

# **SOCIETY FOR ECONOMIC RESEARCH & TRAINING**

RZ-42B/210, J-Block, Gali No.3, West Sagarpur, New Delhi - 110046  
Mob. No.7011558302 Website: www.sertdelhi.org E-mail: director@sertdelhi.org

To  
All Ministries / Department of the Govt. of India,  
All Attached and Subordinate Offices of Govt. of India  
Secretary, UPSC/Election Commission/Central Vigilance  
Commission, New Delhi  
Comptroller & Auditor General of India, New Delhi  
Chief Secretary of All State Govt. & UT Administration

Ref. No. SERT/A-269/2022  
Dated: 19.07.2022

Sir/Madam,

As you may be aware, our Institute (SERT) has been organizing premier training program / Workshop on application, interpretation and evaluation of statutory rules on Service, Finance matters and Human Resources handled by a team of competent and dedicated trainers. Based on the need requirements received from our client organizations, we are organizing the below mentioned training program.

We request you to sponsor as many officials as possible from your headquarters as well as from your Zonal/Regional and other subordinate offices.

## **Workshop On**

# **“Financial Management – Budgeting, Accounting & Auditing Techniques and Income Tax on Salary”**

**From 1<sup>st</sup> to 3<sup>rd</sup> December 2022 at New Delhi**

### ➤ **BACKGROUND:-**

In the present scenario, the tremendous increase in the activities of the Government, PSUs and Autonomous/Statutory Bodies the cash transaction have been increased multiple. Over the years it has been observed that the staff is on the decrease and the volumes of cash related works like receipts and payments have to increase considerably. It has therefore become authoritative to strengthen the financial administration in the organisations.

### ➤ **PARTICIPATION PROFILE:-**

This course is designed to suit exclusively for officers like superintendents, Assistants, Head Clerks, UDCs, Senior Accountants, Junior Accountant and other staff dealing with Finance & Accounts responsible for providing inputs to the high echelon in an organization..

### ➤ **PROGRAM DURATION AND SCHEDULE:-**

The Workshop will commence at 10:00AM on 01.12.2022 and will conclude at 2:00PM on 03.02.2022.

### ➤ **REPORTING TIME:-**

- **REPORTING TIME:** The participants are to report for registration at 09.45AM on 1<sup>st</sup> Dec. 2022, at the Venue at Sarovar Portico, Narayana, New Delhi
- **RESIDENTIAL CANDIDATE:** Check in 30<sup>th</sup> Nov. 2022, Afternoon & Check out 1<sup>st</sup> Dec. 2022, Forenoon

### ➤ **VENUE:-** Hotel Sarovar Portico, Naraina New Delhi.

➤ **PROGRAM COVERAGE:-**

- **General Principal of Accounting in GFRs**
- **Delegation of Financial Power Rules**
- **Basic Functional Efficiency in Accounts Matters**
- **Budgeting – Types & Methodologies**
- **General Principles & Procedures for Budget preparation and Management**
- **Role of DDO/HOO & PAO in Accounting & Budgetary Control**
- **Accounting for Grant-in-Aid**
- **Auditing – Principles & Practices Watchdogs of Govt. Accounting – Internal & Statutory Audit**
- **Income Tax on salary & TDS Mechanism**

➤ **PARTICIPATION FEE:-**

- **Non-Residential: Rs. 16500 + 18% GST = Total Rs. 19470/-** Per Candidate per program (Fee Includes the cost of Course Material, refreshment, Pad, Pen Bag/folder, Participant certificate. working lunch, Tea/coffee & other Estt. Charges.
- **Residential:**
- **On twin sharing basis Rs. 25400 + 18% GST = Total Rs. 29972/-** Per Candidate per program if the Organisation in nominating two officials (same gender).
- **Single Occupancy: Rs.33000 + 18% GST total Rs. 38940/-** Per candidate per programme.
- The participation Residential fee covers the cost of lodging, boarding, meals & study material of the participants.

➤ **REGISTRATION:-**

The Organization may please send the nominations stating the Name, Designation, their Mobile No. and Contact No., with full address with requisite fee by crossed DD/Cheque/NEFT drawn in favour of **"Society for Economic Research & Training"** payable at New Delhi.

**LAST DATE:-** Registration for the programmes Residential & Non-Residential is **24<sup>th</sup> Nov. 2022**. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

**DETAILS FOR ECS PAYMENT:-**

**Bank Name: HDFC BANK. Address: Plot No.28, Block-B, Community Centre, Janakpuri, New Delhi – 110058.**

**CA Account No.: 01292000019064 NEFT IFS Code: HDFC0000129, MICR Code No.: 110240016**

**Account Type: Current Account (Code-0129) PAN No.: AADAS4228C GST No. 07AADAS4228C1ZT**

**Note: Facility of on-line registration is available vide our website [www.sertdelhi.org](http://www.sertdelhi.org)**

For further information or clarification kindly contact:

Anuj Sharma  
Programme Coordinator  
Email: [sert\\_ayush@rediffmail.com](mailto:sert_ayush@rediffmail.com)  
Phone: +91-8604864938

Neeraj Kumar  
Director  
Email: [director@sertdelhi.org](mailto:director@sertdelhi.org)  
Phone: +91-7011558302