

E-mail

प्रधान लेखा लेखा प्रधान नियंत्रक, (सीमा सड़क भवन), रिंग रोड, नारायणा, दिल्ली छावनी -110010

O/o PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (BORDER ROADS), RING ROAD,

NARAINA, DELHI CANTT-110010

File No: Insp/BR/O&M/1604/IH/2016-17

Date: 17.11.2016

To

✓ The CDA(BR)
Guwahati.

Sub: **Training Programme for newly promoted/transferred officers in PCDA(BR) organisation.**

Ref: Your office letter no BR/372/In House Training/Vol-XVII dt 03.11.2016.

It has been decided by the Competent Authority that a 05 day training programme for newly promoted/transferred officers under the organization of PCDA (BR) shall be organized at O/o The CDA (BR) Guwahati w.e.f 5th to 9th December 2016.

The schedule for the training and the name of the participants are enclosed as Annexure 'A' And Annexure 'B' respectively.

The participation of the nominated officers is mandatory and no representation for exemption from training shall be entertained.

TA/DA is authorized as per rules.

Enclosure: As stated


Accounts Officer
(O&M Cell)

Copy to:

1	All the nominated Officers as per Annexure 'B'	For information w.r.t above please. A copy of the training schedule & list of officers selected for training is enclosed.
2	JCDA(BR) Chandigarh C/o 56 APO	For information w.r.t above please .Sh Gurmail Singh, IDAS, ACDA of AO(P) Himank C/o 56 APO has been nominated as faculty for delivering lecture at The CDA(BR) Guwahati during the training to be held w.e.f 5 th -9 th December 2016. TA/DA is authorized as per rules.

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3	<p>(a). Sh Abhiram mandal, IDAS, DCDA O/o The CDA(BR) Guwahati</p> <p>(b). Sh Gurmail Singh, IDAS, ACDA O/o The AO(P) Himank C/o 56 APO</p> <p>(c). Sh Subrata Das, AAO O/O the PCDA(BR) New Delhi.</p> <p>(d). Sh H Deka, AAO O/o The CDA(BR) Guwahati.</p>	<p>You have been nominated by the Competent authority to deliver lecture on the topics as mentioned in the training schedule .You are requested to submit the handout of the subjects in soft copy to this office latest by 30.11.2016 for distribution amongst the participants.</p>
4	<p>The Officer-in-charge AN-III (local)</p>	<p>For information w.r.t above please TA/DA as per rules is authorized to Sh S. Das, AAO of MO(BR) for delivering lecture for the said training.</p>


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Schedule for Training w.e.f 05.12.2016 to 09.12.2016
at O/o The CDA(BR), Guwahati

Sr No	Date	Time	Name of faculty	Topics
1	05.12.2016	09:00 to 09:30 Hrs	-----	Registration
2	05.12.2016	09.30 to 10:00 Hrs	Sh R K Nayak, IDAS, PCDA (BR)	Inaugural address by PCDA(BR)
3	05.12.2016	10:15 to 11:30 Hrs	Sh S S Porwal, VSM, Addl. DGBR (East)	Overview of BRO. Preparation of AE & Expenditure Management in BRO
4	05.12.2016	11:45 to 13.00 Hrs	Sh M S Sodhi, Chief Engineer, HQr ADG(East)	Roads construction/various stages/channels involved. Problems faced and possible remedial action. How Finance & accounts can help in expeditious construction of roads.
5	05.12.2016	14:00 Hrs to 15:30 Hrs	Sh. Gurmail Singh, IDAS, ACDA	Job: How it is sanctioned, monitored & closed, IRMD & SRMD. Works: Annual Works Plan, Scrutiny of AA and TS, Vetting of AEs /RAEs, Various types of contracts, supply orders.
6	05.12.2016	15:45 Hrs to 17:00 Hrs	Sh. Gurmail Singh, IDAS, ACDA	IFA: Scope of IFA Works, AON & Other Pre Contract Management issues, Tendering -AON Tendering, C.S.T, Mode of Tendering post Contract management, Losses-Categories, Loss statements.
7	06.12.2016	10:15 to 11:30 Hrs	Sh. Gurmail Singh, IDAS, ACDA	IFA: Operating procedure for Cat' A' & Cat' B' stores and Misc. proposals. IFA system in Projects/Formations below DGBR in BRO.
8	06.12.2016	11:45 to 13.00 Hrs	Sh. Gurmail Singh, IDAS, ACDA	<i>Scrutiny of Deviation Order & amendment.etc, scrutiny of contract & supply orders, Amendment & deviation in Contract Agreement/Supply order , audit & payment of contract & suppliers bills, Escalation, Rendition of MES, Scrutiny of MER ,Risk & Cost agreement.</i>
9	06.12.2016	14:00 Hrs to 15:30 Hrs	Sh. H Deka, AAO	List of auditable documents: List of Accounts & registers audited, standard list of auditable documents. Local Audit of BRO Units.
10	06.12.2016	15:45 Hrs to 17:00 Hrs	Sh Subrata Das, AAO	Internal audit: System Audit, Operation Audit including efficiency Audit and performance audit-MFAI. Transfer of Store from one SSTC to another SSTC.
11	07.12.2016	10:15 to 11:30 Hrs	Sh Subrata Das, AAO	IAR points- Case study (BRO specific):-

2	07.12.2016	11:45 to 13:00 Hrs	Sh Subrata Das, AAO	Budget: - Principles, preparation, BE, allotment of funds, checking of Estimates, Re-appropriation/distribution of budgetary grants to lower formations etc.
13	07.12.2016	14:00 Hrs to 15:30 Hrs	Sh. H Deka, AAO	Preparation/Documentation of IAR points and stages involved in its preparation. Final submission to HQr office. Persuasion & settlement of IAR points. Action to be taken at Project/Taskforce level and Main Office level.
14	07.12.2016	15:45 Hrs to 17:00 Hrs	Sh Subrata Das, AAO	Cash Assignment-Procedure for placing demand for CA, method for working out net cash availability. Opening of new cash assignment A/c. Authorization of CA, reduction of CA. Maintenance of register of CA & preparation of MES.
15	08.12.2016	10:15 to 11:30 Hrs	Sh Subrata Das, AAO	Watching expenditure against Budget allotment, Head wise & Job wise monitoring of Budget, Defence Exchange Account, Annual Review of balances & suspense accounts. Linking of OMROs/DMROs, Adjustment of OMROs/DMROs etc
16	08.12.2016	11:45 to 13:00 Hrs	Sh. H Deka, AAO	Store: Categorization of stores, Cat'A' & Cat'B' stores. Procurement of stores: stages of procurement-in procuring the stores, Provisioning of Spares in BRO.
17	08.12.2016	14:00 Hrs to 15:30 Hrs	Sh. Abhiram Mandal, IDAS, DCDA	Vetting of SO, Maintenance of SO File/Register, LD & its extension, Advance payments, Payment of Bills on RC & DGS&D,
18	08.12.2016	15:45 Hrs to 17:00 Hrs	Sh. Abhiram Mandal, IDAS, DCDA	Measures for preventing double/Excess payment. Security deposits, Refund of security deposits, Power of Attorney, Lapsed security deposit.
19	09.12.2016	10:15 to 11:30 Hrs	Sh. H Deka, AAO	Maintenance of construction account etc, Various types of contracts scrutiny of contracts, supply orders payment of RARs & final bills. Scrutiny of DO & amendment.etc. CR Part 'A' & 'B'-Initiation of CR Part 'A' & 'B' ;Verification of CR Part 'A' & 'B'.
20	09.12.2016	11:45 to 13:00 Hrs	Sh. H Deka, AAO	Liabilities: Types of liabilities & their liquidations, Maintenance of liability registers. Adjustment of-TBOs; DIDs; CP Vouchers, PBD Vouchers, MROs
21	09.12.2016	14:00 Hrs to 15:30 Hrs	Sh Abhiram Mandal, IDAS, DCDA & Sh H Deka, AAO	Feedback & Closing


Note: Tea Break- 11:30 hrs & 15:30 hrs.

Lunch Break: 13:00 - 14:00 hrs.

Annexure 'B'

List of participating officers:

Sr No	Name & Designation	Office where serving
1	Sh S K Das, IDAS, DCDA	AO(P) Swastik C/o 99 APO
2	Dr Dale Mahesh Bhagwat, IDAS, DCDA	AO(P) Dantak C/o 99 APO
3	Sh R.V.S Phungreihor, IDAS, DCDA	AO(P) Vartak C/o 99 APO
4	Sh Pronoth Paul, IDAS, ACDA	AO(P) Pushpak C/o 99 APO
5	Sh A K Pathak, SAO	AO 19 BRTF C/o 99 APO
6	Sh Bijay Chandra Nath, SAO	AO 755 BRTF C/o 99 APO
7	Sh Bijay Kumar, SAO	AO 44 BRTF C/o 99 APO
8	Sh P.B.Thapa, SAO	AO 765 BRTF C/o 99 APO
9	Sh P.S.Ramalu, SAO	AO 761 BRTF C/o 99 APO
10	Sh Tapas Kumar Mahapatra, SAO	AO 758 BRTF C/o 99 APO
11	Sh Tarun Kumar Verma, SAO	AO 764 BRTF C/o 99 APO
12	Sh Amrendra Kumar Sinha, AO	AO 752 BRTF C/o 99 APO
13	Sh Sanjay Kumar sinha, AO	AO 48 BRTF C/o 99 APO
14	Sh L .P. Maurya, AO	AO 756 BRTF C/o 99 APO
15	Sh A.K.Srivastava ,AO	AO 23 BRTF C/o 99 APO
16	Sh Y.Lokanatham, AO	AO 14 BRTF C/o 99 APO
17	Sh N.R.Paul, AO	AO 763 BRTF C/o 99 APO
18	Sh Aman Shrivastava, AO	AO 42 BRTF C/o 99 APO
19	Sh Sandeep Kumar Shah, AO	AO 24 BRTF C/o 99 APO
20	Sh B.B Dutta, AAO	The CDA(BR) Guwahati C/o 99 APO


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