

**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 : **Customs for Revenue Audit Examination 2015 / RAE – 2 (Phase – 1).**

Course Duration :01.07.016 to 08.07.16 (05 days)

Participants:- Gr B Officers

Date	Forenoon Session		Afternoon Session	
	11.00 hrs. to 12.15 hrs.	12.30 hrs. to 13.45 hrs.	14.30 hrs. to 15.45 hrs.	16.00 hrs. to 17.15 hrs.
01.07.16 Friday	Introduction to Customs Act '62 & Ch – V: Section 12 to 16 (Dutiable goods, Valuation, Determination of Rate)	Customs Act '62 Ch – V : Section 17 to 24 (Duty-Assessment, Abatement, Remission)	Customs Act '62 : Section 25 to 28 (Duty-Exemption, Refund, Interest, Claim)	Customs Act '62 Ch – V : Section 29 to 43 (Provisions relating to conveyances carrying imported or exported goods
Speaker	Shri Arun Maitra, Sr. AOO/o the DGA (Central), Kolkata		Smt. D. Chakraborty, Sr. AO, O/o the DGA (Central), Kolkata	
04.07.16 Monday	Refund of Customs Duty	Revenue Audit Manual – II, Ch. 21, 22 & Appendices	Foreign Trade Policy – Ch – 4 : Duty Exemption & Remission Schemes (DEPB, Gems & Jewellery)	Foreign Trade Policy – Ch – 5 : Export Promotion Capital Goods Scheme (EPCG)
Speaker	Shri B. Dutta, AAO, O/o the DGA (Central), Kolkata		Shri B. Dutta, AAO, O/o the DGA (Central), Kolkata	
05.06.16 Tuesday	Customs Act '62 Ch – VI : Section 44 to 51 (Clearance of Imported and Exported Goods)	Customs Act ' 62 Ch – X : Section 74 to 76 (Drawback)	Overview : Foreign Trade Policy (FTP) – general provisions reg. import and export, DGFT, IEC, definitions etc. Ch – 3 Promotional Measures (Reward/ Incentive Schemes – SFIS, VKGUY, FMS, FPS, MLFPS, SHIS)	Foreign Trade Policy – Ch – 4 : Duty Exemption & Remission Schemes (Advance Authorisation & DFIA)
Speaker	Shri P. R.Kumar O/o the DGA (Central), Kolkata		Shri B. Maitra, AAO, O/o the DGA (Central), Kolkata	
07.07.16 Wednesday	Foreign Trade Policy – Ch – 6 100% Export Oriented Units (EOU) & STP/ EHTP/BTP	SEZ Act 2005 & SEZ Rules 2006	Customs Tariff Act 1975 & Customs Tariff Working Schedule : (Import Tariff, Classification, Duties levied under different Finance Acts, NCCD, E. Cell & Higher E. Cess)	
Speaker	Shri Anil Kr. Singh, Sr. AO, O/o the DGA (Central), Kolkata		Shri Karma Lodey, Sr.AO	
08.07.15 Thursday	Customs Act '62 Ch – IX : Section 57 to 73 (Warehousing)	FTP – Ch – 8 : Deemed Exports	Valediction	
Speaker	Shri Santosh Kumar, AO O/o the DGA (Central), Kolkata		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 (rtikolkata.cag.gov.in)

Course Title : Pre-examination SAS Training
Course Duration : 11.07.16 to 27.07.16 (13 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.
11.07.16 PC – 1	Drafting and Writing Abilities Basics – Précis of any Topic	Drafting and Writing Abilities Basics – Drafting of an official letter
Speaker	Shri Niraj Kumar, AAO O/O DGA Central Kolkata	
12.07.16 PC – 1	Verbal and Reading Abilities Basics – Verbal Reasoning, Sentence Correction, Idioms and Phrases, Grammar Applications, Antonyms	Verbal and Reading Abilities Basics – Synonyms, Vocabulary Skills, Writing Styles, Arranging sentences in order, Comprehension of passages.
Speaker	Shri Amit Kumar, AAO O/O DGA Central Kolkata	
13.07.16 PC – 2	Data Interpretation – Data Tables, Pie Chart, Bar Charts, Venn Diagram etc. Data Sufficiency	Reasoning – Deduction, Logical connectives, Linear sequencing, selections etc. Quantitative Ability – Probability, Simple Equation etc.
Speaker	Shri Bibhansu Sekhar Nayak, SAO O/O DGA Central Kolkata	
14.07.16 PC – 2	Statics and Sampling	Statics and Sampling
Speaker	Shri Bibhansu Sekhar Nayak, SAO O/O DGA Central Kolkata	
15.07.16 PC – 3	Information Technology (Theory)	Information Technology (Theory)
Speaker	Guest Faculty	Guest Faculty
18.07.16 PC – 3	Information Technology (Theory)	Information Technology (Theory)
Speaker	Guest Faculty	Guest Faculty
19.07.16 PC – 5	Constitution of India	Constitution of India
Speaker	Shri Amit Srivastava, AAO/O DGA Central Kolkata	
20.07.16 PC – 5	CAG's (DPC) Act 1971 and regulations on Audit & Accounts - 2007	CAG's (DPC) Act 1971 and regulations on Audit & Accounts - 2007

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.
Speaker	Shri Amit Srivastava, AAO, O/O DGA Central Kolkata	
21.07.16 PC – 5	Service Regulations : CCS (Joining Time) Rules, CCS (Pension) Rules, Defined Contribution Pension Scheme	Service Regulations : CCS (Leave) Rules, CCS (Classification, Control and Appeal) Rules
Speaker	Shri Ashis Kr. Sinha, AAO O/O DGA Central Kolkata	
22.07.16 PC – 5	Service Regulations : CCS (Conduct) Rules	Service Regulations : Fundamental Rules, TA Rules as contained in the Supplementary Rules
Speaker	Shri Ashis Kr. Sinha, AAO O/O DGA Central Kolkata	
25.07.16 PC – 5	Service Regulations : GPF (Central Services) Rules, CCS (Medical Attendance Rules	CCS (LTC) Rules
Speaker	Shri Ashis Kr. Sinha, AAO O/O DGA Central Kolkata	
26.07.16 PC – 4	Information Technology (Practical) (at Lab – I & II)	Information Technology (Practical) (at Lab – I & II)
Speaker	Core Faculty/RTI	Core Faculty/RTI
27.07.16 PC – 4	Information Technology (Practical) (at Lab – I & II)	Information Technology (Practical) (at Lab – I & II)
Speaker	Core Faculty/RTI	Core Faculty/RTI

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- 5. Personal Counselling and Guidance**

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Course Title: **Audit of Public Works & Project (Basic)**

Duration : 04 days

Participants:- Gr B & C Officers .

Day	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.
18.07.16	Inauguration: Pr. Director/RTI	Administrative approval, Technical Sanction, Financial sanction. Budget provision, Allotment of Fund, letter of Credit. Notice Inviting Tender- preparation of comparative statement. Acceptance of Tenders- procedure, Types of contracts. Important provisions of standard forms of tenders. Material at site Account, Stock suspense, Issue rate, Recovery rate. Recovery on penal rate, payment at part rate, payment of different kinds of advances to contractor
	Overview –Process of Tendering & Contracts Types of Tenders & Contracts. General Condition of Tenders & Contracts	
Speaker	Shri Rajib Gupta Sharma, Superintending Engineer, Housing Planning Works, PWD-Electrical, West Bengal.	Shri Rajib Gupta Sharma, Superintending Engineer, Housing Planning Works, PWD-Electrical, West Bengal.
19.07.16 Tuesday	The process of purchase & procurement contracts in a department. Overview of DGS&D rate contracts.	Auditing the purchases & stocks.
Speaker	Shri Rajib Gupta Sharma, Superintending Engineer, Housing Planning Works, PWD-Electrical, West Bengal.	Faculty from O/O The AG(E&RSA)
20.07.16	Auditing tenders & contracts in works department.	Auditing tenders & contracts in Ordnance Factories.
Speaker	Faculty from O/O The AG(E&RSA)	Shri Falgununi Bandyopadhyay Core Faculty/ RTI
21.07.16	Auditing tenders & contracts in Post & Telecom department.	Auditing tenders & contracts in Public Sector Undertaking *Valediction
Speaker	O/O, P&T Audit Kolkata.	Shri Falgununi Bandyopadhyay Core Faculty/ RTI *Pr.Director

NB: Programme is subject to change under circumstances.

Tea Break :11.45 hrs to 12.00 hrs & 15.30 hrs. to 15.45 hrs ,Lunch Break : 13.15 hrs. to 14.15 hrs.

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