



Course Title: **Fundamental Concepts on IFMS**  
 Course Duration: **06.12.16 to 07.12.16 (02 days)**

**COURSE ID:-92**

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.
<b>06.12.16</b>	Inauguration by PD/ RTI Kolkata	Different Modules of IFMS- concept CTS- how it differs from pre-IFMS computerised treasury system; e-bantan- Allotment system taken care by IFMS. Stakeholders of IFMS; GRIPS- how it works- integration of GRIPS with IFMS; e-payment system, e-kuber of RBI, e-advice and its accounting including failed transaction-advantages of e-payment-transparency of transactions etc.
	An overview of Treasury system- payment- Receipts-maintenance and submission of Accounts-banking arrangement. IFMS- introduction-commencement- pre-IFMS back ground-various accounting and transactional aspect covered by IFMS-advantages of IFMS.	
<b>Speaker</b>	<b>Shri A.Roy Chowdhury, Sr.A.O</b> O/O The AG(A&E), West Bengal	<b>Shri D.Pramanik, AAO</b> O/O The AG(A&E), West Bengal
<b>07.12.16</b>	e-billing-digital signature-process of e-billing-generation of bill from the system-submission of voucher and challan to AG- discontinuation of voucher challan submission and its pros and cons-area of concerns AG Module-Role of AG as an internal stakeholder- present status of data submission to AG Changes in mode of checking of vrs challan and classification in AG office, changes in function of AG office-changes in methodology of Treasury Inspection PW and forest Accounts pre-IFMS and post-IFMS	HRMS-details of the Module- outcomes of the HRMS-present status of implementation of HRMS-preparation of master data and integration of different administrative functions of the state with the system Present  status of implementation of IFMS New area of work explored due to implementation of IFMS Advantages and disadvantages of IFMS An overall cost benefit analysis of IFMS implementation
<b>Speaker</b>	<b>Shri A.Roy Chowdhury, Sr.A.O</b> O/O The AG(A&E), West Bengal	<b>Shri D.Pramanik, AAO</b> O/O The AG(A&E), West Bengal
<b>Valediction : PD/RTI</b>		

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



Course Title : **Training of Newly Recruited Divisional Accountants**  
Course Duration : (20 days) Phase-II

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.
<b>02.12.16</b>	Preparation of different Bills in HRMS System.	Income Tax and VAT return and Labour Welfare Cess.
<b>Faculty</b>	Shri Manas Ranjan Das , Divisional Accounts Officer	
<b>05.12.16</b>	Drafting in different occasion	Preparation of Audit Reply
<b>Faculty</b>	Shri Mrinal Kanti Roy and Shri Ardhendu Kumar Chattopadhyay Ex-Divisional Accounts Officer	
<b>06.12.16</b>	Leave calculation and entry in Service Book	Service Verification and sanction of Loans and Advances.
<b>Faculty</b>	Shri Subrata Sarkar and Shri Pranab Kr. Goswami Ex-Divisional Accounts Officer	
<b>07.12.16</b>	Tender Clause & Implementation	
<b>Faculty</b>	Shri Mrinal Kanti Roy and Shri Ardhendu Kumar Chattopadhyay Ex-Divisional Accounts Officer	
<b>08.12.16</b>	Fixation of Pay and calculation of allowances.	Death cum retirement benefit-pt.-I
<b>Faculty</b>	Shri Subrata Sarkar and Shri Pranab Kr. Goswami Ex-Divisional Accounts Officer	
<b>09.12.16</b>	Contingent Expenditure and Adjustment	WB Health scheme 2008
<b>Faculty</b>	Shri Manas Ranjan Das , Divisional Accounts Officer	
<b>12.12.16</b>	Maintenance of Service Book and Service Reccoed and correction.	Maintenance of Personal File and documents.
<b>Faculty</b>	Shri Subrata Sarkar and Shri Pranab Kr. Goswami Ex-Divisional Accounts Officer	
<b>14.12.16</b>	Operation charges, Value of outturn, General Accounts, Direct and Indirect charges.	Death cum retirement benefit-pt.-II
<b>Faculty</b>	Shri Subrata Sarkar and Shri Pranab Kr. Goswami Ex-Divisional Accounts Officer	
<b>15.12.16</b>	Classification of Receipts and Expenditure	Knowledge of Major works, Minor Works and T.R.Work.
<b>Faculty</b>	Shri Subrata Sarkar and Shri Pranab Kr. Goswami Ex-Divisional Accounts Officer	
<b>16.12.16</b>	Arrear Bill preparation and adjustment of overdrawn in HRMS System	Work completion and issuance of certificate and refund of balance
<b>Faculty</b>	Shri Pulok Roychowdhury, Divisional Accounts Officer	

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<b>Date</b>	<b>Forenoon Session</b> 10.30 hrs. to 11.45 hrs – 12.00 hrs. to 13.15 hrs.	<b>Afternoon Session</b> 14.15 hrs. to 15.30 hrs. – 15.45 hrs. to 17.00 hrs.
<b>19.12.16</b>	Annual Accounts and Review treatment of lapse and confiscated deposit.	Preparation of Report Return for Higher Authority.
<b>Faculty</b>	Mrinal Kanti Roy	Ardhendu Kumar Chattopadhyay
<b>20.12.16</b>	Imposition of penal clauses for deviation from tender clauses and follow up.	Drawal of Advance and adjustment.
<b>Faculty</b>	Shri Manas Ranjan Das and Shri Pulok Roychowdhury, Divisional Accounts Officer	
<b>21.12.16</b>	Various Account codes and Manual in its implecation.	Collection of Revenue and remittance and reconciliation.
<b>Faculty</b>	Shri Subrata Sarkar and Shri Pranab Kr. Goswami Ex-Divisional Accounts Officer	
<b>22.12.16</b>	Maintenance of G.P.F. Accounts and issuance of A/Cs slip for group D employee and correction thereon.	Treatment of minus bill in Accounting System.
<b>Faculty</b>	Shri Subrata Sarkar and Shri Pranab Kr. Goswami Ex-Divisional Accounts Officer	
<b>23.12.16</b>	Checking of Time bound Securities and replacement if necessary.	Checking of Expenditure in respect of Allotment.
<b>Faculty</b>	Shri Manas Ranjan Das , Divisional Accounts Officer	
<b>26.12.16</b>	Checking of computed Tenders/ Quotations	What is Administrative Approval, Technical Sanction, Financial Approval
<b>Faculty</b>	Shri Mrinal Kanti Roy and Shri Ardhendu Kumar Chattopadhyay Ex-Divisional Accounts Officer	
<b>27.12.16</b>	Post IFMS environment.	Scrutiny of Accounts and guidance for improvement
<b>Faculty</b>	Shri Manas Ranjan Das and Shri Pulok Roychowdhury, Divisional Accounts Officer	
<b>28.12.16</b>	Treasury rule 2005 and Financial rule	Travelling Allowance Bill as per state rule
<b>Faculty</b>	Shri Subrata Sarkar and Shri Pranab Kr. Goswami Ex-Divisional Accounts Officer	
<b>29.12.16</b>	Joining Time and Joining Time Pay	Discussion on different problems in Division offices and solution
<b>Faculty</b>	Shri Subrata Sarkar and Shri Pranab Kr. Goswami Ex-Divisional Accounts Officer	
<b>30.12.16</b>	Question and Answer session & Panel Discussion	
<b>Faculty</b>	Shri Subrata Sarkar /Shri Pranab Kr. Goswami /Shri Mrinal Kanti Roy/ Shri Manas Ranjan Das /Shri Pulok Roychowdhury,	



**Course Title : Workshop on Drafting of Audit Memos, Inspection Reports & Draft Paragraphs including Regulation on Audit & Accounts 2007**

**Course Duration : 20.12.16 to 22.12.16 (03 days)**

<b>Date</b>	<b>Forenoon Session</b> 10.30 hrs. to 11.45 hrs – 12.00 hrs. to 13.15 hrs.	<b>Afternoon Session</b> 14.15 hrs. to 15.30 hrs. – 15.45 hrs. to 17.00 hrs.
<b>20.12.16</b>	Inauguration by PD/ RTI Kolkata	<ul style="list-style-type: none"> <li>• Exercises on drafting of Audit Memos                             <ul style="list-style-type: none"> <li>» Each group of participants will study the case and write a draft of Audit Memo.</li> </ul> </li> <li>• Discussion on drafts furnished by groups</li> </ul>
	Introduction Reporting Standards – MSO (Audit) standard Paragraph 7.3.1 to 7.3.61 Overview of Regulation on Audit & Accounts-2007.	
<b>Speaker</b>	<b>Shri Chakrapani Pal Sr.Audit Officer/RTI Kolkata</b>	
<b>21.12.16</b>	<ul style="list-style-type: none"> <li>• Introduction to drafting of Inspection Report                             <ul style="list-style-type: none"> <li>» Reporting Standards</li> <li>» General Layout</li> <li>» Important points that can form the subject matter of comments</li> <li>» Instructions to be followed</li> </ul> </li> <li>• Exercise on Drafting of Inspection Reports Each group of participants will study the case and write a draft of Inspection Report</li> </ul>	<ul style="list-style-type: none"> <li>• Exercise on Drafting of Inspection Reports                             <ul style="list-style-type: none"> <li>» Each group of participants will study the case and write a draft of Inspection Report</li> </ul> </li> <li>• Discussion on exercises furnished by groups Application – finding out the shortcomings, if any, and how these can be overcome.</li> </ul>
<b>Speaker</b>	<b>Shri Chakrapani Pal Sr.Audit Officer/RTI Kolkata</b>	
<b>22.12.16</b>	<ul style="list-style-type: none"> <li>• Introduction to drafting of Draft Paragraph (DP)                             <ul style="list-style-type: none"> <li>» Reporting Standards</li> <li>» Objectives</li> </ul> </li> <li>• Exercise on Drafting of Draft Paragraph (DP)                             <ul style="list-style-type: none"> <li>» Each group of participants will study the case and write a draft of Inspection Report</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Exercise on Drafting of Draft Paragraph (DP)                             <ul style="list-style-type: none"> <li>» Each group of participants will study the case and write a draft of Inspection Report</li> </ul> </li> <li>• Discussion on exercises furnished by groups</li> <li>• Application – finding out the shortcomings, if any, and how these can be overcome.</li> </ul>
<b>Speaker</b>	<b>Shri Chakrapani Pal Sr.Audit Officer/RTI Kolkata</b>	
	<b>Valediction : PD/RTI</b>	