

Day	Session No.	Session Time	Topic	Faculty
2020-11-23, Monday	Session 1	10:00 - 11:15	INTRODUCTION OF BASIC STRUCTURE OF GOVERNMENT ACCOUNTS : 1. STRUCTURE OF GOVERNMENT ACCOUNTS 2. NUMERIC CLASSIFICATION 3. CLASSIFICATION OF TRANSACTIONS IN ACCOUNTS	Mr. Amarjit Singh , Senior Accounts Officer
	Session 2	11:45 - 13:00	INTRODUCTION OF BASIC STRUCTURE OF GOVERNMENT ACCOUNTS : 1. STRUCTURE OF GOVERNMENT ACCOUNTS 2. NUMERIC CLASSIFICATION 3. CLASSIFICATION OF TRANSACTIONS IN ACCOUNTS	Mr. Amarjit Singh , Senior Accounts Officer
	Session 3	14:00 - 15:15	BUDGET REVIEW : 1. ACCOUNTING RULES 2. CASE STUDY WITH ANY OF THE OFFICE'S BUDGET REVIEW 3. EXERCISES	Mr. Ashok Kumar Koul, Assistant Accounts Officer
	Session 4	15:45 - 17:00	BUDGET REVIEW : 1. ACCOUNTING RULES 2. CASE STUDY WITH ANY OF THE OFFICE'S BUDGET REVIEW 3. EXERCISES	Mr. Ashok Kumar Koul, Assistant Accounts Officer
2020-11-24, Tuesday	Session 1	10:00 - 11:15	VLC SYSTEM : BRIEF INTRO TO VLC PLATFORM DATABASE STRUCTURE BRIEF INTRO TO DATA PROJECT VALIDATION METHODS RECONCILIATION OF RBI DEPOSITS ETC.	Mr. Rajesh Kumar Gupta, Senior Accounts Officer
	Session 2	11:45 - 13:00	MASTER DATA CAPTURE : PROCEDURE TO CAPTURE MASTER DATA, ITS SIGNIFICANCE & CHECKS & VALIDATIONS TO BE EXERCISED TO ENSURE ITS CORRECTNESS	Mr. Rajesh Kumar Gupta, Senior Accounts Officer
	Session 3	14:00 - 15:15	HANDS ON / DEMO OF VLC APPLICATION : DEMONSTRATION OF MASTER DATA CAPTURING INCLUDING USERS & THEIR ROLES. CAPTURE OF VOUCHER DATA, TEs	Ms. Veena Sharma, Senior Accounts Officer
	Session 4	15:45 - 17:00	HANDS ON / DEMO OF VLC APPLICATION : 1. DEMONSTRATION OF MASTER DATA CAPTURING INCLUDING USERS & THEIR ROLES. 2. CAPTURE OF VOUCHER DATA, TEs	Ms. Veena Sharma, Senior Accounts Officer
2020-11-25, Wednesday	Session 1	10:00 - 11:15	VLC SYSTEM-MODULES : 1. PROCESS TO CAPTURE DETAILS PERTAINING TO ACCOUNT CURRENT, ISS, PD ACCOUNTS, WORKS ACCOUNTS ETC. 2. PROCESS TO GENERATE MONTHLY CIVIL ACCOUNT. 3. GENERATION OF LEDGER & BROADSHEET THROUGH VLC. 4. PROCESS TO GENERATE FINANCE & APPROPRIATION ACCOUNTS THROUGH VLC.	Ms. Veena Sharma, Senior Accounts Officer
	Session 2	11:45 - 13:00	VLC SYSTEM-MODULES : 1. PROCESS TO CAPTURE DETAILS PERTAINING TO ACCOUNT CURRENT, ISS, PD ACCOUNTS, WORKS ACCOUNTS ETC. 2. PROCESS TO GENERATE MONTHLY CIVIL ACCOUNT. 3. GENERATION OF LEDGER & BROADSHEET THROUGH VLC. 4. PROCESS TO GENERATE FINANCE & APPROPRIATION ACCOUNTS THROUGH VLC.	Ms. Veena Sharma, Senior Accounts Officer

	Session 3	14:00 - 15:15	HANDS ON / DEMO OF VLC APPLICATION : DEMONSTRATION OF: 1. CAPTURE OF DATA THROUGH VARIOUS MODULES AVAILABLE IN VLC. 2.CHECKS TO BE EXERCISED BEFORE GENERATING MCA. 3. PROCESS OF GENERATING THE MCA. 4. GENERATION OF VARIOUS REPORTS INCLUDING LEDGER & BROADSHEETS IN VLC.	Mr. Khurshid Ahmad, Senior Accounts Officer
	Session 4	15:45 - 17:00	HANDS ON / DEMO OF VLC APPLICATION : DEMONSTRATION OF: 1. CAPTURE OF DATA THROUGH VARIOUS MODULES AVAILABLE IN VLC. 2.CHECKS TO BE EXERCISED BEFORE GENERATING MCA. 3. PROCESS OF GENERATING THE MCA. 4. GENERATION OF VARIOUS REPORTS INCLUDING LEDGER & BROADSHEETS IN VLC.	Mr. Khurshid Ahmad, Senior Accounts Officer
2020-11-26, Thursday	Session 1	10:00 - 11:15	MAINTENANCE OF PROVIDENT FUND THROUGH IT APPLICATION : 1. AN OVERVIEW OF GPF RULES, ACCOUNTING & REVIEW 2. GENERATION OF REPORTS 3. PERFORMANCE REVIEW & RECONCILIATION 4. UP/CLEARANCE 5. DATA ENTRY OF SCHEDULES & VOUCHERS, AUTHORISATION OF ABSTRACT	Mr. Khurshid Ahmad, Senior Accounts Officer
	Session 2	11:45 - 13:00	MAINTENANCE OF PROVIDENT FUND THROUGH IT APPLICATION : 1. AN OVERVIEW OF GPF RULES, ACCOUNTING & REVIEW 2. GENERATION OF REPORTS 3. PERFORMANCE REVIEW & RECONCILIATION 4. UP/CLEARANCE 5. DATA ENTRY OF SCHEDULES & VOUCHERS, AUTHORISATION OF ABSTRACT	Mr. Khurshid Ahmad, Senior Accounts Officer
	Session 3	14:00 - 15:15	HANDS ON DEMO OF GPF APPLICATION : AN INTRODUCTION & OVERVIEW OF GPF PACKAGE, CAPTURE OF DETAILS, ANNUAL SLIPS GENERATION, SETTLEMENT OF FW/RB CASES	Mr. Pankaj Saini, Assistant Accounts Officer
	Session 4	15:45 - 17:00	HANDS ON DEMO OF GPF APPLICATION : AN INTRODUCTION & OVERVIEW OF GPF PACKAGE, CAPTURE OF DETAILS, ANNUAL SLIPS GENERATION, SETTLEMENT OF FW/RB CASES	Mr. Pankaj Saini, Assistant Accounts Officer
2020-11-27, Friday	Session 1	10:00 - 11:15	PENSION PROCESSING IT APPLICATION : 1. RECEIPT OF SERVICE BOOKS (SB) & REGISTRATION PROCESS 2. VERIFICATION OF SBs & CAPTURING OF DETAILS FROM SBs 3. REVIEW OF DETAILS, PROCESSING OF DATA, COMPUTING THE RETIREMENT BENEFITS THROUGH SYSTEM 4. AUTHORISATION OF AMOUNTS 5. GENERATION OF PPO,GPO & CPO & ITS DISPATCH 6. PROCESS OF REVISION CASES 7. CAPTURE OF CORRESPONDENCE	Mr. Ajeet Kumar, Assistant Accountant General

	Session 2	11:45 - 13:00	PENSION PROCESSING IT APPLICATION : 1. RECEIPT OF SERVICE BOOKS (SB) & REGISTRATION PROCESS 2. VERIFICATION OF SBs & CAPTURING OF DETAILS FROM SBs 3. REVIEW OF DETAILS, PROCESSING OF DATA, COMPUTING THE RETIREMENT BENEFITS THROUGH SYSTEM 4. AUTHORISATION OF AMOUNTS 5. GENERATION OF PPO,GPO & CPO & ITS DISPATCH 6. PROCESS OF REVISION CASES 7. CAPTURE OF CORRESPONDENCE	Mr. Ajeet Kumar, Assistant Accountant General
	Session 3	14:00 - 15:15	HANDS ON / DEMO OF PENSION APPLICATION : DEMONSTRATION OF COMPLETE LIFE CYCLE OF PENSION PAYMENT PROCESS ( FROM REGISTRATION TO GENERATION OF AUTHORISATIONS & ITS DISPATCH)	Mr. Raja Jee Sapru, Senior Accounts Officer
	Session 4	15:45 - 17:00	HANDS ON / DEMO OF PENSION APPLICATION : DEMONSTRATION OF COMPLETE LIFE CYCLE OF PENSION PAYMENT PROCESS ( FROM REGISTRATION TO GENERATION OF AUTHORISATIONS & ITS DISPATCH)	Mr. Raja Jee Sapru, Senior Accounts Officer
2020-12-01, Tuesday	Session 1	10:00 - 11:15	GAZETTED GOVERNMENT SERVANTS ENTITLEMENT : 1. INTRODUCTION TO GAZETTED ENTITLEMENTS 2. TYPES OF BILLS PROCESSED BY GE SECTION 3. NOMINATIONS 4. LAST PAY CERTIFICATES	Mr. Nazir Ahmad Peerzada, Senior Accounts Officer
	Session 2	11:45 - 13:00	GAZETTED GOVERNMENT SERVANTS ENTITLEMENT : 1. INTRODUCTION TO GAZETTED ENTITLEMENTS 2. TYPES OF BILLS PROCESSED BY GE SECTION 3. NOMINATIONS 4. LAST PAY CERTIFICATES	Mr. Nazir Ahmad Peerzada, Senior Accounts Officer
	Session 3	14:00 - 15:15	GAZETTED GOVERNMENT SERVANTS ENTITLEMENT : 1. LEAVE ACCOUNT 2. TRANSFER 3. ADVANCES 4. HISTORY OF SERVICES 5. CIVIL LIST 6. G.E. ACCOUNTANT'S DUTIES	Mr. Nazir Ahmad Peerzada, Senior Accounts Officer
	Session 4	15:45 - 17:00	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	Mr. Rakesh Katyal, Senior Accounts Officer
2020-12-02, Wednesday	Session 1	10:00 - 11:15	PFMS : 1.PFMS- DUTIES & RESPONSIBILITIES OF MAKER & CHECKER 2. PROCESSING OF BILLS THROUGH PFMS AT DDO & PAO LEVEL 3. MONTHLY RECONCILIATION WITH PAO	Mr. Dhian Singh, Senior Accounts Officer
	Session 2	11:45 - 13:00	PFMS : 1.PFMS- DUTIES & RESPONSIBILITIES OF MAKER & CHECKER 2. PROCESSING OF BILLS THROUGH PFMS AT DDO & PAO LEVEL 3. MONTHLY RECONCILIATION WITH PAO	Mr. Dhian Singh, Senior Accounts Officer

	Session 3	14:00 - 15:15	BEMS : 1. UPLOADING OF BUDGET REQUIREMENT BY DDO/SANCTIONS RECEIVED. 2. UPLOADING OF PERIODICAL REPORTS & RETURNS IN IBEMS PORTAL 3. ENFORCING BUDGET & CASH MANAGEMENT BASED ON THE INSTRUCTIONS ISSUED BY BUDGET WING IN HEADQUARTERS OFFICE	Mr. Amarjit Singh Raina, Senior Accounts Officer
	Session 4	15:45 - 17:00	BEMS : 1. UPLOADING OF BUDGET REQUIREMENT BY DDO/SANCTIONS RECEIVED. 2. UPLOADING OF PERIODICAL REPORTS & RETURNS IN IBEMS PORTAL 3. ENFORCING BUDGET & CASH MANAGEMENT BASED ON THE INSTRUCTIONS ISSUED BY BUDGET WING IN HEADQUARTERS OFFICE	Mr. Amarjit Singh Raina, Senior Accounts Officer
2020-12-03, Thursday	Session 1	10:00 - 11:15	CALCULATION OF INCOME TAX OF STAFF : SALARY STRUCTURE, VARIOUS COMPONENTS, TAXABLE ITEMS, EXEMPTIONS, SAVINGS, VARIOUS SECTIONS OF IT ACT APPLICABLE FOR SALARIED CLASS EMPLOYEES	Mr. Rakesh Kaul, Assistant Accounts Officer
	Session 2	11:45 - 13:00	CALCULATION OF INCOME TAX OF STAFF : SALARY STRUCTURE, VARIOUS COMPONENTS, TAXABLE ITEMS, EXEMPTIONS, SAVINGS, VARIOUS SECTIONS OF IT ACT APPLICABLE FOR SALARIED CLASS EMPLOYEES	Mr. Rakesh Kaul, Assistant Accounts Officer
	Session 3	14:00 - 15:15	CALCULATION OF INCOME TAX OF STAFF : 1. FORM-16 & ITS SIGNIFICANCE 2. INCOME FROM HOUSE PROPERTY 3. E-FILING OF RETURNS 4. CHECKLIST FOR AUDIT SCRUTINY 5. EXERCISES ON ABOVE	Mr. Shrikant Gopal Borikar, Assistant Accounts Officer
	Session 4	15:45 - 17:00	CALCULATION OF INCOME TAX OF STAFF : 1. FORM-16 & ITS SIGNIFICANCE 2. INCOME FROM HOUSE PROPERTY 3. E-FILING OF RETURNS 4. CHECKLIST FOR AUDIT SCRUTINY 5. EXERCISES ON ABOVE	Mr. Shrikant Gopal Borikar, Assistant Accounts Officer
2020-12-04, Friday	Session 1	10:00 - 11:15	RECRUITMENT PROCEDURES IN IA&AD : 1. CADRES IN IA&AD & THE APPLICABLE RECRUITMENT RULES FOR DIRECT RECRUITMENT 2. CREATION OF POSTS 3. AGE RELAXATIONS FOR APPOINTMENTS 4. MAINTENANCE OF DIRECT RECRUITMENT ROSTERS	Mr. Ranjeet Singh, Deputy Accountant General
	Session 2	11:45 - 13:00	RECRUITMENT PROCEDURES IN IA&AD : 1. CADRES IN IA&AD & THE APPLICABLE RECRUITMENT RULES FOR DIRECT RECRUITMENT 2. CREATION OF POSTS 3. AGE RELAXATIONS FOR APPOINTMENTS 4. MAINTENANCE OF DIRECT RECRUITMENT ROSTERS	Mr. Ranjeet Singh, Deputy Accountant General

	Session 3	14:00 - 15:15	RECRUITMENT PROCEDURES IN IA&AD : 1. RECRUITMENT THROUGH SSC, EXAMINATION OF MANDATORY DOCUMENTS OF DIRECT RECRUITS, JOINING PROCEDURE, MEDICAL EXAMINATION 2. CONSULTATION WITH & RECRUITMENT THROUGH UPSC 3. RECRUITMENT BY ABSORPTION /DEPUTATION 4. PROBATION ON APPOINTMENT 5. APPOINTMENT ON COMPASSIONATE GROUNDS 6. SPORTS QUOTA RECRUITMENT	Mr. Lateef Jan Handoo, Senior Accounts Officer
	Session 4	15:45 - 17:00	RECRUITMENT PROCEDURES IN IA&AD : 1. RECRUITMENT THROUGH SSC, EXAMINATION OF MANDATORY DOCUMENTS OF DIRECT RECRUITS, JOINING PROCEDURE, MEDICAL EXAMINATION 2. CONSULTATION WITH & RECRUITMENT THROUGH UPSC 3. RECRUITMENT BY ABSORPTION /DEPUTATION 4. PROBATION ON APPOINTMENT 5. APPOINTMENT ON COMPASSIONATE GROUNDS 6. SPORTS QUOTA RECRUITMENT	Mr. Lateef Jan Handoo, Senior Accounts Officer
2020-12-07, Monday	Session 1	10:00 - 11:15	RTI ACT - OVERVIEW OF THE ACT & ITS PROVISIONS : 1. JURISDICTION, IMPORTANT DEFINITIONS (INFORMATION, RECORD, RIGHT TO INFORMATION, PUBLIC AUTHORITY, THIRD PARTY), 2. SUO-MOTO DISCLOSURE UNDER SECTION 4 (1) (B), 3. REQUEST, DISPOSAL OF REQUEST INCLUDING TRANSFER UNDER SECTION 6(3) 4. EXEMPTION FROM DISCLOSURE OF INFORMATION UNDER SECTION 8, 5. REJECTION, APPEAL, 3RD PARTY INFORMATION, FEE TO BE PAID, EXEMPTION FROM PAYMENT OF FEE, PENALTIES. 6. RELATION WITH OFFICIAL SECRETS ACT, 1923 & LIST OF EXEMPTED ORGANISATION (SCHEDULE-2) & POWER TO MAKE RULES	Mr. Amarjit Singh Raina, Senior Accounts Officer
	Session 2	11:45 - 13:00	RTI ACT - OVERVIEW OF THE ACT & ITS PROVISIONS : 1. JURISDICTION, IMPORTANT DEFINITIONS (INFORMATION, RECORD, RIGHT TO INFORMATION, PUBLIC AUTHORITY, THIRD PARTY), 2. SUO-MOTO DISCLOSURE UNDER SECTION 4 (1) (B), 3. REQUEST, DISPOSAL OF REQUEST INCLUDING TRANSFER UNDER SECTION 6(3) 4. EXEMPTION FROM DISCLOSURE OF INFORMATION UNDER SECTION 8, 5. REJECTION, APPEAL, 3RD PARTY INFORMATION, FEE TO BE PAID, EXEMPTION FROM PAYMENT OF FEE, PENALTIES. 6. RELATION WITH OFFICIAL SECRETS ACT, 1923 & LIST OF EXEMPTED ORGANISATION (SCHEDULE-2) & POWER TO MAKE RULES	Mr. Amarjit Singh Raina, Senior Accounts Officer

	Session 3	14:00 - 15:15	RTI ACT INFORMATION- HOW TO PROCESS THE APPLICATIONS IN VARIOUS STAGES : PREPARATION OF REPLIES TO 'REQUEST' AND DRAFTING OF SPEAKING ORDER IN CASE OF 'APPEAL'	Mr. Rakesh Katyal, Senior Accounts Officer
	Session 4	15:45 - 17:00	RTI ACT INFORMATION- HOW TO PROCESS THE APPLICATIONS IN VARIOUS STAGES : PREPARATION OF REPLIES TO 'REQUEST' AND DRAFTING OF SPEAKING ORDER IN CASE OF 'APPEAL'	Mr. Rakesh Katyal, Senior Accounts Officer
2020-12-08, Tuesday	Session 1	10:00 - 11:15	LEGAL WORK : 1. APPLICABLE RULES 2. SCRUTINY OF COMPLAINTS RECEIVED 3. MEMORANDUM & ITS DRAFTING 4. PREPARATION OF 'CHARGE SHEET' & ANNEXURES.	Mr. Surender Sharma ., Senior Accounts Officer
	Session 2	11:45 - 13:00	LEGAL WORK : 1. APPLICABLE RULES 2. SCRUTINY OF COMPLAINTS RECEIVED 3. MEMORANDUM & ITS DRAFTING 4. PREPARATION OF 'CHARGE SHEET' & ANNEXURES.	Mr. Surender Sharma ., Senior Accounts Officer
	Session 3	14:00 - 15:15	LEGAL WORK : PREPARATION OF PARA-WISE REPLIES TO THE APPLICATIONS FILED IN CENTRAL ADMINISTRATIVE TRIBUNAL 2. PREPARATION OF COUNTERS TO THE WRIT PETITIONS, ETC. FILED IN THE HIGH COURT 3. MAINTENANCE OF RELEVANT REGISTERS FOR DC/VC CASES	Mr. Raja Jee Sapru, Senior Accounts Officer
	Session 4	15:45 - 17:00	LEGAL WORK : PREPARATION OF PARA-WISE REPLIES TO THE APPLICATIONS FILED IN CENTRAL ADMINISTRATIVE TRIBUNAL 2. PREPARATION OF COUNTERS TO THE WRIT PETITIONS, ETC. FILED IN THE HIGH COURT 3. MAINTENANCE OF RELEVANT REGISTERS FOR DC/VC CASES	Mr. Raja Jee Sapru, Senior Accounts Officer
2020-12-09, Wednesday	Session 1	10:00 - 11:15	PROCUREMENT THROUGH GEM : PROCUREMENT PROCEDURES AS PER GFR 2017 2. PROVISIONS OF GFR 2017 APPLICABLE TO GeM 3. ROLES, RESPONSIBILITIES & OBLIGATIONS OF BUYER 4. BUYING MODES IN GeM	Ms. Veena Sharma, Senior Accounts Officer
	Session 2	11:45 - 13:00	PROCUREMENT THROUGH GEM : PROCUREMENT PROCEDURES AS PER GFR 2017 2. PROVISIONS OF GFR 2017 APPLICABLE TO GeM 3. ROLES, RESPONSIBILITIES & OBLIGATIONS OF BUYER 4. BUYING MODES IN GeM	Ms. Veena Sharma, Senior Accounts Officer
	Session 3	14:00 - 15:15	PROCUREMENT THROUGH GEM : HOW TO DO PROCUREMENT THROUGH GeM - PRACTICAL EXAMPLES	Mr. Kuldeep , Assistant Accounts Officer
	Session 4	15:45 - 17:00	PROCUREMENT THROUGH GEM HOW TO DO PROCUREMENT : HOW TO DO PROCUREMENT THROUGH GeM - PRACTICAL EXAMPLES	Mr. Kuldeep , Assistant Accounts Officer