



Fiscal Policy Institute, Bangalore.

“Training Programme on Treasury Operation (Part-1) for Group 'B' Officers of Department of Treasuries”
(03.09.2018 to 07.09.2018)

Date	I Session		II Session	III Session	IV Session
	10.30AM to 11.30 AM		11.45 AM to 1.15 PM	2.15 PM to 3.45 PM	4.00 PM to 5.30 PM
Day 1, 03.09.18 Monday	Internal and External Stakeholders of the Treasuries (Finance and Parent Department and CCO's, CO's, DDO's and Other stake holders of Treasury - MIS Report)		Accountant General -(Maintenance of Monthly State Civil Accounts, Preparation and submission of Appropriation and Finance Accounts to the Governor for presenting to the State Legislature, Entitlement functions relating to the issue of pay slips to the Gazetted Officers, Maintenance of Accounts and issue of 'no dues certificate' in the case of long term advances taken by the State Government employees. Maintenance of detailed account of Loans given to Lossmencal Bodies/Statutory Corporations by the State Government).	Accountant General (Authorization of pension and other retirement benefits to the retiring State Government employees - Treasury Inspection and preparation of Annual Review on inspection on Treasuries - Grants and loans given by Government to Bodies and Authorities for specific purposes- Maintenance of G.P.F. accounts relating of employees)	RBI & Agency Banks- (Role of RBI as Banker to Government - Modes of payment- ECS, NEFT, RTGS and Cheques- Features of CTS 2010 cheques - Credit Scrolls for Receipts and Payments, Return Scrolls- Memorandum of error - Modes of Receipts – cash, clearing, fund transfer, collection of outstation cheques, RTGS, Internet Banking, Credit card/Debit card remittance to Govt., NEFT remittance etc, Reconciliation
	Shri Purushotham Singh, Special Officer, ZP cell, FD		Smt. Vijaya Banu Chandramouli, Sr.Accounts Officer	Smt. Vijaya Banu Chandramouli, Sr. Accounts Officer	Shri Viswanatha C & Smt. Shubha K, Chief Manager, SBI
	09.30 AM to 10.30 AM	10.30 AM to 11.30AM	11.45 AM to 1.15 PM	2.15 PM to 3.45 PM	4.00 PM to 5.30 PM
Day 2, 04.09.18 Tuesday	How to live with Diabetes	Receipts (Challans - e-challans, departmental challan, registered remitter and challan lite.)	Scroll Processing, MOE.	Financial Fraud and Prevention (Definition and Introduction about Financial Fraud and Corruption, Types of Frauds- Comparison between Fraud, Corruption & Mistake- Red Flags- Mechanism to prevent Fraud - Effective Internal control to prevent Fraud).	HRMS (HRMS – implementations - Different phases of this project- Pay –roll Generation of the monthly salary bill of employees by the concerned Drawing and Disbursing Officer - Maintenance of Service particulars of an employee Functionalities in HRMS).

	Dr. M A Shekar, Director, Karnataka Institute of Endocrinology and Research.	Smt. Umadevi R S, Additional Director, K-II	Smt. Umadevi R S, Additional Director, K-II	Shri Prabhakar Das Mahale, IA & AS, Consultant, FPI	Shri Shakeel Ahmed Project Director, Centre for e-Gov.
	10.00AM to 11.30 AM	11.45 AM to 1.15 PM	11.45 AM to 1.15 PM	2.15 PM to 3.45 PM	4.00 PM to 5.30 PM
Day 3, 05.09.18 Wednesday	Pensions (Types of Pension, Sanctioning and authorizing authorities)	Pensions (Calculation of Pensionary benefits)	Pensions (Calculation of Pensionary benefits)	Deposits (Types of Deposits- Opening, continuation, closing and revival of personal deposits accounts Balance Sheet, cash book plus and minus memo, reconciliation and payment authorization)	Deposits (Revenue Deposits – Accounting, Payment, Lapsing and Revival - Activities of Treasury Officer for Migration and operationalization of deposit accounts to K II- Deposit account management in K II)
	Shri Aravind R Sangli, Retd. Head Accountant	Shri Aravind R Sangli, Retd. Head Accountant	Shri Aravind R Sangli, Retd. Head Accountant	Shri B N Manju, TCS consultant	Shri B N Manju, TCS consultant
	10.00AM to 11.30 AM	11.45 AM to 1.15 PM	11.45 AM to 1.15 PM	2.15 PM to 3.45 PM	4.00 PM to 5.30 PM
Day 4, 06.09.18 Thursday	Payments (Different modes of payments, Suspense Heads)	Payments (CTS 2010 cheque features, lapsed cheques, Alteration memo for lapsed cheques)	Payments (CTS 2010 cheque features, lapsed cheques, Alteration memo for lapsed cheques)	Payments (Object Codes, Bill types claim types, specific validations)	Payments (Bill processing, Responsibilities of a Treasury Officers)
	Dr. Syed Afsar Pasha A H, ATO, Directorate of Treasuries	Dr. Syed Afsar Pasha A H, ATO, Directorate of Treasuries	Dr. Syed Afsar Pasha A H, ATO, Directorate of Treasuries	Smt. Rekha R, Assistant Director, DoT	Smt. Rekha R, Assistant Director, DoT
	10.00AM to 11.30 AM	11.45 AM to 1.15 PM	11.45 AM to 1.15 PM	2.15 PM to 3.45 PM	4.00 PM to 5.30 PM
Day 5, 07.09.18 Friday	Pensions (KTC 45-Check register PSB Rules. CPPC and its role, PSB Rules conversion to Family pension)	Income Tax - (Importance of TAN, PAN and BIN. Applicability of IT and rates & thresholds.)	Income Tax - (Importance of TAN, PAN and BIN. Applicability of IT and rates & thresholds.)	Income Tax (TDS and Responsibilities of Treasury officer, Uploading 24 G, BIN generation. Corrections and Quarterly reports)	Valedictory
	Smt. Malavika R, DD, PPT DoT	Shri K.S. Ravi, CA	Shri K.S. Ravi, CA	Smt. N Rukmani Devi, Assistant Director, DoT	

* 90 minutes duration for each session

Note:

1. Registration between 9.45 AM (on 03rd September, 2018) @ Reception counter
2. Inauguration at 10.00 on 03rd September, 2018 at Pragathi, Fiscal Policy Institute, Bangalore.
3. Session will be at Manthana - 7