

# Patron



**Dr. Probir Kumar Ghosh**

Vice Chancellor, Visva-Bharati

## Key Officials



**Dr. Bikash Mukhopadhyay**

Registrar, Visva-Bharati



**Prof. Amit Kumar Hazra**

Finance Officer (Officiating), Visva-Bharati



**Shri G.P. Sharma**

Former Joint Secretary, ICAR, and  
Course Director of the Training  
Programme

# Contact Persons

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**Dr. Sanat Bhattacharya**

Assistant Librarian, Visva-Bharati and  
Course Co-Coordinator of the Training  
Programme

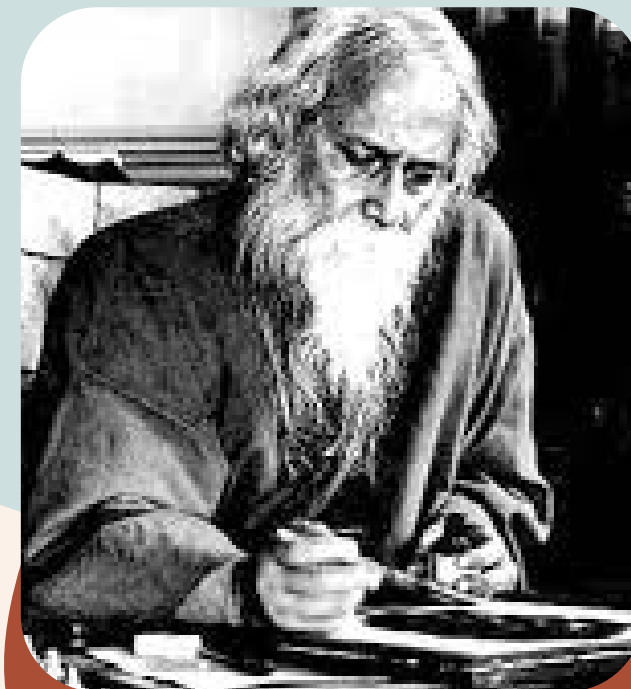
Mobile No. 9547880088

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**For travel plans, accommodation,  
transportation, local facilitation, and  
any other queries, you may contact the  
course coordinator/ co-coordinator of  
the training program.**

# Training Programme on

*Financial and Administrative  
Matters  
for Good Governance*



Organized by

**Visva-Bharati**

(A Central University and an Institution of  
National Importance)

Santiniketan-731235, WB, India

<https://www.visvabharati.ac.in/home/>

## Visva-Bharati (A Central University and an Institution of National Importance):

Visva-Bharati at Santiniketan, located in a rural setting in Birbhum district, West Bengal, was founded by Gurudev Rabindranath Tagore in 1901 as a residential school, "Brahmacharya Asrama." This Asrama Vidyalaya became "Visva-Bharati" on December 23, 1921; finally, in 1951, it was declared a Central University of National Importance by an Act of Parliament of India. On September 17, 2023, UNESCO declared Visva-Bharati as the first World Living Heritage campus. Details about Visva-Bharati are available at <https://visvabharati.ac.in>. Visva-Bharati is about 160 km away by road from Kolkata. The nearest railway station is Bolpur (Santiniketan) on the Eastern Railway, and the nearest Airports are in Kolkata and Durgapur (Andal). The University campus is about 5 km from the Bolpur (Santiniketan) railway station.

Hon'ble President of India is the Visitor and Hon'ble Prime Minister of India is the Chancellor of this prestigious University.

# About the Training Program



**Course Contents:** Comprehensive training programme has been designed to cater to the needs of the participants. This will enrich the knowledge and upgrade the skills and will also lead to Good Governance. Achieving efficiency and effectiveness in the day to day working and also prompt disposal of assigned duties and responsibilities are the objectives of the programme. It will cover wide range of subjects like Budgeting, EFC, Accounting systems, BRS, New initiatives of the Central Government like PFMS, TSA, CNA, ZBSA, GeM, and Pay Fixation, Pension including NPS, Taxation (GST and Income Tax), GFR Rules, TA Rules, LTC Rules, Leave Rules, Medical Attendance Rules, CCS Conduct rules and CCS CCA Rules, Vigilance, Statutory Audit, Internal Audit, Contract Labour Management including new Labour Code, Establishment, Recruitment including Rosters, Noting, Drafting, Record Keeping, Communication Skills, RTI, Parliamentary Procedures and some innovative short topics.

**Duration:** The training programme will be organized from 2<sup>nd</sup> February to 7<sup>th</sup> February 2026.

**Venue:** Bangladesh Bhavana, Visva-Bharati, Santiniketan

**Participants:** In-house 75 employees of Visva Bharati, Santiniketan. It will include staff working in various administrative sections, Section officer, Assistant Registrar and Deputy Registrar and Others.

**Course Fee:** Since it is in-house programme, there is no course fee.

**Resource Persons:** Senior Officials, experts from Central Government Departments, and institutions like Ministry of Defence, Ministry of Tourism, Ministry of Chemicals and fertilizers, Ministry of Education, Ministry of Agriculture & Farmers' Welfare, Central Vigilance Commission and the CAG Office, Parliament of India and also one CA for taxation matters.

**Pedagogy and Methodology:** It will include theoretical lectures, PPT presentations, Practical and live demonstration, discussion and case studies. All sessions will be in interactive mode and participants are also encouraged and expected to play very active role. Some innovative techniques may also be used to make the training programme very lively and interesting.

**Certificates:** On successful completion of the training programme, the participants will be provided the training completion certificates.