



**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-9499/762-72 Dated: 24.09.2026

OFFICE MEMORANDUM

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

The undersigned is directed to convey that the Regional Training Centre (RTC), Mumbai 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 Mumbai to make the necessary arrangements well in advance.

4. Further, keeping in view the seating capacity of the classrooms at RTC Mumbai, 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 rtcgingafmumbai@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 Mumbai
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.	POSH (Prevention Of Sexual Harassment at Work Place)	1	06.10.2026	Behavioral
2.	Noting & Drafting	1	08.10.2026	Functional
3.	Personal and Professional Effectiveness through Emotional and Spiritual Intelligence	1	09.10.2026	Behavioral
4.	Income Tax on Salaries	1	12.10.2026	Functional
5.	Use of AI Tools for efficiency and Data analytics	1	13.10.2026	Functional & Behavioral
6.	CCS Conduct Rules	1	14.10.2026	Departmental
7.	Leave Rules and CGEGIS	1	15.10.2026	Departmental
8.	Artificial Intelligence Basic	1	28.10.2026	Functional
9.	Risk based Internal Audit	1	02.11.2026	Departmental & Functional
10.	Suspense Manual : Overview of Suspense Head, Booking, clearance and adjustment.	2	03.11.2026 to 04.11.2026	Departmental
11.	NPS and UPS	1	03.11.2026	Functional
12.	CCS(Pension Rules) 2021	1	04.11.2026	Departmental
13.	Happy Retirement Life	2	05.11.2026 to 06.11.2026	Behavioral
14.	GST - Rules & Filing	1	12.11.2026	Functional
15.	GFR, DFPR and Public Procurement	1	13.11.2026	Departmental & Functional
16.	Communication Skills, Personality Management, Leadership Skills and Emotional Intelligence	1	03.12.2026	Behavioral
17.	Administration & Establishment	1	04.12.2026	Departmental
18.	Right To Information Act	1	07.12.2026	Departmental, Functional and Behavioral
19.	GeM Procurement Product	1	08.12.2026	Functional
20.	Artificial Intelligence Advance	1	09.12.2026	Functional
21.	Stress and Time Management	1	10.12.2026	Behavioral
22.	GeM Procurement Services	1	11.12.2026	Functional