



Fiscal Policy Institute, Bangalore

Training Course in 'Fund Management' for the Accounts Superintendents, RMSA & SSA, Department of Public Instruction, GoK
(23rd July to 28th July, 2018)

Date	I Session	II Session	III Session	IV Session
	10.00a.m. to 11.30a.m.	11.45a.m. to 1.15p.m.	2.15p.m. to 3.45p.m.	4.00p.m. to 5.30p.m.
Day 1 23-07-18 Mond ay	Registration and Inaugural session Key Note Address	Expectations from the group and Orientation on Guidelines – Programme Management and Financial Management Orientation on Guidelines specific to RMSA & SSA - Operational Management - Accounts Management - Records Management	General Financial Rules (GFR) 2017 - GFR – Key provisions - Procurement of Goods and Services (as per GFR) Grant in Aid, Release, Accounting, UC and Audit	KTTP Act & Rules
	Course Director State Project Director	CAO & Team from SSA & RMSA	L Shri V S Srikanta, U Consultant, FPI	T Shri V S Srikanta, E Consultant, FPI
Day 2 24-07-18 Tuesd ay	Basics of Double Entry Accrual System - Definition of Business/ Organization/Firm - Forms of Business Organizations - Corporate Organization Structure	T Basics of Double Entry Accrual System E - Book keeping, accounting and financial reporting A - Financial Statements – Objectives, Components and Users B - Limitations of financial accounting R - Accounting – Definition of business transaction and accounting equation E A K	N Basics of Double Entry Accrual System H - Double Entry System – Introduction B - Classification of Accounts R - Rules of Debit and Credit E A K	T Orientation on GST: E Registration and TDS A B R E A K
	Shri Srishyla, DGM (Rtd.), CMA, BEML	Shri Srishyla, DGM (Rtd.), CMA, BEML	K Shri A Sreenivasa, Dy. Adviser, FPI	Shri Subraya Hegde, Consultant, FPI
Day 3 25-07-18 Wedn esday	Accounting Records and Systems - Trading a/c and manufacturing accounts – definitions and difference, uses - Profit and Loss account – preparation of P&L account	Practical session	Cash Book – Meaning, Types of Cash book, Bank and petty cash book, rules of recording transactions in Cash Book	Practical session
	Shri Srishyla, DGM (Rtd.), CMA, BEML	Shri Srishyla, DGM (Rtd.), CMA, BEML	Shri Srishyla, DGM (Rtd.), CMA, BEML	Shri Srishyla, DGM (Rtd.), CMA, BEML

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Day 4 26-07-18 Thursday	Bank Reconciliation Statement (BRS) - Definition, Need, Objectives and Importance of BRS, Methods and techniques of preparing BRS and practical session on BRS for SB account & flexi account. Operation of funds in banks by Government Departments/organizations (Government Order No. FD 5 TAR 2017 dated: 30.01.2017)	Practical session	Computerized Accounting System (CAS) – Application of computers in accounting: Evolution, Components, applications of CAS, Advantages, importance and limitations	Tally Accounting Software- Practical Hands on Session
	Shri H N Rajeswara, Special Officer, FPI	Shri H N Rajeswara, Special Officer, FPI	Shri A Sreenivasa. A Dy. Adviser & Faculty	Shri A Sreenivasa. A Dy. Adviser & Faculty
Day 5 27-07-18 Friday	Introduction Tally accounting software - Theory	Introduction Tally accounting software – Theory, Grouping of ledgers in tally, difference between capital item & revenue item, treatment of funds received & funds forwarded, advances in tally.	Introduction Tally accounting software – Theory and Practical	Introduction Tally accounting software – Theory and Practical
	Kayaka IT Solution	Kayaka IT Solution	Kayaka IT Solution	Kayaka IT Solution
Day 6 28-07-18 Saturday	Financial Statements - Definitions of Assets, Liability, Equity, Accounting equation. - Balance Sheet – Definition, features, differences between BS and TB, Marshalling of Assets and Liabilities, Preparation and advantages of BS	Role of Drawing and Disbursing Officers	Income Tax – TDS Deduction	Feedback and Valedictory
	Shri A Sreenivasa, Dy. Adviser, FPI	Shri Prabhu S, Rtd. Asst. Controller, KSA&AD	Shri K S Ravi, CA	Course Director