



# State Institute of Urban Development

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## Training Programme on

### Contracts and e-Reforms

(Tax Deducted at source, Income tax, Service tax and ESI, PF for  
Outsourcing contracts)

Target Group: Accountants

**Date: 08.12.2016 to 09.12.2016 (02 Days)**

Venue: Training Hall-04, Netravati Hostel, SIUD, Mysuru.

Course Coordinator

**Smt. Geetha. A**

Faculty, Urban Planning & Transport Cell, SIUD, Mysore

Cell No: 9481186809

Assistant:

**Sri. Kaleemulla A**

Research Assistant, SIUD, Mysore

Cell No: 9448088886

#### Break

Tea Break : 11.30 - 11.45

Lunch Break : 01.45 - 02.30

Tea Break : 03.30 - 03.45

**Background:**

The administrative staffs of Urban Local Bodies manage the office establishment and administrative setup. This involves maintenance of establishment files of the office staff, employed by the urban local body, procured on contract basis or on deputation.

Outsourcing functions and functionaries is a common practice adopted across urban local bodies in India. This involves management of contracts, wherein standard deductions such as income tax, service tax have to be effected. Further, in case of human resource agencies, other requirements such as ESI, PF have to be incorporated, as specified in the labour laws. Several e-governance initiatives have been adopted by the Government of Karnataka, with regard to functioning of urban local bodies.

**Objectives of the Training:**

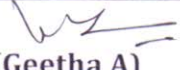
To enable participants to:

- Calculate taxes and standard deductions to be done for employees of ULBs
- Calculate taxes and deductions for outsourcing contracts
- Prepare annual report and budget
- Describe the procedure to be followed as per KTPP Act
- Explain the process of writing replies for audit para

**Duration of the Training:** 02 Days

## Tentative Schedule

<b>DAY 1 - 08-12-2016</b>		
Time	Topic	Resource Person
9.30 am to 10.30 am	Registration	Course Assistant
	Inauguration	<b>Sri. Venkatesh Kadagadakai</b> Director, SIUD, Mysuru
	Objectives of the Training Programme	<b>Smt. Geetha A</b> Faculty, SIUD, Mysuru
10.30 am to 11.30 am	Taxes and standard deductions to be effected for outsource employees of urban local bodies ( <i>PF,ESI and ST</i> )	<b>Sri M.B Jayanaik</b> Manager, SIUD, Mysuru Mobile:82771 54651
<b>11.30am to 11.45am- Tea Break</b>		
11.45 am to 01.45 pm	e - Reforms	<b>Smt. Beena</b> IT Staff, MCC, Mysuru.
<b>01.45pm to 02.30pm - Lunch Break</b>		
02.30 pm to 04.45 pm	Preparing replies for audit paras: Case studies	<b>Sri. Ramachandraswamy</b> Faculty-Finance (Rtd), ATI, Mysuru
<b>03.30pm to 03.45pm - Tea Break</b>		
<b>DAY 2 - 09-12-2016</b>		
9.30 am to 11.30 am	KTPP Act - Procedure to be followed and financial specifications Case studies and discussions	<b>Sri. Malleswarappa</b> Principal (Rtd), DTI, <b>Chikkamagaluru.</b>
<b>11.30am to 11.45am- Tea Break</b>		
11.45 am to 01.45 pm	Preparation of Tender documents	<b>Sri Nagendra</b> System Analyst, CIIL, Mysuru.
<b>01.45pm to 02.30pm - Lunch Break</b>		
02.30 pm to 03.30 pm	Taxes to be deducted in contracts ( <i>Income tax, Sales tax, Royalty, WWC, CBF, remittance for contracts and e-reforms</i> )	<b>Sri M.B Jayanaik</b> Manager, SIUD, Mysuru Mobile:82771 54651
<b>03.30pm to 03.45pm - Tea Break</b>		
04.45 onwards	Valedictory	<b>Course Coordinator</b>

  
 for (Geetha A)  
 Course Coordinator