



Government of Karnataka

State Institute of Urban Development

## “Training of Trainers on FBAS”

**Course Directors:** **Dr. R.N.Kumar**  
Senior Faculty (Human Resource Development)  
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**Training Assistants:** Karthik.R  
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**Date:** 19-02-2018 to 23-02-2018

**Venue:** Nethravathi Hostel, SIUD, ATI Campus, Mysore

### Timings

Fore Noon I : 09.30 am to 11.30 am  
Fore Noon II : 11.45 am to 01.45 pm  
After Noon I : 02.30 pm to 03.30 pm  
After Noon II : 03.45 pm to 04.45 pm  
Evening session : 05.00 pm to 07.00 pm

### Break

Coffee/Tea : 11.30 am to 11.45 am  
03.30 pm to 03.45 pm

**Lunch** : 01.45 pm to 02.30 pm

**Snacks** : 05.30 pm to 05.45 pm

**State Institute of Urban Development**

Administrative Training Institute Campus,  
LalithaMahal Road, Mysore-570011

## Training Schedule

| Time                            | Sessions                          | Topic  | Resource Persons  |
|---------------------------------|-----------------------------------|--|---|
| Day1<br>Monday<br>19.02.2018    | Forenoon I                        | Registration<br>Expectation, Briefing about course,<br>Role clarity  | <b>Dr. R N Kumar</b><br>Faculty (HRD), SIUD   |
|                                 |                                   | Inauguration   | <b>Smt. M.V.Sudha</b> KMAS<br>Deputy Director, SIUD<br><b>Mysuru</b>                |
|                                 |                                   | Introduction of FBAS Application   | <b>Sri.Srinivasa.K.R</b><br>Accountants Superintend,<br>Hunasuru CMC, <b>Mysuru</b> |
|                                 | Forenoon II                       | Recent Software development under<br>ULB's   | <b>Sri.Lokesh</b><br>System Analyst,<br>K.R.Nagar CMC                               |
|                                 | Afternoon I<br>(02.30-04.30)      | Introduction of Role Based<br>Accounting System.   | <b>Sri.Srinivasa.K.R</b>  |
|                                 | Afternoon II<br>(04.45-05.45)     | Tax calculator Application- practice<br>session  | <b>Sri.Lokesh</b>   |
| Day2<br>Tuesday<br>20.02.2018   | Forenoon I                        | Introduction of KMPBR  | <b>Sri. Nagendra</b><br>Account Superintendent,                                     |
|                                 | Forenoon II                       | Recording of Expenditure<br>Transactions   | <b>Sri.Srinivasa.K.R</b>  |
|                                 | Afternoon I                       | Introduction to New Accounting<br>System<br>Chart of Accounts  | <b>Sri. Nagendra</b>  |
|                                 | Afternoon II                      | Classified Register  |   |
|                                 | Evening<br>Session                | Budgeting Principles   | <b>Sri. Nagendra</b>  |
|                                 |                                   | Effective Class room Facilities  | <b>Sri. B. Yoganath Singh</b>   |
| Day3<br>Wednesday<br>21.02.2018 | Forenoon I<br>09.30-11.30         | Period end requirements  | <b>Sri. Nagendra</b>  |
|                                 | Forenoon II<br>(11.45-01.45)      | Preparation of Opening Balance<br>sheet and Books of Accounting &<br>Recording of Income Transactions  |   |
|                                 | Afternoon I<br>(02.30-03.30)      | Overview of e-Government<br>Financials<br>• General Software features and<br>its advantages<br>• User management of FBAS Role<br>based application | <b>Sri.Lokesh</b>   |
|                                 | Afternoon II<br>03.45-04.45       | Training Techniques<br>Presentation skills and<br>Facilitation skills  | <b>Sri. B. Yoganath Singh</b>   |
|                                 | Evening<br>Session<br>05.00-07.00 |  |   |

| <b>Time</b>                    | <b>Sessions</b>                            | <b>Topic</b>   | <b>Resource Persons</b>                      |
|--------------------------------|--|--|--|
| Day4<br>Thursday<br>22.02.2018 | Forenoon I<br>09.00-11.00                  | Fund Accounting entries Recording of Grants & Special transactions.  | Sri.Srinivasa.K.R                            |
|                                | Forenoon II<br>11.15-01.15<br>Computer Lab | Transactions<br>Receipts Accounting <ul style="list-style-type: none"> <li>• Property Tax</li> <li>• Other Taxes</li> <li>• Miscellaneous Receipts</li> </ul> Transactions<br>Bills accounting <ul style="list-style-type: none"> <li>• Contractors bills</li> <li>• Suppliers Bill</li> <li>• Salary Bills</li> </ul> |  |
|                                | Afternoon I<br>01.15-02.15<br>Computer Lab | Transactions<br>Payments <ul style="list-style-type: none"> <li>• Bank Payments</li> <li>• Cash Payments</li> <li>• Advance Payments Sub-ledger Payments</li> </ul>  |  |
|                                | Afternoon II<br>03.00-04.00                | Training Methods :<br>Content finalization   | Sri. B. Yoganath Singh                       |
|                                | Evening<br>Session<br>04.15-06.15          | Preparing session plan   |  |
| Day5<br>Thursday<br>23.02.2018 | Forenoon I<br>09.00-11.00<br>Computer Lab  | Practice Session<br>EST & Accounts Section   | Sri.Srinivasa.K.R                            |
|                                | Forenoon II<br>11.15-01.15<br>Computer Lab | Practice Session<br>Health & Revenue Section<br>Engineering Section<br>Audit through e-Gov   |  |
|                                | Afternoon I<br>01.15-02.15                 | Facilitating class by the trainee officers   | Sri. B. Yoganath Singh<br>&<br>Dr. R N Kumar |
|                                | Afternoon II<br>03.00-04.00                | Feed back<br>Evaluation<br>Valedictory   | Dr. R N Kumar<br>Faculty (HRD), SIUD         |

**Course Director**