



OFFICE OF THE CHIEF AUDITOR
NORTH/SOUTH/EAST DELHI MUNICIPAL CORPORATIONS
27th Floor, Civic Centre, Minto Road, New Delhi.
Phone: 23227706, 23227707, 232277112

OFFICE ORDER NO. 182

Dated: 27.02.2020

The Chief Auditor has been pleased to nominate the following officers to deliver the lectures to the candidates of Part-I and Part-II of Section Officers' Grade Examination to be held in 2020. The classes will be commenced w.e.f. 02.03.2020. The details of programme of lectures to be delivered to the candidates of Section Officers' Grade Examination Part-I and Part-II, 2020 are enclosed:-

Part-I				
Sl. No.	Paper	Subject	Name of Lecturers nominated by the MCA	Venue
1.	Paper-1 (A+B)	Service Regulations	Shri D.K. Singh, Sr. AO O/o the DGA, P&T, Delhi-110054	Conference Hall, 27 th Floor, Dr. SPM Civic Centre, New Delhi- 110002
2.	Paper-2	Financial Rules & Principle of Accounts	Shri Sateesh C.Nair, DCA, NDMC	
3.	Paper-3	DMC Act Rules, Regulation and Bye- laws	Shri K.K. Chitkara, DCA, EDMC	

Part-II				
Sl. No.	Paper	Subject	Name of Lecturers nominated by the MCA	Venue
1.	Paper-4	Precis & Drafting	Shri Sham Sunder, AO, SDMC	
2.	Paper-5 & 6	Public Works Accounts	Shri Virender Kumar, AAO, EDMC	Aruna Asaf Ali Sabhagar Conference Hall, A Block, 4 th Floor, Dr. SPM Civic Centre, New Delhi- 110002
3.	Paper-7	Advance Book keeping with elementary costing	Shri Pradeep Kaushik, AO, SDMC	
4.	Paper-8	Audit	Shri Ram Pat Singh Verma, Retd. DCA, Statutory Audit Department Shri Ravi Shankar Kumar, AO will assist Shri Ram Pat Singh Verma	
5.	Paper-9	Computer Systems (Theory)	Shri Sandeep, AAO, O/o the DGACE Shri Vikas Toor, AAO, O/o the DGACE Shri Rahul Nogia, AAO, O/o the DGACE	
6.	Paper-10	Statistics	Prem Chand Sharma, AO, NDMC	

Jai Pal Singh
(JAI PAL SINGH)
Deputy Chief Auditor (Admn.)

DISTRIBUTION:-

1. Office Order Book.
2. Deputy Controller of Accounts (F&G with the request to upload the same in MCD's website.
3. Consultant/Sr. PS to Chief Auditor for kind information of the Chief Auditor.
4. All Audit Parties.
5. Web Portal of Statutory Audit Department at MCD's website.
6. Notice Board.

Authority:-Municipal Chief Auditor's approval dated 27.02.2020 at page 18/N in file No. MCA/Admn./Exam/SOGE/2019/Vol-I



(RAJ KUMAR SAHNI)
Senior Audit Officer (Admn.)

PART-I

Sl. No.	Paper	Subject	No. of lectures	Date of lectures	Timing of lectures	Name of lecturers \ S/Shri.	Centre of training
1	Paper-1 (A+B)	Service Regulation (10 Lectures @2 hrs. = 20 hrs.)	10	March, 2020 2,3,4,5,6,9,11,12,13& 16	9.00 A.M. to 11.00 A.M.	D.K. Singh, Sr. AO o/o the DGA, P&T, Delhi-110054	Conference Hall 27 th floor Civic Centre.
2	Paper-2	Financial Rules & Principle of Accounts (10 Lectures @2 hrs. = 20 hrs.)	6 4	March, 2020 17,19,23,25,27,31 April, 2020 1,7,14&16	9.00 A.M. to 11.00 A.M.	Sateesh C. Nair, DCA, NDMC	Conference Hall 27 th floor Civic Centre.
3	Paper-3	DMC Act Rules, Regulation and Bye-Laws (10 Lectures @2 hrs. = 20 hrs.)	5 5	March, 2020 18,20,24,26,30 April, 2020 3, 8,9,13,15,	9.00 A.M. to 11.00 A.M.	K.K. Chitkara, DCA, EDMC	Conference Hall 27 th floor Civic Centre.

Jasbalsingh
Dy. Ch. Asst. (Admin)

PART-II

Sl. No.	Paper	Subject	No. of lectures	Date of lectures	Timing of lectures	Name of lecturers \ S/Shri.	Centre of training
1	Paper-4	Précis & Drafting (20 Lecturers @ 1½hrs. = 30 hrs.)	4 1 1 3 2 1 7 1	March, 2020 – 2,17,24,31 April, 2020 -9 May 2020-11 March, 2020 –4,19,26 April, 2020 –3,30 May,2020-8 April, 2020-13,15,17,21,23,27,29 May 2020-1	9.00 A.M. to 10.30 A.M. 10:45 A.M. to 12:15 P.M. 2.00 PM to 3.30 PM	Sham Sunder, AO/SDMC	
2	Paper-5 & 6	Public Works Accounts (20 Lecturers @ 1½hrs. = 30 hrs.)	3 8 2 4 1 2	March, 2020 – 5,20,27 April, 2020 -7,14,16,20,22,24,28,30 May 2020- 1,6 March, 2020 –2,17,24,31 April, 2020 –9 May 2020-4,5	9.00 A.M. to 10.30 A.M. 10:45 A.M. to 12:15 P.M.	Virender Kumar, AAO/EDMC	
3	Paper-7	Advance Book keeping with Elementary costing (20 Lecturers @ 1½hrs. = 30 hrs.)	3 7 3 7	March, 2020 – 3,18,25 April, 2020 -1,13,15,17,21,23,27 March, 2020 – 5,20,27 April, 2020 –7;14,16,20,22,24,28	9.00 A.M. to 10.30 A.M. 10:45 A.M. to 12:15 P.M.	Pradeep Kaushik, AO/SDMC	
4	Paper-8	Audit (20 Lecturers @ 1½hrs. = 30 hrs.)	3 2 3 1 1 7 1	March, 2020 – 16,23,30 April, 2020 -8,29 May 2020-12 March, 2020 – 3,18,25 April, 2020 –1 May, 2020-11,12 April, 2020-14,16,20,22,24,28,30 May 2020-4	9.00 A.M. to 10.30 A.M. 10:45 A.M. to 12:15 P.M. 2.00 PM to 3.30 PM	Ram pat Singh Verma, Retd. DCA Statutory Audit Deptt.	
5	Paper-10	Statistics (20 Lecturers @ 1½hrs. = 30 hrs.)	3 1 3 3 8 2	March, 2020 – 4,19,26 April, 2020 -3 May 2020- 4,5,8 March, 2020 – 16,23,30 April, 2020 –8,13,15,17,21,23,27,29 May 2020-1,6	9.00 A.M. to 10.30 A.M. 10:45 A.M. to 12:15 P.M.	Prem Chand Sharma, AO/ NDMC	

Tarika Singh
Dy. ch. Ass. (Admn)

Sl. No.	Paper	Subject	Date of lectures	Timing of lectures	Name of lecturers (S/Shri)	Centre of training
6	Paper-9	Computer Systems (Theory)	March, 2020 – 2,3,4,5	2.00 P.M. to 2.45 P.M. 2.45 P.M. to 3.30 P.M. 3.45 P.M. to 4.30 P.M. 4.30 P.M. to 5.15 P.M.	Sandeep Kumar, AAO, Vikas Toor, AAO and Rahul Nogia, AAO	Aruna Asaf Ali Sabhagar Conference Hall, A Block, 4 th Floor, Dr. SPM Civic Centre, New Delhi- 110002

Jai Singh
Dy. ch. Ass (Admin)