

**“5 DAYS REFRESHER COURSE FOR WRD OFFICERS ON
ADMINISTRATION, ACCOUNTS, FINANCIAL RULES, DEALING OF
ARBITRATION CASES, PIM ACT & RULES, SWP, QUALITY CONTROL,
HRD, ETC”**

INTRODUCTION

Administration is described as the art of getting the things done and this immediately raises the question, for whom? Obviously any system, which is able to make this identification as closely as possible, is able to enunciate its objectives clearly and is able to work for their attainment.

With the rapidly mounting volume of office work and increase in the number of employees in the office, the necessity of placing people, who are conversant with the art and science of planning, organizing and performing office activities is being felt more now than ever before.

Due to enormous increase in the office expenses in the recent past, the organization and management of the office has to be looked at not only from the point of view of providing essential services to different functional departments of a unit but also from the point of view of controlling and keeping office expenses down.

The offices should follow certain rules, regulations and procedures. In the absence of such system everybody will act according to his wishes and it will neither create uniformity nor accountability. To provide a systematic and efficient working an officer has to be well versed with Service Rules, Disciplinary Rules, and Financial Rules etc.

The General Financial and Accounts Rules and other Service Rules contain directions and procedure to be followed in connection with maintenance of cash record and other relevant record, sanction of leave, reporting of theft/ embezzlement cases, preparation of Budget estimates, reconciliation of expenditure/ revenue figures. They have to deal with certain matters as per the provisions of Conduct Rules, Income Tax Rules, and Right to Information Act etc. The Drawing & Disbursing Officers deal with various subjects, which require knowledge of Financial as well as Service Rules. They are required to discharge their duties/ responsibilities as per Rules.

In addition to the above to cut short the number of trainings some technical aspect has also been added such as Water auditing, PIM Act 2000 and Rules 2002, Formation of WUA-Their Election, Term, Calling etc, Girdavari , Collection of Water Charges, Good Quality Control Practices, Classification of soils, Site visit and stress management to cope with daily tensions and pressures. State Water Policy 2010 will also be covered.

Therefore, there is a need for such training programme to familiarize the concerned officers with the provisions of relevant Financial and Service Rules and also with the

duties and responsibilities entrusted to them, GF&AR, PWF&AR, RSR Rules, C.C.A. rules, Purchase Rules, tendering Process, Dealing of Arbitration cases, duties & responsibilities of OIC in court cases as well as quality control & other day to day technical matters.

OBJECTIVES

By end of the programme the participants would be able to:-

1. To help in improving quality and efficiency in office work.
2. To impart and update their knowledge of relevant Rules and procedure.
3. To improve efficiency through inter - intra personal communication in office.
4. Describe the financial duties and responsibilities of Drawing and Disbursing Officers;
5. State the important provisions regarding maintenance of Cash Book and other relevant records;
6. Describe important provisions regarding Store Management and Purchase Rules;
7. Explain General Conditions and Principles of Rajasthan Service Rules.
8. Describe the provisions of all kinds of leaves; and
9. Understand PIM Act and rules and formation of WUA
10. The works carried out by WUA
11. About Girdavari and collection of water charges
12. Quality control during major works (Dams and Canals) and good quality control practices in General
13. Classification of soils and other inter-alia topics
14. State Water Policy
15. Stress management

TRAINING METHODOLOGY

Lectures followed by discussions, experience sharing, case studies if any, etc.

PARTICIPANTS

Various Senior, Middle and Junior Level Officers of Water Resources Department, Government of Rajasthan.

FACULTY

Although the major part of learning would generate from among the participants themselves, the Expert faculty and some experienced practitioners from the field would act as facilitator and resource person in the Programme.

DURATION

5 Days.

VENUE

IMTI Kota

General Topics to be covered

First Day:

1. Right to Information Act(2005) and Rajasthan Transparency in Public Procurement Act(2012) and Rules (2013)
2. General Conditions of Service, Pay and its Fixation, Other Provisions of R.S.R. like different Kinds of leaves, Types and their admissibility and Service Records, Joining Time
3. Duties and Responsibilities of Heads of Offices/DDOs as per GF&AR
4. Online Budgeting

Second Day:

1. Store Purchase and Tender Procedure, General/Special/Technical terms conditions appended with agreement/tender documents.
2. Pension Rules, New Pension Scheme and Mediclaim Policy.
3. Audit system & Compliance of different accounts/audit paras.
4. Dealing of legal cases, Duties of OIC till appeal on judgment, Limitation Act, Filing of Objections.

Third Day:

1. Duties and Responsibilities of Heads of Offices/DDOs as per PWF&AR
2. General & Technical conditions to be appended with contract agreement, Clauses of Contract Agreement, Introduction to Arbitration act, Dealing of Arbitration Cases and discussions regarding field/practical problems.
3. Office Procedure, Noting & Drafting, CCA and Conduct Rules
4. Communication, motivation and stress management

Fourth Day

1. Brief Introduction about PIM Act (2000) and PIM Rules (2002) and Roles and responsibility of WUA, उपसमितियों का गठन एवं उनके कार्य आदि
2. सक्षम व परियोजना प्राधिकारी की नियुक्ति व उनके कार्य, W.U.A की साधारण सभा व प्रबन्ध समिति की बैठक बुलाने की प्रक्रिया आदि
3. गिरदावरी माँग तैयार करना एवं सिंचाई कर की राशि/ फीस एकत्रित करना इत्यादि W.U.A द्वारा कार्ययोजना व बजट तैयार करना, ऑडिट उनकी आय व आय बढ़ाने के सम्भावित स्रोत,
4. Technical visit to RPS/JS dam, gallery and Power Plant

Fifth Day

1. QC & good construction practices for plain & reinforcement concrete
2. Engg. Classification of soils & their suitability
3. QC during earth work for dams and canals
4. State Water Policy 2010
5. Valedictory, Questions and Answers, Problem Solving, Course Evaluation and general discussions.