



Government of Rajasthan
Public Financial Management and Training Institute, Jaipur
 Plot No. 2, CoERRA Bhawan (Ground Floor) Opp. Aranya Bhawan, Jhalana Institutional Area, Jaipur-302004
Website:-www.pfmti.rajasthan.gov.in **E-Mail:-**pfmti@rajasthan.gov.in

Training Program on
"Basic Knowledge of GST Returns, MIS Data, Refund & Applications"
 (from 01st July, 2024 to 03rd July, 2024)

Schedule

Venue: Level 6-Auditorium CoERRA Bhawan, Jaipur

Date	09:30 AM to 10:00 AM	Session I 10:00 AM to 11:30 AM	Session II 11:45 AM to 01:15 PM	Session III 02:15 PM to 03:45 PM	Session IV 04:00 PM to 05:30 PM
01.07.2024	Registration	Basic knowledge of Refund process, Shipping Bill verification and the preparation of preliminary conclusion report. <i>Faculty - Nemi Chand Sharma</i>		Preparation of various reports on the Basis of MIS data. <i>Faculty - Tejram Meena</i>	Basic knowledge of GST Returns. <i>Faculty - Arvind Mishra</i>
02.07.2024	RECAP	Audit in GST, Preparation of ADT-01. <i>Faculty - Dharampal</i>	Preparation of financial statement for Audit analysis. <i>Faculty - Mahesh Kumar Gupta</i>	Structure of Proper SCN, Compilation of MIS report for pre adjudication analysis.	Demand & Recovery, Preparation of draft notices DRC-13/DRC-14.
		<i>Faculty - Pramod Sharma</i>			
03.07.2024	RECAP	Overview of Boweb, Registration return module. <i>Faculty - Tejram Meena</i>	Refund Module.	MIS Module.	Enforcement Module.
		<i>Faculty - Tejram Meena</i>		<i>Faculty – Dharampal</i>	<i>Faculty – Ashish Koolwal</i>

Tea: 11:30 AM to 11:45 AM and 03:45 PM to 04:00 PM

Lunch: 01:15 PM to 02:15 PM