



**INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
REGIONAL TRAINING INSTITUTE, KOLKATA**



| Course Title: <b>IFMS and GPMS</b>                       |  |  |
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| Course Duration: <b>07.11.16 to 11.11.2016 (05 days)</b> |  |  |
| Participants : <b>Group 'B' &amp; 'C' staff</b>          |  |  |
| Day  | Forenoon Session<br>10.30 hrs. to 11.45 hrs – 12.00 hrs. to<br>13.15 hrs.  | Afternoon Session<br>14.15 hrs. to 15.30 hrs. – 15.45 hrs. to<br>17.00 hrs.  |
| <b>07.11.16</b>  | Introduction to IFMS Software, A brief history. Department's objective/Goal to Introduce This System. Expectation from the Participants. Discussion on Classification of Users | Discussion on Accounts Section - Hands on Voucher Entries, How to Search a particular voucher, Check the voucher, whether verified or not, Bank Reconciliation Statement, Cheque Registers etc.  |
| <b>Faculty</b>   | <b>Shri Malay Kar &amp; Shri Sanjeet Thakur,<br/>Panchayat &amp; Rural Development Department, Govt. of West Bengal</b>  |  |
| <b>08.11.16</b>  | Review of Previous Session. A questionnaire Session. Reconciliation with Treasury. Deduction related entries.  | How to check user log detail report. Introduction To wbrd.gov.in Website. Available Online Reports. Concerned support personnel in respective District. Feedback / Suggestion From the Trainees. |
| <b>Faculty</b>   | <b>Shri Malay Kar &amp; Shri Sanjeet Thakur,<br/>Panchayat &amp; Rural Development Department, Govt. of West Bengal</b>  |  |
| <b>09.11.16</b>  | Introduction to GPMS Software. A brief history. Department's Objective/Goal to introduce this system. Discussion on Classification of Users. Selection of Financial Year       | Discussion on Accounts Section - Hands on Voucher Entries, How to Search a particular voucher, Check the voucher, whether verified or not, Bank Reconciliation Statement, Cheque Registers etc.  |
| <b>Faculty</b>   | <b>Shri Shuvayu Chowdhury, Shri Biswajit Barat &amp; Shri Avijit Das,<br/>Panchayat &amp; Rural Development Department, Govt. of West Bengal</b>                               |  |
| <b>10.11.16</b>  | Public Services – Birth Certificate, Death Certificate, Caste Certificate, Trade Certificate, Residence Certificate, Tax Assessment Register.                                  | How to check user log detail report. Introduction to GPMS Website. Available Online Reports. Concerned support personnel in respective District. Feedback / Suggestion From the Trainees.        |
| <b>Faculty</b>   | <b>Shri Shuvayu Chowdhury, Shri Biswajit Barat &amp; Shri Avijit Das,<br/>Panchayat &amp; Rural Development Department, Govt. of West Bengal</b>                               |  |
| <b>11.11.16</b>  | Audit of IFMS Environment  | Audit of GPMS Environment  |
| <b>Faculty</b>   | <b>O/o the Pr. AG (G&amp;SSA), West Bengal, Kolkata</b>  |  |
|  |  | <b>Valediction.</b>  |



INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
**REGIONAL TRAINING INSTITUTE, KOLKATA**



Course Title: **Computer Training for newly recruited Divisional Accountant**

Course Duration: **07.11.2016 to 19.11.2016 ( 10 days )**

Participants : **Newly recruited Divisional Accountant**

| <b>Day</b>      | <b>Forenoon Session</b><br>10.30 hrs. to 11.45 hrs – 12.00 hrs. to<br>13.15 hrs.  | <b>Afternoon Session</b><br>14.15 hrs. to 15.30 hrs – 15.45 hrs. to<br>17.00 hrs.  |
|-----------------|---|--|
| <b>07.11.16</b> | Introduction to Computer – concept of files/directories/drives. Introduction of MS Word, Familiarization with Menu Bar, Tool Bar, Creating Document, Saving, Open a Document, Formatting Font & Paragraphs, | Using Edit Menu - Copy/Paste Menu, Spell Check Headers & Footers, Inserting Page Number Auto Text, Auto Correct, Find & Replace, Bullet & Numbering. |
| <b>Speaker</b>  | <b>Shri Subhasis Chowdhury, AAO/F</b>   |  |
| <b>08.11.16</b> | Table and its manipulation.<br>Letters & Mail Merge   | Introduction to MS Excel, Making Long Text Entry. Formatting cell Etc  |
| <b>Speaker</b>  | <b>Shri Sambhuji Basu, AAO/F</b>  |  |
| <b>09.11.16</b> | Formula, Calculation and Functions  | Chart and its manipulation   |
| <b>Speaker</b>  | <b>Shri Sambhuji Basu, AAO/F</b>  |  |
| <b>10.11.16</b> | Overview of PowerPoint, create a new presentation, use different slide formats, entering both Text and Graphics, save a slide show. Working with colours and transition, animation Custom animation etc.    | Internet, Intranet and LAN   |
| <b>Speaker</b>  | <b>Shri Subhasis Chowdhury, AAO/F</b>   | <b>Shri Sambhuji Basu, AAO/F</b>   |
| <b>11.11.16</b> | Introduction to DBMS & RDBMS. Concepts of Oracle Engine   | Tables by using Data Definition Language   |
| <b>Speaker</b>  | <b>Shri B.K. Mahanti, Sr. AO/F</b>  |  |
| <b>15.11.16</b> | Refreshers course with concept of IFMS and its impact on training   | Refreshers course with concept of IFMS and its impact on training  |
| <b>Speaker</b>  | <b>Shri Manas Ranjan Das , Divisional Accounts Officer &amp; Koushik Roy Divisional Accounts Officer</b>  |  |
| <b>16.11.16</b> | Table by using Data Manipulation Language   | Practice   |
| <b>Speaker</b>  | <b>Shri Sambhuji Basu, AAO/F</b>  |  |
| <b>17.11.16</b> | Refreshers course with concept of IFMS and its impact on training   | Refreshers course with concept of IFMS and its impact on training  |
| <b>Speaker</b>  | <b>Shri Manas Ranjan Das , Divisional Accounts Officer &amp; Koushik Roy Divisional Accounts Officer</b>  |  |
| <b>18.11.16</b> | Working with Joins.   | Practice   |
| <b>Speaker</b>  | <b>Shri Sambhuji Basu, AAO/F</b>  |  |
| <b>19.11.16</b> | Working with Query.   | Practice   |
| <b>Speaker</b>  | <b>Shri Sambhuji Basu, AAO/F</b>  |  |



INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
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| Course Title: <b>IDEA</b>                                  |   |  |
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| Course Duration: <b>15.11.2016 to 19.11.2016 (05 days)</b> |   |  |
| Participants : <b>Group 'B' &amp; 'C' Staff</b>            |   |  |
| <b>Date</b>  | <b>Forenoon Session</b><br>10.30 hrs. to 11.45 hrs – 12.00 hrs.<br>to 13.15 hrs.  | <b>Afternoon Session</b><br>14.15 hrs. to 15.30 hrs. – 15.45 hrs.<br>to 17.00 hrs. |
| 15.11.16   | IDEA : Accessing IDEA, Working Folder and Client Management, Importing Files into IDEA : ASCII fixed length and variable length files, Excel, Access, dBase files with extraction<br><b>Shri S. Basu, AAO</b> | Practical session  |
| 16.11.16   | Importing ODBC files<br><b>Shri B.K. Mahanti, Sr. AO</b>  | Practical session  |
| 17.11.16   | Joining database<br>Random record Sampling, Record Extraction<br>Field Summarization, Numeric Field Stratification<br><b>Shri S. Basu, AAO</b>  | Practical session  |
| 18.11.16   | Field Manipulation, Aging, identifying Duplicates and Gaps<br>Import using Print Report Files with extraction<br><b>Shri B.K. Mahanti, Sr. AO</b>   | Practical session  |
| 19.11.16   | Record extraction using @ functions, Designing Reports and Using Print Report Files<br><b>Shri B.K. Mahanti, Sr. AO</b>   | <b>Test and Valediction</b>  |



**INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
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| <b>Course Title: Audit in IT Environment</b><br><b>Course Duration: 26.12.2016 to 31.12.2016 (06 days)</b><br><b>Participants : Group 'B' Officers</b> |   |   |
|--|---|---|
| Day  | Forenoon Session<br>10.30 hrs. to 11.45 hrs – 12.00 hrs. to<br>13.15 hrs.   | Afternoon Session<br>14.15 hrs. to 15.30 hrs. – 15.45 hrs. to<br>17.00 hrs.   |
| 21.11.16   | <b>Ice Breaking Session.</b><br><b>Entry Knowledge Test (EKT)</b><br>Understanding IT environment –<br>Challenges and opportunities<br><b>Shri S. Basu, AAO/F</b>   | Importance of controls with specific<br>reference to Application Controls.<br>Introduction to CAATs – IDEA and Excel<br><b>Shri S. Basu, AAO/F</b>  |
| 22.11.16   | Excel as data analytic tool- Features of<br>Excel <ul style="list-style-type: none"> <li>• Conditional formatting</li> <li>• Filter including Advanced filter</li> <li>• Pivot Table</li> </ul> Hands on Session<br><b>Shri B.K. Mahanti, Sr. AO/F</b>  | Excel functions – User defined functions <ul style="list-style-type: none"> <li>• Numeric</li> <li>• Text</li> <li>• Conditional</li> <li>• Date and time</li> <li>• Financial</li> <li>• Aggregation</li> </ul> Hands on Session<br><b>Shri B.K. Mahanti, Sr. AO/F</b> |
| 23.11.16   | Creating Projects – Managed and<br>External, Import of data from diverse<br>formats –Excel, Access, csv, text ;<br>understanding data using the field<br>statistics, Checking validity of data<br>through Control totals, creating<br>current documentation of tasks<br>performed using the history property,<br>Project Overview<br>Hands on Session<br><b>Shri S. Basu, AAO/F</b> | Importing of PDF/PRN Data, Importing<br>data using ODBC, Indexing of Data –<br>Quick Index, Composite Index, Sorting<br>Data<br>Hands on Session<br><b>Shri B.K. Mahanti, Sr. AO/F</b>  |
| 24.11.16   | Field Manipulation in IDEA – Append,<br>Remove, Modify columns – Data types<br>– Virtual, Non Virtual, Editable,<br>Enabling/Disabling deletion of non-<br>virtual fields<br><b>Analysis</b><br>Basic data analysis in IDEA – Duplicate<br>Key Detection/Exclusion, Gap<br>Detection, Summarization<br>Hands on Session<br><b>Shri S. Basu, AAO/F</b>                               | Data Extraction – Direct Extraction, Key<br>value extraction, Top/Bottom Records<br>extraction, Indexed Extraction<br><br>Working with multiple databases – Join,<br>Visual Connector, Append, Compare<br>Hands on Session<br><b>Shri S. Basu, AAO/F</b>                |
| 25.11.16   | Commonly used @ Functions in IDEA,<br>introduction to #functions<br>Stratification of Data, Aging analysis,<br>Sampling<br><b>Shri B.K. Mahanti, Sr. AO/F</b>   | Exporting Data from IDEA to other<br>formats, Creating and Printing Reports in<br>IDEA<br>Revision & Queries<br>Hands on Session<br>Case Study – Selection of vouchers<br><b>Shri B.K. Mahanti, Sr. AO/F</b>  |



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|-----------------|--|--|
| <b>26.11.16</b> | Way Forward – Overview of Qlikview<br><b>Shri S. Basu, AAO/F</b> | Way Forward -<br>Overview of Tableau<br><b>Shri S. Basu, AAO/F</b> |
|                 |  | <b>Test &amp; Valediction</b>                                      |



INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
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Course Title : **Refresher course with concept of IFMS and its impact on Accounting**

Course Duration : **21.11.2016 to 25.11.2016 (5 days)**

Participants : **Group 'B' & 'C' staff**

| Day             | 10.30 hrs. to<br>11.45 hrs.  | 12.00 hrs. to<br>13.15 hrs.           | 14.15 hrs. to 15.30<br>hrs.   | 15.45 hrs. to 17.00<br>hrs.   |
|-----------------|--|---------------------------------------|---|---|
| <b>21.11.16</b> | Introduction to IFMS   |                                       | GRIPS   |   |
| <b>Faculty</b>  | <b>Shri Amit Kumar Sarkar, Dy. Secretary,<br/>Finance Department, Govt. of West<br/>Bengal</b>   |                                       | <b>Shri Subrata Sarkar, Joint Director,<br/>Directorate of Treasuries &amp; Accounts</b>  |   |
| <b>22.11.16</b> | HRMS   | PWD/Forest bill<br>(abolition of LOC) | HRMS  | HRMS  |
| <b>Faculty</b>  | <b>Shri Sumit Gobindo Choudhury, Accounts<br/>Officer, PWD &amp; HRMS Committee –<br/>Convenor</b>   |                                       | <b>Shri Sarbashis<br/>Biswas, IAO &amp; Co-<br/>ordinating Officer,<br/>IFMS</b>  | <b>Shri Anindya Mitra,<br/>IAO &amp; Co-<br/>ordinating Officer,<br/>IFMS</b> |
| <b>23.11.16</b> | e-Bantan   |                                       | e-Pradan  |   |
| <b>Faculty</b>  | <b>Shri Pritam Chandra Gupta, Assistant Secretary, Finance Department, Govt. of West<br/>Bengal</b>  |                                       |   |   |
| <b>24.11.16</b> | CTS  |                                       | Online Deposit Account  |   |
| <b>Faculty</b>  | <b>Shri Avijit Saha, Joint Director, Directorate of Treasuries &amp; Accounts<br/>Smt. Nabonita Purkait, Assistant Secretary, Finance Department, Govt. of West Bengal</b> |                                       |   |   |
| <b>25.11.16</b> | e-Billing  |                                       | Practical Session   |   |
| <b>Faculty</b>  | <b>Shri Debasis Mitra, Assistant Secretary,<br/>Finance Department, Govt. of West<br/>Bengal</b>   |                                       | <b>Shri Pritam Chandra Gupta, Assistant<br/>Secretary, Finance Department, Govt. of<br/>West Bengal</b><br><br><b>Shri Debasis Mitra, Assistant Secretary,<br/>Finance Department, Govt. of West<br/>Bengal</b> |   |