

क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, जयपुर

Specific Training of Divisional Accountants (Probationers)

21.08.2023 to 31.08.2023

SESSION TIMINGS		NON-SESSION TIMINGS	NON-SESSION DAYS
I- 10.15 am to 11.30 am II- 11.45 am to 1.00 pm III- 2.00 pm to 3.15 pm IV- 3.30 pm to 4.45 pm		11.30 am to 11.45 am 1.00 pm to 2.00 pm 3.15 pm to 3.30 pm	--Nil--
DATE & DAY	SESSION	TOPIC	FACULTY Sh./Ms.
21.08.2023 (Monday)	Inauguration of course by Principal Director, RTI, Jaipur at 10.00 am		
	I	Precis Writing	Rajeev Maheshwari AAO
	II	Writing Essays and Paragraph writing	Mukul Dixit Sr. DAO
	III	Fundamentals of Elementary Book Keeping and Advantages of Double Entry System Statement	Ram Charan Gupta AAO
	IV	Trading and Profit and Loss Accounts and Balance Sheet Statement	Ram Charan Gupta AAO
22.08.2023 (Tuesday)	I	Drafting Various Kinds of drafts, letter, Circular, OM	Pradeep Narayan Mathur Sr AO
	II	Grammar	Mukul Dixit Sr DAO
	III	Trading, and Profit and Loss Accounts and Balance Sheet. Statement	Ram Charan Gupta AAO
	IV	Trading, and Profit and Loss Accounts and Balance Sheet. Statement	Ram Charan Gupta AAO
23.08.2023 (Wednesday)	I	Delegation of Financial Powers of State	Sanjay Yadav DAO Grade-I
	II	Nominal Real Account, Nominal Account Capital & Revenue Expenditure, Transfer entries	Praveen Jain Sr DAO
	III	Preparation of Running Account Bill	Pawan Khem Chandani Sr DAO
	IV	Preparation of Running Account Bill	Pawan Khem Chandani Sr DAO
24.08.2023 (Thursday)	I	Contractor Ledger theory and Practical.	Mahesh Kumar Kanodia Sr DAO
	II	Contractor Ledger theory and Practical.	Mahesh Kumar Kanodia Sr DAO
	III	Bank Pass book A/C Reconciliation Statement	Ram Charan Gupta AAO
	IV	Bank Pass Book A/C Reconciliation Statement	Ram Charan Gupta AAO
25.08.2023 (Friday)	I	Works Abstract theory and practical	Gopal Prasad Garg Sr DAO
	II	Works Abstract theory and practical	Gopal Prasad Garg Sr DAO
	III	Journal entries	Ram Charan Gupta AAO
	IV	Journal entries and rectification of errors in Journal entries	Ram Charan Gupta AAO

26.08.2023 (Saturday)	I	Preparation of Monthly Accounts, Schedule Of Monthly Accounts Classification of Transaction of Accounts etc	Praveen Jain Sr DAO
	II	Schedule Of Monthly Accounts Deposit Works, including stock and tool and plant returns checking of bills and Vouchers,	Praveen Jain Sr DAO
	III	Trial Balance and correction of Balances	Ram Charan Gupta. AAO
	IV	Advantages of Cost Account/Depreciation ,Reserve , Bill of Exchange, Promissory Note	Satyendra Ojha, Sr DAO
28.08.2023 (Monday)	I	Schedule of Rate Contractor Advance, Transfer Entry	Sanjay Yadav DAO Grade -I
	II	Schedule of Rate Contractor Advance, Transfer Entry	Sanjay Yadav DAO Grade -I
	III	Public Works Account(Theory &Practical)including practical entries in Cash Book	Veer Pal Singh DAO Grade I
	IV	Public Works Account(Theory &Practical)including practical entries in Cash Book	Veer Pal Singh DAO Grade I
29.08.2023 (Tuesday)	I	Reappropriation of Funds , Budget	Tara Chand AAO
	II	Central Treasury Rules I and II Corresponding Rules of State Government	Govind Singh AAO.
	III	General Financial Rules Chapter 1-6	Rajeev Maheshwari AAO
	IV	General Financial Rules Chapter 7-12	Rajeev Maheshwari AAO
30.08.2023 (Wednesday)	I	Government Accounting Rules 1990	Shiv Ram Meena Sr AO
	II	Government Accounting Rules 1990	Shiv Ram Meena Sr AO
	III	Central Treasury Rules I and II Corresponding Rules of State Government	Govind Singh, AAO.
	IV	Parts of Government Account	Tara Chand, AAO
31.08.2023 (Thursday)	I	Parts of Government Account	Tara Chand, AAO
	II	Fundamental and Supplementary Rules	Ashok Kumar, AAO
	III	Fundamental and Supplementary Rules	Ashok Kumar, AAO
	IV	Conclusion	Pr. Accountant General /Sr .Deputy Accountant General.