



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



75
Azadi Ka
Amrit Mahotsav

G20
भारत 2023
INDIA 2023
ONE EARTH - ONE FAMILY - ONE FUTURE

2 days' Training Programme for Accounting Staff of Rural Development Agencies, Gujarat (For Effective Implementation of Accounting Guidelines of Various Rural Development Schemes)

Key Highlights

15 Batches at ICAI
Branches across
Gujarat

Understanding
accounting of rural
development schemes of
Gujarat

50 Participants in
each Batch

Possible
solutions
to their schemes
specific queries

Question & Answer
session after each
session

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

Organised by
Committee on Public & Government Financial Management
Jointly with
Commissionerate of Rural Development, Gujarat

Gujarat

Sept - Nov, 2023



Topics Covered

Day 1	Day 2
Overview of Basics of Accounting <ul style="list-style-type: none"> 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 	Introduction to MS-Excel <ul style="list-style-type: none"> Excel Functions including Pivot Table
Overview of Basics of Auditing <ul style="list-style-type: none"> 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 	Financial aspects of implementation of: <ul style="list-style-type: none"> 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)
Income from Salaries – Taxability and Exemptions EPF, ESI, Gratuity (organisation perspective)	Introduction to Tally <ul style="list-style-type: none"> 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
Public Financial Management System (PFMS) (Concept + Practical aspects)	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
Single Nodal Agency (SNA) Accounting for specific transactions Year End Liability & Contingent Liabilities	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



Training Duration	2 Days in each batch
Mode	Classroom (at ICAI Branches)
Targeted Participants	674+ Accounting Staff of Rural Development Agencies, Gujarat
Language	Gujarati
Timings	10 A.M. – 6:15 P.M.

Tentative Schedule

ICAI Centre	No of Batches	Proposed Dates
Ahmedabad	4	4th & 5th Sept., 2023
		11th & 12th Sept., 2023 (2nd 3rd & 4th Batch)
Vadodara	3	20th & 21st Sept., 2023
		3rd & 4th Oct., 2023 5th & 6th Oct., 2023
Bharuch	1	9th & 10th Oct., 2023
Surat	1	6th & 7th Nov., 2023
Rajkot	4	18th & 19th Oct., 2023
		20th & 21st Oct., 2023
		25th & 26th Oct., 2023 27th & 30th Oct., 2023
Jamnagar	1	1st & 2nd Nov., 2023
Vapi	1	16th & 17th Oct., 2023

