





October 3 & 4, 2023 (Batch II)



DAY 1 – 20[™] SEPTEMBER, 2023

10:00 AM - 10:30 AM

Registration, Breakfast & Inaugural Session

10:30 AM - 11:30 AM

Overview of Basics of Accounting

- All components of assets and liabilities
- What is Financial reporting
- What are the financial reports of an entity and how are financial reports prepared
- Interpreting financial Statement
- **Bank Reconciliation Statements**

Questions & Answer Session

11:30 AM - 1:00 PM

Overview of Basics of Auditing

- Segregation of duties: Concept of Maker -Checker and Approver
- **Risks and Controls**
- What are Vouchers supporting documents
- Books and records to be maintained by an entity
- Audit and Different types of Audits Pre Audit, Internal Audit, RBIA of Schemes, Statutory Audit & AG Audit
- Importance of IT Security and password controls

Questions & Answer Session

1:00 PM - 2:00 PM Lunch Break

2:00 PM to 4:00 PM

Financial aspects of implementation of:

- National Rural Livelihood Mission
- Pradhan Mantri Awas Yojna Grameen
- Sawachh Bharat Mission schemes
- Mahatma Gandhi National Rural Employment Guarantee Schemes, &
- Pradhan Mantri Krishi Sinchayee Yojna 2.0 scheme (including pre-audit)

Questions & Answer Session

4:00 PM - 4:15 PM Tea Break

4:15 PM - 6:15 PM

Income from Salaries & Income Tax

- 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

Questions & Answer Session



Committee on Public & The Institute of Chartered Accountants of India Set up by an act of Parliament)

Committee on Public & Government Financial Management The Institute of Chartered Accountants of India (Set up by an Act of Parliament) **Training Programme for Staff of**

Commissionerate of Rural Development, Gujarat

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

September 20 & 21, 2023 (Batch I) DATES VENUE

Vadodara Branch of WIRC of ICAI, ICAI Bhawan, Kalali - Tandalja Road, Atladra Baroda – 390012



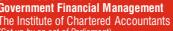
CA. Nayan Kothari CA. Piyush Shah

Shri Anil Patel

CA. Farhad Wadia

Jointly with: Commissionerate of Rural Development, Gujarat

CA. Arpan Dodia Ms Pragna Rathawa Shri Prashant Parma



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Training Programme for Staff of Commissionerate of Rural Development, Gujarat

DAY 2 – 21ST SEPTEMBER, 2023

- 10:00 AM 11:00 AM
- Introduction to Tally
- How is data stored in tally fixed width & de-limited concepts
- Understanding of Types of Vouchers in Tally (Cash Vouchers, Bank Vouchers, Journal Vouchers & Other Vouchers)
- Cost Centre in Tally What & Why
- Opening a Company (schemes) in Tally
- Creating & Altering ledgers and groups

Questions & Answer Session

11:00 AM to 12:00 Noon

Passing entries in Tally

- Receipt
- Payment
- Journal
- 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

Questions & Answer Session

12: 00 Noon to 1:00 PM Introduction to MS-Excel

Excel Functions including Pivot Table

Questions & Answer Session

1:00 PM - 2:00 PM Lunch Break

2:00 PM to 3:30 PM Public Financial Management System (PFMS) (Concept + Practical aspects) And Single Nodal Agency (SNA)

Accounting for specific transactions

- Year End Liability
- Contingent Liabilities

Questions & Answer Session

3:30 PM to 3:45 PM Tea Break

3:45PM - 4:45 PM **EPF/ESI/Professional tax**

(Organization perspective)

Questions & Answer Session

https://www.icai.org/ https://cpgfm.icai.org/



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