



## 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: Accounts Superintendents

**Date: 25.10.2016 to 26.10.2016 (02 Days)**

Venue: Training Hall, Netravati Hostel, SIUD, Mysuru

Course Coordinator

**Smt. Geetha. A**

Faculty, Urban Planning & Transport Cell, SIUD, Mysore

Cell No: 9481186809

Assistant:

**Smt. Preethi J**

Training Assistant, SIUD, Mysore

#### **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. Each category of staff have

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

DAY 1		
Time	Time	Time
9.30 am to 10.30 am	Registration Inauguration  Objectives of the Training Programme	Course Assistant <b>Sri. Venkatesh Kadagadakai</b> Director, SIUD, Mysuru  <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. Nagendra</b> Account Superintendent CMC, <b>Chikkaballapura</b> Mobile: 98457788830
<b>11.30am to 11.45am-- Tea Break</b>		
11.45 am to 01.45 pm	Fund Based Accounting System and E - reforms.	<b>MRC, Bengaluru</b>
<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 Radhakrishna</b> Senior Audit Officer (Retd.), <b>Bangalore</b> Mobile: 9448880921
<b>03.30pm to 03.45pm - Tea Break</b>		
DAY 2		
9.30 am to 11.30 am	Taxes to be deducted in contracts <i>(Income tax, Sales tax, Royalty, WWC, CBF, remittance for contracts and e-reforms)</i>	<b>Sri. Nagendra</b> Account Superintendent CMC, <b>Chikkaballapura</b> Mobile: 98457788830
<b>11.30am to 11.45am-- Tea Break</b>		
11.45 am to 01.45 pm	KTPP Act - Procedure to be followed and financial specifications  Case studies and discussions	<b>Prof. Swaminathan</b> Executive Engineer, KERS, KRS, <b>Mysuru</b> Mobile:9448528627
<b>01.45pm to 02.30pm - Lunch Break</b>		
02.30 pm to 04.45 pm	Preparation of Tender documents	<b>Prof. Swaminathan</b> Executive Engineer, KERS, KRS, <b>Mysuru</b> Mobile:9448528627
<b>03.30pm to 03.45pm - Tea Break</b>		
04.45 onwards	Valedictory	<b>Course Coordinator</b>

  
(Geetha A)

Course Coordinator.