

Bihar Institute of Public Administration & Rural Development, Patna
Training Programme for "Government Accounts & Financial Procedure"
Training Schedule
(1st Week)

Day	10.00-10.15	10.15-10.30	10.30-11.45	11.45-12.00	12.00-12.10	12.10-1.45	1.45-2.00	2.00-3.00	3.00-4.30	4.30-4.40	4.40-5.00	5.00-5.15
Mon	Registration & Distribution of Materials		Inauguration, Prayer and Introduction of the Trg. Prog.		Tea	Sources of Fund	Practice /FAQ	LUNCH	Allotment of Fund	Practice /FAQ	Tea	Movie
Tue	Prayer	Recap	Withdrawal money from treasury	Practice /FAQ		Registers details	Practice /FAQ		Govt. Receipts	Practice /FAQ		Movie
Wed	Prayer	Recap	General Instruction for preparation of bills	Practice /FAQ		Types of expenditures	Practice /FAQ		AC & DC bills and Advance settlement	Practice /FAQ		Movie
Thurs	Prayer	Recap	AC & DC bills and Advance settlement-allocation of project	Practice /FAQ		Maintenance account	Practice /FAQ		TA & LTC, allocation assignment to 2 participants	Practice /FAQ		Movie
Fri	Prayer	Recap	Recovery and deduction , Service Book	Practice /FAQ		Maintenance of account- allocation of project	Practice /FAQ		Personal deposit, Pay and A.C.P	Practice /FAQ		Movie
Sat	Prayer	Recap	Retirement benefits & GPF	Practice /FAQ		Cheque	Practice /FAQ		Project Work - for all on : AC & DC bills and Advance settlement-	Practice /FAQ		Movie
Sun	Off											

Bihar Institute of Public Administration & Rural Development, Patna
Training Programme for "Government Accounts & Financial Procedure"
Training Schedule (2nd Week)

Day	10.00-10.15	10.15-10.30	10.30-11.45	11.45-12.00	12.00-12.10	12.10-1.45	1.45-2.00	2.00-3.00	3.00-4.30	4.30-4.40	4.40-5.00	5.00-5.15
Mon	Prayer	Recap	Retirement benefits - allocation of individual assignment to 2 participants on diff topic	Practice /FAQ.	Tea	New Pension Scheme- allocation of individual assignment to two participants	Practice /FAQ	LUNCH	Project Work for all on - Maintenance of Account	Practice /FAQ	Tea	Movie
Tue	Prayer	Recap	Deduction from bills	Practice /FAQ		Circular no 2561 dated 17.04.1998 of finance dept	Practice /FAQ		Special rules for deposit of local funds	Practice /FAQ		Movie
Wed	Prayer	Recap	Loan & Advance	Practice /FAQ		Bank reconciliation & embezzlement, loss of government money- allocation of individual assignment to two participants	Practice /FAQ		Assignment presentation- New Pension Scheme, Government Procurement, retirement benefits,	Practice /FAQ		Movie
Thurs	Prayer	Recap	Government Procurement- allocation of individual assignment to 2 participants	Practice FAQ		Deduction on source-VAT & royalty - assignment to two participants	Practice /FAQ		Ethics and value	Practice /FAQ		Movie
Fri	Prayer	Recap	Income Tax & Service Tax - assignment to two participants	Practice /FAQ		Budget expenditure and surrender	Practice /FAQ		Individual Assignment presentation- Vat, Income Tax & Service Tax, TA & LTC	Practice /FAQ		Movie
Sat	Prayer	Recap	Audit by AG, Finance and internal	Practice /FAQ		Assignment presentation- retirement benefits , new pension scheme, Bank reconciliation & embezzlement, loss of government money	Practice /FAQ		Valediction	Practice /FAQ		Movie