

क्षेत्रीय प्रशिक्षण संस्थान, जयपुर

Accounting of Works and Audit of Works Contracts from 03.07.2023 to 07.07.2023

| Training Schedule | | | |
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| SESSION TIMINGS | | NON-SESSION TIMINGS | |
| I 10:15 AM to 11.30 AM II 11:45AM to 1:00 PM III 02:00 PM to 03.15 PM IV 03:30 PM to 4.45 PM | | 11.30 AM to 11.45 AM; 1.00 PM to 2.00 PM; 03.15 PM to 03.30 PM | |
| Date | Session | Topic | Faculty Sh./Ms. |
| 03.07.2023 Monday | I | Holistic Wellbeing | Dr. Akash Deep Arora, RAS |
| | II | Brief introduction to the functions of Public Works Department; Classifications of works e.g. Original works, repairs and petty works. Stages for execution of works Urgent and emergent works. Administrative approval, Technical sanction, Financial sanction, Budget provision, Allotment of fund; Deposit work. | F. C. Syal, DAG (Retd.) |
| | III | Define contract- Types of works contracts e.g. Lump - sum contract, Item rate contract, Percentage rate contract, Cost plus contract, Labour rate contract | R. N. Tailor, Sr. AO (Retd.) |
| | IV | Administrative, financial and technical sanction, Administrative and Financial sanction (AFS) module and Technical sanction (TS) Module following the Group discussion on related issues | Mahesh Kanodia, Sr. Divisional Accounts Officer |
| 04.07.2023 Tuesday | I & II | Detailed Estimates: Basis of preparation- difference between Preliminary and Detailed estimates. Schedule of rates- Scheduled items & Non-scheduled items analysis rates. Provision for contingencies in different kinds of works. Recasting of estimates Supplementary estimate, Revised estimate. Addition, alterations and substitution of items, analysis of rates | F. C. Syal, DAG (Retd.) |
| | III | Notice Inviting Tender- Procedure- Competent Authority Opening of Tenders preparation of comparative statement. Acceptance of Tenders- procedure, comparative statement- competent authority. Important provisions of standard forms of a tender. State Procurement Portal (SPPP) and e-procurement | R. N. Tailor, Sr. AO (Retd.) |
| | IV | Recording of measurements, Measurement Book (M. B) Module and Global Works Monitoring System (GWMS) module | Mahesh Kanodia, Sr. Divisional Accounts Officer |

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| 05.07.2023 Wednesday | I & II | Single Nodal Agency (SNA), Pay Manager (PM) module, Works Accounts (WAM) modules | Mahesh Kanodia, Sr. Divisional Accounts Officer |
| | III | Cash Accounts- Upkeep, Balancing, Rectification of Errors & Verification; Imprest Account; Temporary Advance Account; Stores- Quantity & Value Accounts, Ledger, Stock-taking, Rectification of Accounts; Transfer entries; Preparation of Works Accounts | F. C. Syal, DAG (Retd.) |
| | IV | | |
| 06.07.2023 Thursday | I | Preparation of RA & Final Bills. Consumption Statement, Excess quantity statement. Ad-interim payment, adjustment of advances, payment of escalation. | Rajeev Maheshwari, AAO, AG (A&E), Rajasthan |
| | II | Audit of Stores and Stock in light of guidelines issued by the C&AG. | Rajeev Maheshwari, AAO, AG (A&E), Rajasthan |
| | III | Supply of Departmental Materials, Material at site Account, Stock suspense, Issue rate, Recovery rate. Recovery on penal rate, Payment at part rate, Payment of different kinds of advances to contractor. Documentations of Accounts- Bills Register, Contractors Ledger, Register of Works, Dismantled Materials Accounts, Losses of Government Assets. | Mahesh Kanodia, Sr. Divisional Accounts Officer |
| | IV | Audit of Central Government Sponsored Scheme: Introduction, methodology for audit with Case Study | Rakesh Vijayvergia, Core Faculty, RTI, Jaipur |
| 07.07.2023 Friday | I & II | Important check points to be examined in the PW audit relating to works executed through Piece Works Agreement (PWA), Work Order, and Contract Agreements viz., comparative cost and variance analysis. Arbitration Law including procedures and provisions for dealing arbitration matters. Works Analysis: Introduction, records related to the particular work, methodology, process and techniques. Internal Control in Public works and Projects | R. N. Tailor, Sr. AO (Retd.) |
| | III | New areas of contracting: Management contracts, leasing, service contracts, BOT, BOOT and BOLT- concepts and case studies. Turnkey contracts, a brief insight to PPP projects. Important points to be seen during Audit of contracts. | P. K. Jain, Core Faculty, RTI, Jaipur |
| | IV | Introduction to OIOS | Sh. Deepak Saini/Sh. Kamlesh Kumar |
| | Evaluation | | |
| Valediction | | | Principle Director, RTI, Jaipur |