



भा.कृ.अनु.प.- कृषि प्रौद्योगिकी अनुप्रयोग अनुसंधान संस्थान, अंचल- ६
ICAR-Agricultural Technology Application Research Institute, Zone-VI
भारतीय कृषि अनुसंधान परिषद
Indian Council of Agricultural Research
काहिकुची, आजारा, गुवाहाती, आसाम-७८१०१७
Kahikuchi, Azara, Guwahati, Assam-781017



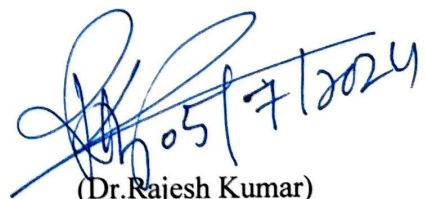
Tele Phone: 0361-2912092

Email:atariguwahati@gmail.com/atari.guwahati@icar.gov.in

कार्यक्रम अनुसूची (Programme Schedule)
**Capacity Building Programme on Efficient Administrative & Financial
Management for the Accountants & Assistants of KVKs**

Sl. No.	Time and Date	Topic	Pedagogy/Method	Resource Persons/Expert
1	9 th July, 2024 (Tuesday) 10:30-11:30 AM	INAUGURATION		1. Dr. G. Kadirvel, Director, ICAR-ATARI, Guwahati 2. Dr. Rajesh Kumar, Pr. Scientist, Course Director, ICAR-ATARI, Guwahati 3. Dr. S.K. Das, CF&AO , Co-Course Director & Course Coordinator , ICAR-NIASM, Baramati 4. Shri Pankaj Kr. Das, AAO , Course Coordinator, ICAR-ATARI, Guwahati
	11.30 – 11.45AM	Tea Break		
2	11.45-12.30 PM	1. Overview on Administrative and Financial management of ATARI & KVK system 2. Technology Testing and Demonstration through ATARI-Host Organization-KVK MoU Model	Lectures through PPT	Dr. G. Kadirvel , Director, ICAR-ATARI, Guwahati
3	12.30 – 1.30 PM	Budgeting Control of Expenditure	Lectures through PPT	Dr. S.K. Das, CF&AO , ICAR-NIASM, Baramati
	1.30-2.00 PM	Lunch Break		
3	2.00-3.15 PM	Significance of EFC	Lectures through PPT	Shri Gauranga Ghosh, SF&AO, ICAR Research Complex for NEHR, Barapani
	3.15-3.30 PM	Tea Break		
4	3.30-4.30 PM	Fundamentals Principals & Objectives in Procurement	Lectures through PPT	Dr. S.K. Das, CF&AO , ICAR-NIASM, Baramati

5	10 th July, 2024 (Wednesday) 10:15-11.30 AM	Procurement Procedure as per GFR	Lectures /PPT	Shri Gauranga Ghosh, SF&AO, ICAR Research Complex for NEHR, Barapani
	11.30-11.45 AM	Tea Break		
6	11.45-1.00 PM	Maintenance of Cash Book & BRS	Lectures through PPT	Dr. S.K. Das, CF&AO , ICAR- NIASM, Baramati
	1.00-2.00 PM	Lunch Break		
7	2.00-3.15 PM	Maintenance of Statutory Liabilities	Lectures through PPT	Shri Dipal Meitei, AAO ICAR-NRC on Mithun, Nagaland
	3.15-3.30 PM	Tea Break		
8	3.30-4.45 PM	PFMS & TSA System in ICAR and New Fund flow mechanism of ICAR system	Lectures through PPT	Shri Utpal Ghosh, F&AO, ICAR-NRC Pig, Guwahati
9	11 th July, 2024 (Thursday) 10.15-11.30 AM	Government e-Market place	Lectures through PPT	Shri Saroj Kumar Singh, CAO, IARI, New Delhi
	11.30-11.45 AM	Tea Break		
10	11.45-1.00 PM	Maintenance of Service Book & Personal file	Lectures through PPT	Shri Saroj Kumar Singh, CAO, IARI, New Delhi
	1.00-2.00 PM	Lunch Break		
11	2.00-3.00 PM	Discussion on Various issues relating to Administration & Finance	Lectures through PPT	Team of ATARI, Guwahati & other resource person
12	3.30-4.45 PM	VALEDICTORY		1. Dr. G. Kadirvel, Director, ICAR-ATARI, Guwahati 2. Dr. Rajesh Kumar, Pr. Scientist, Course Director, ICAR-ATARI, Guwahati 3. Dr. S.K. Das, CF&AO , Co- Course Director & Course Coordinator , ICAR-NIASM, Baramati 4. Shri Pankaj Kr. Das, AAO , Course Coordinator, ICAR- ATARI, Guwahati



(Dr. Rajesh Kumar)
Pr. Scientist, Course Director
ICAR-ATARI, Guwahati