

F.No.G-45/2/2019-O/o DD(A/c)  
Government of India  
(Ministry of Culture)  
Archaeological Survey of India

24, Tilak Marg, New Delhi – 110 001  
Dated: 01.06.2022


**OFFICE MEMORANDUM**

**Sub.: Training cum hand holding activity program for all CDDOs/DDO/NCDDOs – reg.**

The undersigned is directed to say that the CDDOs/ DDOs/ NCDDOs of ASI mentioned in the Annexure of this O.M. have been nominated to participate in a four day training program being organized by the Department from **06 to 09 June, 2022** at the Institute of Government Accounts & Finance (INGAF), Old JNU Campus, opposite Ber Sarai, New Delhi. The training schedule, for information/ reference is enclosed herewith.

2. All officers nominated for the aforesaid training program as above are required to report to INGAF at 9:00 AM on 06.06.2022 positively. Further, all officers are also requested to assemble at Conference Hall, 3<sup>rd</sup> Floor, ASI Hqrs., New Delhi on 10.06.2022 at 1000 hrs for interaction with Jt DG (Finance) and resolution of other pending issues, if any.

3. This issue with the approval of Competent Authority.

  
01.06.22  
(Ameesh Aggarwal)  
Dy. Dir (A/C)

Enclosure: As above

**To:**  
All concerned officers

**Copy to:**

1. Institute of Government Accounts & Finance (INGAF),  
Old JNU Campus, Opposite Ber Sarai,  
New Delhi-110067

For information with  
reference to your letter  
No INGAF-26/3/2020/e-  
file2577-INGAF/223-227

2. PS/PA to DG/ ADG(Admn.)/Jt DG(Fin) ASI
3. All RDs, Dir (Science), Dir, Pt DUJA, Gr Noida
4. Dy Dir (Admn.) ASI
5. Website Sec
6. Guard File

**Details of DDO/CDDO/NCDDO Nominated for Training Programme (06.06.2022 to 09.06.2022)**

Sl. No.	Name of DDO/CDDO/NCDDO (Shri/Ms./Smt./Dr.)	Name of Circle/Branch	Contact Number
1.	Pratap kr. Naik, ASM. (NCDDO)	Konark Museum, Bhubaneswar	7980275955
2.	Anurag Kumar, ASA	Guwahati Circle	9431059884
3.	Sunipa M. Ketkar, ASA (DDO)	Kolkata Circle	9007504303
4.	Hari Om Saran, SA (DDO)	Raiganj Circle	9868998944
5.	Sanjay Angarey, (DDO)	O/o Regional Director (Central Region), Bhopal Circle	0755-2775895
6.	Bhuvan Vikram (NCDDO)	Temple survey Project North	0755 2558250
7.	Kamalkant Verma, (NCDDO)	Jabalpur circle	0755 2557360/54
8.	Kiran D. (NCDDO)	SAC Indore	0761-2933333
9.	Shasikant Rathore, (NCDDO)	Gwalior Museum	0731-2495417/7207373021
10.	Shambhoonath Yadav, (NCDDO)	Chanderi Musuem	0751-2481259
11.	Rajesh Bakshi	O/o the Regional Director (North)	9009903779/9752306961
12.	Prakash Chandra Singh	Agra Circle, Agra	9419176957
13.	Anil Kumar Tiwari	Chandigarh Circle, Chandigarh	9431492254
14.	Manoj Kumar Saxena	Dehradun Circle	6005110182
15.	TsewangThinless	Leh Mini Circle	8709730778
16.	Tsering Phunchok, S.A.	Shimla Circle	9622956356
17.	B. Bharathi (DDO and CDDO)	Shimla Circle	9469290374
18.	K Venkateswaraswamy (DDO)	O/o the Regional Director (South)	9972270705
19.	M Kalimuthu(DDO and CDDO)	Amravati Circle	9440094799
20.	M Kalimuthu(DDO and CDDO)	Chennai Circle	9074247751
21.	Nihildas N (DDO and CDDO)	Hampi Circle	8826039063
22.	Arun Raj(DDO AND CDDO)	Trichy Circle	9818923149
23.	K Amarnath Rama Krishnan (DDO)	TSP Chennai	9444053813
24.	V I Ramteke (AO), Aurangabad Circle (CDDO & DDO)	Aurangabad Circle	9423214605
25.	S. Vinodh Kumar, Dy. SA (Ajanta Science branch) (DDO & CDDO)	Science Branch, Ajanta	8983124121
26.	Shrikant Mishra, Dy. SA, Aurangabad (Science branch)	Science Branch, Aurangabad	9545815606
27.	Manoj Dwivedi, DYSA, Jaipur Circle (DDO & CDDO)	Jaipur Circle, Science Branch, Jaipur	8890949232
28.	Biri Singh, SA, Jodhpur Circle(DDO)	Jodhpur Circle	9457106200
29.	Rajendra Yadav, SA Custom Branch, Mumbai (DDO & CDDO)	O/o Regional Director (WR), Mumbai Circle	9324386442
30.	Prasanna Kumar Dikhit, Dy.S.A(D.D.O.)	Patna Circle	6207091860
31.	Rajendra Dehuri, S.A.(D.D.O.)	Excavation Branch-III, Patna	7703894379/9205772843
32.	Ajay Kumar Pandey, Dy.S.A.C	Science Branch, Patna	8319635841
33.	Shanker Sharma, A.S.A	Nalanda Museum, Patna Circle	9006348706
33.	Hari OM Saran, S.A(D.D.O)	Raiganj Circle	9868998944
		Hazarduari Palace Musuem	9868998944

**Schedule of Training program for ASI Officials**

**AGENDA**

<b>Date</b>	<b>Session I</b> 10.00AM -11.15 AM	<b>Session II</b> 11.30 AM -12.45 PM	<b>Session III</b> 2.00 PM-3:15 PM	<b>Session IV</b> 3.30 PM to 4.45 PM
<b>Week - 1</b>				
<b>Day-1</b> <b>Monday</b> 06-06-2022	Roles & responsibility of CDDO/DDO/NCDDO as per Statutory Rules/Manuals	Reconciliation with PAO	Budget management and e-LOC modules in PFMS & Features & functionality of e-LOC Introduction to E-Bill	
<b>Day 2</b> <b>Tuesday</b> 07-06-2022	Resolution of PFMS failed transactions etc.	Government Revenues and Receipts and their accounting	Statutory Deductions (viz. TDS, GST, NPS etc)	Common errors committed by CDDOs
<b>Day 3</b> <b>Wednesday</b> 08-06-2022 (To be conducted in Computer Lab)	Preparation of Pension/Family Pension in Bhavishya Portal.		E-procurement (GeM and CPPP procurement basics) and introduction to e-bill system	
<b>Day 4</b> <b>Thursday</b> 09-06-2022	Introduction to relevant paras/chapters of DFPR, GFR 2017, CVC guidelines, CAM, DDO manual, CPWD manual 2019 etc.			Functions of pre- audit & case studies

