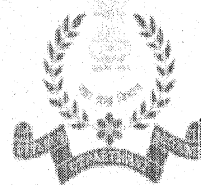




कार्यालय, रक्षा लेखा नियंत्रक
उदयान विहार, नारंगी, गुवाहाटी-781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
UDAYAN VIHAR, NARANGI, GUWAHATI-781171
Tel No. 0361-2640394, 2641142 Fax No .0361-2640204
Email-cdaguwomcell.dad@hub.nic.in



No. O&M/Trg/CGDA/OTI/Vol-VII

Dated: 31/12/2021

To

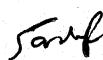
ACGDA (Trg)
Officers Training Institute (OTI)
Plot No. 53, Sector-44
Gurugram - 122 003

Subject: Three Days (03) Online Training Course on Functioning of AO GE Offices w.e.f. 05/01/2022 to 07/01/2022.

Reference: OTI Gurugram letter No.OTI/CGN/Trg. 2021-22/AO GEs dated 27/12/2021.

With reference to above, it is intimated that the following Officers serving under CDA Guwahati Organization have been nominated by the competent authority to participate in the ibid training courses, which is to be conducted by OTI Gurugram in **online** mode for 03 days from 05/01/2022 to 07/01/2022.

Sl. No.	Name & Designation	Mobile No.	Office/Email Id
1.	Shri Rajesh Singha SAO/8331592	8486667736	AO GE (AF) Tezpur rajeshsingha65.dad@hub.nic.in
2.	Shri K. Bhagabati AO/8331642	9864348873	AO GE Shillong kbhagabati.dad@hub.nic.in


(Sandeep Kr. Yadav, IDAS)
Deputy Controller

Copy to: -

1. **The Officer-in-Charge**
AN-I/A & AN-I/B Sec
(Local)

For information and necessary action w.r.t. the above please.

2. **The Officer-in-Charge**
i) AO GE (AF) Tezpur
ii) AO GE Shillong

For information and necessary action please.

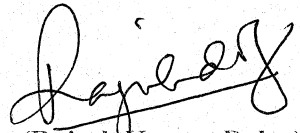
3. **Nominated Officers:-**
i) Shri Rajesh Singha, SAO
ii) Shri K Bhagabati, AO

For compliance please. Nominated Officers are requested to join the online training session w.e.f. **05/01/2022 to 07/01/2022** through "**CISCO WEBEX Meeting App**". A video-link for to join the training sessions will be sent by OTI before commencement of the training session.

The **course module and feedback form** are enclosed herewith. It is requested that the feedback form may be filled up positively after completion of training and forwarded to this office through email id cdaguwomcell.dad@hub.nic.in for onward submission to OTI, Gurugram.

4. **The Officer in Charge**
IT & SW
(Local)

With a request to upload in the website of CDA Guwahati please.


(Rajesh Kumar Doley)
Accounts Officer (O&M)

Officers Training Institute, Gurugram

Training Course on "Functioning of AO GE offices"

Duration (03 Days) 05/01/2022 to 07/01/2022

Date & Day	Session	Time	Topic	Faculty
Day-I 05/01/2022	I	1015-1130	Organization and Structure of E-in-C Branch and MES Formation, Works budget of Armed Forces, Allotment/re-appropriation of funds, Civil Works Agencies under MOD etc	Sh. M K Bhat, IDAS ACGDA (Trg.)
	II	1145-1300	Introduction to Works, Types of Work, Determination of SSR, Registration of Vendors, Preparation of Annual Works Plan. Preparation of AE-I & II etc.	-do-
	III	1415-1530	Defence Works Procedure and Regulations of MES in perspective of Role of AOE	Sh. Rakesh Kumar, AO (OTI/faculty) (On temp. attachment with Project – PRABAL)
	IV	1545-1700	GST-An Overview, Reverse Charges, its components, applicability, benefits, Changes brought in by GST (with case studies)	-do-
Day-II 06/01/2022	I	1015-1130	Stages in Finalization of Works Contract (New Project and Maintenance). Important milestones in Admin Approvals and Technical Approval (with case studies)	Sh. M K Bhat, IDAS ACGDA (Trg.)
	II	1145-1300	-Role of IFA in each stage of Works Contract, -Basics of e-Tendering in MES Establishment	Sh. Varun Nayyar, IDAS Sr. Dy. IFA, IFA HQ (R&D)
	III	1415-1530	An overview of GeM and tools available on the GeM website and their uses. -DFPDS 2016: An Analysis and its applicability to Works Expenditure	-do-
	IV	1545-1700	Accounting Procedure for Works Expenditure (including wage codes etc), Overview of ARMES Expenditure , Contractor Ledger, Construction Account etc -Payment to third parties in MES, Outstanding Demands and charges, Dealing with Security Deposit etc. Foreclosure of contract, Penalty clause, Risk and Expense Clauses with case studies etc	Sh. M K Bhat, IDAS ACGDA (Trg)
Day-III 07/01/2022	I	1015-1130	-Scrutiny of Contracts, Examination of Amendments/Deviation to the Contracts -Completion Report of Works- Part A and Part "B" etc.	Sh. Girijesh Kumar, SAO (CENTRAD) CGDA
	II	1145-1300	-Scrutiny/Internal Audit of Job Order, Supply Orders etc. -Reporting of Audit Objections, MFAI Cases. Practical examples in Works cases and major irregularities found in Accounting of Works -Adjustment of PBD Vouchers, Transfer Entries etc (case studies etc)	Sh. Rakesh Kumar, AO (OTI/faculty) (On temp. attachment with Project – PRABAL)
	III	1415-1530	-Role of E-Section and Coordination between AOE and E- Section of Main office. -Working of AO/AO BSOs relating to revenue matters -Latest instructions and directions of Govt. of India and CGDA on Works matters, Audit issues in Works cases. -Role of AOE in DAD Projects, -Works and Management of DAD Works Budget.	Sh. M K Bhat, IDAS ACGDA (Trg)
	IV	1545-1700	-Pay and Allowances of Industrial Employees, Pay Fixation and NPS master of Industrial employees. - Overtime, Bonus related and other Practical issues. Overview of Pension & Pensionary entitlements. -Overview of SBI/CMP (-Case studies in pay related matters in MES.)	Sh. Rakesh Kumar, AO (OTI/faculty) (On temp. attachment with Project – PRABAL)

अधिकारी प्रशिक्षण संस्थान Officers Training Institute

प्लॉट सं: 53, सेक्टर 44, गुडगांव Plot No. 53, Sector 44, Gurgaon

प्रशिक्षण पाठ्यक्रम का नाम

Name of the Training Programme.....

दिनांक/Date.....

नाम Name पदनाम और ले० संख्या Rank & A/C Number.....

कार्यालय का पता Office Address.....

पाठ्यक्रम पुनरीक्षण प्रपत्र COURSE REVIEW FORM

कृपया निम्नलिखित के संबंध में अपनी खुलकर टिप्पणियां और सुझाव दें:-

Please give your frank comments and suggestions in respect of the following:-

1. संतुलित रूप से क्या आप कहेंगे कि पाठ्यक्रम के उद्देश्यों को प्राप्त कर लिया गया था?

On balance, would you say that the course objectives were achieved?

Fully पूर्ण रूप से	Adequately पर्याप्त रूप से	Just About लगभग	Not Much संतोषजनक

2. क्या सामान्य व्यवस्था और विषयवस्तु का विकास तार्किक दिखाई देता है? (हां/नहीं) यदि नहीं, तो कृपया सुधार का सुझाव दे।

Does the General arrangement and development of subject matter appear logical? (Yes/ No) If no, please Suggest improvement.

3. सामान्य रूप से, क्या आपके पास प्राध्यापक के साथ चर्चा के लिए पर्याप्त अवसर थे? (हां/नहीं) यदि नहीं, तो कृपया सुधार का सुझाव दे।

Generally speaking, did you have enough opportunity for discussion with faculty? (Yes/ No) If no, please Suggest improvement.

4. कृपया किसी भी विषय को प्रस्तावित करें, जो वर्तमान में शामिल नहीं है, जिसे आप चाहते हैं कि भविष्य के पाठ्यक्रमों में शामिल किया जाये।

Kindly suggest any topics, not presently included, which you would wish to, have included in future Courses.

5. कोई विषय, जो वर्तमान में शामिल है, जिसे आप भविष्य के पाठ्यक्रमों में शामिल नहीं करना चाहते हैं।

Kindly suggest any topics, presently included, which you would like to be excluded in future Courses.

(क) (a)----- (ख) (b)----- (ग) (c)-----

नाम Name पदनाम और ले० संख्या Rank & A/C Number.....

कार्यालय का पता Office Address.....

6. क्या आप अनुशंसा करते हैं कि ऐसे पाठ्यक्रमों को अन्य अधिकारियों के लाभ के लिए दोहराया जाए?

Do you recommend that such courses be repeated for the benefit of other officers?

7. क्या पाठ्यक्रम की अवधि पर्याप्त थी, क्या यह अवधि बढ़ाई जाये या घटाई जाये ?

Was the duration of the course adequate or could it have been longer or shorter?

पर्याप्त हैं/Just Right	क्या यह अवधि/Could Have Been	
	बढ़ाई जाये/Longer	घटाई जाये/Shorter

8. पांच सत्रों के नाम दें जिन्हें आप बहुमूल्य मानते हैं (विषय क्षेत्र का आंकलन करें, न कि वक्ता या प्रस्तुतिकरण का)

Name the five sessions you regard as MOST valuable (appraise the subject area not the speaker or method of presentation).

क्र. सं. Sl. No.	दिन और सत्र Day & Session	विषय Topic
(क) 1.		
(ख) 2.		
(ग) 3.		
(घ) 4.		
(ङ) 5.		

9. पांच प्राध्यापक सदस्यों के नाम सर्वश्रेष्ठ मूल्यांकन के लिए कारणों के साथ उल्लेखित करें।

Name the five faculty members in order to their best rating, with reasons.

(क) 1.		
(ख) 2.		
(ग) 3.		
(घ) 4.		
(ङ) 5.		

10. अन्य टिप्पणियाँ/Any Other Comments

(Optional/ऐच्छिक)

हस्ताक्षर (Sign.)

नाम Name

पदनाम और ले० संख्या Rank & A/C Number

कार्यालय का पता Office Address