

**DELHI DEVELOPMENT AUTHORITY**

[Finance & Expenditure]

**F&E CIRCULAR NO. 02 /2020**

**Sub: Regarding Training Programme on Tally and Goods & Services Tax for Assistant Accounts Officers.**

CAO, DDA has decided to organize and conduct specialized training program for Assistant Accounts Officers for enabling to meet the changing demands for Account Cadre. Hence, one-day Training Programme for 34 AAOs has been decided to organize on **14.01.2020** at "Training Hall, C- Block, Room No. 317/318, 3<sup>rd</sup> Floor, Vikas Sadan as per following schedule on **Tally and Goods & Services Tax** to ensure adequate capacity building and to develop professional, impartial and efficient officers of DDA. The Competency framework will be used to ensure that officers have the requisite knowledge, skill and attitude to effectively perform the functions they are entrusted with. The details of the Training Programme are as under:-

**TRAINING SCHEDULE**

Session	Time	Topic	Faculty
1	10:00 - 10:15	Introduction	Finance Member, DDA & Chief Accounts Officer, DDA.
	10:15 - 10:30	Tea break	-
2	10:30 - 01:30	Tally	Sh. Sandesh Jaju & Smt. Raj Rani Lakra, CA (Tax Consultant)
	01:30 - 02:00	Lunch	-
3	02:00 - 03:30	GST	Sh. Sandesh Jaju & Smt. Raj Rani Lakra, CA (Tax Consultant)
	03:30 - 03:45	Tea Break	-
4	03:45 - 05:15	GST	Sh. Sandesh Jaju & Smt. Raj Rani Lakra, CA (Tax Consultant)

Please find enclosed herewith the list of officers directed to attend the said training compulsorily as per fixed schedule date & time mentioned above.

[Sunita Jindal]  
Dy.CAO (F&E)

No. FE.5(6)2018/DDA/ 41


Dated: 10/1/2020

To

1. The Director (Trg.) to make the necessary logistics arrangements including working lunch, tea, note pad and pen for the 45 participants.
2. M/s SARC & Associates.

Copy to:

1. PS to FM, DDA for kind information;
2. PS to Commr. (Pers.) for kind information;
3. PS to CAO, DDA for kind information;
4. PS to Director (Fin.) for kind information;

  
Dy. CAO (F&E)