



The Institute of
Chartered Accountants of India
(Set up by an Act of Parliament)



Two Days - Training Programme for Accounting Staff of Rural Development Agencies, Gujarat (For Effective Implementation of Accounting Guidelines of Various Rural Development Schemes)

4th & 5th September, 2023 Ahmedabad, Gujarat

Training Duration: 2 Days

Mode: Classroom (at ICAI Branches)

Targeted Participants: 674+ Accounting Staff of Rural Development Agencies, Gujarat

Minimum Qualification: Commerce Graduate)

Language: Gujarati

Timings: 10.00 am – 6.15 pm

KEY HIGHLIGHTS

- Understanding accounting of rural development schemes of Gujarat
- Possible solutions to their schemes specific queries
- Question & Answer session after each session

No. of
Participants

200



15 batches at
ICAI Branches
across Gujarat



50 participants
in each batch



Gujarati
Language



CA. Aniket Sunil Talati
President, ICAI



CA. Ranjeet Kumar Agarwal
Vice- President, ICAI



CA. Kemisha Soni
Chairperson, CPGFM



CA. Prasanna Kumar D
Vice-Chairperson, CPGFM

Programme Faculty



CA. Gyan Pipara



CA. Kenish Mehta



CA. Anil Patel



CA. Arpan Dodia



Ms. Devanshi Mehta



CA. Suresh Gandhi

Organised By: **Committee on Public and Government Financial Management**
Jointly with: **Commissionerate of Rural Development, Gujarat**

Two Day - Training Programme

for Accounting Staff of Rural Development Agencies, Gujarat

(For Effective Implementation of Accounting Guidelines of Various Rural Development Schemes)

Topics Covered

Day 1 (Monday, 4 th Sep '23)	Day 2 (Tuesday, 5 th Sep '23)
Overview of Basics of Accounting	Introduction to MS-Excel
All Components of Assets and Liabilities	Excel Functions including Pivot Table
What is Financial reporting	Financial Aspects of Implementation of:
What are the financial reports of an entity and how are financial reports prepared	National Rural Livelihood Mission
Interpreting financial statement	Pradhan Mantri Awas Yojna – Grameen
Bank Reconciliation Statements	Sawachh Bharat Mission Schemes
Overview of Basics of Auditing	Mahatma Gandhi National Rural Employment Guarantee Schemes, &
Segregation of duties: Concept of Maker – Checker and Approver	Pradhan Mantri Krishi Sinchayee Yojna 2.0 Scheme (including pre-audit)
Risks and Controls	Introduction to Tally
What are Vouchers supporting documents	How is data stored in tally – fixed width & de-limited concepts
Books and records to be maintained by an entity	Understanding of Types of Vouchers in Tally (Cash Vouchers, Bank Vouchers, Journal Vouchers & Other Vouchers)
Audit and Different types of Audits – Pre Audit, Internal Audit, RBIA of Schemes, Statutory Audit & AG Audit	Cost Centre in Tally – What & Why
Importance of IT Security and password controls	Opening a Company (Schemes) in Tally
Income from Salaries – Taxability and Exemptions	Creating & Altering ledgers and groups
EPF, ESI, Gratuity (Organisation Perspective)	Passing entries in Tally
Public Financial Management System (PFMS) (Concept + Practical aspects)	Receipt
Single Nodal Agency (SNA) Accounting for specific transactions	Payment
Year End Liability	Journal
Contingent Liabilities	Expenses
	Closing Entries
	TDS Module – Entries and Reporting
	Printing of above Vouchers
	Preparation of Financial Statements
	Generating Reports in Tally & Downloading to MS Excel
	Maintenance of Fund Flow of Schemes in Tally
	BRS in Tally
	Overview of TDS & TCS provisions and its applicability on Government bodies
	Accounting for TDS (Sections 194 C, 194 J, 194 IA)
	Filing of returns
	TDS under GST
	Input Tax Credit

