

(CDFA)

TRAINING BROCHURE 2018-19



CAMPUS

INSTITUTE OF FINANCIAL MANAGEMENT TRAINING AND RESEARCH, U.P. (IFMTR)

24/3 & 24/4, Indira Nagar, Lucknow - 226 016 Tel.: 0522 - 2345210, 2353623, 2346314 Fax.: 0522 - 2349446, 2353623

e-mail: cdfalucknow@gmail.com website: www.ifmtr.up.nic.in



Shri Akhilesh Kumar, Director, IFMTR

INTRODUCTION

Centre for the Development of Financial Administration (CDFA) was set up in the year 1998 as an autonomous body by Department of Finance, Govt. of Uttar Pradesh vide G.O. No. S-3-806/X-98-100(59)91, dated 20th June, 1998. CDFA is registered as a Society under 'Societies Registration Act, 1860. Secretary, Department of Finance, Government of Uttar Pradesh is ex-officio Chairman and Director, Institute of Financial Management Training & Research, U.P., IFMTR for short, is ex-officio Vice Chairman of the society.

CDFA functions from the campus of IFMTR, an apex institute of Department of Finance, Govt. of Uttar Pradesh. CDFA avails the infrastructure & other facilities of IFMTR, including human resources.

The broad objectives for the creation of CDFA, as mentioned in the aforesaid G.O., are as follows:-

- ❖ To advice the Government about improvements /amendments & simplification of rules and procedures existing since long.
- ❖ To organise Training Programs and Seminars regularly in the field of Financial Management for concerned officials in order to enable them to face current challenges.
- ❖ To work for the development of Financial Administration.

CENTRE FOR THE DEVELOPMENT OF FINANCIAL ADMINISTRATION (CDFA)

OBJECTIVES

- ❖ To assist, collaborate and organise training programme in financial management theory and practice in all aspects of Finance and Accounts areas, and to develop infrastructure to assist more effectively in training, consultancy, research and allied activities.
- To provide facilities for the exchange of ideas and views on financial management techniques and financial working in various departments/ organizations.
- ❖ To undertake or to assist research studies in Financial Management.
- ❖ To render professional assistance and consultancy in the field of financial management & training.
- To undertake and provide for publication of research papers and journals for promoting training and research.
- The special areas of interest will be to advise Govt. or Public Sector Undertakings on amendments in financial rules and procedures and also suggest improvement in systems by way of computerization etc. so as to keep pace with the time.
- ❖ To undertake such other activities and to create such other structures, institutions and organizations as may be found essential or conducive to the better realization of the above mentioned aims and objectives.

FACILITIES

HOSTEL

- ♦ Well furnished Non AC accommodation for 100 persons in old campus and AC accommodation for 100 persons in New Campus.
- ♦ Gymnasium
- ♦ Facilities of indoor and outdoor games.
- ♦ Wi-fi facility available
- ♦ Recreation hall with cable T.V. connection.
- ♦ Water coolers fitted with RO/UV water purifiers.
- Mess facility with dining halls.

GUEST HOUSE

- ♦ A well furnished guest house with 10 rooms.
- ♦ Well equipped common room with cable T.V. connection.
- ♦ All rooms are air conditioned.
- ♦ Natural ambience all around.

LECTURE ROOMS

◆ The Institute has three air conditioned Lecture Rooms in old campus and four AC Lecture rooms in New Campus with the facility of visual aids, white boards, DLP/LCD projector etc.

AUDITORIA AND CONFERENCE HALLS

- ◆ AC Vivekanand Conference Hall with capacity of about 50 persons in old campus.
- ◆ AC Kabir Auditorium with Capacity of about 100 persons in old campus.
- ◆ An AC auditorium with modern facilities and with seating capacity for about 300 persons in new campus. This auditorium is also available on rent for Meetings, Seminars, Conferences and Cultural programmes.
- ◆ An AC meeting hall in new campus with seating capacity of about 60 persons.

LIBRARY

◆ Library has got more than 11000 books on Accounting, Management, Economics, Financial Management, Auditing, Computer Science, Information Technology, Law and Commerce, other general subjects and literature.

COMPUTER TRAINING LAB

- ♦ Computer training lab with 50 Computers in old campus.
- ◆ Two computer labs in new campus with total capacity of 60 computers.
- ♦ Internet connectivity available through Broad Band line.
- Networking of all the computers in lab.
- ◆ Training facility is available *inter-alia* for the following application softwares:
 - ♦ M.S. Office.
 - ♦ Budget Control System Package
 - Treasury Computerisation Package including e-payment module.
 - ♦ Pension sanction/disbursement Package.
 - Pay roll Package.
 - ♦ e- payment
 - Online budget allotment
 - ♦ e-Pension

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TRAINING PROGRAMMES

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.	Topics	No. of
No.		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:

	Course Content.		
Sl. No.	Topics	No. of	
		Sessions	
1.	General Account Rules/Duties &	02	
	Responsibilities of DDO		
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	02	
	Group Insurance Scheme		
7.	e-Payment & e-Receipt	02	
8.	Income Tax Rules, Tax Deducted at	02	
	Source on salary and preparation of		
	Income Tax Form-16 and 24 and		
	Returns.		
9.	Preparation, Allotment and Control of	02	
	Budget, Zero Base Budgeting,		
	Performance Budgeting.		
10.	Store Purchase Rules and Store-	02	
	Management		
11.	Pension and Retirement benefits Rules	02	
12.	New Pension Scheme(NPS)	01	
13.	Introduction to Audit	02	
14.	New Information Technology, Internet	02	
	and e-mail		

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.	FINANCIAL ACCOUNTING 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	18
2.	 Ratio Analysis COST MANAGEMENT Understanding and Classification of Costs, Cost Components and Cost Concepts Overhead Classification and Allocation Cost Volume Profit Analysis and Margin of Safety 	10

Break Even Point and its Analysis	
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.	Topics	No. of	
No.		Sessions	

	Total	28
' .	Individual e-Return	02
7.	Preparation & Filing of e-TDS and	02
	Advance and Vehicle Advance and other Amortization reports	
	calculation- GPF, House Building	
	outputs like – BM4, BM8, Interest	
	some sample government financial	
6.	Computer application in preparing	04
5.	Computer application in budget & expenditure control	02
-	- MIS, DSS and On Demand Reports	02
	-Information Technology	
4.	Concept of e-Office	02
3.	Internet, e-mail and Cyber security	03
	Point, etc.)	
2.	Sessions (Word, Excel, Access, Power	12
2.	M.S. OFFICE – Theory & Practical	12
	Networking basics etc.)	
1.	structure, O/S, application S/W,	03
1.	Fundamentals of Computer (Hardware	03

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	02
	compliance.	
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	02
	Insurance Scheme	
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 &	02
	Disposal	
	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:

(i) Three days

- (ii) 1 week
- (iii) 2 weeks
- (iv) 1 Month

Training Modules for each course is finalised

on the basis of Training Need Analysis and if necessary, in consultation with the sponsoring department.

- 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 requitements.
- **H.** Seminars and Workshops may be organised by CDFA according to special needs and requirements of organizations.
- I. Induction Training in Financial Management for recruited officers/officials may also be conducted.

Faculty Members of IFMTR

Sl. No.	Name of the Member	Phone No(s).
1.	Akhilesh Kumar,	(O) 0522-
	Director	2345210
	U.P. Finance and	(M) 9411601647
	Accounts Service	
	(1984 Batch), M.Sc.	
	(Physics). Vast	
	experience of working	
	in various	
	Departments such as	
	Treasury, Internal	
	Audit, Pension	
	Directorate, Vigilence and Board of Revenue	
	Areas of Interest :	
	Retirement Benefits, GPF	
	Rules, T.A. Rules, Leave Rules,	
	Conduct Rules and Disciplinary	
	Proceedings etc.	
2.	Rama Shanker Shukla	(O) 0522-2353596
	Joint Director	(M) 9451144962
	U.P. Finance and Accounts	
	Service (1987 Batch) M.Sc.	
	(Physics) Worked as Senior	
	Treasury Officer, Sr. Finance & Accounts Officer in different	
	Accounts Officer in different departments.	
	Areas of interest : Financial	
	Accounting & Control System in	
	Govt. establishments, Pay	THE SECTION OF THE SE
	Fixation. T.A. Rules, Leave Rules	
2	etc.	(0) 0522 2252622
3.	R. L. Tripathi	(O) 0522-2353623 (M) 9415090412
	Joint Director	(NI) 9413090412
	U.P. Finance and Accounts	
	Service (1994 Batch). M.A.	
	(Ancient History), Worked in	
	Treasury, Irrigation., Basic	
	Education & Jal Nigam.	
	Areas of Interest: Pay Fixation, Retirement Benefits,	
	Thanon, Kentement Beliefits,	

	Treasury Procedure. GPF & T.A. Rules.	
4.	Tulika Nath, Deputy Director (deputation) 1989 Batch, M.A. (Composite History), B.Ed. Worked in National Saving Deptt. and Soldiers' Board. Areas of Interest: Income Tax & Duties of DDO's.	(O) 0522-2345210 (M) 9984481199
5.	Akhilesh Chandra Maurya Deputy Director U.P. Finance and Accounts Service (2004 Batch) M.Sc. (Environmental Science), Worked as Treasury Officer, Accounts Officer in different departments. Areas of Interest: Treasury Procedures, e-Payment & e-Receipt etc.	(O) 0522-2345176 (M) 9839309309
6.	Y.L. Dixit Deputy Director U.P. Finance and Accounts Service (2005 Batch), M.A. (Sanskrit) Ph. D., Worked in different Govt. Departments during last 22 years. Areas of Interest: GPF Rules, Retirement benefit rules, Leave rules, General service rules. Pay fixation etc.	(O) 0522-2345210 (M) 9453427746
7.	Manvendra Singh Assistant Director U.P. Finance and Accounts Service (2005 Batch), B.A., Worked as Treasury Officer, Accounts Officer and Manager Finance (Corp.) Areas of Interest: General	(O) 0522-2345210 (M) 9627114222

	Treasury Procedures, Duties	
	and Responsibilities of	
	D.D.O's, Intenal Audit,	
	e-Payment, Store Purchase	
	Rules.	
8.	Pankaj Kumar	(O) 0522-2345210
	Madhesia	(M) 94510378631
	Assistant Director	
	U.P. Finance and Accounts	
	Service (2008 Batch), B.A.,	
	Worked in Sericulture	
	Directorate, Zila Panchayat,	
	Animal Husbandry, U.P.	
	Health Systems Development	
	Project	
	Areas of Interest: GPF Rules,	
	T.A. Rules, Leave Rules, e-	
	payment.	
9.	Sandeep Kumar Gupta	(O) 0522-2345210
	Assistant Director	(M) 9335356808
	U.P. Finance and Accounts	
	Service (2015 Batch) M.A.	
	(History) Worked in Office of	
	the Cane Commissioner U.P.	
	Areas of Interest: Retirement	
	Benefits, Pay Fixation,	
	Conduct Rules, G.I.S.	

TRAINING FEE (For all Courses Except Computer Courses)

Duration	Training Fee in Rs. (Per person)		
	Residential	Non-Residential	
3 Days	4500	3400	
1 Week	7500	5700	
2 Weeks	15000	11300	
1 Month	30000	22500	

(For Computer Courses)

Duration	Training Fee in Rs. (Per person)			
	Residential	Non-Residential		
3 Days	5300	4300		
1 Week	8700	7000		
2 Weeks	17300	14200		

Note 1 : Above rates are effective w.e.f. 01-05-2015

Note 2: The rates of training fee per person for courses of less than 3 days duration will be same as that for 3 days courses mentioned above.

Training Fee is payable to Secretary, Centre For The Development of Financial Administration (CDFA), by e-Payment System through Treasury or by Bank Draft/Bankers Cheque payable at Lucknow and should reach at least 2 weeks before the commencement of the Training Programme. Beneficiary details of CDFA for e-payment are as under:

DETAILS FOR MAKING PAYMENTS OF CDFA TRAINING FEE THROUGH e-PAYMENT SYSTEM

SI.	PARTICULARS	DETAILS
No.	PARTICULARS	DETAILS
1.	BENEFICIARY NAME	SECRETARY, CENTRE FOR THE DEVELOPMENT OF FINANCIAL ADMINISTRATION (CDFA)
2.	ADDRESS	CAMPUS : IFMTR, 24/3 & 24/4, INDIRA NAGAR, LUCKNOW 226 016
3.	BANK NAME & BRANCH	UNION BANK OF INDIA, INDIRA NAGAR, LUCKNOW.
4.	BRANCH ADDRESS	A-1034, INDIRA NAGAR, NEAR SHALIMAR CROSSING, LUCKNOW
5.	ACCOUNT No.	522601010013004
6.	IFS CODE	UBIN0552267
7.	ACCOUNT TYPE	CA (CURRENT ACCOUNT)
8.	CITY	LUCKNOW
9.	TEL. NO.	0522-2345210, 2353623
	FAX NO.	0522-2349446, 2353623
10.	e-mail ID	cdfalucknow@gmail.com

Note -1 It is requested that kindly intimate e-payment details (e-Pay Order copy) on Fax No. 0522- 2349446/2353623 or e-mail ID- cdfalucknow@gmail.com

Note -2 The CDFA is registered with the Income Tax Department u/s 12 A of Income Tax Act 1961 vide registration number 16/15/2007-08.

For Further information please contact Sri Rama Shanker Shukla, Secretary, CDFA (Ph.: 0522-2353596, 9451144962)

e-mail ID: cdfalucknow@gmail.com

BOARD OF DIRECTORS OF CDFA

1.	Chairman	Sri. Sanjeev Mittal,	0522-2238102	
		Additional Chief		
		Secretary, Finance,		
		Govt. of U.P.	A STATE OF THE PARTY OF THE PAR	
2.	Vice Chairman	Sri Akhilesh Kumar	0522-2345210	
		Director, IFMTR, U.P.	9411601647	
3.	Member	Dr. Sanjay Medhavi,		
		HOD. Business	9335911393	
		Administration Deptt.,	9555911595	
		Lucknow University		
		Lucknow.		
4.	Member	Prof. A.K. Singh,		
		Ex.Director, Giri	9415101585	
		Institute of Development		
		Studies, Lucknow.		
5.	Member	Sri Bhanu Prakash	0522-2286035	
		Director, Treasuries,		
		U.P.		
6.	Member	Sri Ranjan Mishra	0522-2287080	
		Director, Pension, U.P.		
7.	Member	Sri Raj Pratap Singh,	0522-2782274	
		Director, Accounts &		
		Internal Audit, U.P.		
8.	Member	Dr. Saurabh Gupta,	0522-2238415	
		Sr. Technical Director &	The state of the s	
		SIO, NIC.U.P.		
9.	Member	Sri Pankaj Saxena	0522-2286159	
		Director, FSD, U.P.		
10.	Member	Y.L. Dixt,	(O) 0522-2345210	
		Duputy Director, IFMTR	(M) 9453427746	
11.	Secretary	Sri.Rama Shanker	(O) 0522-2353596	
		Shukla	(M) 9451144962	

TRAINING PROGRAMMES CONDUCTED BY CDFA DURING THE FINANCIAL YEAR 2017-18

SI No.	Departments/Organisations	Duration	From To	No. of Days	No. of Trainees	N0. of Mandays
1	2	3	4	5	6	7
1	Staff of IRDT, Kanpur	1 week	01-05-17 to 05-05-17	5	20	100
2	Officers of State Ayush Society, U.P.	1 week	15-05-17 to 19-05-17	5	31	155
3	Officers of Sampurnanand Karagar.U.P, (Included with SI No. 2)	1 week	Included With Above	5	3	15
4	Officers of State Ayush Society, U.P.	1 week	22-05-17 to 26-05-17	5	42	210
5	Staff of Forest Corporation	3 days	03-07-17 to 05-07-17	3	20	60
6	Staff of Internal Audit & Accounts, U.P.	2 weeks	24-07-17 to 04-08-17	10	24	240
7	Staff of Internal Audit & Accounts, U.P.	2 weeks	21-08-17 to 01-09-17	10	19	190
8	Officers of Backward Directorate	1 week	04-09-17 to 08-09-17	5	15	75
9	Officers of Prantiya Rakshak Dal	1 week	06-11-17 to 17-11-17	5	9	45
10	Officers of Labour commissioner	1 week	18-12-17 to 22-12-17	5	37	185
11	Officers of Labour commissioner	1 week	01-01-18 to 05-01-18	5	23	115
12	Officers of Rural Engineering Services	1 week	08-01-18 to 12-01-18	5	11	55
13	Officers of IRDT, Kanpur	1 week	15-01-18 to 19-01-18	5	20	100
14	Officers of Agriculture Department	2 weeks	29-01-18 to 09-02-18	10	19	190
15	Staff of Agriculture Department	1 week	19-02-18 to 23-02-18	5	23	115
16	Officers of Agriculture Department	1 week	05-03-18 to 09-03-18	5	23	115
17	Officers of Agriculture Department	1 week	12-03-18 to 16-03-18	5	21	105
18	Officers of Agriculture Department	1 week	19-03-18 to 23-03-18	5	25	125
19	Officers of Agriculture Department	1 week	26-03-18 to 30-03-18	5	27	135
	Total				412	2330









सेन्टर फार डेवलपमेंट आफ फाइनेन्शियल ऐडिमिनिस्ट्रेशन

परिसर :— वित्तीय प्रबन्ध प्रशिक्षण एवं शोध संस्थान, उ० प्र० २४/3—४ इन्दिरा नगर, लखनऊ के तत्वावधान में उ० प्र० वाटर सेक्टर रिस्ट्रक्चरिंग परियोजना सिंचाई एवं जल संसाधन विभाग के आहरण एवं वितरण अधिकारियों के कर्तव्य—अधिकार एवं 'वित्तीय प्रबन्धन'' विषयक एक साप्ताहिक प्रशिक्षण कार्यक्रम

प्रशिक्षण अवधि :- 04-06-2018 से 08-06-2018 तक



बायें से दाहिने :- (सर्वश्री)

प्रथम पंक्ति में (कुर्सी पर बैठे)

1. श्री राधेश्याम, सहायक निदेशक 2. श्री पंकज कुमार मद्धेशिया, सहायक निदेशक 3. श्री रमा शंकर शुक्ल, संयुक्त निदेशक 4. श्री अखिलेश कुमार, निदेशक

5. श्रीमती तूलिका नाथ, उप निदेशक 6. श्री मानवेन्द्र सिंह, सहायक निदेशक 7. श्री संदीप कुमार गुप्ता, सहायक निदेशक

दूसरी पंक्ति में खड़े

1. श्री वैभव सिंह 2. श्री सुशील कुमार सिंह 3. श्री ज्ञान चन्द सिंह 4. श्री अनिल सागर 5. श्री अवधेश कुमार 6. श्री वी० के० चौधरी 7. श्री डी० पी० मित्तल

