

अधिकारी प्रशिक्षण संस्थान OFFICERS' TRAINING INSTITUTE

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

Phone No: 0124-2735106 Fax No. 0124-2735103, E-mail: dtccgda.dad@gov.in

WAN (Website)

No. OTI/GGN/Trg. 2016-17/AOs GE

Dated: 04.10.2016

To,

All Pr. CDA/CDA

Sub:- Training Course on Functioning of AO GE Offices.

OTI Gurgaon is organising a five-days course on the above mentioned subject for AOs/SAOs of the department during 07-11 November 2016. In view of the transfer of the under-mentioned AOs/SAOs to AO GE Offices, it would be important for these officers to attain some expertise to deal with the issues in functioning of AO GE Offices share the experience of the senior Officers.

2. The participants may be asked to study DFPDS 2015 & 2016, Regulations for MES, DWP and UA Manual and prepare a presentation on the matters related to MES. To ensure effective utilisation of the course duration and to make it more interactive, participants may also be asked to make a note regarding nature of working in their office as well as the issues being faced by them, in case they are willing to discuss the matters during the course.

3. All concerned PCsDA/CsDA are requested to detail AOs/SAOs from their office/organisation to participate in the above course as per the list of participants enclosed. The Course Module is also annexed.

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Dy. CGDA (HRD)

Copy to:-

CGDA Mail Server

EDP Group - With a request to upload the circular on CGDA website.

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SAO (Trg.)

List of Recently posted AOs GE

Sl No.	Name Shri/Smt.	Office	Organisation
01.	Jatin R. K. Mehra, AO	AO GE AF, Bhuj	PCDA (SC), Pune
02.	K.B. Gaikwad, SAO	AO GE (AF) Baroda	PCDA (SC), Pune
03.	V. V. Pendharkar, AO	AO GE (Navy) Jamnagar	PCDA (SC), Pune
04.	Ashok Kumar Yadav, SAO	AO GE (AF) Jodhpur	PCDA (SC), Pune
05.	Pushpaja R Nair, SAO	AO GE NDA Khadakwasla, Pune	PCDA (SC), Pune
06.	Parmod Sharma, AO	AO GE (S) Udhampur	PCDA (NC), Jammu
07.	Om Parkash, AO	AO GE Kargil	PCDA (NC), Jammu
08.	Tripurari Sharma, AO	AO GE (I) (P) AF Srinagar	PCDA (NC), Jammu
09.	Parminder Singh, SAO	AO GE 862 EWS Rajori	PCDA (NC), Jammu
10.	Rakesh Kumar, SAO	AO GE (I) AF LEH	PCDA (NC), Jammu
11.	B Shanti Sri, SAO	AO GE (South) Bangalore	PCDA, Bangalore
12.	Himashri Ghosh, SAO	AO GE (East) Allahbad	PCDA (CC), Lucknow
13.	Binod Kumar, AO	AO GE (AF) NAL, Bikaner	PCDA (SWC), Jaipur
14.	Anurag Sikka, AO	AO GE Sriganganagar	PCDA (SWC), Jaipur
15.	Basant Kumar Bhadani, AO	AO GE Ranikhet	CDA (Army), Meerut
16.	Samiran Das, SAO	AO GE (South) Kolkata	CDA, Patna
17.	Mohammed Mushtaq, SAO	CCE (R&D) Esatates Hyderabad (Encadared)	CDA (R&D), Hyderabad
18.	K.P. Balasubramanyam, SAO	AO GE (P) FYS Khamaria (Jabalpur)	CDA, Jabalpur
19.	Joe Rajeshwar, SAO	AO GE Chennai	CDA, Chennai
20.	C.H. Venkata Rao, SAO	AO GE (I) R&D Kochi	CDA, Chennai
21.	U Kalmuthu, SAO	AO GE (AF) Tanjavur	CDA, Chennai
22.	Beena Pillai, AO	AO GE (AF) Trivandrum	CDA, Chennai
23.	S. Ravi, SAO	AO GE DSSC Wellington	CDA, Cennai
24.	P. K. Dey, AO	AO GE Missamari	CDA, Guwahati
25.	Mahendra Borah, AO	AO GE (AF) Tezpur	CDA, Guwahati
26.	Nazrul Islam, AO	AO AGE (I) Kumbhirgram	CDA, Guwahati
27.	Jitendra Prasad Singh, AO	AO AGE (I) Lekhapani, Assam	CDA Guwahati
28.	Ganesh Rai, AO	AO GE Guwahati	CDA, Guwahati
29.	Umesh Chandra DEY, AO	AO GE Narangi Guwahati	CDA, Guwahati
30.	S. Roy Chowdhury, AO	AO GE Shillong	CDA Guwahati

Officers' Training Institute, Gurgaon

Five day Course Module on Functioning of AOs GE Offices (For AOs/SAOs Posted in AO GE Offices)

Day	Session I 10:00 – 11:15		Session II 11:45 – 1300		Session III 1400 – 1515		Session IV 1545 - 1700
07.11.2016 Monday	Inauguration and Organisation and Structure of E-in-C Branch and MES. Formulation of Works Budget of Armed Forces, Civil Works Agencies under MoD		Defence Works Procedure and Regulations of MES: in perspective of role of AO GE		Introduction to Works, types of Works, Determination of SSR, Registration of Vendors		Preparation of Annual Works Plan, Maintenance Schedule of buildings, Preparation of AE I & II
Faculty	Shri Pushkal Upadhyay, Sr. Dy. CGDA (PPW)		Shri Pushkal Upadhyay, Sr. Dy. CGDA (PPW)		CE Delhi Zone		CE Delhi Zone
08.11.2016 Tuesday	DFPDS 2016 and DFPDS 2015: An analysis and its applicability to Works Expenditure		Role of IFA in each stage of Works Contract and Basics of E-tendering in MES Establishments		Stages in Finalisation of Works Contract (New Project and Maintenance)		Important Milestones in Administrative Approvals and Technical Approvals
Faculty	Shri Sandeep Sarkar, IFA (Army-Q)		Shri Sandeep Sarkar, IFA (Army-Q)		Shri B S Negi, IFA (MAP)		Shri B S Negi, IFA (MAP)
09.11.2016 Wednesday	Scrutiny of Contracts, Examination of amendments/deviations to the contracts	Tea Break (1115 – 1145)	Internal Audit of Job Order and Supply Orders and Annexure C (buy Back of items), reporting of Audit Objections	Lunch Break (1300 -1400)	Pay & Allowances of Industrial Employees, Pay Fixation and NPS matter of industrial employees, Overtime, Bonus related payments	Tea Break (1515 – 1545)	Practical issues and Case studies in Pay related matters in MES establishments
Faculty	Shri Neeraj Gayagi, Sr. Dy. CGDA (AT)		Shri Neeraj Gayagi, Sr. Dy. CGDA (AT)		Shri Roopwant Soni, Addl. CDA (SWC)		Shri Roopwant Soni, Addl. CDA (SWC)
10.11.2016 Thursday	Role of AO GE in DAD Projects, Works and management of DAD Works Budget.		Project Vishwak/Bhawan for AO GE and AO BSO offices		Payment to third parties in MES, RAR & Final Bills, recovery of Outstanding Demands, Preparation of abstract of receipt and charges, Foreclosure of Contract, Penalty clause, Risk and Expense Clause		Issues and case studies/practical examples in Payment in AO GEs, Role of GE/AGE and AO in the whole process
Faculty	Shri Mustaq Ahmed, Dy. CGDA (AN)		Shri Praveen kakkar, SAO		Dr. Amit Gupta, Jt. CDA (WC)		Dr. Amit Gupta, Jt. CDA (WC)
11.11.2016 Friday	Accounting procedure for Works Expenditure, Contractor's Ledger, Construction Accounts, Completion Report Part A & B, Adjustment of PBD Vouchers, Transfer Entries		Practical Examples in works cases and irregularities found in Accounting of Works Expenditure. Major points to be complied.		Role of E-Section and Coordination between AO GE and E- Section of Main Office		Latest Instructions and Directions of Govt. of India and CGDA on Works matters, Audit Issues in Works Cases, Working /Practical issues in AO GE/RAO MES Offices
Faculty	Dr. B. K. Singh, Addl. CFA, Jabalpur		Dr. B. K. Singh, Addl. CFA, Jabalpur		Dr. B. K. Singh, Addl. CFA, Jabalpur		Dr. B. K. Singh, Addl. CFA, Jabalpur
Valediction of the Course : on 11.11.2016 (Friday) at 17.00 p.m. to 18.00 p.m. by Jt. CGDA (HRD)							