



**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 /1046-54 Dated: 29/09/2025

OFFICE MEMORANDUM

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

The undersigned is directed to convey that INGAF has prepared a Training Calendar for the III Quarter of FY 2025-26 from October to December, 2025. 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 October to December, 2025, 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 **facultywingingaf@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. 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 (III Quarter – October to December, 2025)

S. No	Training Module	Day(s)	Date		Competencies
			From	To	
1	Vigilance Matters & Disciplinary Proceedings	1	14.10.2025	14.10.2025	Functional
2	Introduction to Internal Audit Plan, Audit Memo, Audit Evidence and Preparation of Audit Reports with Case Study on Scheme Audit	2	16.10.2025	17.10.2025	Functional
3	Income Tax Rules, Calculation and e- Filing	1	23.10.2025	23.10.2025	Domain and Functional
4	Cyber Security and Data Protection in Government Systems	1	24.10.2025	24.10.2025	Domain and Functional
5	An Overview of Appropriation Accounts	1	28.10.2025	28.10.2025	Functional
6	RTI Act 2005, Role of CPIO, Appellate Authorities with Case Studies	1	30.10.2025	30.10.2025	Domain
7	Functioning of Reserve Funds	1	06.11.2025	06.11.2025	Functional
8	An Overview of Finance Accounts	1	02.12.2025	02.12.2025	Functional
9	Handling Parliamentary Matters, Parliamentary Questions and VIP References	1	04.12.2025	04.12.2025	Functional
10	Office Procedures and Record Management	1	10.12.2025	10.12.2025	Functional
11	Transfer entries, Monitoring, review, and liquidation of Suspense Balances	1	17.12.2025	17.12.2025	Functional
12	Sexual Harassment of Women at Workplace	1	23.12.2025	23.12.2025	Behavioral