



State Institute of Urban Development

ATI Campus, Lalitha Mahal Road, Mysore-570 011

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Implemented Schedule

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: 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	Topic	Resource Person
9.30 am to 10.30 am	Registration	Course Assistant
	Inauguration	Sri. Venkatesh Kadagadakai Director, SIUD, Mysuru
	Objectives of the Training Programme	Smt. Geetha A 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>)	Sri M.B Jayanaik Manager, SIUD, Mysuru Mobile:82771 54651
11.30am to 11.45am- Tea Break		
11.45 am to 01.45 pm	Fund based Accounting System and e - reforms	T Rangaswamy Deputy Director, MRC, Bengaluru
01.45pm to 02.30pm - Lunch Break		
02.30 pm to 04.45 pm	Taxes to be deducted in contracts (<i>Income tax, Sales tax, Royalty, WWC, CBF, remittance for contracts and e-reforms</i>)	Sri. Nagendra Account Superintendent CMC, Chikkaballapura Mobile: 98457788830
03.30pm to 03.45pm - Tea Break		
DAY 2		
9.30 am to 11.30 am	KTPP Act - Procedure to be followed and financial specifications Case studies and discussions	Prof. Swaminathan Executive Engineer, KERS, KRS, Mysuru Mobile:9448528627
11.30am to 11.45am- Tea Break		
11.45 am to 01.45 pm	Preparing replies for audit paras: Case studies	Sri B G Madappa Joint Controller (Retd.), Mysuru Mobile:9901924141
01.45pm to 02.30pm - Lunch Break		
02.30 pm to 03.30 pm	Preparation of Tender documents	Prof. Swaminathan Executive Engineer, KERS, KRS, Mysuru Mobile:9448528627
03.30pm to 03.45pm - Tea Break		
04.45 onwards	Valedictory	Course Coordinator


(Geetha A)

Course Coordinator