



महालेखाकर लेखा एवं हकदारी (का कार्यालय, ओडिशा, पुरी शाखा, पुरी)  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) ODISHA,  
PURI BRANCH, PURI

OOC NO. 347

Dtd. 23.01.2017

The Principal Accountant General(A&E), Odisha has been pleased to approve the in-house training programme for DAOs-I to be conducted at the Training Hall in the O/o the Pr. A.G.(A&E), Odisha, Bhubaneswar as per the programme detailed below. DA/DAOs in the list enclosed may get themselves relieved from their present place of posting, attend the training and report back to their respective office after completion of the same. All DAOs must be present in the Training Hall by 10.00 a.m. on the opening day without fail.

BATCH      DESIGNATION      PERIOD OF TRAINING

1st              DAO – I (30 Nos.)      22 & 23.02.2017      (List attached )

  
22/01/2017  
Dy. Accountant General(Works Accounts)

Encl : Annexure – A & B

Copy forwarded for information & necessary action to :

- 1) The Secretary to Pr. Accountant General(A&E), Odisha, Bhubaneswar.
- 2) Accounts Officer, EDP, O/o the Pr. A.G.(A&E), Odisha Bhubaneswar. He is requested to reserve the Training Hall on the above days for DAG (Works Accounts) Puri.
- 3) Sri Sribas Prasad Mohapatra, Sr. Accounts Officer. He is requested to coordinate the programme at Main Office, Bhubaneswar.
- 4) Sri Sarat Kumar Roy, Sr. Accounts Officer(Retd.), Bhubaneswar.
- 5) Sri Surya Narayan Das, Sr. DAO.
- 6) Sri Gadachar Rout, AAO.
- 7) Sri Trinath Behera, AE, O/o the Chief Engineer, e-Procurement. Bhubaneswar.
- 8) Sri Sachidananda Mohapatra, Sr. DAO (Retd.), Bhubaneswar.
- 9) Sri Siddhartha Das, OFS, OSD, Treasury Control & NPS, O/o the Director of Treasury & Inspection, Bhubaneswar. He is requested to spare Sri S.K. Roy on 22.02.2017 for the above purpose as Faculty.
- 10) The Chief Engineer, e-procurement, Bhubaneswar. He is requested to spare Sri Trinath Behera, AE on 23.02.2017 for the above purpose as faculty.
- 11) Concerned Executive Engineers (As per Annexure B ). They are requested to relieve respective DAOs to attend the training on the scheduled dates.
- 12) Concerned DAOs ( As per Annexure B ). They are instructed to positively attend the training as per the schedule. They are also advised to make their own arrangement of lodging & boarding at Bhubaneswar during the period of training.

  
Sr. Accounts Officer

### Annexure - A

#### Detail syllabus for In-house training for DAOs-I

(1<sup>st</sup> Batch on 22.02.2017 & 23.02.2017)

Schedule	Subject	Faculty
<b>Day 1</b> 10.00 a.m.  <b>Session 1</b> 10.30 a.m. to 01.00 p.m.	<p style="text-align: center;"><b>Inauguration by Pr. Accountant General(A&amp;E)</b></p> <p><b>1. WORKS ACCOUNTS:</b></p> <ul style="list-style-type: none"> <li>i) Head of Accounts &amp; six-tier classification</li> <li>ii) Procedure for allotment of funds and monitoring Head wise/Work wise expenditure</li> <li>iii) Issues in preparation of Bills, proposing recoveries and passing bills for payment</li> <li>iv) Accounting system of 8782-Remittance Head</li> <li>v) Compilation &amp; submission of monthly accounts</li> <li>vi) Preparation of schedules in prescribed Forms</li> <li>vii) Checking of works bills keeping Audit points in view</li> <li>viii) Avoiding/minimizing Transfer Entries</li> <li>ix) Attending to the observations on monthly accounts</li> </ul>	<b>Sri Sarat Kumar Roy, Sr. AO(Retd.)</b>
<b>Day 1</b> <b>Session 2</b> 02.30 p.m.to 05.00 p.m.	<p><b>2. WAMIS &amp; IOTMS</b>  All issues relating to working in WAMIS/IOTMS environment Including practical session/demonstration on problems faced while working in the modules and compilation of accounts in office.</p>	<b>Sri Suryanarayan Dash, Sr. DAO &amp; Sri G. Rout, AAO</b>
<b>Day 2</b>	<b>3. E Tendering</b>	<b>Sri Trinath</b>

Session 1 10.30 a.m. to 01.00 p.m.	<ul style="list-style-type: none"> <li>i) e-tendering system</li> <li>ii) types of tendering</li> <li>iii) types of bidding</li> <li>iv) important event during tender process</li> <li>iv) digital certificate</li> <li>v) types of payment</li> <li>vi) role of tender committee</li> <li>vii) role of technical committee</li> <li>ix) responsibility matrix</li> <li>x) timeline</li> <li>xi) general terms &amp; conditions</li> </ul>	Behera, AE
Day 2 Session 2 02.30 p.m. to 05.00 p.m.	<p>4. CONTRACT MANAGEMENT</p> <ul style="list-style-type: none"> <li>i) Overview of the Contract Act</li> <li>ii) Various types of contracts entered in to in Divisions</li> <li>iii) Points to be noted in various stages i.e. Notice Inviting Tender, tender evaluation, preparation of comparative statement, signing of Agreements, execution of work, processing part bills/final bills/extension of time/deviation proposals etc.</li> <li>iv) Closure of Contract</li> <li>v) Rescission of Contract</li> <li>vi) Dispute resolution</li> </ul>	Sri S. N. Mohapatra, Sr. DAO, (Retd)
Day 2 05.15 p.m. to 05.45 p.m.	Concluding Address by Dy. Accountant General (Works Accounts)	

  
SR. ACCOUNTS OFFICER

Annexure - B

**LIST OF DAOs-I FOR IN-HOUSE TRAINING (BATCH - 1)**

SL. NO.	NAME OF THE DAO	NAME OF THE DIVISION
1	Raghendra Krishna Jaiswal	RURAL WORKS DIVISION, SAMBALPUR
2	Rakesh Kumar	PUBLIC HEALTH DIVISION, SAMBALPUR
3	Manoj Kumar Choudhary	PUBLIC HEALTH DIVISION, BOLANGIR
4	Manoj Kumar Sharma	R&B DIVISION NO.V, BHUBANESWAR
5	Sudip Saha	R&B DIVISION, No.II SAMBALPUR
6	Vishanve Chitta Sharma	RURAL WORKS DIVISION NO.II, SUNDARGARH
7	Mrinmoy Mukherjee	RURAL WORKS DIVISION, RAIRANGPUR
8	Braj Bhushan Kumar	SAMBALPUR IRRIGATION DIVISION
9	Manoj Kumar Menoj	RURAL WORKS DIVISION, BOLANGIR
10	Chandan Kumar Mishra	MINOR IRRIGATION DIVISION, PADAMPUR,
11	Nitish	RURAL WORKS DIVISION, BOUDH
12	Aniruddha Golder	ROADS & BUILDINGS DIVISION, SUNDARGARH
13	Subhasish Chakraborty	KENDRAPARA IRRIGATION DIVISION
14	Sunil Tiwari	ROADS & BUILDING DIVISION, JHARSUGUDA
15	Ajay Kumar Dubey	RURAL WORKS DIVISION, JHARSUGUDA
16	Harl Singh Meena	ROADS & BUILDING DIVISION, NAWARANGPUR
17	Ms. Sabita Mandal	MAYURBHANJ IRRIGATION DIVISION, BARIPADA
18	Ravindra Kumar	ROADS & BUILDINGS DIVISION, BARAGARH
19	Sanjay Kumar Choudhary	RUKURA IRRIGATION DIVISION, ROURKELA
20	Vijay Kumar Rana	RURAL WORKS DIVISION, PADMAPUR
21	Triloki Nath	ROADS & BUILDINGS DIVISION, BOLANGIR
22	Kumar Sourabh	RURAL WORKS DIVISION, KALAHANDI
23	Rabirashmi Roy	G.P.H DIVISION NO.,I, BHUBANESWAR
24	Saikat Mukherjee	R.W.S & S. DIVISION, SAMBALPUR
25	Mukesh Ranjan	RURAL WORKS DIVISION, SONEPUR
26	Anil Kumar-II	PUBLIC HEALTH DIVISION, KORAPUT
27	Manik Kumar Saha	JAJPUR IRRIGATION DIVISION
28	Anil Kumar-I	MAIN DAM DIVISION,BURLA
29	Ashok Kumar Singh	R.W.S & S. DIVISION, DHENKANAL
30	Upendra Kumar	RURAL WORKS DIVISION, BALASORE

  
SR. ACCOUNTS OFFICER