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|  | **क्षेत्रीय क्षमता निर्माण एंव ज्ञान संस्थान, जयपुर**  **Regional Capacity Building and Knowledge Institute, Jaipur** |

**Rules and Principles of Government Accounting from 18.11.2024 to 22.11.2024**

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| **Session** | **Timings** | **Contents** | **Name of Faculty** |
| **18.11.2024 Monday** | | | |
| I & II | **10.00 AM**  10.00 AM to 11.15 AM  11.45 AM to 01.00 PM  (11.15 AM to 11.45AM: Tea Break) | **Inauguration**  Introduction to Government Accounts and Overview of Government Accounting Structure -- List of Major and Minor heads of Union and the States | **Principal Director, RCB&KI, Jaipur**  Sh. Tara Chand, AAO  O/o AG (A&E), Rajasthan, Jaipur |
| III & IV | 2.00 PM to 3.15 PM  3.45 PM to 5.00 PM  (03.15 PM to 03.45 PM: Tea Break) | Understanding the budget process and rules governing it. Original and supplementary grants. Re-appropriations and Surrender of budget. | Shri Ashok Kumar Sharma, AAO  O/o the AG (Audit-I), Jaipur |
| **19.11.2024 Tuesday** | | | |
| I & II | 10.00 AM to 11.15 AM  11.45 AM to 01.00 PM  (11.15 AM to 11.45AM: Tea Break) | Understanding the flow of accounts in State A & E offices. Compilation process and preparation of monthly civil accounts. Transfer Entries and Journal Entries | Sh. Mahesh Kumawat, AAO,  O/o the AG (A&E), Rajasthan, Jaipur |
| III | 2.00 PM to 3.15 PM  (03.15 PM to 03.45 PM: Tea Break) | Compilation of State Finance Accounts–checks to be exercised | Shri Rajeev Maheshwari, AAO  O/o AG (A&E), Rajasthan, Jaipur |
| IV | 3.45 PM to 5.00 PM | Compilation of State Appropriation Accounts–checks to be exercised | Shri Rajeev Maheshwari, AAO O/o AG (A&E), Rajasthan, Jaipur |
| **20.11.2024 Wednesday** | | | |
| I | 10. AM to 11.15 AM  (11.15 AM to 11.45AM: Tea Break) | Inter Government Transactions (Union and states)  (state and state) | Sh. Mahesh Kumawat, AAO,  O/o the AG (A&E), Rajasthan, Jaipur |
| II | 11.45 PM to 1.00 PM | Accounting of Debt, Deposits, and remittances. Personal Deposit Accounts. Issues involved therein Impact on quality of accounts. | Sh. Mahesh Kumawat, AAO,  O/o the AG (A&E), Rajasthan, Jaipur |
| III & IV | 2.00 PM to 3.15 PM  3.45 PM to 5.00 PM  (03.15 PM to 03.45 PM: Tea Break) | Understanding suspense heads, clearance of suspense balances. Impact of suspense balances on quality of accounts. | Dr. Praveen Mathur, AAO O/o the AG (A&E), Rajasthan, Jaipur |
| **21.11.2024 Thursday** | | | |
| I & II | 10.00 AM to 11.15 AM  11.45 AM to 01.00 PM  (11.15 AM to 11.45AM: Tea Break) | Audit of Union (Civil) Appropriation & Finance Accounts.  Audit of State Appropriation & Finance Accounts. | Shri Ashok Kumar Sharma, AAO  O/o the AG (Audit-I), Jaipur |
| III | 2.00 PM to 3.15 PM  (03.15 PM to 03.45 PM: Tea Break) | **Case Study** on audit of Union/State Account | Shri Ashok Kumar Sharma, AAO  O/o the AG (Audit-I), Jaipur |
| IV | 3.45 PM to 5.00 PM | Audit of Union (P&T) Accounts | Sh. Gurlal Bansal, AAO  O/o the F&C Audit, Jaipur |
| **22.11.2024 Friday** | | | |
| I | 10. AM to 11.15 AM  (11.15 AM to 11.45AM: Tea Break) | Audit of Union (Railways) Accounts | Shri AS Yadav, SAO  O/o the PDA(NWR), Jaipur |
| II | 11.45 PM to 1.00 PM | Audit of Union (Defence) Accounts | Shri Lingaraj Naik S, Director O/o the DGA(Airforce), New Delhi, Branch at Bengaluru |
| III | 2.00 PM to 3.15 PM  (03.15 PM to 03.45 PM: Tea Break) | **Holistic Well being** | Dr. Punit Chaturvedi, Assistant Professor  National Institute of Ayurveda, Jaipur |
| IV | 3.45 PM to 5.00 PM | **End Course Assessment, Feedback and Valediction** | PD, RCBKI, Jaipur alongwith core faculties |

**SK Jain, Core Faculty**

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**COURSE DIRECTOR**