Course Schedule:

Course Title: Public Financial Management System (PFMS), use of BEMS, iBEMS/EIS/PF GeM and other softwares used by Hqrs and field offices and maintenance of Bhavishya Nidhi/Portal

Duration: 16 to 20 October 2023 (Onsite)

Day	No.	Topic	Faculty
Day 1 2023-10-16, Monday	1	• SAI Training Registration • Entry Behaviour Test • Inauguration and Course Briefing • Ice breaking session	DG Core Faculty
	2	Introduction to PFMS and iBEMS. Classification and Booking of Expenditure	PAO, O/o PAG (A&E) Meghalaya
	3	iBEMS: Preparation of Budget (RE/BE), Upload of Budget requirements	
	4	iBEMS: Vendor management, payment to vendor	
Day 2 2023-10-17, Tuesday	1	iBEMS: EIS Bills in iBEMS, Transfer-Entry, Submission of RoE, Reports in iBEMS	
	2	PFMS: Demonstration of PFMS Modules: DDO and PAO Modules	
	3	PFMS: Registration and role of Dealing Hand, AAO, DDO, PAO, PD Maker. Users & Vendor Registration and approval.	
	4	PFMS: Bill process in PFMS Bill/Challan/Expenditure/Transfer Entry/Non-PFMS entry, Salary Bills, Syncing of RoE with iBEMS	
Day 3 2023-10-18, Wednesday	1 & 2	PFMS: Bill processions in EIS Entry of Employee details Pay bills , Supplementary Bills and other bills	O/o PAG (A&E) Assam
	3 & 4	PFMS: Processing of bills PD, landing of bills through EIS / iBEMS	
Day 4 2023-10-19, Thursday	1 & 2	Bhavishya Nidhi Portal	
	3	eOffice eFile: Creating Files / Receipts/ Notes	Rothan LG, CF
	4	eOffice eFile: Creating Files / Receipts/ Notes Put up/correspondence, drafting, approval, signing and dispatch	
Day 5 2023-10-20, Friday	1 to 3	GeM: Procurement process and timelines through Government e Marketplace (GeM)	HP Singh, CF
	4	Course End Test Feedback and Valediction	DG Core Faculty

Breaks: 11:15 AM to 11:30 AM and 03:15 PM to 03:30 PM.
Lunch Breaks: 12:45 PM to 01:45 PM