparation of comparative statements & evaluation of bids	Shri Dal Singh, Sr. DAO O/o the A.G. (A&E), Raj., Jaipur
	III & IV	Discussion of important accounting terms. Assessing experience and adequacy of technical infrastructure/manpower of the contractor. Case studies	Shri Mahesh Kumar Kanodia, Sr. DAO O/o the A.G. (A&E), Raj., Jaipur
29.05.2024 Wednesday	I & II	Tendering process 1. Pre-requisites of tenders/tendering procedure 2.Tendering procedure and its different modes/types	Shri Veer Pal Singh, Sr DAO O/o the A.G. (A&E), Raj., Jaipur
	III & IV	Types of bills & payments deduction from bill after RA bills Refund of performance Guarantee	Shri Pawan Khemchandani, Sr DAO O/o the A.G. (A&E), Raj., Jaipur
30.05.2024 Thursday	I & II	Practical session on tender evaluation, award of work in PWD. Discussion on audit Observations relating to Works Audit.	Shri Satyendra Ojha, Sr DAO O/o the A.G. (A&E), Raj., Jaipur
	III & IV	Contract management Checks During implementation of contract	Shri Rajeev Maheshwari AAO O/o the A.G. (A&E), Raj., Jaipur
31.05.2024 Friday	I & II	Measurements of works Case Study. Initial records maintenance of measurements books	Shri Mahesh Kumar Kanodia, Sr DAO O/o the A.G. (A&E), Raj., Jaipur
	III & IV	How to detect collusion/cartel formation of tenders- what are the red flags Case Study	Shri Praveen Jain, Sr DAO O/o the A.G. (A&E), Raj., Jaipur
01.06.2024 Saturday	I & II	Taxes, income Tax & GST	Shri Nirmal Kumar Soni, Sr DAO O/o the A.G. (A&E), Raj., Jaipur
	III & IV	Asset /register	Shri Ram Charan Gupta, Sr AO O/o the A.G. (A&E), Raj., Jaipur
03.06.2024 Monday	I	MS Word	Shri Mahesh Kumawat, AAO O/o the A.G. (A&E), Raj., Jaipur
	II	MS Excel	Shri Mukul Bhatnagar AAO O/o the A.G. (A&E), Raj., Jaipur
	III & IV	Reply to Audit Para	Shri Vikram Maheshwari, AAO AMG-II, AG (Audit-II) Rajasthan, Jaipur
04.06.2024 Tuesday	I	IFMS-2. A.G 's office requirement in Monthly Accounts in WAM, IFMS, Pay manager etc.	Shri Shankar Anand, AAO O/o the A.G. (A&E), Raj., Jaipur
	II	IFMS-1. Pay manager, WAM, IFMS Rajasthan, specific Total system acquaintance.	Shri Pawan Khemchandani, Sr DAO O/o the A.G. (A&E), Raj., Jaipur
	III & IV	Audit and its procedure	Shri Vikram Maheshwari, AAO AMG-II, AG (Audit-II) Rajasthan, Jaipur
05.06.2024 Wednesday	I & II	IFMS-Pay Manager, WAM	Shri Mahendra Jangid, Sr DAO O/o the A.G. (A&E), Raj., Jaipur
	III & IV	Overall Assessment- End Course Assessment Feedback & Valediction	Course Director By AG (A&E)/Sr. DAG Admin PD, RCB&KI, Jaipur