



INSTITUTE OF GOVERNMENT ACCOUNTS & FINANCE  
MINISTRY OF FINANCE, DEPTT. OF EXPENDITURE  
BLOCK-IV, OLD J.N.U. CAMPUS  
NEW DELHI – 110067

Tele Nos. 2610 2257, 2610 5713 Fax No. 46203636

NO 21011/INGAF/FW/601/Vol II/2016-17/966-70

Dated 12.09.2016

To,

All Pr.CCAs/CCAs/CAs.

Subject: - List of Training Programmes for Central Civil Accounts Service-from September, 2016.

Sir/Madam,

In continuation to this office Circular No 21011/INGAF/FW/601/2016-17/532 dated 04.07.2016, the Institute Of Government Accounts & Finance(INGAF) is organising Short Term Training Programmes meant for Officers of central civil accounts Service w.e.f. 22<sup>nd</sup> September 2016.

S.N.	Name of the Course	Duration	Date	Corse Fees
1.	Conduct Rules, Vigilance Matters & Disciplinary Procedures	2 days	22 <sup>nd</sup> & 23 <sup>rd</sup> September 2016	Rs 2000
2.	Right to Information Act	1 day	26 <sup>th</sup> September 2016	Rs1000
3.	Public Procurement & e-initiatives	2 days	28 <sup>th</sup> & 29 <sup>th</sup> September, 2016	Rs2000
4.	Income Tax TDS & e-filing	2 days	5 <sup>th</sup> & 6 <sup>th</sup> October, 2016	Rs2000
5.	Budgetary Process	2 days	18 <sup>th</sup> & 19 <sup>th</sup> October, 2016	Rs2000
6.	Recruitment Rules	2 days	25 <sup>th</sup> & 26 <sup>th</sup> October, 2016	Rs2000
7.	Loans & Advances, G.P.F.	1 day	9 <sup>th</sup> November, 2016	Rs1000
8.	Gender Issues – General Awareness Legal Safeguards	1 day	17 <sup>th</sup> November, 2016	Rs1000
9.	Office Procedures	2 days	23 <sup>rd</sup> & 24 <sup>th</sup> November, 2016	Rs2000
10.	Works Accounts & CPWD	2 days	7 <sup>th</sup> & 8 <sup>th</sup> December, 2016	Rs2000
11.	Noting & Drafting	1 day	15 <sup>th</sup> December, 2016	Rs1000
12.	Income Tax TDS & e-filing	2 days	28 <sup>th</sup> & 29 <sup>th</sup> December, 2016	Rs2000
13.	Public Procurement & e-initiatives	2 days	3 <sup>rd</sup> and 4 <sup>th</sup> January, 2017	Rs2000
14.	Right to Information Act	1 Day	10 <sup>th</sup> January, 2017	Rs1000
15.	Pension & N.P.S.	1 Day	19 <sup>th</sup> January, 2017	Rs1000


16.	Raj Bhasha	1 Day	31 <sup>st</sup> January,2017	Rs1000
17	Office Procedure	2 Days	8 <sup>th</sup> &9 <sup>th</sup> January,2017	Rs2000
18.	Conduct Rules, Vigilance Matters & Disciplinary Procedures	2 Days	15 <sup>th</sup> &16 <sup>th</sup> February,2017	Rs2000
19	Noting & Drafting	1 Day	23 <sup>rd</sup> February,2017	Rs1000

You are kindly requested to nominate suitable officers for the above mentioned training programmes.

1. Total number of participants in each course shall be restricted to 25. Hence Nominations may be made at the level of Principal Accounts Office/Head Quarters. It will be appreciated if the number of nominations from each ministry is Restricted to 2 or 3.
2. INGAF aims to provide quality training Programmes to the Accounts Cadre throughout the year, in subjects of relevance of the participants. Your support in terms of timely payments of fees in advance along with nomination will enable INGAF to fulfil its responsibilities in this regards.
3. Fees may be remitted to INGAF through any of the following two modes:-
  - Cheque in favour of Accounts Officer, INGAF.
  - NEFT details: A/Cs No-119010200007115  
IFSC Code-UTIB0000119  
MICR Code-110211015

Kindly also inform INGAF about payment details, once cheque/NEFT has been completed at your end, please share the transaction reference number and if possible, write the PAO name in the sender column. This will enable us to track and map the payment to the right sender.

Yours Faithfully



(Deepika Jain)

Joint Director, INGAF

Copy to:

1. Dy. CGA,O/o CGA, Ministry of Finance, New Delhi
2. Accounts Officer (Group B), O/o CGA, Ministry of Finance, New Delhi.
3. Sr. AO (ITD) O/o CGA, Min of Finance for uploading on the website of CGA.
4. AAO (IT) INGAF for uploading on INGAF website.
5. Office Copy.