



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

OOC NO. 362

Dtd. 27.02.2017

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

2nd DAO – I (27 Nos.) 06 & 07.03.2017 (List attached)

Dy. Accountant General(Works Accounts)

Encl : Annexure – A

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 co-ordinate the programme at Main Office, Bhubaneswar.
- 4) Sri Sarat Ch. Roy, Sr. Accounts Officer(Retd.),Bhubaneswar.
- 5) Sri Pradeepta Kumar Mohanty, Sr. DAO, Prachi Division, Bhubaneswar.
- 6) Sri Gadadhar Rout, AAO(Local)
- 7) Sri Trinath Behera, AE, O/o the Chief Engineer, e-Procurement, Bhubaneswar.
- 8) Sri Ranjan Kumar Roy, Sr. DAO , O/o the CE, Rural Works,Odisha, 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 06.03.2017 for the above purpose as Faculty.
- 10)The Chief Engineer, e-procurement , Bhubaneswar. He is requested to spare Sri Trinath Behera, AE on 07.03.2017 for the above purpose as faculty.
- 11)The Chief Engineer, Rural Works, Odisha, Bhubaneswar. He is requested to spare Sri R.K. Roy, Sr. DAO on 07.03.2017 for the above purpose as faculty.
- 12)The Executive Engineer, Prachi Division, Bhubaneswar. He is requested to spare Sri P.K. Mohanty, Sr. DAO for the above purpose as faculty.
- 13)Concerned Executive Engineers (As per Annexure B). They are requested to relieve respective DAOs to attend the training on the scheduled dates.
- 14)Assistant Accounts Officer, Record (Local). He is requested to provide required stationeries to WM Section.
- 15)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

LIST OF DAOs-I FOR IN-HOUSE TRAINING (BATCH – 2)

SL. NO.	NAME OF THE DAO	NAME OF THE DIVISION
1.	Rabindranath Rana	BERHAMPUR IRRIGATION DIVISION
2	Abadhuta Prasad Das	KHURDA IRRIGATION DIVISION, KHURDA
3	Keshab Chandra Mishra	G.E. D NO.I, BHUBANESWAR
4	Madhusudan Mishra	E.I.C (CIVIL), ORISSA, BHUBANESWAR
5	Sanjay Kumar Das	RURAL WORKS DIVISION, NAYAGARH
6	Manoranjan Bal	R&B DIVISION, KENDRAPARA
7	Ajay Kumar Mohapatra	CHIKITI IRRIGATION DIVISION, BERHAMPUR
8	Madhusudan Kar	RURAL WORKS DIVISION, JAJPUR
9	Purna Chandra Mohapatra	DRAINAGE DIVISION, CUTTACK
10	C.V.S. Pattnaik	RURAL WORKS DIVISION, GAJAPATI
11	J.J.S.G. Richards	RURAL WORKS DIVISION, DHENKANAL
12	Samarendra Pattnaik	ROADS & BUILDINGS DIVISION, PURI
13	Narahari Mishra	RURAL WORKS DIVISION, NIMAPARA
14	Ratheendranath Banerjee	RURAL WORKS DIVISION, KENDRAPARA
15	Sambit Kumar Mishra	P.H DIVISION NO-II, BHUBANESWAR
16	Ms. Manjushree Raj	WM SECTION, O/o THE PR. A.G (A&E) PURI
17	Ajay Kumar Sahoo	R.W (ELECT) DIVISION, BHUBANESWAR
18	N. Srinivas	RURAL WORKS DIVISION, RAYAGADA
19	Samiya Ranjan Acharya	MINOR IRRIGATION DIVISION, KHURDA
20	Bikram Keshari Pattanaik	ROADS & BUILDING DIVISION, NAYAGARH
21	Bibhubrata Pattnaik	ROADS & BUILDINGS DIVISION, DHENKANAL
22	Adarsha Kumar Moharana	ROADS & BUILDINGS DIVISION, KALAHANDI
23	Anand Hansda	RURAL WORKS DIVISION, JALESWAR
24	Birendra Kumar-I	RURAL WORKS DIVISION, ANANDPUR
25	Anil Kumar Mishra	RURAL WORKS DIVISION, SUNDARGARH
26	Rabindranath Saha	ROADS & BUILDINGS DIVISION, SAMBALPUR
27	Ram Charan Mal	ROADS & BUILDINGS DIVISION, BHADRAK


 SR. ACCOUNTS OFFICER

Annexure - A

Detail syllabus for In-house training for DAOs-I

(2nd Batch on 06 & 07.03.2017)

Schedule	Subject	Faculty
Day 1 10.00 a.m.	Inauguration by Pr. Accountant General(A&E)	
Session 1 10.30 a.m. to 01.00 p.m.	<p>1. WORKS ACCOUNTS:</p> <ul style="list-style-type: none">i) Head of Accounts & six-tier classificationii) Procedure for allotment of funds and monitoring Head wise/Work wise expenditureiii) Issues in preparation of Bills, proposing recoveries and passing bills for paymentiv) Accounting system of 8782-Remittance Headv) Compilation & submission of monthly accountsvi) Preparation of schedules in prescribed Formsvii) Checking of works bills keeping Audit points in viewviii) Avoiding/minimizing Transfer Entriesix) Attending to the observations on monthly accounts	Sri Sarat Chandra Roy, Sr. AO(Retd.)
Day 1 Session 2 02.30 p.m.to 05.00 p.m.	<p>2. WAMIS & iOTMS</p> <p>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>	Sri Pradeepta Kumar Mohanty, Sr. DAO & Sri G. Rout, AAO

Day 2
Session 1
10.30 a.m.
to
01.00 p.m

3. E-Tendering

- i) e-tendering system
- ii) types of tendering
- iii) types of bidding
- iv) important event during tender process
- iv) digital certificate
- v) types of payment
- vi) role of tender committee
- vii) role of technical committee
- ix) responsibility matrix
- x) timeline
- xi) general terms & conditions

Sri Trinath
Behera, AE

4. CONTRACT MANAGEMENT

Day 2
Session 2
02.30 p.m.
to
05.00 p.m.

- i) Overview of the Contract Act
- ii) Various types of contracts entered in to in Divisions
- 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.
- iv) Closure of Contract
- v) Rescission of Contract
- vi) Dispute resolution

Sri Ranjan Kumar
Roy, Sr. DAO,

Day 2
05.15 p.m.
to 05.45
p.m.

Concluding Address by Dy. Accountant General(Works
Accounts)


SR. ACCOUNTS OFFICER