

कार्यालय रक्षा लेखा प्रधान नियंत्रक (द.प.क.), खातीपुरा रोड, जयपुर-12

O/o The Principal Controller of Defence Accounts (SWC),

Khatipura Road, Jaipur-12

Fax No. 0141-2388463 Phone No. 0141-2388450, 458 Email : pcdaswc.cgda@nic.in



संख्या: संवप/141/आ प्रशि का/19-20

दिनांक: 4.06.2019

सेवा में,

प्रभारी अधिकारी
ईडीपी अनुभाग
स्थानीय

विषय: आंतरिक प्रशिक्षण calendar 2019-20 website पर upload करने हेतु।।

उपरोक्त विषय के संबंध में लेख है कि आंतरिक प्रशिक्षण calendar 2019-20(संलग्न) को कार्यालय की Website पर upload करने की कृपा करे।


व.लेखा अधिकारी (स.व.प)

**PROPOSED ANNUAL TRAINING CALENDAR 2019-20
(IN-HOUSE) PCDA (SWC) JAIPUR**

1	2	3	4	5	6	7
Sl No.	Area/Section	Courses/contents of courses	Level of Participation	Duration	Proposed Training Month	No. of Courses during the Year
1	SAS Training	Training for SAS Part-I Candidates	Eligible Clk/Aud/SA/ Steno	04 days (08 Sessions)	May	01
2	GST	Training on GST	Eligible Clk/Aud/SA/ Steno	01 day (02 Sessions)	June	01
3	Administration & House-keeping	<ul style="list-style-type: none"> • Handling of CAT/Court cases and an overview of CCS (Conduct) Rules • Work shop on _Disciplinary cases • Framing of Charge Sheet • Holding of Inquiry • Finalization of Inquiry Report • Maintenance of Cash Book • Budget/Office Contingency Management 	Clk to AAO	02 days (04 Sessions)	June	01
3A	Section Specific Training	<ul style="list-style-type: none"> • Audit of supply orders/Purchase order/Contracts • Audit of ration accounts/Store accounts, scheduling, linking of vouchers and credit verification and PBD vouchers • Writing Skills of audit objections • Various types of audit conducted in Army Units 	Clk to AAO	01 day (02 Sessions)	June	01
4	Miscellaneous Section	<ul style="list-style-type: none"> • Course on working of 'M' Section, covering areas: DPM & DFPDS 15&16 along with GeM. • Scrutiny of Contracts concluded by Stn HQ • Audit & Payment of LP Bills • Audit of bills of Grants-TAG/SAG/TTG • Post Audit of vouchers with emphasis on Splitting. 	Clk to AAO	02 days (04 Sessions)	July	01

		Improper sanctions, MACT cases etc. ● Issue of objection statement & their quality.				
5	<u>Store contract Section</u>	Course on working of 'S/C' Section, covering areas: 1. DPM & DFPPDS 15&16 2. Scrutiny of ASC/CHT Contracts 3. Audit & Payment of CHT and LP Bills 4. Post Audit of Bills received alongwith S&S Imprest A/c 5. Scrutiny of Sanctions and audit of bills of ACSFP 6. Release of FDR/BGBs	Clk to AAO	02 days (04 Sessions)	July	01
6	<u>Office Automation System: 'Project Tulip'</u>	Working of Office Automation System "Project Tulip updation " ● 'R' Section ● 'M' Section ● 'E' Section ● 'T' Section ● 'S/C' Section ● AN -II & III Section ● 'An-Pay' Section ● 'Pay' Section ● 'A/Cs' Section ● 'EDP' Section ● 'IA' Section	AAO to SAO	1 day (02 Session)	Aug	01
7	<u>SAS Training</u>	Training for SAS Part-II Candidates	Eligible Clk/Aud/SA/ Steno	05 days (10 Sessions)	Aug	01
8	<u>IA Section</u>	Course covering the following topics in brief: 1. MFAL IAR 2. Monitoring of Draft Paras/LTAR/TAOs & Loss Statements	Sr. Auditor & AAO	02 days (04 sessions)	Sept	01
9	<u>Project Bhawan</u>	Course on Working Strategy of Project Bhawan.	Eligible Clk/ Aud/SA/Sten	02 days (04 Sessions)	Sept	01

10	Accounts Section	<p>Course on Working of 'Accounts' Section</p> <ul style="list-style-type: none"> • Review of balances • Defence Exchange Accounts • Reconciliation of RBI A/C • Checking of 'PM' with sectional compilation • Clearance of suspense heads, DIDs, CIDs, Unlinked cheques, MROs etc • Budget and budgetary control • Overview of Defence Accounts Code with focus on AROB. 	Clk to AAO & SAOs of all sections	02 days (04 Sessions)	Oct	01
10A	Section Specific Training	<ul style="list-style-type: none"> • MFAL • AAC • IAR • Loss Statement 	Clk to AAO	01 day (02 Sessions)	Oct	01
11	AOs/Misc/Store Audit/LAOs/AO GES	<p>Courses covering important areas from the following:</p> <ol style="list-style-type: none"> 1. DPM- 2009 2. DFPDS- 15& 16 3. GEM <p>(Note: As per para 6.7 of DAD T & P 2013, Course No 10 will be organized through "E" learning/distance learning to sub-offices i.e. LAOs/AO GES</p>	Sr Auditor to AAO/AOs	02 days (4 sessions)	Nov	01
12	Pay Section	<p><u>Course on working of 'PAY' Section, covering areas</u></p> <ul style="list-style-type: none"> • Processing of pension claims (DAD/Non DAD) – Data Sheet • New pension scheme • Monitoring of LPCs • Maintenance of Demand Register & Paid vouchers • Cash Requisition & TLB 	Clk to AAOs	02 days (04 Sessions)	Nov	01
13	Engineering Section	<p><u>Course on working of 'E' Section, covering areas:</u></p>	Clk to AAOs	02 days (04 Sessions)	Dec	01

		<ul style="list-style-type: none"> • Scrutiny of Admin Approval & Tech Sanction • Scrutiny of Contract Agreements Scrutiny of Amendments & Deviation Orders • Audit of Final Bills / RARs • Scrutiny of MER & Audit of Cash Books • Deposit & Release of Security Deposits • Escalation payments • Monitoring of past objections through APR • Audit of Paid vouchers and S&S Imprest A/cs 				
14	<u>Pay-Medical Section</u>	Course on Audit of medical claims of Defence Civilians and Service Personnel.	Clk to AAOs	01 day (02 Sessions)	Dec	01
15	<u>Course on ECHS Cell</u>	<u>Post-Audit of ECHS Vouchers-'WHY'&'HOW' of post-audit with others important aspects.</u>	Clk to AAOs	01 day (02 Sessions)	Jan	01
16	<u>Course on TDS and Personal Claims</u>	<u>Course on TDS and Personal Claims</u> <ul style="list-style-type: none"> • Handling of Personal Claims : Rules, audit, check lists, etc. in regard to TA/DA, LTC, CTG, Medical (CGHS & CS(MA)), CEA, etc. • filing of 24G & 24Q in r/o TDS from salaries. 	Clk to AAOs	2 day (04 sessions)	Jan	01
		Total		35 days (70 sessions)		

Note: An evaluation test will be conducted, to test participants' performance at the end of each training programme.

(Bhuvnesh Kumar Verma)
DCDA
Training Manager