

TRAINING PROGRAMME

A. Financial Management for Government Officials

Duration: 2 Weeks

Course Objectives:

- ❑ Focus on financial rules and their interpretation and latest developments in this field.
- ❑ To apprise of duties & responsibilities of Drawing and Disbursing Officers & Heads of Offices.
- ❑ To apprise the officers of procurement rules and office management etc.
- ❑ To create awareness about new aspects in good governance e.g. R.T.I Act and Janhit Guarantee Act etc.

Course Content

Sl. No.	Topics	No. of Sessions
1.	General Accounts Rules	02
2.	Pay Fixation Rules, Time scale & ACP	03
3.	Delegation of Financial Powers	02
4.	General conditions of service/deputation/foreign service and compulsory waiting	03
5.	Budget-Preparation, Allotment & Control	03
6.	Travelling Allowance Rules & LTC	03
7.	Leave Rules & Joining Time	03
8.	Duties and Responsibilities of Drawing and Disbursing Officers and e-payment	03
9.	Audit	03
10.	Disciplinary Proceedings	03
11.	Government Servants Conduct Rules	02
12.	Retirement Benefits	03
13.	New Pension Scheme (NPS)	02

14.	Income Tax Rules	02
15.	Medical Attendance Rules	02
16.	Miscellaneous Loans And Advances	02
17.	Right to Information Act and Janhit Guarantee Act	03
18.	Office Procedure	02
19.	GPF & GIS	03
20.	Recruitment Rules for dependents of deceased employees	01
21.	Store purchase, maintenance & disposal	03
22.	Information Technology /e-mail/ internet	02
23.	Departmental rules & procedure	02
24.	e- Pension	01
	Total	58

B. Financial Management for DDOs and other Officers/Staff of Departments

Duration : 1 Week

Note - As per the G.O. No. 7764/F.S.(M.S.)/04, dated 13 June, 2005, the training is compulsory for every DDO once in a block of 5 Years.

Course Objectives :

- Refocus on the financial rules and their interpretation.
- To keep abreast of the latest amendments in financial rules and changes in procedure.
- To facilitate understanding financial management and maintenance of books of accounts.
- To apprise of e-mail, Internet and other aspects related to Information Technology.

Course Content for DDOs' :

Sl. No.	Topics	No. of Sessions
1.	General Account Rules/Duties & Responsibilities of DDO	02

2.	Pay Fixation Rules	02
3.	Travelling Allowance Rules & LTC	02
4.	Leave Rules	02
5.	e-Pension	01
6.	General Provident Fund Rules and Group Insurance Scheme	02
7.	e-Payment & e-Receipt	02
8.	Income Tax Rules, Tax Deducted at Source on salary and preparation of Income Tax Form-16 and 24 and Returns.	02
9.	Preparation, Allotment and Control of Budget, Zero Base Budgeting, Performance Budgeting.	02
10.	Store Purchase Rules and Store-Management	02
11.	Pension and Retirement benefits Rules	02
12.	New Pension Scheme(NPS)	01
13.	Introduction to Audit	02
14.	New Information Technology, Internet and e-mail	02
15.	Departmental Rules, Regulations, Right to Information etc.	02
	Total	28

C. Financial Accounting & Management Accounting

Duration : 1 Week

Course Objectives :

- To develop professional ability.
- To develop analytical ability in examining financial statements.

- ❑ Refocus on the critical financial management tools for getting superior results.
- ❑ Evaluating decisions for better promotion of financial planning and control.

Course Content :

Sl. No.	Topics	No. of Sessions
1.	<p>FINANCIAL ACCOUNTING</p> <ul style="list-style-type: none"> • Elements of Double Entry System, Objects and Advantages, Transactions. Books of Primary Entry, Cash Books, journal and Ledger. • Bank Reconciliation Statement • Depreciation • Rectification of errors and various Adjustment Entries. • Trial Balance • Profit and Loss Account/Income and Expenditure Statement • Balance Sheet • Preparation and Analysis of Annual Reports • Ratio Analysis 	18
2.	<p>COST MANAGEMENT</p> <ul style="list-style-type: none"> • Understanding and Classification of Costs, Cost Components and Cost Concepts • Overhead Classification and Allocation • Cost Volume Profit Analysis and Margin of Safety <p>Break Even Point and its Analysis</p>	10
	Total	28

D. Application of Computer in Financial Management

Duration : 1 Week

Course Objectives :

- ❑ Creating awareness of computer as a tool of Financial Management.
- ❑ Understanding the role of computer in MIS.
- ❑ Application of computer in Financial Management.
- ❑ Learning about e-mail, Internet and other aspects of Information technology.
- ❑ To develop professional ability.
- ❑ Preparing income tax statements & returns by using computer.

Course Content :

Sl. No.	Topics	No. of Sessions
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1.	Fundamentals of Computer (Hardware structure, O/S, application S/W, Networking basics etc.)	03
2.	M.S. OFFICE – Theory & Practical Sessions (Word, Excel, Access, Power Point, etc.)	12
3.	Internet, e-mail and Cyber security	03
4.	Concept of e-Office -Information Technology - MIS, DSS and On Demand Reports	02
5.	Computer application in budget & expenditure control	02
6.	Computer application in preparing some sample government financial outputs like – BM4, BM8, Interest calculation- GPF, House Building Advance and Vehicle Advance and other Amortization reports	04
7.	Preparation & Filing of e-TDS and Individual e-Return	02

	Total	28
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E. Auditors' Training

Duration : 1 Week

Course Objectives :

- Understanding various dimensions & role of Audit.
- Preparation of Audit Reports.
- Learning about constitutional provisions relating to audit and follow up action.
- To refresh about rules, regulations and government orders relating to Finance and Accounts matter.
- To apprise of uses of information technology in audit

Course Content :

Sl. No	Topics	No. of Sessions
1.	Introduction to Audit	02
2.	Preparation of Audit Report and it's compliance.	02
3.	Internal Audit	02
4.	System Audit	02
5.	CAG Audit / Statutory Audit	02
6.	RTI	01
7.	Leave Rules/Joining Time	02
8.	Retirement Benefits .	02
9.	General Provident Fund & Group Insurance Scheme	02
10.	Travelling Allowance rules & LTC	02

11.	Delegation of Financial Powers	01
12.	Budget	02
13.	Pay Fixation /ACP	02
14.	Duties & Responsibilities of DDOs	02
15.	Store -purchase ,Maintenance & Disposal	02
	TOTAL	28

F. Training on e-Payment System

Duration : 3 Days

Course Objectives :

- Understanding fundamentals of e-Payment.
- To Improve the quality of Payment System in Govt. Departments.
- To enforce financial discipline .

Course Content :

Sl. No	Topics	No. of Sessions
1.	Computer :Fundamentals	02
2.	Internet/Intranet/VPN/e-mail	02
3.	Cyber Security	01
4.	Introduction to e-Payment	02
5.	e-Payment Procedures	02

6.	Role of Bank in e-Payment	02
7.	Role of Treasury in e-Payment	02
8.	Practice session	03
	TOTAL	16

G. Special Training Programmes

Special Training Courses can be organised for the following periods according to the training needs of the organisation :-

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| <ul style="list-style-type: none"> (i) Three days (ii) 1 week (iii) 2 weeks (iv) 1 Month | <p>Training Modules for each course is finalised on the basis of Training Need Analysis and if necessary, in consultation with the sponsoring department.</p> |
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Note: (a) Training Schedules i.e. dates for training may be fixed in consultation with sponsoring department subject to availability of accommodation.

(b) The number of participants in a training program cannot be less than 8.

(c) On request of sponsoring body, special Training Modules can be developed to cater to the training needs of any specific batch of trainees for 3 days, one week or two weeks training including changes in prescribed topics.

(d) Govt. Departments/ Projects/Undertakings/ Local Bodies/University & Other Institution may request changes in above training modules keeping in view their requirements.

I. Seminars and Workshops may be organised by CDFA according to special needs and requirements of organizations.

J. Induction Training in Financial Management for newly recruited officers/officials may also be conducted.

