

क/प्रिन्सिपल कन्ट्रोलर अफ डिफेन्स अकाउन्ट्स (बर्डर रोड्स), 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:21.12.2016

To

The JCDA(BR)
Chandigarh.

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

Ref: Your office letter no BR/I/323/IT/NPS/2016-17 dt 19.12.2016.

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 JCDA (BR) Chandigarh w.e.f 16th to 20th January 2017.

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	The AO(P) Himank 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 JCDA(BR) Chandigarh during the training to be held w.e.f 16 th -20 th January 2017. TA/DA is authorized as per rules.

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3	<p>(a). Smt Sarwan Kaur, IDAS, JCDA O/o The JCDA (BR) Chandigarh.</p> <p>(b). Sh Sanjay Sandotra, SAO O/o The AO 35 BRTF C/o 56 APO.</p> <p>(c). Sh Subrata Das, AAO O/O the PCDA (BR) New Delhi.</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 06.01.2017 for distribution amongst the participants.</p> <p>TA/DA is authorized as per rules.</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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12	18.01.2017	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	18.01.2017	14:00 Hrs to 15:30 Hrs	Sh. Sanjay Sandotra, SAO	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	18.01.2017	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	19.01.2017	10:15 to 11:30 Hrs	Sh Subrata Das, AAO	Watching expenditure against Budget allotment, Head wise & Job wise monitoring of Budget, <i>Defence Exchange Account, Annual Review of balances & suspense accounts. Linking of OMROs/DMROs, Adjustment of OMROs/DMROs etc</i>
16	19.01.2017	11:45 to 13:00 Hrs	Sh. Sanjay Sandotra, SAO	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	19.01.2017	14:00 Hrs to 15:30 Hrs	Smt Sarwan Kaur, IDAS, Jt.CDA	Vetting of SO, Maintenance of SO File/Register, LD & its extension, Advance payments, Payment of Bills on RC & DGS&D,
18	19.01.2017	15:45 Hrs to 17:00 Hrs	Smt Sarwan Kaur, IDAS, Jt.CDA	Measures for preventing double/Excess payment. Security deposits, Refund of security deposits, Power of Attorney, Lapsed security deposit.
19	20.01.2017	10:15 to 11:30 Hrs	Sh. Sanjay Sandotra, SAO	<i>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'.</i>
20	20.01.2017	11:45 to 13:00 Hrs	Sh. Sanjay Sandotra, SAO	Liabilities: Types of liabilities & their liquidations, Maintenance of liability registers. Adjustment of-TBOs; DIDs; CP Vouchers, PBD Vouchers, MROs
21	20.01.2017	14:00 Hrs to 15:30 Hrs	Smt Sarwan Kaur, IDAS, JCDA & Sh Sanjay Sandotra,SAO	Feedback & Closing


Note: Tea Break- 11:30 hrs & 15:30 hrs. Lunch Break: 13:00 - 14:00 hrs.

Schedule for Training w.e.f 16.01.2017 to 20.01.2017
at O/o The JCDA(BR), Chandigarh

Sr No	Date	Time	Name of faculty	Topics
1	16.01.2017	09:00 to 09:30 Hrs	-----	Registration
2	16.01.2017	09.30 to 10:00 Hrs	Sh R K Nayak, IDAS, PCDA (BR)	Inaugural address by PCDA(BR)
3	16.01.2017	10:15 to 11:30 Hrs	Sh P.K.Mahajan VSM,Addl.DGBR(NW)	Overview of BRO. Preparation of AE & Expenditure Management in BRO
4	16.01.2017	11:45 to 13.00 Hrs	Brig. R K Sharma DDG(BR),HQ DGBR	Roads construction/various stages/channels involved. Problems faced and possible remedial action. How Finance & accounts can help in expeditious construction of roads.
5	16.01.2017	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	16.01.2017	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	17.01.2017	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	17.01.2017	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	17.01.2017	14:00 Hrs to 15:30 Hrs	Sh. Sanjay Sandotra, SAO	List of auditable documents: List of Accounts & registers audited, standard list of auditable documents. Local Audit of BRO Units.
10	17.01.2017	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	18.01.2017	10:15 to 11:30 Hrs	Sh Subrata Das, AAO	IAR points- Case study (BRO specific):-

Annexure 'B'**List of participating officers:**

Sr No	Name & Designation	Office where serving
1	Sh Sonu Malhotra, AO	AO 753 BRTF C/o 56 APO
2	Sh Manoj Kumar, AO	AO 50 BRTF C/o 56 APO
3	Sh. R.K.Sinha, AO	AO 16 BRTF C/o 56 APO
4	Sh. Pradeep Kumar, SAO	AO 762 BRTF C/o 56 APO
5	Sh. R.K.Gandhi, SAO	AO 32 BRTF C/o 56 APO
6	Sh.Raman Bamzai, SAO	AO 760 BRTF C/o 56 APO
7	Sh. Devender Kumar, AAO	AO(P) Sampark C/o 56 APO
8	Sh. Ashok Kumar Sharma, SAO	AO 13 BRTF C/o 56 APO
9	Sh.Manohar Lal, SAO	AO 31 BRTF C/o 56 APO
10	Sh.K.K.Arora, SAO	AO WBW/WSD Pathankot C/o 56 APO
11	Sh R.L.Meena, AO	AO 45 BRTF C/o 56 APO
12	Sh.D.K.Grover, AO	AO 49 BRTF C/o 56 APO
13	Sh.Pramod Kumar, AO	AO 759 BRTF C/o 56 APO
14	Sh. Ajay Kumar, SAO	AO 36 BRTF C/o 56 APO
15	Sh. Uday Kumar, AAO	JCDA(BR) Chandigarh C/o 56 APO
16	Sh.Rajeev Kumar Gupta, AAO	AO STF Hirak C/o 56 APO


Accounts Officer
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