



Rahul Bhatnagar
I.A.S.
Finance Commissioner & Principal Secretary



D.O. Letter no. CDFA/Other State/15-16/ 13

Finance, Institutional Finance &
External Aided Projects Department
Naveen Bhawan, U.P. Civil Secretariat
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Date: 16 May, 2016

Dear Sir/Madam,

This refers to my earlier D.O. Letter No. CDFA/15-16/112 dt. 29.01.2016, regarding training facilities available and other aspects related to CDFA (Centre for the Development of Financial Administration), an autonomous body of Department of Finance, Government of Uttar Pradesh (a copy of the letter is enclosed herewith for the ready reference). This has evoked an encouraging response so far.

I am glad to inform you that in addition to the course modules mentioned in the brochure enclosed with the aforesaid letter, the curriculum has been further improved and developed for specific requirements in different categories of Subjects, viz-

- A- Constitutional, Legal & Regulatory Framework of Public Finance.
- B- Public Financial Administration.
- C- Business Mathematics & Statistics.
- D- Financial & Management Accounting.
- E- Corporate Finance.
- F- Public Procurement & Aided Projects.
- G- Information Technology & Cyber Law.

It is further to inform that customised training programmes may be designed as per your specific requirements for the duration of 2, 3, 5 days or more. Topics can be selected/added from any of the categories of subjects mentioned above as per the needs of the concerning organizations/ departments in your State.

I am enclosing a copy of the said curriculum for your kind perusal. I shall be grateful if you kindly consider nominating your officers and staff for training programmes offered by CDFA. The training programmes are starting from 11th July, 2016.

Regards,

Yours sincerely,

(Rahul Bhatnagar)

Enclosure : As Above

**List of Topics for National Level Training conducted by C.D.F.A
(Non-State Specific)**

A : Constitutional, Legal & Regulatory Framework of Public Finance.

S.N.	Topics	No of Sessions
1	Financial Provisions in Indian Constitution.	02
2	Statutory Audit.	02
3	Companies Act- 2013.	02
4	The Indian Contract Act.	02
5	The Negotiable Instrument Act.	02
6	Competition Act & Competition Commission.	02
7	Minimum Wages Act.	02
8	Income Tax Act.	02
9	Service Tax.	02
10	Indian Partnership Act.	02
11	Foreign Exchange Management Act.	02
12	Indian Stamp Act.	02
13	Indian Court Fee Act.	02
14	Society Registration Act.	02
15	Goods & Service Tax (GST).	02
16	Fiscal Responsibility & Budget Management (FRBM) Act.	02
17	Right to Information (RTI) Act.	02
Total		34

**List of Topics for National Level Training conducted by C.D.F.A
(Non-State Specific)**

B : Public Financial Administration

S.N.	Topics	No of Sessions
1	Public Finance : Theory & Principles	01
2	Public Revenue & Public Expenditure: Tax & Non Tax Revenue Tax Structure (Direct & Indirect Tax) Incidence & Impact of Taxation Sources of Tax & Non-Tax Revenue, Trends Public Expenditure : Concepts, Control & Trends	04
3	Role & Function of Reserve Bank of India (RBI) Instruments of Fiscal & Monetary Controls in India Schedule & Non Schedule Banks- Organization & Role	04
4	Public Debt: Instruments ie. Treasury Bills, Bonds, Ways & Means Advances, Borrowing Power of Union & States, Financial management of externally aided projects.	02
5	Budgeting: Concepts, Types, Process, Monitoring Economic Indicators	02
6	Federal Finance: Principles of Federal Finance Finance Commission, Centre-States Relationship Recommendations of 14th Finance Commission & Devolution of Funds, Centrally Sponsored Schemes , Direct Benefits Transfer (DBT)	03
7	Parliamentary Financial Committee: Public Accounts Committee (PAC); Committee on Public Undertakings (COPU); Estimate Committee	02
Total		18

**List of Topics for National Level Training conducted by C.D.F.A
(Non-State Specific)**

C : Business Mathematics & Statistics

S.N.	Topics	No of Sessions
1	Simple interest, Compound interest, Annuity, Amortization	03
2	Sampling Techniques	02
3	Measure of Central Tendencies & Dispersion	02
4	Probability: Basic Concepts	02
5	Correlation & Regression	03
6	Time series & Forecasting	03
	Total	15

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**List of Topics for National Level Training conducted by C.D.F.A
(Non-State Specific)**

D : Financial & Management Accounting

S.N.	Topics	No of Sessions
1	Financial Accounting: Introduction to Financial Accounting, General Accounting Principles, Accounting Standards.	02
2	Journal & its Classification (Cash Book etc.) Ledger, Trial Balance.	04
3	Bank Reconciliation Statement.	02
4	Depreciation, Provisions & Reserves	02
5	Financial Statements: Profit & Loss / Income & Expenditure A/c Balance Sheet Cash flow Statement.	04
6	Analysis & Interpretation of Financial Statements	04
7	Cost Management : (i) Introduction to Cost Management (ii) Cost Volume Profit Analysis and Margin of Safety (iii) Break- Even Analysis (iv) Cost Control	04
Total		22

**List of Topics for National Level Training conducted by C.D.F.A
(Non-State Specific)**

E : Corporate Finance

S.N	Topics	No of Sessions
1	Meaning & Scope of Financial Management.	02
2	Concept of Risk & Return, Risk- Return Trade off.	02
3	Understanding & Analysing Financial Statements.	03
4	Capital Budgeting Decisions: Time Value of money, Net Present Value (NPV), Internal Rate of Return (IRR) Profitability Index Method, Application of M.S. Excel.	02
5	Financing Decisions: Short term & Long term sources of Finance Capital Structure, Cost of Capital, Weighted Average Cost of Capital.	03
6	Dividend Decisions: Dividend Models, Dividend Payout Ratio, Various Reserves.	02
7	Working Capital Decisions: Overview, Management of Cash & marketable securities, Receivable Management, Inventory Management, Financing for Working Capital.	03
8	Business Valuation: Concepts & methods of Business Valuation.	02
9	Financial Management in Public Sector Undertakings: Organisational Structure, Financial Decisions in PSUs, Memorandum of Understanding, Disinvestment.	02
10	Project Management : Concepts of Projects, Capital Budgeting Decisions in Projects, Project Finance, Social Cost Benefit Analysis (SCBA).	03
11	Investment & Insurance Sector	03
	Total	27

**List of Topics for National Level Training conducted by C.D.F.A
(Non-State Specific)**

F : Public Procurement & Aided Projects

S.N.	Topics	No of Sessions
1	Institutional Framework: General Financial Rules (GFR)-2005, Principles of Procurement.	02
2	Basic Process & Operations in Procurement of Goods & Services.	02
3	E-Procurement.	02
4	Contract: Conceptual Framework, Drafting of Contract, Payment Mechanism, Tax issues in Contract, Arbitration	04
5	Public Private Partnership (PPP): Conceptual Framework Expression of Interest (EOI) Request for Qualification (RFQ) Request for Proposal (RFP) Concession Agreement	04
6	International Procurement Guidelines: World Bank Asian Development Bank (ADB) U.S. - Aid	02
	Total	16

**List of Topics for National Level Training conducted by C.D.F.A
(Non-State Specific)**

G : Information Technology & Cyber Law

S.N.	Topics	No of Sessions
1	Introduction to Computers: Data & Information, Computer Hardware, System Software, Application Software (MS- Office, Tally)	02
2	Database Management System: Data, Database, Relational Database Management System (RDBMS), Data Definition Language (DDL), Data Manipulation Language (DML), Basics of Structured Query Language	04
3	Network & Communication : LAN, WAN, Network topologies, Cables, Switch, Router, Hub , Internet, Intranet, Extranet, Virtual Private Network (VPN), Broadband, Wi-fi, Cloud Computing.	04
4	Management Information System (MIS): Introduction to Information System, Office Automation, Decision Support System (DSS), Executive Support System (ESS).	04
5	Cyber Security & Information Technology Act.	02
6	Applications of Information Technology: NEFT, RTGS, DBT etc.	02
7	I.V.R.S. - State govt. service delivery mechanism	02
	Total	20

H : 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 application 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/Social 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