

	DELHI JAL BOARD: GOVT OF NCT OF DELHI OFFICE OF THE DIRECTOR (F&A) VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI	
	Office Order No. 27	

Date:- 08-06-2026

Finance Division in association with M/s Tibrewalchand & Co. is organizing a training programme for Assistant Accounts Officers (AAOs) of Delhi Jal Board to enhance their professional competency/capacity building. The training programme will be conducted on 12-06-2026 from 10.30 am to 01.00 pm in the DJB Hq Auditorium, Varunalaya Phase-II, Karol Bagh, New Delhi 110005.

2. The training programme shall cover the following topics:-

- Fundamental principles of accounting and double-entry system.
- Accounting treatment of receipts and payments.
- Journal entries relating to revenue and capital transactions.
- Accounting of procurement, inventory, fixed assets and depreciation.
- Accounting entries pertaining to employee benefits, advances, loans and recoveries.
- Preparation and reconciliation of ledgers and trial balance.
- Interactive session for addressing operational issues faced by AAOs.

3. The training is expected to improve the accuracy of accounting entries, accounting records, ensure uniformity in accounting practices across various divisions of DJB and it will enhance the capacity of AAOs in handling financial transactions and preparation of financial statements.

4. Tea-snacks shall be arranged by the office of DD(GAB)/Caretaker, Hq and the expenditure on account of training programme shall be met out from their office Imprest.

5. All the participant (AAOs) are required to attend the above mentioned training programme compulsorily. Non-compliance shall be viewed seriously and strict action shall be initiated against the defaulters including disciplinary action.

6. Further, all the participant AAOs are directed to report back to their respective offices/assignments after training programme is over.

7. This issues with the approval of competent authority.

All AAOs

(RAVINDER KUMAR)
Director(F&A)

No.F.e.off-360930/DJB/AO(F&G)/AAOs Trg./2026/ **587**
Copy for kind information to:-

Date:- 08-06-2026

- P.S. to CEO, DJB
- PS to Member (Finance)/Member (Admn)/CE-Nodal (WS)/(Dr)
- Director(F&A)
- Jt. Director (F&A)/ Dy. Dir. (F&A)-II,III/IV
- M/s Tibrewalchand & Co.
- DD(GAB)/Caretaker, Hq with the request to make all arrangements for the training programme
- DD(IT) with the request to upload the same on the official website of DJB.
- O.O. register

(RAVINDER KUMAR)
Director(F&A)

Dy. Director (IT)
Delhi Jal Board, GNCTD

Dy. No. **1031** dt **8/6/26**

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