

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 | 1703-15 Dated: 09/01/2026

OFFICE MEMORANDUM

Subject: Quarterly Training Calendar (IV Quarter) of INGAF for FY 2025-26

The undersigned is directed to convey that INGAF has prepared a Training Calendar for the IV Quarter of FY 2025-26 from January to March, 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 2025-26 from January to March, 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 are shared for the entire quarter are shared in one go so that it may enable us to facilitate the necessary arrangements well in time. Further, considering the seating capacity of the INGAF classrooms it is requested to restrict the nominations to 01-02 participant(s) per Ministry/Dept.

The nominations may kindly be furnished at **faculty.wingingaf@gov.in**

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. Jt. Director (INGAF)
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 (IV Quarter – January to March, 2026)

S. No.	Training Module	Days	Date		Competencies
			From	To	
1.	Effective Use of MS Excel & MS PowerPoint	1	27.01.2026	27.01.2026	Functional
2.	Appropriation & Finance Accounts: Structure, Purpose and Significance	1	29.01.2026	29.01.2026	Domain & Functional
3.	Overview of GFR and Procurement of Goods & Services through GeM	1	03.02.2026	03.02.2026	Domain & Functional
4.	Deep dive into E-bill module of PFMS	1	05.02.2026	05.02.2026	Functional
5.	Introduction to Artificial Intelligence and use of AI & other IT Tools in Government Setup	1	10.02.2026	10.02.2026	Functional
6.	Overview of National Pension System(NPS) and Unified Pension Scheme (UPS)	1	13.02.2026	13.02.2026	Domain & Functional
7..	Office Procedure and Communication in Government: MoOP, Noting & Drafting and e-Office	2	17.02.2026	18.02.2026	Functional
8.	Yoga: Mind, Body & Soul Alignment and Stress Management	1	27.02.2026	27.02.2026	Behavioural