

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 : **Training of Newly Recruited Divisional Accountants**

Course Duration : (20 days) Phase-II

Participants:-Group 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.		
01.09.17 Friday	Contingent Expenditure and Adjustment		WB Health scheme 2008	
Faculty	Shri Manas Ranjan Das , Divisional Accounts Officer			
04.09.17 Monday	Maintenance of Service Book and Service Recoed and correction.	Maintenance of Personal File and documents.	Service Verification and sanction of Loans and Advances.	Leave calculation and entry in Service Book
Faculty	Shri Subrata Sarkar & Shri Pranab Kr. Goswami Ex-Divisional Accounts Officer			
05.09.17 Tuesday	Fixation of Pay and calculation of allowances.		Death cum retirement benefit-pt.-I	
Faculty	Shri Subrata Sarkar & Shri Pranab Kr. Goswami Ex-Divisional Accounts Officer			
06.09.17 Wednesday	Drafting in different occasion		Preparation of Audit Reply	
Faculty	Shri Mrinal Kanti Roy & Shri Ardhendu Kumar Chattopadhyay Ex-Divisional Accounts Officer			
07.09.17 Thursday	Tender Clauses and its Implementations		Tender Clauses and its Implementations	
Faculty	Shri Mrinal Kanti Roy & Shri Ardhendu Kumar Chattopadhyay Ex-Divisional Accounts Officer			
08.09.17 Friday	Classification of Receipts and Expenditure		Knowledge of Major works, Minor Works and T.R.Work.	
Faculty	Shri Subhasish Bandyopadhyay AAO/RTI, Kolkata			
11.09.17 Monday	Arrear Bill preparation and adjustment of overdrawn in HRMS System		Work completion and issuance of certificate and refund of balance	
Faculty	Shri Manas Ranjan Das , Divisional Accounts Officer			
12.09.17 Tuesday	Preparation of different Bills in HRMS System.		Income Tax and VAT return and Labour Welfare Cess.	

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Faculty	Shri Manas Ranjan Das & Shri Homesh Acharya, Ex-Divisional Accounts Officer	
13.09.17 Wednesday	Operation charges, Value of outturn, General Accounts, Direct and Indirect charges.	Death cum retirement benefit-pt.-II
Faculty	Shri Subrata Sarkar & Shri Pranab Kr. Goswami Ex-Divisional Accounts Officer	
14.09.17 Thursday	Various Account codes and Manual in its implication.	Collection of Revenue and remittance and reconciliation.
Faculty	Shri Subrata Sarkar & Shri Pranab Kr. Goswami Ex-Divisional Accounts Officer	
15.09.17 Friday	Imposition of penal clauses for deviation from tender clauses and follow up.	Drawal of Advance and adjustment.
Faculty	Shri Manas Ranjan Das & Shri Homesh Acharya, Ex-Divisional Accounts Officer	
16.09.17 Saturday	Annual Accounts and Review treatment of lapse and confiscated deposit.	Preparation of Report Return for Higher Authority.
Faculty	Shri Mrinal Kanti Roy & Shri Ardhendu Kumar Chattopadhyay Ex-Divisional Accounts Officer	
18.09.17 Monday	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.
Faculty	Shri Subrata Sarkar & Shri Pranab Kr. Goswami Ex-Divisional Accounts Officer	
19.09.17 Tuesday	Checking of Time bound Securities and replacement if necessary.	Checking of Expenditure in respect of Allotment.
Faculty	Shri Manas Ranjan Das & Shri Homesh Acharya, Ex-Divisional Accounts Officer	
20.09.17 Wednesday	Joining Time and Joining Time Pay	Discussion on different problems in Division offices and solution
Faculty	Subrata Sarkar & Shri Pranab Kr. Goswami Ex-Divisional Accounts Officer	
21.09.17 Thursday	Treasury rule 2005 and Financial Rule	Travelling Allowance Bill as per state rule
Faculty	Subrata Sarkar & Shri Pranab Kr. Goswami Ex-Divisional Accounts Officer	

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22.09.17 Friday	Post IFMS environment.	Scrutiny of Accounts and guidance for improvement
Faculty	Shri Manas Ranjan Das & Shri Homesh Acharya Ex-Divisional Accounts Officer	
23.09.17 Saturday	Checking of computed Tenders/ Quotations	What is Administrative Approval, Technical Sanction, Financial Approval
Faculty	Shri Subhasish Bandyopadhyay AAO/RTI,	
25.09.17 Monday	Question and Answer session -I	Question and Answer session –II *Valediction
Faculty	Shri Subrata Sarkar & Shri Pranab Kr. Goswami, Shri Manas Ranjan Das & Shri Homesh Acharya, Ex-Divisional Accounts Officer *PD/RTI	

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

Lunch Break : 13:15 hrs to 14:15.hrs

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: Training for newly recruited/ promoted Auditors/ Accountants

Course Duration : 04.09.17 to 08.09.17 (5 days)

Participants:- Group B & C Officers

COURSE ID-37

Date	Forenoon (10.30am -11.45am, 12.00 noon-13.15pm)	Afternoon (14.15pm-15.30pm, 15.45pm-17.00pm)
04.09.17	Ice breaking session, Important Functions of IA&AD, Overview of the Organisational set up, INTOSAI/ ASOSAI, System of Legislative control over the Executives	Learning quickly on a new job/ assignment, motivation and hierarchical relationship in the organisation, Concepts of Sections/ Branches/ Groups etc in the Department
Speaker	Shri F. Bandopadhyay, ACMA,CIMA Audit Officer/RTI Kolkata	Shri F. Bandopadhyay, ACMA,CIMA Audit Officer/RTI Kolkata
05.09.17	Statutes and Mandates, Articles 148, 149, 150, 151 of the Constitution of India, C&AG's DPCS Act 1971, Audit & Accounts Regulations 2007	Various categories of Audits, Compliance/Financial Attest Audit/ Performance Audit – the distinction and relevance
Speaker	Shri C. Pal, Sr. Audit Officer	Shri C. Pal, Sr. Audit Officer
06.09.17	Regulations in MSO (Audit) and MSO (Accounts), Audit Reports, Separate Audit Reports, State Finance Reports, Finance Accounts, Appropriation Accounts	Entitlements of Government Servants (FR & SR), Do's and Don'ts, CCS (CCA) Rules, Conduct Rules, Major/ Minor Penalties etc
Speaker	Shri C. Pal, Sr. Audit Officer	Shri Subhasis Bandyopadhyay AAO/RTI
07.09.17	Office Procedure, Maintenance of Office Records, Files, Registers, Submission of Notes/ Drafts to Higher Authorities, System of Correspondences/ Forms of Communications, Diarisation/ Disposal of letters, Maintenance of Service Books/ Personal Files/ Leave Accounts	RTI Act, Prevention of Harassment of Women in the Work Place, Gender Sensitization
Speaker	Shri C. Pal, Sr. Audit Officer	Shri F. Bandopadhyay, ACMA,CIMA Audit Officer/RTI Kolkata
08.09.17	IT Audit Environment, Significance of Ethics and Values in Public Governance, Stress Management	Exit Test, Summing up, Valediction
Speaker	Shri F. Bandopadhyay, ACMA,CIMA Audit Officer/RTI Kolkata	Shri F. Bandopadhyay, ACMA,CIMA Audit Officer/RTI Kolkata

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Lunch Break : 13:15 hrs to 14:15.hrs

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5. Personal Counselling and Guidance

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Course Title : Financial Attest Audit Manual
Course Duration : 11.09.17 to 13.09.17 (03 days)

Group:- B 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.
11.09.17	Inaugural Session:-PD/RTI	Introduction and nature of Financial Attest Audit.
	Auditing Standard & Audit Materiality.	
Faculty	Shri Falguni Bandyopadhyay, ACMA, CIMA Audit Officer/RTI Kolkata	
12.09.17	Overview of Audit Process and Audit Sampling & risk assessment	Planning for financial attest audit in the context of Government Accounts.
Faculty	Shri Falguni Bandyopadhyay, ACMA, CIMA Audit Officer/RTI Kolkata	
13.09.17	Understanding the entity, Internal Control and Internal Audit. Supervision and review of financial audit & Quality Assurance mechanism.	Conducting a Financial Attest Audit.
Faculty	Shri Falguni Bandyopadhyay, ACMA, CIMA Audit Officer/RTI Kolkata	
	Valediction/PD RTI	

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