



**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 /751-61 Dated: 24.09.2026

OFFICE MEMORANDUM

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

The undersigned is directed to convey that the Regional Training Centre (RTC), Kolkata has prepared the Quarterly Training Calendar for the III Quarter (October to December, 2026) of FY 2026-27.

2. The Training Calendar comprises various specialized and contemporary training programmes aimed at enhancing the knowledge, skills and professional capabilities of the officers/officials of the Indian Civil Accounts Organization (ICAO). The programmes have been curated keeping in view the functional requirements and day-to-day work responsibilities of the officers/officials, while also covering emerging areas, recent developments and technological advancements relevant to the Government ecosystem. The detailed Training Calendar for the III Quarter of FY 2026-27 is enclosed herewith as **Annexure-A**.

3. In this regard, Ministries/Departments/Offices are requested to kindly nominate suitable officers/officials for the training programmes as per the enclosed Training Calendar. It would be appreciated if the nominations for the programmes scheduled during the entire quarter are furnished in one go, as far as feasible, to enable RTC Kolkata to make the necessary arrangements well in advance.

4. Further, keeping in view the seating capacity of the classrooms at RTC Kolkata, the nominations may kindly be restricted to 01-02 participants per Ministry/Department for each training programme.

5. The nominations may kindly be furnished at ingafkol@gmail.com.

This issues with the approval of the 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 (III Quarter – October to December, 2026)

S.N.	TRAINING MODULE NAME	DAY(S)	DATE	COMPETENCY
1.	Pay Fixation, Promotion, MACP	1	15.10.2026	Functional
2.	EIS Module, Pay Bill Register and Salary Payments	1	16.10.2026	Functional
3.	Service Rules, Joining Formalities, Verification of Dossiers	1	27.10.2026	Departmental
4.	Training Program on e-Bill	1	28.10.2026	Functional
5.	Public Procurement: Procedural aspect with case studies and detailed process of procurement through GeM	1	29.10.2026	Departmental & Functional
6.	Reservation in Services and Role of Liaison Officer & Preparation of Reservation Roster	1	03.11.2026	Departmental
7.	Leave, TA and LTC Rules, Maintenance of Service Books	1	04.11.2026	Departmental
8.	e-Office & e-HRMS 2.0	1	05.11.2026	Functional
9.	Compilation and Consolidation of Accounts: Suspense Heads	1	19.11.2026	Departmental & Functional
10.	Overview of NPS & UPS	1	20.11.2026	Functional
11.	Bhavishya & Pension under PFMS	1	25.11.2026	Functional
12.	GFR & Procurement Rules	1	26.11.2026	Departmental
13.	MS Excel Tools, MS Office & MS PowerPoint	1	01.12.2026	Functional
14.	C.S. Medical/CGHS Rules	1	02.12.2026	Departmental
15.	CCS(Pension) Rules, 2021	1	03.12.2026	Departmental
16.	Training Program on e-Bill	1	08.12.2026	Functional
17.	Leave, TA and LTC Rules, Maintenance of Service Books	1	09.12.2026	Departmental & Functional
18.	Pay Fixation, Promotion, MACP	1	10.12.2026	Functional
19.	Preparation of Budget Estimates (Expenditure and Non-Tax receipts) and other materials related to FRBM. Gender Budget, NER and Establishment Strength etc	1	15.12.2026	Functional
20.	Public Procurement: Procedural aspect with case studies and detailed process of procurement through GeM	1	16.12.2026	Departmental & Functional
21.	Income Tax Rules, Calculation & e-filing	1	17.12.2026	Functional
22.	POSH + Gender Sensitization	1	22.12.2026	Behavioral
23.	RTI ACT-2005	1	23.12.2026	Departmental, Functional and Behavioral
24.	Recruitment Rules, Promotion and DPC related issues	1	24.12.2026	Departmental