



क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, जयपुर
Regional Capacity Building and Knowledge Institute,
Jaipur

Specific Training of Divisional Accountants (Probationers)
(15.07.2024 to 26.07.2024) _ Online)

SESSION	SESSION TIMINGS	Tea Break/Lunch	NON-SESSION TIMINGS
I	10:15 AM to 11.30 AM	Tea Break	11.30 AM to 11.45 AM
II	11:45AM to 1:00 PM	Lunch	1.00 PM to 2.00 PM
III	02:00 PM to 03.15 PM	Tea Break	03.15 PM to 03.30 PM
IV	03:30 PM to 4.45 PM		
Day	Session	Topic	Faculty
15.07.2024 Monday		Inauguration 10.10 AM	by PD, RCB&KI, Jaipur
	I	Drafting Various kinds of Draft, letters circulars, OM, Essays, Precis and Grammar	Shri Ajay Matta, Sr AO
	II	Rule based and Standard based Accounting Rules and Indian Government Accounting /Financial Reporting status (IGASS/i/IGFRSs)	Shri Tarachand, AAO
	III	General Accepted Accounting Principles	Shri Ram Charan Gupta, Sr AO
	IV	Basis of Accounting and Double Entry Accounting System	Shri Ram Charan Gupta , Sr AO
16.07.2024 Tuesday	I	Financial, Compliance and Performance Audit.	Shri Suresh Kumar Bhupesh, Sr Audit Officer.
	II	Structure of Government Account, Classification System (LMMHs /Chart of Accounts), Accounting Entities and Role of C&AG	Shri Tara Chand, AAO
	III	Accounting Process Cash Book and Subsidiary Book, Bank Reconciliation Statement	Shri Ram Charan Gupta , Sr AO
	IV	Receipt of Accounts and Departmental Compilation including Public Works and Forest Division Accounting	Shri Santosh Kumar Sharma , AAO
18.07.2024 Thursday	I	Depreciation and Reserves and Depreciation Accounting	Shri Satyendra Ojha, Sr DAO
	II	Fundamentals of Cost Accounting, Bills of Exchange, Promissory Note Cheques and Challans	Shri Satyendra Ojha, Sr DAO
	III	Information technology Theory: MS Word, MS EXCEL	Shri Mahesh Kumar Kumawat, AAO
	IV	IT Theory: MS Power Point, MS Access	Shri Mahesh Kumar Kumawat, AAO

19.07.2024 Friday	I	Basic Concept of Income Tax(Section 2 to 17)	Shri Mahesh Kumar Kanodia, Sr DAO
	II	Basic Concept of Income tax Act(Section 2 to 17)	Shri Mahesh Kumar Kanodia, Sr DAO
	III & IV	IT Practical, MS Word, MS Excel,, MS Power Point	Shri Mahesh Kumar Kumawat, AAO
20.07.2024 Saturday	I & II	Preparation of Trial Balance and Final Accounts (Income and Expenditure, Receipt and payment Account)(case study)Trading Manufacturing and Profit and Loss Account.	Shri Ram Charan Gupta, Sr AO
	III & IV	Accounting Process: Journal and Ledger	Shri Ram Charan Gupta, Sr AO
22.07.2024 Monday	I	Right to Information, Act	Shri Ravi Pushkar, AAO
	II	CCS (Classification Control and Appeal)	Shri Ram Charan Gupta, Sr AO
	III	Provision relating to conduct of a Government Servant as in CCS (Conduct Rules 1964)	Shri Ram Charan Gupta Sr AO.
	IV	CVC Guidelines relating to conduct of Government Officials and transparency and Accountability relating to procurement.	Shri Ashok Kumar AAO
23.07.2024 Tuesday	I	Provision of the Regulation on Audit and Accounts 2020.	Shri Vikram Maheshwari, AAO
	II	Pension Rules	Shri Ashok Kumar, AAO
	III	Work Abstract, Register of Works, Transfer Entries	Shri Gopal Prasad Garg Sr DAO
	IV	Schedule of Power, types of Works, Contractor's ledger.	Shri Gopal Prasad Garg Sr DAO
24.07.2024 Wednesday	I	Basic understanding of National e Governance plan (Ne GP) and Digital India Programme	Shri Mahendra Kumar Jangid, DAO Grade I
	II	Basic understanding of National e Governance plan(NeGP) and Digital India Programme	Shri Mahendra Kumar Jangid , DAO Grade I
	III	Highlights of National Information Security policy and Guidelines and Provisions of the IT Act.	Shri Sanjay Yadav, Sr DAO
	IV	IT Practical: MS Access	Shri Mahesh Kumar Kumawat AAO

25.07.2024 Thursday	I	Basic Concept and General Principles and Practices of Government Audit	Shri Vikram Maheshwari, AAO
	II	Constitutional Provision on Taxation	Shri Dal Singh, Sr DAO
	III	Basic concept of Goods and Services Tax Act (Chapter III, IV V of the GST Act)	Shri Pawan Khemchandani , Sr DAO
26.07.2024 Friday	IV	Accounts of Inter Governmental	Ms Janki Nautiyal, AAO
	I	Grants in Aid , Government Guarantees and externally aided Projects, Institution of Loans and advances	Shri Dharmendra Panwar Sr AO
	II	Inventory and Contract Management	Shri Rajeev Maheshwari, AAO
	III	State Reporting on compliance with FRBM requirements on assets , liabilities, disclosure on completed and in completed projects.	Shri Veerpal Singh Sr DAO
	IV	Evaluation and valediction	Pr AG, Sr. DAG(Admin)