

INDIAN AUDIT & ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, KOLKATA
3rd MSO Building, CGO Complex, 5th Floor, 'A' Wing
DF Block, Salt Lake, Sector – 1, Kolkata – 700 064.



Course Title : Pre-Examination Mock Test

Course Duration : 05 days from 01.08 to 05.08.16

Date	Paper	Subject	From	To	LAB
01.08.16	PC-1	Language Skills	11.00 hrs	13.00 hrs	I & II
02.08.16	PC-2	Logical and Analytical Ability	14.00 hrs	16.00 hrs	I & II
03.08.16	PC-3	Information Technology (Theory)	11.00 hrs	13.00 hrs	I & II
04.08.16	PC-4	Information Technology (Practical)	14.00 hrs	16.00 hrs	I & II
05.08.16	PC-5	Constitution and Service Regulation	11.00 hrs	13.00 hrs	I & II

Lab-I **Participant Nos. 01 to 20**

LAB-II **Participant Nos. 21 to 40**

Course Title : **Training of Newly Recruited Divisional Accountants**

Course Duration : (20 days) Phase-I

Participants:- Gr B Officers.

Date	Forenoon Session 10.30 hrs. to 11.45 hrs – 12.00 hrs. to 13.15 hrs.	Afternoon Session 14.15 hrs. to 15.30 hrs. – 15.45 hrs. to 17.00 hrs.
03.08.16	Back ground of Public works Department	Introductory on Cash Payments, Payment to Labourers, Register of Muster Roll and its maintenance
Faculty	Shri Subrata Sarkar & Shri Pranab Kr. Goswami Ex-Divisional Accounts Officer	
04.08.16	Manner of payment ,Preparation of Bills and its submission to Treasury,	Relation of the Divisional Officer with treasury as well as AG Abolition of LOC based Accounts and introduction of Treasury
Faculty	Shri Manas Ranjan Das , Divisional Accounts Officer	
05.08.16	Mode of obtaining cash from the treasuries and its custody, Receipt of money and its accounting procedure, Disposal of Receipts etc.	System of Treasury Accounts as well as Accounts maintained in the PW Division and role of Divisional Accountant in this regard.
Faculty	Shri Subrata Sarkar & Shri Pranab Kr. Goswami Ex-Divisional Accounts Officer	
08.08.16	Maintenance of Cash Book, Rectification of errors, Verification etc	What is Imprest, Temporary Advance etc. Handling of Cheque Books and Receipt Books and custody of Cash in the Division. <u>(System has been changed after adoption of IFMS by the State Government)</u>
Faculty	Shri Subrata Sarkar & Shri Pranab Kr. Goswami Ex-Divisional Accounts Officer	
09.08.16	Maintenance of Stock, What is Priced Vocabulary of Stores? Maintenance of Quantity Accounts i.e. Receipts and Issue of Materials from Store	What is Bin Cards? Maintenance of Value Account, Handling and other incidental charges, Monthly summary of stock, Priced Stores Ledger,
Faculty	Shri Mrinal Kanti Roy & Shri Ardhendu Kumar Chattopadhyay Ex-Divisional Accounts Officer	

10.08.16	Numerical Accounts of Receipts and Issues, Tools and Plants Ledger, Recoveries for use of Tools and Plants, Sales and Transfer of Tools and Plants Verification of Tools and Plants and Accounts of Road Metals.(System has been changed after adoption of IFMS by the State Government)	Adjustment of profit and loss on stock, Stock taking and Rectification of Stock Accounts.(System has been changed after adoption of IFMS by the State Government)
Faculty	Shri Mrinal Kanti Roy & Shri Ardhendu Kumar Chattopadhyay Ex-Divisional Accounts Officer	
11.08.16	Security Deposit, Other Deposit (For works, Contractors closed Accounts, Miscellaneous), Lapsed and Confiscated Deposits,	Accounts of Public Works Deposits (Deposits Register, Schedule of Deposits), Accounts of Interest Bearing Securities
Faculty	Shri Manas Ranjan Das & Shri Pulok Roychowdhury, Divisional Accounts Officer	
12.08.16	Accounting System in the PW Division. Newly introduced IFMS(Integrated Financial Management System) Module in the Treasury	Correction of Errors before the Accounts are closed and after the closer of Accounts.(System has been changed after adoption of IFMS by the State Government)
Faculty	Shri Manas Ranjan Das , Divisional Accounts Officer	
16.08.16	Irrigation revenue collected through District and Revenue Authorities, Licence of Building and Lands Demands and Recoveries, Accounting Procedure on Revenue Receipts (System has been changed after adoption of IFMS by the State Government)	Assessment and Fixation of House Rent, Asses Rent, Standard Rent, Register of Licence Fees.
Faculty	Shri Subrata Sarkar & Shri Pranab Kr. Goswami Ex-Divisional Accounts Officer	
17.08.16	Payments to Suppliers and Contractors (Measurement Books, Detailed Measurement, Standard Measurements, Review of Measurements), (System has been changed after adoption of IFMS by the State Government)	Preparation of Bills and Vouchers relating to the works, Aid to contractors, Advance to contractors including Secured Advance and Mobilisation Advance
Faculty	Shri Subrata Sarkar & Shri Pranab Kr. Goswami Ex-Divisional Accounts Officer	
18.08.16	Issue of Materials to Contractors and its Accounting Procedure, Return of Surplus Materials, Issue of Material Direct to the Work, Tools and Plants Lent for use,	Disposal of surplus Materials, Verification of unused Balances. Closing of Stock and Accounting procedure of surplus stock and shortage of stock.
Faculty	Shri Mrinal Kanti Roy & Shri Ardhendu Kumar Chattopadhyay Ex-Divisional Accounts Officer	

19.08.16	Preparation of Bills under newly Introduced IFMS System	Reconciliation of Security Deposit Deposit works and Misc. Deposit figures with the Treasury/ P.A.O.
Faculty	Shri Manas Ranjan Das & Shri Pulok Roychowdhury, Divisional Accounts Officer	
22.08.16	Rules regarding publication of NIT/NIQ in PWD,PHED, MED, WIDD and precondition thereof.	Rules regarding publication of NIT/NIQ in I & W.D and precondition thereof.
Faculty	Shri Subrata Sarkar & Shri Pranab Kr. Goswami Ex-Divisional Accounts Officer	
23.08.16	Preparation of Contractors Ledger, Register of Works, Works Abstract.	Checking of Bills
Faculty	Shri Subrata Sarkar & Shri Pranab Kr. Goswami Ex-Divisional Accounts Officer	
24.08.16	Checking of cash book as per New System	Preparation of monthly Schedules and submission to AG,WB as per prevailing order and to the Higher Authority.
Faculty	Shri Manas Ranjan Das , Divisional Accounts Officer	
25.08.16	Checking of computed Tenders/ Quotations	What is Administrative Approval, Technical Sanction, Financial Approval
Faculty	Shri Mrinal Kanti Roy & Shri Ardhendu Kumar Chattopadhyay Ex-Divisional Accounts Officer	
26.08.16	Deposit Works, District Fund Works, Municipal Trust Works, Local Loan Works, Takavi Works	Conditions of Employment, Preparation of Pay Bills, Unpaid Wages, Travelling Expenses, Classification of Charges
Faculty	Shri Manas Ranjan Das & Shri Pulok Roychowdhury, Divisional Accounts Officer	
29.08.16	Tender Clauses and its Implementations	Tender Clauses and its Implementations
Faculty	Shri Subrata Sarkar & Shri Pranab Kr. Goswami Ex-Divisional Accounts Officer	
30.08.16	Excess quantity, Supplementary Tender	Revised Estimate and Revised Administrative Approval.
Faculty	Shri Subrata Sarkar & Shri Pranab Kr. Goswami Ex-Divisional Accounts Officer	
31.08.16	Settlement of disputes Court Case and Arbitration	Contract Act., Labour Act. And rules and their implication in execution of work
Faculty	Shri Mrinal Kanti Roy & Shri Ardhendu Kumar Chattopadhyay Ex-Divisional Accounts Officer	

Training Methodology:

- 1. Focus on holistic learning**
- 2. Customized training module**
- 3. Talk, Tell & presentation with power point.**
- 4. Practical Example with Cases & references.**
- 5. Personal Counselling and Guidance**

NB : Training Materials for this training programme are available at RTI/Kolkata's website (rtikolkata.cag.gov.in)

Workshop Schedule on “Ethics and Values in Public Governance”

Participants:- Gr B & C Officers.

Course Duration : 03 days from 09.08.16 to 11.08.16

Date	Session-I 10:30 a.m.-11:45 a.m.	Session-II 12:00 p.m -1:15 p.m.	Session-III 2:15 p.m.-3:30 p.m.	Session-IV 3:45-5:00 p.m.
09.08.16	Inauguration Principal Director Contextual setting for trainers- <i>Workshop overview</i>	Context setting for need of ethics in governance- <i>Need of ethics in Governance</i>	Concept of ethics and Values- Historical Perspective & Traditional approaches	Concept of ethics- Contemporary approaches , Ethical Framework and Problem of Corruption
Speaker	Shri Falguni Bandyopadhyay ACMA,CIMA, AO/RTI Kolkata,			
10.08.16	Institutional Provisions on Ethics and Values	Role of SAls- Values and Benefits of SAI-ISSAI 12	Service Delivery for Audit & Good Practices and initiatives in IA&AD- Audits	Service Delivery for Accounts & Good Practices and initiatives in IA&AD- Accounts
Speaker	Shri Falguni Bandyopadhyay ACMA,CIMA, AO/RTI Kolkata,			
11.08.16	Core Values and principle in IA&AD Code of Ethics & Its implementation	Ethical Dilemmas in Audit and A&E offices Challenges and risks confronting and how the risks and challenges are managed. Practicum: Group Presentation	Way forward and Closure: Ethics Advocacy	Valediction
Speaker	Shri Falguni Bandyopadhyay ACMA,CIMA, AO/RTI Kolkata,			Principal Director/RTI Kolkata

Health Breaks: 11:45-12:00 p.m. and 3:30-3:45 p.m.

Lunch Break: 1:15-2:15 p.m.

Training Methodology:

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2. Customized training module
3. Talk, Tell & presentation with power point.
4. Practical Example with Cases & references.
5. Personal Counselling and Guidance

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**Course Title : Refresher course on Monthly Civil Accounts including Report
on Expenditure with special emphasis on FAAM with VLC
Course Duration : 17.08.2016 to 19.08.2016 (03 days)**

Participants:- Gr B & C Officers.

Date	Forenoon Session 10.30 hrs. to 11.45 hrs –12.00 hrs. to 13.15 hrs.	Afternoon Session 14.15 hrs. to 15.30 hrs. –15.45 hrs. to 17.00 hrs.
17.08.16	Monthly Civil Accounts – Structure, data and its sources. Accounting procedure for each data source – Settlement Accounts, CAORB Accounts, Interrelationship between the different sources and how each data is included in the Monthly Civil Accounts – its significance, responsibilities along with practice – check prescribed in compilation of Treasury Vouchers and Challans – Introduction of IFMS	What is Monthly Appropriation Accounts? Stages in Preparation of Monthly Appropriation Accounts. How related with the Monthly Civil Accounts? Issuance of warning slips regarding expenditure in excess of the budget allotment. What is an Abstract Contingent Bill? Codal Provisions – responsibility of DDO's – Treatment of Contingent bills objected for want of detailed contingent bill.
Speaker	Shri Ambar Roy Chowdhury,SAO O/o the AG (A&E), West Bengal, Kolkata	Shri Soumen Chakraborty,AO O/o the AG (A&E), West Bengal, Kolkata
18.08.16	Treatment of Deposit Accounts with special reference to PD Accounts. What is an Inward and Outward Settlement Accounts? Funding pattern in the State Budget – DDO-wise monthly expenditure. Compilation of report on Central Plan and State Plan Schemes.	Introduction and nature of Financial Attest Audit. Auditing Standard & Audit Materiality.
Speaker	Shri Debatosh Pramanik AAO O/o the AG (A&E), West Bengal, Kolkata	Shri F. Bandyopadhyay,ACMA, AO, RTI, Kolkata
19.08.16	Understanding the entity, Internal Control and Internal Audit & Quality Assurance mechanism with specific reference to Monthly Civil Accounts for improving the quality of the Annual Accounts	Conducting of Financial Attest Audit of different functions of the Accounts Group particularly in VLC environment
Speaker	Shri Ambar Roy Chowdhury,SAO O/o the AG (A&E), West Bengal, Kolkata	Shri Soumen Chakraborty,AO O/o the AG (A&E), West Bengal, Kolkata
	Valediction : PD/RTI	

Training Methodology:

- 1. Focus on holistic learning**
- 2. Customized training module**
- 3. Talk, Tell & presentation with power point.**
- 4. Practical Example with Cases & references.**
- 5. Personal Counselling and Guidance**

**NB : Training Materials for this training programme are available at RTI/Kolkata's website
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Course Title : **Regional Language (Bengali)**

Course Duration : **5 days)**

Faculty : **Shri Swapan Bandyopadhyay, Ex. Sr. AO, O/o the DGA (Central), Kolkata**

Participants:- Gr B & C Officers.

Date	Forenoon Session 10.30 hrs. to 11.45 hrs – 12.00 hrs. to 13.15 hrs.	Afternoon Session 14.15 hrs. to 15.30 hrs. – 15.45 hrs. to 17.00 hrs.
22.08.16	Inaugural address:-Pr.Director/RTI Alphabets & Words in Bengali and conversion in Hindi, English for interpretation.	Alphabets & Words in Bengali and conversion in Hindi, English for interpretation.
23.08.16	Grammar & formation of sentences. Tense and correction of errors	Grammar & formation of sentences. Tense and correction of errors
24.08.16	Development of ideas on communication.	Paragraph writing and reading
25.08.16	Letter writing including official matter.	Dialogue on official matter with narration.
26.08.16	Translation & Retranslation	Test /Valediction

Training Methodology:

- 1. Focus on holistic learning**
- 2. Customized training module**
- 3. Talk, Tell & presentation with power point.**
- 4. Practical Example with Cases & references.**
- 5. Personal Counselling and Guidance**

**NB : Training Materials for this training programme are available at RTI/Kolkata's website
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