

**Government of Rajasthan**  
**Public Financial Management & Training Institute, Jaipur**

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**Training Program on “Basic Knowledge of GST Returns, MIS Data, Refund & Applications”  
on 05-07 March, 2024 at HCM RIPA, Jaipur**

Session	Time	Topic	Resource Person
<b>Day 1: (05.03.2024)</b>			
	09:30 AM to 10:00 AM	Registration	Team PFMTI
Session I	10:00 AM to 11:30 AM	Basic knowledge of Refund process, Shipping Bill verification and the preparation of preliminary conclusion report	Naved Ali Zaidi
<b>TEA BREAK: 11:30 AM to 11:45AM</b>			
Session II	11:45 AM to 01:15 PM	Basic knowledge of Refund process, Shipping Bill verification and the preparation of preliminary conclusion report	Naved Ali Zaidi
<b>LUNCH BREAK 01:15 PM to 02:15 PM</b>			
Session III	02:15 PM to 03:45 PM	Preparation of various reports on the Basis of MIS data.	Tejram Meena
<b>TEA BREAK: 03:45 PM to 04:00 PM</b>			
Session IV	04:00 PM to 05:30 PM	Basic knowledge of GST Returns	Arvind Mishra
<b>Day 2: (06.03.2024)</b>			
	09:30 AM to 10:00 AM	RECAP	Team PFMTI / Star
Session I	10:00 AM to 11:30 AM	Audit in GST, Preparation of ADT-01	Dharampal
<b>TEA BREAK: 11:30 AM to 11:45AM</b>			
Session II	11:45 AM to 01:15 PM	Preparation of financial statement for Audit analysis.	Mahesh Kumar Gupta
<b>LUNCH BREAK 01:15 PM to 02:15 PM</b>			
Session III	02:15 PM to 03:45 PM	Structure of Proper SCN, Compilation of MIS report for pre adjudication analysis.	Rajesh Arora (Supt. CGST)
<b>TEA BREAK: 03:45 PM to 04:00 PM</b>			
Session IV	04:00 PM to 05:30 PM	Demand & Recovery, Preparation of draft notices DRC-13/ DRC-14	Rajesh Arora (Supt. CGST)
<b>Day 3: (07.03.2024)</b>			
	09:30 AM to 10:00 AM	RECAP	
Session I	10:00 AM to 11:30 AM	Overview of Boweb, Registration return module	Tejram Meena
<b>TEA BREAK: 11:30 AM to 11:45AM</b>			
Session II	11:45 AM to 01:15 PM	Refund Module	Tejram Meena
<b>LUNCH BREAK 01:15 PM to 02:15 PM</b>			
Session III	02:15 PM to 03:45 PM	MIS Module	Dharampal
<b>TEA BREAK: 03:45 PM to 04:00 PM</b>			
Session IV	04:00 PM to 05:30 PM	Enforcement Module	Gajanand Meena
	05:30 PM to 06:00 PM	Certificate Distribution	Team PFMTI