

Government of Karnataka



Fiscal Policy Institute, Bangalore.

“Induction Training Programme for Assistant Treasury Officers of Department of Treasuries”

(From 11.06.2018 to 15.06.2018)

OB&HRM

Date	I Session	II Session	III Session	IV Session
Time	10.00-11.30am	11.45am-1.15pm	2.15-3.45pm	4.00-5.30pm
11.6.2018	Inter Personal Communication		Leadership	Emotional Intelligence
RP	Smt. Uma Shreedharan, Dean, IBS		Smt. Uma Shreedharan, Dean, IBS	
12.6.2018	POSH	Ethics in Accounting	Change Management	
RP	Sri. Robinson D'souza, Rtd Secretary, Law Dept	Sri.Shivarudrappa, Addl Director, KSA&AD	Sri B C Prabhudev Faculty, Bangalore University	
13.6.2018	Group Behaviour & Interpersonal Relations (Understanding self & others for effective delivery of services)		-	
RP	Dr.L.Vijayashree HOD, Dept Mgt, BNMIT		-	
14.6.2018	Values & Ethics	LIBRARY	Personality Development & Team Building	
RP	Sri. Robinson D'souza, Rtd Secretary, Law Dept		Dr. Jeevananda, Christ University	
15.6.2018	KHAJANE I ACCOUNTS			-
	SATHYANARAYANA, FDA, ANEKAL TREASURY			-



Fiscal Policy Institute, Bangalore.

“Induction Training Programme for Assistant Treasury Officers of Department of Treasuries”

(From 18.06.2018 to 23.06.2018)

INFORMATION & COMMUNICATION TECHNOLOGY

Date	I Session	II Session	III Session	IV Session
Time	10.00 to 11.30	11:45 to 1:15	2:15 to 3:45	4:00 to 5.30
18.6.2018	Introduction to Office Tools, & Introduction to e Governance initiatives in GoK	Presentation on Panchatantra System	Introduction to Digital Certificates, Digital Signatures, PKI Components, e Sign, installing Digital Certificate, Digital Signing, using e Sign, introduction digital payment using internet banking & payments apps	
RP	Sri Y A Kishore Kumar Dy. Adviser & Faculty, FPI	Sri Nitin Naik, NIC	CDAC Trainers (Jaya)	
19.6.2018	Introduction to MS Office. Hands on Session on Word Processing, creation of Documents familiarization with parts of Menu, its usage and options using in printing		MS Office - Hands on Session on Formatting features, creation of Tables, Headers & Footers, creation of a Power Point	
RP	Gunashree, IT Trainer			
20.6.2018	Introduction to MS Excel. Hands on Session on creation of Spreadsheet document, familiarization with parts of Menu and its usage		MS Excel - Hands on Session on creation of Tables, Sorting Data, Formatting Numbers, usage of Built - in - Functions, creation of Charts & Graphs and options used in Printing	
RP	Gunashree, IT Trainer			
21.6.2018	Principles of Information System Security, Internet Ethics, Malware & types of Security, Social Engineering Attacks, protecting PCs Introduction to IT Act	Special Lecture	Password Strength, Document Protection, Browser & e Mail Security, installation of Anti-Virus, updating & configuring PCs	

RP	CDAC Trainers (Jaya)	M C Singhi, Economist	CDAC Trainers (Jaya)
22.6.2018	Usage of Nudi Kannada Software, Internet & e Mail, Hands on Session		Introduction to e-Procurement Process
RP	Smt. Vinutha T C		Sri H N Rajeswar Special Officer, FPI
23.6.2018	Khajane II Application		Introduction to HRMS Application
RP	Smt. Rekha R, Asst. Director, Khajane - II		Sri Laxmikantha, Centre for e Governance

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“Induction Training Programme for Assistant Treasury Officers of Department of Treasuries”
(From 25.06.2018 to 30.06.2018)

Date	I Session	II Session	III Session	IV Session
	10.00-11.30am	11.45am-1.15pm	2.15-3.45pm	4.00-5.30pm
25.6.2018	Reconciliation		Recet's	
RP	Ms. Bhavya, TCS		Dr. Afsar Pasha, ATO, Directorate of Treasuries.	
26.6.2018	Maintenance Record room	Register Maintenance	Establishment	
RP	Sri Jayaramaiah B, HA, DoT		Smt. R K Asha, ATO, DoT	
27.6.2018	Deposits		Regular Pension	
RP	Sri Arun Kumar Sharma, Consultant, K-II		Smt. R. Malavika, Deputy Director, PPT	
28.6.2018	SSP		Lapse and Cheque	
RP	Sri Vinayak Nadig, Retd ATO, Consultant, K-II		Smt. Rekha R, Asst. Director, Khajane - II	
29.6.2018	Doubt Clarification & Tips		TEST	
	Smt. Umadevi, Additional Director			
30.06.2018	KHAJANE II ACCOUNTS			-
	Sri Hemanth Kumar, SDA, CYBER TREASURY			-



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(From 02.07.2018 to 07.07.2018)

LAW AND SERVICE RULES AS PER TREASURY DEPARTMENT

Date	I Session	II Session	III Session	IV Session
Time	10.00 to 11.30	11:45 to 1:15	2:15 to 3:30	3:45 to 5.30
02.07.2018	Income Tax and Statutory Deductions		AG Inspection	Salient features of the Indian Constitution
RP	K S Ravi, Chartered Accountant		Ganapathi Hegde, Assistant Treasury Officer, DOT	Sri Prashant Desai, Assistant Professor, NAAC
03.07.2018	Karnataka Treasury Manual	Karnataka Civil Service Rules Ø Background and Overview of KCSR Ø General Conditions of Service	Karnataka Civil Service Rules (Contd...) Ø Background and Overview of KCSR Ø General Conditions of Service	Karnataka Civil Service Rules (Contd...) Ø Superannuation Ø Regulation of service condition on reinstatement after dismissal, removal and suspension. Foreign service and deputation
RP	Ganapathi Hegde, Assistant Treasury Officer, DOT	Sri Balasubramanya, Retd, DD,		Sri Prabhu R, Retd AC
04.07.2018	Introduction and application of other allied service Rules Ø The KCS (General Recruitment) Rules 1977 & Appointment of persons on Compassionate grounds Ø The KCS (Probation) Rules 1977 Ø The KCS (Seniority) Rules Ø The Karnataka Government	Introduction and application of other allied service Rules (Contd...) Ø The KCS (General Recruitment) Rules 1977 & Appointment of persons on Compassionate grounds Ø The KCS (Probation) Rules 1977	Handling of Legal Issues, court cases	Office Procedure

	Servants (Medical Attendance) Rules, 1963	Ø The KCS (Seniority) Rules Ø The Karnataka Government Servants (Medical Attendance) Rules, 1963		
RP	Sri Sreekantamurthy, Retd KAS, Vice-Principal,		Sri. Robinson D'souza, Rtd Secretary, Law Dept	Sri. Anantha Krishna, Retd Vice-Principal, DTI,
05.07.2018	Karnataka Civil Service Rules (Contd...) Ø Pension, Extraordinary Pension and Family Pension	Karnataka Civil Service Rules (Contd...) Ø Pension, Extraordinary Pension and Family Pension	Karnataka Civil Service Rules (Contd...) Ø Regulation and Fixation of Pay	Karnataka Civil Service Rules (Contd...) Ø Regulation and Fixation of Pay
RP	Sri. Anantha Krishna, Retd Vice-Principal, DTI		Sri Sreekantamurthy, Retd KAS, Vice-Principal	
06.07.2018	The Karnataka Budget Manual		Karnataka Civil Service Rules (Contd...) Ø Leave Rules	Karnataka Civil Service Rules (Contd...) Ø Joining Time and Travelling Allowance
RP	Sri Sreekantamurthy, Retd KAS, Vice-Principal		Sri K Srinivasa, Consultant, ATI	
07.07.2018	VISIT TO POST OFFICE REGARDING TREASURY RELATED OPERATIONS/ EMO AND SSP			

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“Induction Training Programme for Assistant Treasury Officers of Department of Treasuries”

(From 09.07.2018 to 13.07.2018)

CCA RULES

Date	I Session	II Session	III Session	IV Session
Time	10.00AM 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
09.7.2018	Key provisions – Central Government Accounting Rules, 1990 and General Financial Rules, 2017		The Karnataka Civil Service Rules (KCSR) – General Conditions of Service & Regulation of Emoluments	KCSR – Regulation of Emoluments (PRACTICAL SESSION)
RP	Shri V S Srikanta, Consultant, FPI		Shri Mohammed Shafiulla, Retd AC KSAAD	Shri Mohammed Shafiulla, Retd AC KSAAD
10.7.2018	KCSR Pension Rules, Extraordinary pension Rules, Family Pension Rules	KCSR – Pension (PRACTICAL SESSION)	The KCS (Classification, Control and Appeal) Rules	The KCS (Conduct) Rules 1966
RP	Shri Anantha Krishna R, Retd Vice-Principal, DTI	Shri Anantha Krishna R, Retd Vice-Principal, DTI	Shri L.S. Chandrashekar Rao Retd DD KGSTI, Bengaluru	Shri L.S. Chandrashekar Rao Retd DD KGSTI, Bengaluru
11.7.2018	Overview of GST	Visit to Assembly Session- Vidhana Soudha		
RP	Shri Subraya M Hegde, Consultant, FPI			

12.7.2018	The Karnataka Treasury Code ISSUES	The Karnataka Financial Code– Key Articles from Article 3 to 94A	New Pension Scheme Issues	TEST
RP	Smt. Umadevi, Additional Director	Shri Prabhu R, Retd AC, KSAAD	Smt. Yashoda N, Deputy Director, NPS Cell	
13.7.2018	The KCS (Regulation of Promotion, Pay and Pension Act 1973 and Rules 1978). KCSR – Leave Rules, Joining Time and Travelling Allowance	Manual of Contingent Expenditure	The Karnataka Financial Code – Key Articles from Article 105 to 287A	The Karnataka Financial Code Key Articles from 302 to 395
RP	Shri Balasubramanya, DD Rtd., DoT	Shri Balasubramanya, DD Rtd., DoT	Shri N V Subbanna Retd JC, KSAAD	Shri N V Subbanna Retd JC, KSAAD



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(From 16.07.2018 to 21.07.2018)

Public Procurement under Provision of KTPP Act and Features of e-Procurement Portal – Contract Management

Date	I Session	II Session	III Session	IV Session
Time	10.00AM 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
16-07-2018	CHIKKABALLAPUR TREASURY VISIT			
17-07-2018	The KTPP Act-1999 with rules and case discussions with reference to works		Tax Issues in Contracts, Customs, Excise, Service Tax, VAT, GST	Structure of Contract Management Document
RP	Sri V S Srikanta, Consultant, FPI		Sri K S Ravi, Practicing Chartered Accountant	Sri Rajeshwar H. N, Special Officer, FPI
18-07-2018	Contracting in Government Principles of Government Contracts and Constitutional Provisions relating to Contracts and Contract Implementation	Clauses in Contracts that are susceptible to conflicts and Interpretation and Construction of Contracts	e-Procurement Process (Hands on Session)	
RP	Dr. Sairam Bhat, Associate Professor , NLSIU Bangalore		Sri Girish J, Senior Support Engineer, Technical Team of e-Procurement	

19-07-2018	Indian Constitution	Course Co-ordinator
RP	Dr. Sairam Bhat, Associate Professor, NLSIU Bangalore	
20-07-2018	VISIT TO OLD AGE HOME (COURSE CO-ORDINATOR)	
21-07-2018	Valedictory	