

Module – 14

Three days Training Programme on “Handling Office Procedure” for the Ministerial Staffs (LDC/Bengali Typist/UDC/Head Clerk) of RD (Panchayat) Department.

Day	Sessions	Topic/Subject	Duration
Day 1	01	<ul style="list-style-type: none"> • Machinery of Government • Function of various grades of Officials 	90 Minutes
	02	<ul style="list-style-type: none"> • Record Management • General Instructions regarding noting and guidelines for noting. • Drafting of Communications. 	90 Minutes
	03	<ul style="list-style-type: none"> • DAK receipt, registration & distribution including classification of DAK. • Forms & procedure of communication. 	90 Minutes
	04	<ul style="list-style-type: none"> • Matters related to Establishment section (ACR, RR, Leave Rules, Pension Rules, Handling Court Cases, MACP etc.) 	90 Minutes
Day 2	05	<ul style="list-style-type: none"> • Matters related to General Section (Assembly Questions, Handling RTIs, Issues related to e-Panchayat, Trainings etc.) 	60 Minutes
	06	<ul style="list-style-type: none"> • Matters related Nazarat & Cash Section (Records & Registers maintenance, Rules for Procurement, DFPRT, GFR, GEM, Bank related issues etc.) 	90Minutes
	07	<ul style="list-style-type: none"> • Matters related to Accounts Section (Different types of Bills & Vouchers, billing procedure etc.) • Online Treasury System • HRMS 	90 Minute
	08	<ul style="list-style-type: none"> • Matters related to Audit section (Issues related to Departmental Audit, Social Audit, C&AG, Local fund Audit, Audit manual etc.) 	90Minutes
Day 3	09	<ul style="list-style-type: none"> • Matters related to Budget & Planning Section (Preparation of Budget, different format for Budgeting, Guidelines in connection to the Planning Section etc.) 	90 Minutes
	10	<ul style="list-style-type: none"> • Practical sessions on different e-Applications for the Ministerial Staffs 	90 Minutes
	11	<ul style="list-style-type: none"> • Issues in connection with TAX for Govt. Establishment. 	90 Minutes
	12	<ul style="list-style-type: none"> • Evaluation, Feedback, distribution of Certificate & Group Photo and valediction of Training Programme. 	30 Minutes