

Government of Karnataka



Fiscal Policy Institute, Bangalore.

Refresher Course in “Treasury Operations” for the Officers of DoT.  
(29.10.2018 to 31.10.2018)

Date	I Session	II Session	III Session	IV Session
	<b>10.30AM to 11.45 AM</b>	<b>12.00 AM to 1.15 PM</b>	<b>2.15 PM to 3.45 PM</b>	<b>4.00 PM to 5.30 PM</b>
<b>Day 1,</b> 29.10.18 Monday	<b>Scroll Processing, MOE Receipts (Khajane-II)-</b> (Receipts:-Challans- e-challans, Departmental challan, registered remitter and challan lite.)	<b>RBI &amp; Agency Banks-</b> 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	<b>Payments-</b> Different modes of payments, Suspense Heads- CTS 2010 cheque features, lapsed cheques, Alteration memo for lapsed cheques-Object Codes, Bill types claim types, specific validations- Bill processing, Responsibilities of a TO	<b>Social Security Pensions (Khajane-II)-</b> Types of Social Security Pension OAP Rules, sanctioning authority Responsibility of Treasury Officer, Rates of Payment- Disbursement of pension’s e-MO-SSP remittance and reconciliation, smart card payments- Processing pf SSP in K-II
	<b>Shri Hemanth Kumar, SDA, Cyber Treasury</b>	<b>Shri Mahendra N B, Assistant Director, State Cyber Treasury</b>	<b>Dr. Syed Afsar Pasha A H, ATO, DoT</b>	<b>Shri. Vinayak N, (Rtd) Consultant, K-II</b>
	<b>10.00AM to 11.30 AM</b>	<b>11.45 AM to 1.15 PM</b>	<b>2.15 PM to 3.45 PM</b>	<b>4.00 PM to 5.30 PM</b>
<b>Day 2,</b> 30.10.18 Tuesday	<b>Accounts(Khajane-II)-</b> Preparation of Monthly accounts and submission to Accountant General, Daily Closure of Accounts- Suspense Accounts (Challan & Voucher)- Submission of Accounts	<b>Treasury Inspection &amp; Audit-</b> Annual Working of Treasuries- AG inspection & reply to AG audit paras	<b>Income Tax-</b> Importance of TAN, PAN and BIN- Applicability of IT and rates & thresholds	<b>Income Tax-</b> TDS and Responsibilities of Treasury officer-Uploading 24 G, BIN generation, Corrections and Quarterly reports.
	<b>Shri Arun Kumar Sharma, (Rtd) Consultant, K-II</b>	<b>Shri Arun Kumar Sharma, (Rtd) Consultant, K-II</b>	<b>Shri K S Ravi, Chartered Accountant</b>	<b>Smt. N Rukmani Devi, Assistant Director, DoT</b>

	10.00AM to 11.30 AM	T e a B r e a k	11.45 AM to 1.15 PM		2.15 PM to 3.45 PM	T e a B r e a k	4.00 PM to 5.30 PM
<b>Day 3,</b> 31.10.18 Wednesday	<b>NPS-</b> Role and activities of NPS Unit-Stake holders of NPS_NSDL (CRA),HRMS, PFRDA, Axis bank(Trustee bank), Fund Managers such as SBI, UTI, LIC- Registration of DDO, Forms used in NPS, PRAN and PPAN-S1 updatation/ Modification- basic details of I-PIN & T-PIN- Contribution- Regular, arrear/ Backlog, missing contribution, Payment, accounting and reconciliation		<b>NPS-</b> Settlement of claims of subscribes, Calculation of benefits in death cases-NPS uploading procedures in the treasuries K-II	<b>L u n c h</b>	<b>Valedictory</b>		
	<b>Smt. Yashoda N, Deputy Director, NPS Cell</b>		<b>Smt. Yashodha N, Deputy Director, NPS Cell</b>				

**Note:**

1. Registration between 9.30 AM (on 29<sup>th</sup> October, 2018) @ Reception counter
2. Inauguration at 10.00 AM to 10.30 AM on 31<sup>st</sup> October, 2018 at Board Room, Fiscal Policy Institute, Bangalore.
3. Session will be at Manthana - 7