



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

Institutional Training Program of Jr. Accountant Batch- 2023
at Mahatma Gandhi Institute of Governance and Social Sciences, Jaipur

Session	Time	Topic	Resource Person
Day 1: Monday, 01.12.2025			
	09:30 AM to 09:45 AM	RECAP	By Day Officer
I	09:45 AM to 11:00 AM	RSR (Dismissal, Removal Suspension & Compulsory retirement)	Sh. Madhusudan Sharma AAO-I, DTA 7728895210
II	11:00 AM to 12:15 PM	GFAR (Security of store, issue, physical verification, write off, Disposal and Auction of Surplus, Unserviceable stores)	Sh. G. D Vyas R. Ac. S Retd., Jaipur 9587565999
III	12:30 PM to 01:45 PM		
IV	02:45 PM to 04:00 PM	Ledger, Trial balance and Final accounts	Sh. M. L. Acharya R. Ac. S. Retd. 9414015887
V	04:15 PM to 05:30 PM	Treasury Rules (Deposit, Private Deposit etc.)	Sh. Sourabh Paliwal TO Treasury City 8946931150
	05:30 PM to 06:00 PM	Summing up by Participants	
Day 2: Tuesday, 02.12.2025			
	09:30 AM to 09:45 AM	RECAP	By Day Officer
I	09:45 AM to 11:00 AM	RSR (Leave)	Sh. Madhusudan Sharma AAO-I, DTA
II	11:00 AM to 12:15 PM	GFAR (Internal Auditing and Embezzlement cases) & Roles and responsibilities of Accounts personal and DDO	Sh. G. D Vyas R. Ac. S Retd., Jaipur 9587565999
III	12:30 PM to 01:45 PM		
IV	02:45 PM to 04:00 PM	Petty cash book	Sh. M. L. Acharya R. Ac. S. Retd.
V	04:15 PM to 05:30 PM	Treasury Rules (Bill Verification, Payment, Register maintained in in treasury)	Sh. Sourabh Paliwal TO Treasury City 8946931150
	05:30 PM to 06:00 PM	Summing up by Participants	
Day 3: Wednesday, 03.12.2025			
	09:30 AM to 09:45 AM	RECAP	By Day Officer
I	09:45 AM to 11:00 AM	RSR (Leave)	Sh. Madhusudan Sharma AAO-I, DTA
II	11:00 AM to 12:15 PM	GFAR (CAG Audit, Factual Statement, Draft para, PAC para and their compliances)	Sh. G. D Vyas R. Ac. S Retd., Jaipur 9587565999
III	12:30 PM to 01:45 PM	Types of contracts and Contract Management	Sh. Anil Jain Retd. ACE, PHED 9414739665
IV	02:45 PM to 04:00 PM	Accounting system prevalent in PRIs and ULBs	Sh. M. L. Acharya R. Ac. S. Retd.
V	04:15 PM to 05:30 PM	SPPP and GeM Portal	Sh. Yogendra Bagda AAO-I, PFMTI
	05:30 PM to 06:00 PM	Summing up by Participants	



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Session	Time	Topic	Resource Person
Day 4: Thursday, 04.12.2025			
	09:30 AM to 09:45 AM	RECAP	By Day Officer
I	09:45 AM to 11:00 AM	RSR (Joining Time)	Sh. Madhusudan Sharma AAO-I, DTA
II	11:00 AM to 12:15 PM	GFAR (Loans and Advances)	Sh. G. D Vyas R. Ac. S Retd., Jaipur
III	12:30 PM to 01:45 PM	RTPP (Appeals offences & Penalties)	Sh. P. R. Saini R. Ac. S. FD, GoR
IV	02:45 PM to 04:00 PM	RCS Medical Attendance Rules-2013,	Sh. S Z Sahid JS Finance (Rules)
V	04:15 PM to 05:30 PM	Office Procedure	Sh. M. L. Aacharya R. Ac. S. Retd.
	05:30 PM to 06:00 PM	Summing up by Participants	
Day 5: Friday, 05.12.2025			
	09:30 AM to 09:45 AM	RECAP	By Day Officer
I	09:45 AM to 11:00 AM	RSR (Delegation repealed and records of service)	Sh. Madhusudan Sharma AAO-I, DTA
II	11:00 AM to 12:15 PM	Right to Information act- 2005	Prof. Sh. Naveen Ajmera Former OSD to Hon'ble Governor 9414097533
III	12:30 PM to 01:45 PM	Rajasthan Travelling Allowances Rules-1971	Sh. Sumer Singh FA, ERCP, Jaipur 9414982953
IV	02:45 PM to 04:00 PM	RGHS and other medical facilities	Sh. S Z Sahid JS Finance (Rules)
V	04:15 PM to 05:30 PM	Conduct Rules-1971	Prof. Sh. Naveen Ajmera Former OSD to Hon'ble Governor 9414097533
	05:30 PM to 06:00 PM	Summing up by Participants	
Day 6: Saturday, 06.12.2025			
	09:30 AM to 09:45 AM	RECAP	By Day Officer
I	09:45 AM to 11:00 AM	RSR (New service rules for probationers)	Sh. Madhusudan Sharma AAO-I, DTA
II	11:00 AM to 12:15 PM	Budget Manual	Sh. S K Sharma JS (Budget) FD
III	12:30 PM to 01:45 PM		
IV	02:45 PM to 04:00 PM	Foundation Course on Public Procurement	Online Training on TPMS
V	04:15 PM to 05:30 PM		
	05:30 PM to 06:00 PM	Summing up by Participants	