

## COURSES/PROGRAMS CONDUCTED AT RTC, CHENNAI

The courses/programs can be broadly categorized as follows:

- I. ACCOUNTS AND FINANCE
- II. BUDGET
- III. INTERNAL AUDIT
- IV. OFFICE MANAGEMENT AND PROCEDURES
- V. HR MANAGEMENT
- VI. INFORMATION TECHNOLOGY
- VII. OTHER PROGRAMS

### I. ACCOUNTS AND FINANCE

Sl. No.	SEMINARS/WORKSHOPS/PROGRAMS
1.	STRUCTURE OF GOVERNMENT ACCOUNTS AND CLASSIFICATION
2.	BASIC TOOLS OF FINANCIAL ANALYSIS
3.	PREPARATION OF MONTHLY ACCOUNTS
4.	MANAGEMENT OF GOVERNMENT GUARANTEES
5.	CASH MANAGEMENT
6.	ROLE OF CGA AND CAG
7.	WORKS ACCOUNTS FOR DIVISIONAL ACCOUNTANTS
8.	COMMERCIAL ACCOUNTS
9.	WORKS AND SUPPLY ACCOUNTS

## II. BUDGET

<b>Sl. No.</b>	<b>SEMINARS/WORKSHOPS/PROGRAMS</b>
1.	BASICS OF BUDGETARY EXERCISES
2.	NEW INSTRUMENTS OF SERVICES
3.	PARLIAMENTARY FINANCIAL CONTROL AND THE ROLE OF STANDING COMMITTEES
4.	OUTCOME BUDGETING
5.	GENDER BUDGETING

## III. INTERNAL AUDIT

<b>Sl. No.</b>	<b>SEMINARS/WORKSHOPS/PROGRAMS</b>
1.	RISK BASED INTERNAL AUDIT: AN OVERVIEW
2.	STATUTORY AND INTERNAL AUDIT
3.	AUDIT STANDARDS AND BEST PRACTICES
4.	AUDIT IN THE EDP ENVIRONMENT
5.	WORKSHOPS ON REPORT WRITING
6.	AUDIT TECHNIQUES
7.	STATISTICAL SAMPLING
8.	COMMUNICATING RESULTS IN AUDIT

## IV. OFFICE MANAGEMENT AND PROCEDURES

Sl. No.	SEMINARS/WORKSHOPS/PROGRAMS
1.	IMPLEMENTATION OF 6TH PAY COMMISSION AND RELATED ISSUES
2.	ADMINISTRATION AND ESTABLISHMENT RULES
3.	PAY FIXATION, FOREIGN SERVICE AND DEPUTATION
4.	PENSION RULES AND RETIREMENT BENEFITS INCLUDING PAYMENT OF PENSION THROUGH PSBs AND PENSIONARY REFORMS INCLUDING NEW PENSION SCHEME
5.	ADVANCES AND ENTITLEMENTS TO GOVT. SERVANTS
6.	TRAVELING ALLOWANCES/LTC/JOINING TIME
7.	LEAVE RULES AND MAINTENANCE OF SERVICE BOOK
8.	DUTIES AND FUNCTIONS OF DDOs
9.	ANNUAL CONFIDENTIAL REPORT
10.	VIGILANCE/DISCIPLINARY PROCEDURE, SUSPENSION AND CONDUCT RULES
11.	DYNAMICS OF RIGHT TO INFORMATION ACT AND GOOD GOVERNANCE
12.	PROCUREMENT OF GOODS AND SERVICES AND INVENTORY CONTROL
13.	CONTRACT MANAGEMENT
14.	NOTING, DRAFTING, FILE MANAGEMENT, OFFICE PROCEDURES AND OFFICE MANAGEMENT
15.	AN ORIENTATION TO THE GENERAL FINANCIAL RULES- 2005
16.	INCOME TAX: CALCULATION AND RELATED ISSUES
17.	DELEGATION OF FINANCIAL POWER RULES
18.	OVERVIEW OF GPF, CGEGIS, CGHS, MEDICAL RULES, ALLOWANCES
19.	CCS(CCA) RULES
20.	CONDUCT RULES
21.	PROMOTION AND SENIORITY, DEPARTMENTAL PROMOTION COMMITTEE
22.	APPOINTMENT OF CASUAL LABOUR
23.	RESERVATION AND CONCESSIONS
24.	OFFICE DISCIPLINE

## V. HR MANAGEMENT

Sl. No.	SEMINARS/WORKSHOPS/PROGRAMS
1.	CHANGE PROCESS AND CHANGE MANAGEMENT
2.	PERFORMANCE MEASUREMENT AND IMPROVEMENT
3.	COMMUNICATION SKILL
4.	STRESS AND TIME MANAGEMENT
5.	EMOTIONAL INTELLIGENCE, INTERPERSONAL RELATIONSHIP FOR MANAGERIAL EFFECTIVENESS
6.	TOTAL QUALITY MANAGEMENT
7.	SELF ESTEEM AND PERSONALITY DEVELOPMENT
8.	YOGA: THEORY AND PRACTICAL AND MEDITATION
9.	MOTIVATION, LEADERSHIP AND TEAM BUILDING
10.	HEALTH NUTRITION & FITNESS
11.	PROBLEMS OF PARENTING & WORKING PARENTS, COMMUNICATION IN FAMILY
12.	LIFE STYLE DISEASES AND HOW TO PREVENT THEM
13.	CRISIS MANAGEMENT
14.	ORGANISATIONAL PLANNING AND STRATEGY FORMULATION
15.	GOAL SETTING
16.	CONFLICT MANAGEMENT
17.	CHANGE MANAGEMENT AND ORGANISATIONAL DEVELOPMENT
18.	ART OF LIVING
19.	WOMEN EMPOWERMENT

## VI. INFORMATION TECHNOLOGY

SL. NO.	Seminars/Workshops/Programs
	<u>CORE ACCOUNTING SOLUTIONS</u>
1.	COMPACT – PRE CHECK & BUDGET
2.	COMPACT – GPF MODULE
3.	COMPACT – PENSION MODULE
4.	COMPACT – COMPILATION
5.	COMPACT – REFRESHER COURSE
6.	'COMPACT' & 'e- Lekha' COURSE
7.	COMPACT (SUPPORT) COORDINATORS
8.	e-LEKHA
9.	e-PAYMENT
10.	CENTRAL PLAN SCHEME MONITORING SYSTEM – MONITORING THROUGH SOFTWARE
11.	CDDO2PAO
12.	COMPREHENSIVE DDO
	<u>OTHERS</u>
13.	BASICS OF COMPUTERS & INTERNET
14.	DEMYSTIFYING HARDWARE & SOFTWARE
15.	NETWORK SECURITY
16.	COMPACT (TROUBLESHOOTING)
17.	E- GOVERNANCE
18.	IT SYSTEM AUDIT
19.	MULTI MEDIA
20.	VISUAL BASIC
21.	MS SQL, MS ACCESS
22.	WEB DESIGNING

## VII.OTHER PROGRAMS

Sl. No.	SEMINARS/WORKSHOPS/PROGRAMS
1.	TREASURY ACCOUNTS
2.	ORIENTATION ON GOVERNMENT ACCOUNTS AND FUNCTIONING FOR BANKS/PSUs ETC
3.	INDUCTION PROGRAM FOR JAOS