

Syllabus, Schedule and Course Content for Training of eligible officials for promotion to the post of Assistant Supervisor

DAY	SESSION	TOPIC	CONTENT	SYLLABUS
Inauguration				
Evaluation of budgets of state government				
DAY 1	Sessions 1 & 2	Introduction of Basic structure of Government Accounts	<ol style="list-style-type: none"> 1. Structure of Government Accounts 2. Numeric Classification 3. Classification of Transactions in Accounts 	<ol style="list-style-type: none"> 1. Structure of Accounts (Parts, Division, Section, Sector) 2. Tiers of Classification, Codification of numeric classification, Service Heads and DDR Heads, Non-numeric Accounting information (Voted, Charged etc). 3. Rules for Classification under Revenue and Capital Accounts, Recoveries & Refund
	Sessions 3 & 4	Budget Review	<ol style="list-style-type: none"> 1. Accounting Rules 2. Case study with any of the Office's Budget Review documents 3. Exercises. 	Government accounting rules 1990

Reference Books & Manuals

1. MSO(A&E) Volume 2

DAY	SESSION	TOPIC	CONTENT	SYLLABUS
Management of data capture in Voucher Level Computerisation System(VLC)				
DAY 2	Session 1 & 2	Session – I - VLC system	(i) Brief introduction to VLC platform (OS, Database, 2/3 tier architecture) (ii) Database structure, Modules, Roles and responsibilities of various users in VLC application (iii) Brief introduction to Data Project (Voucher Data downloading from Treasury server to VLC server electronically) (iv) Validation methods for Data correctness of downloaded data (v) Process of receiving physical vouchers from treasuries, maintenance of mandatory registers in respect of voucher receipt monitoring (Due date registers, missing vouchers register etc) (vi) Reconciliation of Reserve Bank Deposits	VLC architecture, Modules in VLC, Process to: - capture data or download data - Master data required in VLC such as Treasury master, Classification master, User master, DDO master, CCO master etc - Checks to be exercised for month closing in VLC
		Session II - Master data capture	Procedure to capture Master data, its significance, and checks and validations to be exercised to ensure its correctness	- Validations in VLC application to ensure the correctness of data
	Session 3 & 4	- Hands on/ Demo of VLC application	(i) Demonstration of Master data capturing including Users and their Roles (ii) Capture of Voucher data, TEs	

Reference Books & Manuals - MANUAL OF STANDING ORDERS (A &E) Volume-I

DAY	SESSION	TOPIC	CONTENT	SYLLABUS
Management of data capture in Voucher Level Computerisation System (VLC)				
DAY 3	Session 1 & 2	VLC SYSTEM - Modules	<ul style="list-style-type: none"> (i) Process to capture details pertaining to Account current, ISS, PD Accounts, Works Accounts etc (ii) Process to generate Monthly Civil Account)MCA((iii) Generation of Ledger and Broadsheet through VLC (iv) Process to generate Finance and Appropriation Accounts through VLC 	Compilation process, Reconciliation, Generation of mandatory reports like MCA, Consolidated Abstract, Classified Abstract, Broadsheet and Ledger, Grant Audit Register etc and their significance
	Session 3 & 4	- Hands on/ Demo of VLC application	Demonstration of: <ul style="list-style-type: none"> (i) Capture of data through various modules available in VLC (ii) Checks to be exercised before generating MCA (iii) Process of generating the MCA (iv) Generation of various reports including Ledger and Broadsheets in VLC 	

DAY	SESSION	TOPIC	CONTENT	SYLLABUS
Entitlement Applications like GPF IT Application				
DAY 4	Sessions 1 & 2	Maintenance of Provident Fund through IT application	<ul style="list-style-type: none"> (i) An overview of GPF Rules, accounting and review. (ii) Generation of Reports (iii) Performance Review and Reconciliation (iv) UP/Clearance (v) Data entry of schedules & vouchers, Authorisation of abstract. 	<p>Allotment of GPF account number, Transfer of Balances</p> <p>Capture of monthly subscriptions, refunds, advances and Alteration Memoranda</p> <p>Review of posting efficiency</p> <p>Final Withdrawal application processing</p> <p>Identification of Residuary Balance (RB) cases and its finalisation</p> <p>Dispatch of FW/RB authorisations to various stake holders</p>
	Sessions 3 & 4	Hands on Demo of GPF application	An introduction and overview of GPF package, Capture of details, Annual slips generation, Settlement of FW/RB cases	

Reference Books & Manuals

- (i) **MANUAL OF STANDING ORDERS (ACCOUNTS & ENTITLEMENTS) Volume-I**

DAY	SESSION	TOPIC	CONTENT	SYLLABUS
Pension Processing IT Application				
DAY 5	Sessions 1 & 2	Pension processing IT application	<ul style="list-style-type: none"> (i) Receipt of Service Books (SB) and Registration process (ii) Verification of SBs and capturing of details from SBs (iii) Review of details, Processing of data, Computing the retirement benefits through system (iv) Authorisation of amounts (v) Generation of PPO, GPO and CPO and its Dispatch (vi) Process of Revision cases (vii) Capture of correspondence 	<p>Introduction to State Pension Rules</p> <p>Process involved in authorising various types of pension (Service Pension, Family Pension, Invalid pension etc) through IT application</p> <p>Process to generate various authorisations (PPO/GPO/CPO) and reports through IT application</p> <p>Revision of Pensions</p> <p>Transfer of pensions</p> <p>MIS reports</p>
	Sessions 3 & 4	Hands on/ Demo of Pension application	Demonstration of complete life cycle of Pension payment process (from registration to generation of authorisations and its dispatch)	

Reference Books & Manuals MANUAL OF STANDING ORDERS (ACCOUNTS & ENTITLEMENTS) Volume-I

Gazetted Entitlement Management System and Grievance Redressal				
DAY 6	Sessions 1 & 2	Gazetted Government Servants Entitlement	(i) Introduction to Gazetted Entitlements (ii) Types of Bills processed by GE section (iii) Nominations (iv) Last Pay certificates	Gazetted Entitlement Management(GEM) System
	Sessions 3	Gazetted Government Servants Entitlement	(i) Leave Account (ii) Transfer (iii) Advances (iv) History of Services (v) Civil List (vi) G.E. Accountant's Duties	Gazetted Entitlement Management(GEM) System
	Session 4	Grievance redressal etc and Compliance with statutes / rules	Guidelines to be followed for settlement of grievances for GPF subscribers, Pension cases, Gazetted entitlement cases etc. and compliance with reference to statutes /rules prevailed in concerned offices.	Headquarters/HOD guidelines issued from time to time

Reference Books & Manuals

1. MANUAL OF STANDING ORDERS (ACCOUNTS & ENTITLEMENTS) Volume-I
2. Guidelines issued by the concerned office in respect of grievance redressal etc and compliance with statutes/rules.

DAY	SESSION	TOPIC	CONTENT	SYLLABUS
General Administrative work				
DAY 7	Sessions 1 & 2	(i) PFMs	(i) PFMS – duties and responsibilities of Maker and Checker (ii) Processing of bills through PFMS at DDO & PAO level (iii) Monthly reconciliation with PAO	Public Financial Management System Budget and Expenditure Monitoring System Login credentials of iBEMS and integration of iBEMS with PFMS(IA&AD Specific), Role of users as per hierarchy and their functions
	Sessions 3 & 4	(ii) BEMS	(i) Uploading of Budget Requirement by DDO /Sanctions Received. (ii) Uploading of periodical reports and returns in iBEMS Portal (iii) Enforcing budget and cash management based on the instructions issued by Budget Wing in Headquarters Office.	Public Financial Management System Budget and Expenditure Monitoring System Login credentials of iBEMS -Role of users as per hierarchy and their functions and integration of iBEMS with PFMS

Reference Books & Manuals

1. PFMS User Manual
2. BEMS presentation

DAY	SESSION	TOPIC	CONTENT	SYLLABUS
General Administrative work (cont...)				
DAY 8	Sessions 1 & 2	(i) Calculation of Income Tax of Staff	(i) Salary structure, various components, taxable items, exemptions, savings, various sections of IT Act applicable for Salaried Class employees	(i) Income Tax Act Provisions applicable to Salaries and computation of Income Tax
	Sessions 3 & 4	(i) Calculation of Income Tax of Staff	(i) Form-16 and its significance (ii) Income from House Property (iii) E-filing of Returns (iv) Checklist for audit scrutiny (v) Exercises on above	(i) Income Tax Act Provisions applicable to Salaries and computation of Income Tax (ii) Procedure for E-filing of returns

Reference Books & Manuals

- (i) Income Tax Act as amended from time to time

DAY	SESSION	TOPIC	CONTENT	SYLLABUS
General Administrative work (cont...)				
DAY 9	Sessions 1 & 2	Recruitment Procedures in IA&AD	(i) Cadres in IA&AD and the applicable Recruitment Rules for Direct Recruitment (ii) Creation of Posts (iii) Age Relaxations for Appointments (iv) Maintenance of Direct Recruitment Rosters	Notifications on RRs for various posts Section-II Establishment Manual, Chapters 13 and 14 Section-III, Establishment Manual –Post Based Rosters-Chapter 25
	Sessions 3 & 4	Recruitment Procedures in IA&AD	(i) Recruitment through SSC-examination of mandatory documents of direct recruits, Joining procedure, Medical examination (ii) Consultation with and Recruitment through UPSC (iii) Recruitment by Absorption /Deputation (iv) Probation on Appointment (v) Appointment on Compassionate grounds (vi) Sports quota recruitment	Section-II Establishment Manual-Chapter 16 and 23 Section-II Establishment Manual Chapter 15 Section-II Establishment Manual-Chapter 18 and 19 Section-III, Chapter-31 of Establishment Manual Section-III, Chapter-30 of Establishment Manual

Reference Books & Manuals

- (i) Swamy's Complete Manual on Establishment and Administration

DAY	SESSION	TOPIC	CONTENT	SYLLABUS
General Administrative work (cont...)				
DAY 10	Sessions 1 & 2	RTI Act – Overview of the Act and its provisions	(i) Jurisdiction, important definitions (Information, record, right to information, public authority, third party), (ii) suo-motu disclosure under Section 4 (1) (b), (iii) request, disposal of request including transfer under Section 6(3) (iv) exemption from disclosure of information under Section 8, (v) rejection, appeal, third party information, fee to be paid, exemption from payment of fee, penalties, (vi) relation with Official Secrets Act, 1923 and list of exempted organization (Schedule-2) and power to make rules	The Right to Information Act, 2005 Right to Information (Regulation of Fee & cost) Rules, 2005
	Sessions 3 & 4	RTI Act information- How to process the applications in various stages	(i) Preparation of replies to 'request' and drafting of speaking order in case of 'appeal'	The Right to Information Act, 2005 Right to Information (Regulation of Fee & cost) Rules, 2005

Reference Books & Manuals

1. The Right to Information Act, 2005
2. Right to Information (Regulation of Fee & cost) Rules, 2005

DAY	SESSION	TOPIC	CONTENT	SYLLABUS
General Administrative work (cont...)				
DAY 11	Sessions 1 & 2	Legal work	(i)Applicable rules (ii)Scrutiny of complaints received (iii)Memorandum and its drafting (iv)Preparation of 'charge sheet' and annexures.	CCS (CCA) Rules, 1965 CCS (Conduct) Rules,1964
	Sessions 3 & 4	Legal Work	(i)Preparation of Para-wise replies to the applications filed in Central Administrative Tribunal (ii)Preparation of Counters to the writ petitions, etc. filed in the High Court (iii)Maintenance of relevant Registers for DC/VC cases	CCS (CCA) Rules, 1965 CCS (Conduct) Rules,1964

Reference Books & Manuals

- (i) CCS (CCA) Rules, 1965
- (ii) CCS (Conduct) Rules,1964

DAY	SESSION	TOPIC	CONTENT	SYLLABUS
General Administrative work				
DAY 12	Sessions 1 & 2	Procurement through GeM	(i) Procurement procedures as per GFR 2017 (ii) Provisions of General Financial Rules 2017 applicable to GeM (iii) Roles, Responsibilities and Obligations of Buyer (iv) Buying Modes in GeM	i) General Terms & Conditions on GeM (ii) GFRs 2017 and Amendments (iii) OMs & Circulars on GeM Web Portal
	Sessions 3 & 4	Procurement through GeM	(i) How to do procurement through GeM-Practical examples	Demo on GeM portal

Reference Books & Manuals

- (i) GeM Handbook
- (ii) GFRs 2017
- (iii) General Terms & Conditions on GeM