

Regional Capacity Building and Knowledge Institute , Shillong
Course Schedule

Course Title: Public Financial Management System (PFMS), use of iBEMS, GeM and other softwares used by Hqrs and field offices and maintenance of Bhavishya Nidhi/Portal

Duration : 4th to 8th December 2023 (Online)

Meeting link : https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODhhZTdhOTItYWNiMi00Y2UyLWE5ZWEtODY2YzEyZjNjYWVm%40thread.v2/0?context=%7b%22Tid%22%3a%2211f913f7-47f1-492f-8558-237196821266%22%2c%22Oid%22%3a%224398a0ea-dc13-4fc8-af59-ff2b264c6d6e%22%7d

Short Link : bit.ly/rcbkis-pfms23-meet

Session 1: 10:15 AM to 11:30 AM **Session 2:** 11:45 AM to 01:00 PM

Session 3: 02:00 PM to 03:15 PM **Session 4:** 03:30 PM to 04:45 PM

Day	S No.	Topic	Faculty
Day 1 04-12-23 Mon	1	SAI Training Registration Entry Knowledge Test Inauguration and Course Briefing Ice breaking session – Getting to know each other	DG& Core Faculty
	2	Introduction to PFMS and iBEMS. Classification and Booking of Expenditure	Mr. Bhageerath Prasad, AAO, PAO O/o PAG (A&E), Meghalaya
	3	iBEMS: Preparation & upload of Budget (RE/BE)	
	4	iBEMS: Vendor management, payment to vendor	
Day 2 05-12-23 Tue	1	iBEMS: EIS Bills in iBEMS, Transfer-Entry, Submission of RoE, Various Reports in iBEMS	
	2	PFMS: Demonstration of PFMS Modules: DDO and PAO Modules	
	3	PFMS: Registration and role of Dealing Hand, AAO, DDO, PAO, PD Maker. Users & Vendor Registration and approval.	
	4	PFMS: Bill process in PFMS Bill / Challan / Expenditure / Transfer Entry/Non-PFMS entry, Salary Bills, Syncing of RoE with iBEMS	
Day 3 06-12-23 Wed	1 to 4	PFMS EIS: Entry of Employee details. Bill processions in EIS: Pay bills, Supplementary Bills and other bills, PD Role, landing of bills through EIS / iBEMS	Mr. Manish Verma, AAO (Admin), RCB&KI, Kolkata
Day 4 07-12-23 Thu	1 & 2	Bhavishya Nidhi Portal	Faculty from Dept. of Pension and Pensioners' Welfare
	3 & 4	GeM: Procurement process and timelines through Government e Marketplace (GeM)	Mr. Manish Dey, SAO, O/o the PAG (Au), Assam
Day 5 08-12-23 Fri	1	eOffice eFile: Creating Files / Receipts/ Notes, Put up/correspondence, drafting, approval, signing and dispatch	CF, RCB&KI
	2 & 3		
	4	Course End Test Feedback and Valediction	DG & Core Faculty

Breaks: 11:30 AM to 11:45 AM and 03:30 PM to 03:45 PM.

Lunch Breaks: 01:00 PM to 02:00 PM

Links	Study Materials: bit.ly/rcbkis-pfms23	SAI Trg: training.cag.gov.in
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