

REGIONAL TRAINING INSTITUTE (SHILLONG)

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

Duration: 5 days w.e.f. 31-10-2022 to 04-11-2022

Session Timings:

SESSION	FROM	TO
I	10:00 AM	11:15 AM
II	11:30 AM	12:45 PM
III	01:45 PM	03:00 PM
IV	03:15 PM	04:30 PM
Tea Break	11:15 AM	11:30 AM
	03:00 PM	03:15 PM
Lunch Break	12:45 PM	01:45 PM

Date and Day	Session No.	Session Time	Topic	Faculty	
31-10-2022 Monday	0	10:00 - 10:15	Inauguration and Course briefing	PD, RTI, Shillong	
	I	10:15 - 11:15	Introduction of PFMS and iBEMS	Ashim Kumar Saha, AAO from O/o the AG (A & E), Meghalaya	
	II	11:30 - 12:45	PFMS: Registration and Mapping (DDO's role)		
	III	13:45 - 15:00	PFMS: Registration and Function of Programme Division (DDO's role)		
	IV	15:15 - 16:30			
01-11-2022 Tuesday	I	10:00 - 11:15	PFMS & iBEMS: Maker and Checker Roles	Mr. Anjanav K Nongkhlaw, Ar, RTI, Shillong	
	II	11:30 - 12:45			
	III	13:45 - 15:00	PFMS & iBEMS: Bill Processing-Accounting Reports		
	IV	15:15 - 16:30			
02-11-2022 Wednesday	I	10:00 - 11:15	PFMS: Employee Information System (EIS)	Ashim Kumar Saha, AAO from O/o the AG (A & E), Meghalaya	
	II	11:30 - 12:45			
	III	13:45 - 15:00	GeM: Procurement through Government e Marketplace (GeM)	Mr. Haobam Purnachandra Singh, CF (Admin), RTI, Shillong	
	IV	15:15 - 16:30			
03-11-2022 Thursday	I	10:00 - 11:15	eOffice Admin Role: creating sections, creating users, assigning role etc. eOffice File management system (eFile): creating files and receipt diarisation, put up/correspondence, Noting & drafting and forward		Rothan L Gangte, CF (IT) RTI, Shillong
	II	11:30 - 12:45			
	III	13:45 - 15:00			
	IV	15:15 - 16:30			
04-11-2022 Friday	I	10:00 - 11:15	Bhavishya Nidhi Portal	Faculty from O/o the PAG (A & E), Assam	
	II	11:30 - 12:45			
	III	13:45 - 15:00	Course End Test	Rothan L Gangte, CF (IT) RTI, Shillong	
	IV	15:15 - 16:30	Feedback and Valediction	PD, RTI, Shillong	