

**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 : **State Audit / RAE – 10**  
 Course Duration : **06.06.2016 to 10.06.2016 (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.
<b>06.06.16</b>	Indian Stamp Act, 1899 – Chapter 1,2A, B, D, E & G.	Indian Registration Act, 1908 – Chapter 1, 2, 3, 6, 9, 13 & 14	Central Sales Tax Act, 1956 (The whole Act)	
<b>Speaker</b>	<b>Ms. M.M.Tirkey SAO O/o the A G (E &amp; RSA), West Bengal,</b>		<b>Shri Shailendra Kumar AAO O/o the A G (E &amp; RSA), West Bengal,</b>	
<b>07.06.16</b>	Value Added Tax Auditing Guidelines (issued by C & AG of India) The whole Guidelines.		Indian Electricity Act, 2003 (Preliminary, National Electricity Policy & Plan, Generation of electricity, licensing, Transmission of electricity, distribution of electricity, tariff, offences and penalties).	
<b>Speaker</b>	<b>Shri Shailendra Kumar AAO O/o the A G (E &amp; RSA), West Bengal,</b>		<b>Shri R.P. Verma SAO O/o the A G (E &amp; RSA), West Bengal,</b>	
<b>08.06.16</b>	Mines & Minerals (Regulation Development Act) 1957 (The whole act) Section 1,2,3,13,13A, 14,18,21,22,23,23A, 23B, 23C, 24 & 30A		The Environment Protection Act, 1986	Forest Conservation Act, 1980
<b>Speaker</b>	<b>Shri Partha Basu SAO O/o the A G (E &amp; RSA), West Bengal,</b>		<b>Dr S.Mukherjee IFS Member Secretary W.B. Pollution Control Board</b>	<b>Shri Ritesh Kumar O/o the A G (E &amp; RSA), West Bengal,</b>
<b>09.06.16</b>	Forest Conservation Act, 1980	Revenue Recovery Act, 1980	Motor Vehicles Act	
<b>Speaker</b>	<b>Shri R.R.P Singh IFS Directorate of Forest W.B.</b>	<b>Shri. F.Bandyopadhyay AAO/RTI</b>	<b>Shri Govind Acharya AAO O/o the A G (E &amp; RSA), West Bengal,</b>	
<b>10.06.16</b>	Motor Vehicles Act	MSO Audit Section II, Chapter 3, Regulation on Audit & Accounts, 2007 Chapter 3 & 6C, CAG(DPC) 1971 Section 16	Indian Forest Act, 1927 Chapter 1, 2, 5, 6, 9 & 11	
<b>Speaker</b>	<b>Shri Govind Acharya AAO O/o the A G (E &amp; RSA), West Bengal,</b>	<b>Shri. F.Bandyopadhyay AAO/RTI</b>	<b>O O Shri Ritesh Kumar O/o the A G (E &amp; RSA), West Bengal,</b>	

**Course Title : Income Tax ( RAE – 1)**  
**Course Duration : 13.06.2016 to 22.06.2016 (08 days)**

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.
<b>13.06.16</b>	Introduction to IT Act, 1961 – Basic Concepts	Depreciation – Additional depreciation – Unabsorbed depreciation	Revenue Audit Manual Part – I Section – II	Income from House Property
<b>Proposed Speaker</b>	<b>O/o the Director General of Audit (Central)</b>			
<b>14.06.16</b>	General Awareness on matter relating to Income Tax such as PAN, e-filing, filling of 3-TDS, e-TCS, time limit of filing of returns	Capital Revenue Expenditure, Capital receipts and Revenue receipts, Preliminary & pre-operating Expenses	Salary Income including computation of perquisites	Chapter VIA, Section 80, 1AB to 80 V
<b>Proposed Speaker</b>	<b>O/o the Director General of Audit (Central)</b>			
<b>15.06.16</b>	Income from Profit & Gains business or professions & Allowability of different expenditure Section-28 to 35E	Income from Profit & Gains business or professions & Allowability of different expenditure Section-36 to 44DB	Income from capital gains & its computation Section 45 to 55A	Aggregation of incomes/clubbing of income/set off and carry forward of losses chapter VI, Section 70 to 80
<b>Proposed Speaker</b>	<b>O/o the Director General of Audit (Central)</b>			
<b>16.06.16</b>	Chapter VIA, Section 80A to 80GGC	Chapter VIA, Section 80H to 801A	Income which do not form part of total income section 10	Income which do not form part of total income section 10A to 13B
<b>Proposed Speaker</b>	<b>O/o the Director General of Audit (Central)</b>			
<b>17.06.16</b>	Amendments in Finance Act, 2012 relating to IT Act	Recent Amendments and Developments relating to Direct Taxes in Finance Act	Refund, Interest of refund, penalty, prosecution (interest u/s 244A & 234D etc.)	Income Tax Rules 1962
<b>Proposed Speaker</b>	<b>O/o the Director General of Audit (Central)</b>			

<b>20.06.16</b>	Computerisation in IT Department – I.T.D. Modules	Manual of office procedure Vol. 1 with special emphasis of vigilance & training	Income Tax Manual compiled by the Director of Inspection, Research, Statistics and Publication Part – I & II	Double Taxation Relief – Special provision relating avoidance of Tax
<b>Proposed Speaker</b>	<b>Faculty from Income Tax Department</b>			<b>O/o the DGA(C)</b>
<b>21.06.16</b>	Tax collection & recovery procedure, Role of TRO, TDS, TCS, Advance Tax, Self Assessment Tax	Interest chargeable (234A, 234B, 234C, 220(2), 201(1A) etc.	Special provision relating to certain companies, Tax on distributable profit, provisions of MAT, MAT credit & carry forward thereof	Determination of Tax in certain special cases, special provisions relating to certain income of non-resident.
<b>Proposed Speaker</b>	<b>O/o the Director General of Audit (Central)</b>			
<b>22.06.16</b>	Search & Seizure	Assessment procedure, appeal & revision, Settlement Commissioner, Time Limit prescribed in the Act regarding, rectification, revision	Income from other sources chapter-IVF, Income of other persons included in assessee's total income, Chapter-V, Aggregation of income/clubbing of income/set off and carry forward of losses Chapter-VI upto Chapter 69D	Income forming part of total income on which no tax is payable (Section 86), Rebates and reliefs (Section 88, 88E, 89), Special provisions relating to shipping companies Chapter-XIIG
<b>Proposed Speaker</b>	<b>O/o the Director General of Audit (Central)</b>			

**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](http://rtikolkata.cag.gov.in))

Course Title : **Management Development Programme**

Course Duration : **13.06.2016 to 18.06.2016 (06 days)**

**Participants:- Gr B Officers**

<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>13.06.16</b>	Inauguration by PD/ RTI Kolkata	Corporate Finance Understanding Financial Statements Using Financial information for Decision making, Managing Growth.
	Macro Economics-Theory and Policy. International Trade; Impact of global economic crisis.	
<b>Speaker</b>	<b>Prof. B. Dasgupta, Kalyani University</b>	<b>Shri Suman Chaudhuri, FCA</b>
<b>14.06.16</b>	Formulation and Implementation of flagship schemes of the government.	Leadership & Organization Development - Group Dynamics & Team Building - Conflict Management & Negotiations SkillsLeadership Styles - Creative Styles - Creative Leadership Change Management
<b>Speaker</b>	<b>Shri Jaydip Mukhopadhyay, WBCS(Exe), OSD &amp; ex-Officio Dy. Secretary, O/O the Chief Electoral Office, Kolkata.</b>	<b>Shri F. Bandyopadhyay, AAO/F</b>
<b>15.06.16</b>	Over view of Environment & Pollution	- Personality Development, - Ethical Standards Motivation, Innovation
<b>Speaker</b>	<b>Dr. Subrat Mukherjee, I.F.S Member Secretary W.B. Pollution Control Board</b>	<b>Shri F. Bandyopadhyay, AAO/F</b>
<b>16.06.16</b>	Time & Stress Management – Emotional intelligence	
<b>Speaker</b>	<b>Shri F. Bandyopadhyay, AAO/F</b>	
<b>17.06.16</b>	Environment & Pollution Field visit to a project.	
<b>18.06.16</b>	Corporate Social responsibility	Training, Development & Communication
<b>Speaker</b>	<b>Dr. Mukul Mitra, Prof., NSHM Business School, Kolkata.</b>	
	<b>Valediction : PD/RTI</b>	

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Course Title : **Central Excise & Service Tax Revenue Audit Examination 2016 / RAE – 2**  
 Course Duration : **23.06.2016 to 29.06.2016 (05 days)**

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.
<b>23.06.16</b>	Central Excise Act 1944 (Chapter – II & IIA)		Central Excise Valuation (Determination of price of Excisable Goods) Rules 2000	
<b>Proposed Speaker</b>	<b>O/o the Director General of Audit (Central)</b>			
<b>24.06.16</b>	Chapter V of Finance Act 1994 (Section 65 to Section 96)		Central Excise Revenue Audit Manual (Chapters 20, 22, 23 & 24)	
<b>Proposed Speaker</b>	<b>O/o the Director General of Audit (Central)</b>			
<b>27.06.16</b>	Central Excise Rules 2002		Central Excise Rules, 2002	
<b>Proposed Speaker</b>	<b>O/o the Director General of Audit (Central)</b>			
<b>28.06.16</b>	Cenvat Credit Rules 2004		Central Excise Traffic Act 1985	
<b>Proposed Speaker</b>	<b>O/o the Director General of Audit (Central)</b>			
<b>29.06.19</b>	Service Tax Rules 1994		Point of Taxation, Declared list and Negative List	
<b>Proposed Speaker</b>	<b>O/o the Director General of Audit (Central)</b>			

**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

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

Course Title : **Environmental Audit**  
 Course Duration : **21.06.2016 to 23.06.2016 (03 days)**

**Participants:- Gr B Officers.**

<b>Day</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>21.06.16</b>	<b>Inauguration:-Pr. Director /RTI</b> ISSAIs guideline on Environmental Audit.	Environmental aspects, policy, legislation and system management in connection with forestry, biodiversity and wildlife protection
<b>Faculty</b>	<b>Shri F. Bandyopadhyay, AAO/RTI</b>	<b>Dr. Anirban Ray Sr.scientist,</b> <b>West Bengal Biodiversity Board.</b> <b>Ph:-94334-93857</b>
<b>22.06.16</b>	<b>Field visit to a site</b>	
<b>Faculty</b>		
<b>23.06.16</b>	Environmental aspects, policy, legislation and system management of waste water	Environmental aspects, policy and legislation.
<b>Faculty</b>	<b>Prof. Arunabha Majumder, Emeritus Fellow,</b> <b>School of Water Resources Engineering,</b>	<b>Shri Subrata Ghosh</b> <b>Environment Consultant</b>
	<b>Valediction.</b>	

**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](http://rtikolkata.cag.gov.in))**