



Course Title : **Audit of Goods & Services Tax**

Course Duration : **5 days**

Participants-Gr. B Officers

**Course ID-87**

<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>04.12.17</b>	Inaugural address:-Pr.Director/RTI	Concept of GST and its advantages	
	Indirect Tax Structure in India		
<b>Speaker</b>	<b>Chiranjib Das &amp; Associates</b>	<b>CA Suman Choudhury</b>	
<b>05.12.17</b>	Salient features of proposed GST	Challenges before GST & Transitional Provisions	
<b>Speaker</b>	<b>Chiranjib Das &amp; Associates</b>		
<b>06.12.17</b>	Proposed Frame Work and Expected Model	GST - Expected Rate structure and Exemption	
<b>Speaker</b>	<b>Chiranjib Das &amp; Associates</b>		
<b>07.12.17</b>	Impact of GST on Industries and Other Sectors	IT Strategy for GST Network &	
<b>Speaker</b>	<b>Chiranjib Das &amp; Associates</b>		
<b>08.12.17</b>	GST and Centre State Financial Relations	Fundamentals of Public Sector Ethics	<b>Valediction</b>
<b>Speaker</b>	<b>Shri F. Bandyopadhyay, ACMA, CIMA Audit Officer/RTI Kolkata</b>		<b>PD/RTI</b>

Tea Break-11:45 to 12:00 hrs & 15:30 hrs to 15:45 hrs. Lunch Break: 13:15 hrs to 14:15 hrs

NB: Programme is subject to change under circumstances.

**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)**

Course Title : **Management Development Programme**

Course Duration : **04.12.17 to 11.12.17 (06 days)**

**Participants-Gr. B Officers**

**Course ID 55**

<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>04.12.17 Monday</b>	Inauguration by PD/ RTI Kolkata	Project Management
	Macro Economics Theory and Policy. International Trade; Impact on global economic.	
<b>Proposed Speaker</b>	<b>Dr. R.N.Nag Professor, Department of Economics St. Xavier's College, Kolkata.</b>	<b>Shri F. Bandopadhyay, ACMA,CIMA,Audit Officer/RTI Kolkata,</b>
<b>05.12.17 Tuesday</b>	- Personality Development - Ethical Standards  Motivation, Innovation	Leadership & Organization Development - Group Dynamics & Team Building - Conflict Management & Negotiations Skills Leadership Styles - Creative Styles - Creative Leadership Change Management
<b>Proposed Speaker</b>	<b>Shri F. Bandopadhyay, ACMA,CIMA,Audit Officer/RTI Kolkata,</b>	
<b>06.12.17 Wednesday</b>	Corporate Finance Understanding Financial Statements Using Financial information for Decision making, Managing Growth.	Training, Development & Communication
<b>Proposed Speaker</b>	<b>Dr. Mukul Mitra, Prof. NSHM Business School, Kolkata</b>	
<b>07.12.17 Thursday</b>	Field visit to a Site/ (Botanical Garden, Howrah)	
<b>08.12.17 Friday</b>	Corporate Social responsibility	Environment Clearance and Environment Impact Assessment
<b>Proposed Speaker</b>	<b>Dr. Mukul Mitra, Prof. NSHM Business School, Kolkata</b>	<b>Dr.Rajarshi Chakraborty Department of Environment, W.B.</b>
<b>11.12.17 Monday</b>	Time & Stress Management – Emotional intelligence	
<b>Proposed Speaker</b>	<b>Shri F. Bandopadhyay, ACMA,CIMA,Audit Officer/RTI Kolkata,</b>	
	<b>Valediction : PD/RTI</b>	

Tea Break-11:45 to 12:00 hrs & 15:30 hrs to 15:45 hrs. Lunch Break: 13:15 hrs to 14:15.hrs

NB: Programme is subject to change under circumstances.

Focus on holistic learning

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5. Personal Counselling and Guidance

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

Course Duration : 20.12.17 to 22.12.17 (03 days)

**Participants-Gr. B and C Officers**

**Course ID-60**

<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>20.12.17</b>	Inauguration by PD/ RTI Kolkata Introduction Reporting Standards – MSO (Audit) standard Paragraph 7.3.1 to 7.3.61 Overview of Regulation on Audit & Accounts-2007.	<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>
<b>Speaker</b>	<b>Shri F. Bandyopadhyay, ACMA,CIMA,Audit Officer/RTI Kolkata</b>	
<b>21.12.17</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>22.12.17</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>Shri Chakrapani Pal, Sr.Audit Officer, RTI/Kolkata</b>	
	<b>Valediction : PD/RTI</b>	

Tea Break-11:45 to 12:00 hrs & 15:30 hrs to 15:45 hrs. Lunch Break: 13:15 hrs to 14:15.hrs

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