



MADHUSUDAN DAS REGIONAL ACADEMY OF FINANCIAL MANAGEMENT  
CHANDRASEKHARPUR, BHUBANESWAR – 751023

(Finance Department, Government of Odisha)

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Supervising Officer – Smt. Shanta Mishra, Additional Director

Course Coordinator – Sri Sanjit Panda, Deputy Director (Sr)

Addl. Course Coordinator- Ms. Preeti Rekha Behera, Deputy Director (Jr)

THREE DAYS VIRTUAL ATTACHMENT TRAINING PROGRAMME OF  
JUNIOR ASSISTANT UNDER S & ME DEPARTMENT

From 19.06.2024 to 21.06.2024, 25.06.2024 & 26.06.2024

DAY-1

19.06.2024 (Wednesday)

- 09.30 AM to 10.00 AM : Registration
- 10.00 AM to 11.15 AM : Overview of Budget Preparation  
By Sri Lingaraj Panigrahi, OSD-cum-Joint Secretary, Finance Department
- 11.15 AM to 11.30 AM : Tea Break
- 11.30 AM to 12.30 PM : DFPR & Odisha GPF Rules  
By Smt. Madhusmita Behera, Joint Director
- 12.30 PM to 01.30 PM : iFMS - Bill & Sanction Order Preparation & Presentation to Treasury, Maintenance of Cashbook  
By Guest Faculty from DT&I (O)
- 01.30 PM to 02.30 PM : Lunch Break
- 02.30 PM to 03.45 PM : Conduct Rules & OCS (CCA) Rules' 1962  
Sri Bhabani Prasad Nanda, Treasurer, Odisha Red Cross Bhawan, Odisha
- 03.45 PM to 04.00 PM : Tea Break
- 04.00 PM to 05.00 PM : OGFR & Procurement guide lines  
Smt. Chirasmitta Sahoo, Additional Director

DAY-2

20.06.2024 (Thursday)

- 10.00 AM to 11.15 AM : HRMS – Bill Preparation, Property Statement, PAR  
By Guest Faculty from CMGI, Odisha
- 11.15 AM to 11.30 AM : Tea Break
- 11.30 AM to 12.30 PM : NPS  
Smt. Shanta Mishra, Additional Director

12.30 PM to 01.30 PM	:	OTA & LTC Rules Sri Sanjit Panda, Deputy Director (Sr.)
01.30 PM to 02.30 PM	:	Lunch Break
02.30 PM to 03.45 PM	:	Leave Rules, Joining Time, Condition of Service By Sri Dibakar Biswal, Retd. Dy. Secy to Govt. F. D. (O) & OSD to I & PR Department, Odisha
03.45 PM to 04.00 PM	:	Tea Break
04.00 PM to 05.00 PM	:	Pay Fixation, MACP, RACP, Increment Sanction By Sri Dibakar Biswal, Retd. Dy. Secy to Govt. F. D. (O) & OSD to I & PR Department, Odisha

### DAY-3

21.06.2024 (Friday)

10.00 AM to 11.15 AM	:	TDS under GST & IT By Sri Sushil Kumar Panda, CMA, Tax Practitioner
11.15 AM to 11.30 AM	:	Tea Break
11.30 AM to 12.30 PM	:	Medical Attendance Rules & RCM By Sri Chandan Mallick, Deputy Director (Jr)
12.30PM to 01.30PM	:	Official Noting, Drafting & Maintenance of Registers By Sri Dillip Kumar Behera, Retd. Dy. Secy. to Government, Finance Department, Odisha
01.30 PM to 02.30 PM	:	Lunch Break
02.30 PM to 03.45 PM	:	Audit (AG) & It's Compliances By Sri R. K. Mohapatra, Sr. A.O (Audit-I), A.G, Odisha
03.45 PM to 04.00 PM	:	Tea Break
04.00 PM to 05.00 PM	:	OCS Pension Rules , OAEIERB Rules & submission of pension application online By Smt. Snehaprava Das, Deputy Director (Sr)

### DAY-4

25.06.2024 (Tuesday)

10.30 AM to 01.30PM	:	Doubt Clearing Sessions on (OGFR, DFPR, GPF, Budget, OTA Rules, Medical Attendance Rules)
02.30PM to 05.00PM	:	Doubt Clearing Sessions on (NPS, Pension, Audit, HRMS & IFMS)

DAY-5

26.06.2024 (Wednesday)

10.30 AM to 01.30PM : Doubt Clearing Sessions on  
(CCA Rules, Conduct Rules, Leave Rules, Pay Fixation,  
Condition of Service)

02.30PM to 05.00PM : Online Examination and Certificate Distribution

*Anand*  
11-06-24  
Director

Memo No. 2833 /M., Dated 11/06/2024  
Copy to The Director, Secondary Education, Odisha, Bhubaneswar for information and  
necessary action.

*[Signature]*  
11/06/2024  
Deputy Director(Sr)

Memo No. 2834 /M., Dated 11/06/2024  
Copy to All Officers / All Guest Faculties / Section Officer / Caretaker for information and  
necessary action.

*[Signature]*  
11/06/2024  
Deputy Director(Sr)