



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

OOO NO.WM-81

Dtd. 07.06.2017

The Principal Accountant General(A&E), Odisha has been pleased to approve the in-house training programme for Sr.DAOs 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. Sr. 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
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1 st	Sr. DAO (12 Nos.)	22 & 23.06.2017 (List attached)
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07/06/2017

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 co-ordinate the programme at Main Office, Bhubaneswar.
- 4) Sri Suryanarayan Das, Sr. DAO, O/o the EE, R & B Division No. IV, Bhubaneswar.
- 5) Sri Gadadhar Rout, AAO(Local)
- 6) Sri Trinath Behera, AE, O/o the Executive Engineer, R & B Division No. V, Bhubaneswar.
- 7) Sri Ranjan Kumar Roy, Sr. DAO , O/o the EE, Aul Embankment Division, Aul, Kendrapara.
- 8) The Executive Engineer, R & B Division No. V , Bhubaneswar. He is requested to spare Sri Trinath Behera, AE on 22.06.2017 for the above purpose as faculty.
- 9) The Executive Engineer, Aul Embankment Division, Aul. He is requested to spare Sri R.K. Roy, Sr. DAO on 22.06.2017 for the above purpose as faculty.
- 10) The Executive Engineer, R & B Division No. IV, Bhubaneswar. He is requested to spare Sri S.N. Das, Sr. DAO on 23.06.2017 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) Assistant Accounts Officer, Record (Local). He is requested to provide required stationery to WM Section.
- 13) Concerned Sr. DAOs (As per Annexure B). They are instructed to attend the training positively 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 Sr. DAOs

(1st Batch on 22 & 23.06.2017)

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. CONTRACT MANAGEMENT</p> <p>i) Overview of the Contract Act</p> <p>ii) Various types of contracts entered in to in Divisions</p> <p>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.</p> <p>iv) Closure of Contract</p> <p>v) Rescission of Contract</p> <p>vi) Dispute resolution</p>	Sri Ranjan Kumar Roy, Sr. DAO
Day 1 Session 2 02.30 p.m.to 05.00 p.m.	<p>2) E-Tendering</p> <p>i) e-tendering system</p> <p>ii) types of tendering</p> <p>iii) types of bidding</p> <p>iv) important event during tender process</p> <p>iv) digital certificate</p> <p>v) types of payment</p> <p>vi) role of tender committee</p> <p>vii) role of technical committee</p> <p>ix) responsibility matrix</p> <p>x) timeline</p> <p>xi) general terms & conditions</p>	Sri Trinath Behera, AE

Day 2 Session 1 10.30 a.m. to 01.00 p.m..	3. WAMIS & iOTMS 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.	Sri S.N. Das, Sr. DAO & Sri G. Rout, AAO
Day 2 Session 2 02.30 p.m. to 05.00 p.m.	4. WAMIS & iOTMS 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.	Sri S.N. Das, Sr. DAO & Sri G. Rout, AAO
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 SR.DAOs FOR IN-HOUSE TRAINING (BATCH – 1)

(22 & 23.06.2017)

SL. NO.	NAME OF THE DAO	NAME OF THE DIVISION
1	PANTU MAJHI	BAISINGA CANAL DIVISION, LAXMIPOSHI
2	JAGANNATH MOHAPATRA	PUBLIC HEALTH DIVISION, PURI
3	PRADEEP KUMAR BEHERA	RURAL WORKS DIVISION, JAGATSINGHPUR
4	JANYAN RANJAN PATI	RURAL WORKS DIVISION, BHUBANESWAR
5	RABINDRANATH MALLICK	R & B DIVISION, KEONJHAR
6	SHYAM SUNDAR HANSDA	BAITARANI IRRIGATION DIVISION, SALAPADA
7	SARANGDHAR SWAIN	CHIEF ENGINEER, P.H., ODISHA, BHUBANESWAR
8	TAPAN KUMAR SETH	BALASORE IRRIGATION DIVISION, BALASORE
9	BISHNU CHARAN SAHOO	CHIEF ENGINEER, N.H., ODISHA, BHUBANESWAR
10	PRADHAN MARANDI	MINOR IRRIGATION DIVISION, JASHIPUR
11	KAPILENDRA BEHERA	MAHANADI NORTH DIVISION, JAGATPUR
12	SATYANARAYAN JENA	RURAL WORKS DIVISION NO. I, BERHAMPUR


SR. ACCOUNTS OFFICER