



सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
INSTITUTE OF GOVERNMENT ACCOUNTS AND FINANCE
BLOCK NO. - IV. J.N.U. CAMPUS (OLD), NEW DELHI - 110067

No: INGAF-20001/2/2022-PAO SECTION/efile-9499/462-73 Dated: 08/07/2026

OFFICE MEMORANDUM

Subject: Quarterly Training Calendar (II Quarter) of RTC Kolkata for FY 2026-27

The undersigned is directed to convey that RTC Kolkata has prepared a Training Calendar for the II Quarter of FY 2026-27 from July to September, 2026. The said training calendar comprises of various specialized training programmes/capsules which shall be beneficial for the capacity building of the officers/officials of Indian Civil Account Organization. The training programmes in the said calendar have been curated to familiarize the participants with the topics which are a part of day to day routine work, apart from this, these trainings shall also touch the latest advancements and technological developments in the Government ecosystem. The detailed quarterly calendar for FY 2026-27 from July to September, 2026 is as per "Annexure-A" (enclosed).

2. In this regard, it is requested to kindly consider nominating the officers/officials for the said training programme from your respective offices please. It would be highly appreciated, if the nominations for the entire quarter are shared in one go so that it may enable us to facilitate the necessary arrangements well in time.

The nominations may kindly be furnished at rtckol@gmail.com

This issues with the approval of Director General, INGAF.

(Sanjay Datta)

Sr. Accounts Officer (Trg.)

To:

1. All the Pr. CCAs/ CCAs/ CAs with independent charge, Jt. CGA (Admn.) O/o CGA, Jt. CGA (PFMS), CC (Pension), CPAO, Jt. CGA (Accounts and TA)

Copy to:

1. Sr. AO, RTC Kolkata
2. Sr. AO (GIFMIS, O/o CGA) – with a request to publish this OM on CGA website please.
3. PS to Director General (INGAF)

Quarterly Training Calendar (II Quarter – July to September, 2026)RTC Kolkata

Sl No	Training Module	Days	Date		Competency
			From	To	
1.	RTI Act-2005	01	13.07.2026	13.07.2026	Domain, Functional and Behavioral
2.	Compilation and Consolidation of Accounts: Suspense Heads	01	14.07.2026	14.07.2026	Functional
3.	Overview of NPS and UPS	01	15.07.2026	15.07.2026	Domain
4.	EIS Module of PFMS. Pay Bill Register and Salary Payments	01	21.07.2026	21.07.2026	Domain and Functional
5.	E-Bill Module of PFMS	01	22.07.2026	22.07.2026	Functional
6.	Recruitment Rules, Promotion and DPC related issues	01	23.07.2026	23.07.2026	Domain and Functional
7.	Public Procurement: Procedural aspect with case studies and detailed process of procurement through GeM	01	28.07.2026	28.07.2026	Domain and Functional
8.	Vigilance Matters and Disciplinary Proceedings	01	29.07.2026	29.07.2026	Domain and Functional
9.	Pay Fixation, Promotion, MACP	01	30.07.2026	30.07.2026	Domain and Functional
10.	C.S. Medical/CGHS	01	04.08.2026	04.08.2026	Domain
11.	Fundamental of Government Accounting	01	05.08.2026	05.08.2026	Domain and Functional
12.	Effective Communication Skills: Verbal and Non Verbal Communication	01	06.08.2026	06.08.2026	Behavioral
13.	Leave, TA and LTC Rules, Maintenance of Service Books	01	11.08.2026	11.08.2026	Domain
14.	CCS Pension Rules, 2021	01	12.08.2026	12.08.2026	Domain
15.	Stress Management / Emotional Intelligence	01	13.08.2026	13.08.2026	Behavioral
16.	Pay Fixation, Promotion, MACP	01	18.08.2026	18.08.2026	Domain and Functional

17.	Reservation in Services and Role of Liaison Officer & Preparation of Reservation Roster	01	19.08.2026	19.08.2026	Domain
18.	Finance Account & Statements	01	20.08.2026	20.08.2026	Functional
19.	GFR & Procurement Rules	01	01.09.2026	01.09.2026	Domain
20.	Income Tax Rules, Calculation & e-filing	01	02.09.2026	02.09.2026	Functional
21.	GST-TDS, GST Filing, GST Refund	01	03.09.2026	03.09.2026	Functional
22.	CCS(Conduct) Rules	01	08.09.2026	08.09.2026	Domain
23.	GPF Module	01	09.09.2026	09.09.2026	Domain
24.	Noting & Drafting	01	10.09.2026	10.09.2026	Domain and Functional
25.	PFMS: Pre Sanction Module	01	15.09.2026	15.09.2026	Functional
26.	Public Procurement: Procedural aspect with case studies and detailed process of procurement through GeM	01	16.09.2026	16.09.2026	Domain and Functional
27.	Prevention of Sexual Harassment at work place	01	17.09.2026	17.09.2026	Domain and Behavioral