

कार्यालय रक्षा लेखा प्रधान नियंत्रक (दक्षिण पश्चिम कमान), खातीपुरा रोड, जयपुर
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संख्या सं.व प./141/आंतरिक प्रशिक्षण

दिनांक 09/03/2017

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सेवा में

प्रभारी अधिकारी

ई.डी.पी. अनुभाग

(स्थानीय)

विषय: संगठन के आंतरिक प्रशिक्षण का "वार्षिक प्रशिक्षण कलेंडर" वर्ष 2017-18 को वैबसाइट पर
Uploaded करने के संबंध में ।

सक्षम अधिकारी द्वारा अनुमोदित संगठन के आंतरिक प्रशिक्षण का "वार्षिक प्रशिक्षण कलेंडर"
वर्ष 2017-18 में कुल 15 कोर्सों का प्रशिक्षण का आयोजन करना प्रस्तावित है।

उक्त प्रशिक्षण कलेंडर वर्ष 2017-18 की प्रति संलग्न है। कार्यालय की वैबसाइट पर PDF फ़ाइल
में कलेंडर को Training में PCDA Annual Training Calendar में uploaded करना सुनिश्चित करे।

समूह अधिकारी ने देख लिया है ।

संलग्न : 04



व.लेखा अधिकारी (संवप)

**PROPOSED ANNUAL TRAINING CALENDAR 2017-18
(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)	April	01
2	Office Automation System: 'Project Tulip'	Working of Office Automation System "Project Tulip" <ul style="list-style-type: none"> • 'R' Section • 'M' Section • 'E' Section • 'T' Section • 'S/C' Section • 'An-Pay' Section • 'Pay - I' Section • 'Pay - II' Section • 'Pay - III' Section • 'A/Cs' Section • 'EDP' Section 	Clk to AAO	1 day for each section (11 Sessions)	April	01
3	General Courses	<ul style="list-style-type: none"> • Initiating & movement of Files • Noting & Drafting • T- Linking • Maintenance of Order • OM-I • OM-II • OM-VIII • MESR • GFR • FR 	Clk to AAO	3 days (06 Sessions)	May	01

		<ul style="list-style-type: none"> Linkage among Payment, Audit & Accounting functions and EDP Section. Importance of Quality Objections 				
4	<u>Admin</u>	<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 	Clk to AAO	01 day (02 Sessions)	May	01
5	<u>Miscellaneous Section</u>	<p>Course on working of 'M' Section, covering areas:</p> <ul style="list-style-type: none"> 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, Improper sanctions, etc MACT cases etc. Issue of objection statement & their quality. 	Clk to AAO	01 day (02 Sessions)	June	01
6	<u>Store contract Section</u>	<p>Course on working of 'S/C' Section, covering areas:</p> <ol style="list-style-type: none"> Scrutiny of ASC/CHT Contracts Audit & Payment of CHT and LP Bills Post Audit of Bills received alongwith S&S Imprest A/c Scrutiny of Sanctions and audit of bills of ACSFP Release of FDR/BGBs 	Clk to AAO	01 day (02 Sessions)	June	01

7	<u>Accounts Section</u>	<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 	Clk to AAO	2 days (04 Sessions)	July	01
8	<u>Pay Section</u>	<ul style="list-style-type: none"> • Course on Pay fixation: MACP scheme and promotion etc. • Processing of pension claims (DAD/Non DAD) – Data Sheet • New pension scheme • Reconciliation of schedules and compilation & Data uploading on NSDL website • Monitoring of LPCs • Maintenance of Demand Register & Paid vouchers 	Clk to AAO	2 days (04 Sessions)	July	01
9	Training for Newly Recrtd .Clerks & Aud.	'Induction Training for Newly Recruited Clerks and Auditor' (Confirmation Test)	Newly Recruited Clerks & Aud	06 days (23 Sessions)	Aug	01
10	<u>SAS Training</u>	Training for SAS Part-II Candidates	EligibleClk/ Aud/SA/Sten	05 days (10 Sessio)	Aug	01
11	<u>Disbursement</u>	e-Payment System : SBI CMP Course on e-Payment & clearance of Rejections	Clk to AAO	01 day (02 Sessions)	Sept	01

12	<u>Engineering Section</u>	<p>Course on working of 'E' Section, covering areas:</p> <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 	Clk to AAO	02 days (04 Sessions)	Oct	01
13	<u>हिन्दी कक्ष</u>	राजभाषा हिन्दी - पत्राचार लेखन पर कार्यशाला	Clk to AAO	01 day (02 Sessions)	Oct	01
14	<u>Pay-Medical Section</u>	Course on Audit of medical claims of Defence Civilians and Service Personnel.	Clk to AAO	01 day (02 Sessions)	Nov	01
15	<u>Course on ECHS Cell</u>	Post-Audit of ECHS Vouchers-'WHY' & 'HOW' of post-audit with others important aspects.	Clk to AAOs	01 day (02 Sessions)	Nov	01

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(Roopwant Soni)
Addl.CDA
Training Manager