



शासकीय लेखा एव वित्त संस्थान
वित्त मंत्रालय, व्यय विभाग
ब्लाक IV,, ओल्ड जे. एन. यू कैम्पस, नई दिल्ली - 110067

No.INGAF-20001/16/CAM Course-II/2025/346-59

Dated:- 19/06/2025.

OFFICE MEMORANDUM

Subject: Course on **Fundamentals of Accounting in Civil Accounts Organisation-IIInd batch** – reg.

The undersigned is directed to convey that INGAF is going to organize the IInd batch of the course on **Fundamentals of Accounting in Civil Accounts Organisation**. This comprehensive course has been designed with an objective to equip the workforce of ICAO with better understanding of procedures and processes related to Payments, Receipts, Reconciliation (Monthly and Annual), banking Arrangements and other aspects of accounting. The details of the course are annexed (Annex I).

2. It is requested to kindly consider nomination of the officers/officials for the course. No fee will be charged for the officials belonging to the ICAO. The enclosed Registration Form (Annexure-II) may be filled up and forwarded by the concerned Pr. Accounts Office for the nominations at their end. The candidates will be duly informed of their candidature by this office. The second batch of this course is starting on **05.08.2025**. The last date of receiving nominations is **10.07.2025**. The nominations may please be furnished at **admn.wingingaf@gmail.com**

For further information please contact:-

Navodita Sharma, AAO
Gaurav Prasher, AAO

9871697733
9560084698

This issues with the approval of Director General, INGAF.

Encl As Above

[Signature]
19/6/2025

Vimal Nanda
Sr.Accounts Officer
Ph.No. 9910789913

To:-

All the Pr. CCAs/CCAs/CAs with independent charge/Jt.CGA (Admn), O/o CGA/Jt.CGA (PFMS), CC (pension)/Jt.CGA (Accounts & TA)

Copy to:-

1. PS to Addl. CGA (HR&O), O/o CGA, New Delhi
2. PS to Addl. CGA, (A&FR), O/o CGA, New Delhi
3. PS to Jt.CGA (HR&O), O/o CGA, New Delhi
4. Jt. Director, INGAF
5. Sr.AO, INGAF (Training), New Delhi
6. Sr.AO (GIFMIS), O/o CGA with request to publish this OM on CGA's website
7. PS to DG (INGAF)

ANNEXURE-I

**COURSE ON FUNDAMENTALS OF ACCOUNTING IN CIVIL ACCOUNTS
ORGANISATION**

BATCH-2 (05.08.25 TO 21.08.25)

Course Directors:- Sh.Padamsing Patil, Jt.Director, INGAF
Sh.Vimal Nanda, Sr.Accounts Officer, INGAF
Ms. Navodita Sharma, Asstt Accounts Officer, INGAF

Course Councillor Sh.Gaurav Prasher, Asstt Accounts Officer, INGAF

DETAILS OF THE COURSE

Course Name	Fundamentals of Accounting in Civil Accounts Organisation
Duration	3 weeks (2 classes a week – every Tuesday and Thursday)
Total Classes	06
Syllabus	Civil Accounts Manual – 4 th Edition
Target Participants	Accountants, Sr.Accountants & AAOs
Schedule	05.08.25 to 21.08.25
Batch Strength	30 participants (the same batch will complete the 6 week course)
Certificate	A Course Completion Certificate will be awarded to the successful candidates
Successful Completion	100% Attendance and 80% marks in the assessment will be mandatory for successful completion
Assessment	60% weightage for the Project and 40% weightage the final assessment.

ASSESSMENT:-

1. At the starting of the course the batch will be divided into groups (based on the strength of the batch) and every group will be given a Project, for the purpose a Mentor from INGAF will also be provided. The project will required to be submitted by 14.08.25 by every group.

Weightage of this part for final result shall be 60%

2. At the end of the Course, Final Assessment – Online MCQ Format - will be conducted– Total 20 Questions.

Weightage of this part for final result shall be 40%

OBJECTIVE:- After completion of the course the participants are expected to have comprehensive conceptual understanding about the procedures and processes related to Payments, Receipts, Reconciliation(Monthly and Annual), Banking Arrangements and other aspects of accounting.

CLASS-WISE CHAPTER-WISE COVERAGE

SL.NO.	CLASS	TOPIC /CHAPTER COVERAGE
05.08.25	1	Chapter 1 – Broad features of Departmentalised Accounting System alongwith conceptual framework of Debit, Credit, Receipt, Expenditure, Head of Accounts in Govt Accounting Chapter – 18 – Budgeting: Its Formulation and its Execution
07.08.25	2	Chapter 2 – Pre-Check Payment in Central Civil Accounts Offices Chapter 3 – Procedure to be followed by Cheque Drawing DDOs Chapter – 8 – Procedure for Inter-Governmental and Inter-Departmental Adjustments Chapter – 10 – Loans, Advances, Grants-in-Aids and Investments
12.08.25	3	Chapter – 4 – Banking Arrangement Chapter – 13 – Bank Reconciliation – Expenditure Accounts Transactions Chapter – 5 – Compilation, Consolidation of Accounts, Preparation of Ledger & Summary of Balances
14.08.25	4	Chapter – 11 – Appropriation Accounts (Civil) Chapter – 12 – Finance Accounts
19.08.25	5	Practical sessions on PFMS
21.08.25	6	Practical sessions on PFMS
		Final Assessment, Valediction

REGISTRATION FORM

1. NAME
2. DATE OF BIRTH
3. GENDER
4. QUALIFICATION
5. DESIGNATION
6. DATE OF ENTRY INTO SERVICE
7. TOTAL LENGTH OF SERVICE
8. MINISTRY/DEPARTMENT
9. OFFICE ADDRESS
10. CONTACT NUMBER (PARTICIPANT)
11. E MAIL (PARTICIPANT)

SIGNATURE OF THE PARTICIPANT

TO BE DULY VERIFIED AND FORWARDED BY THE PR.ACCOUNTS OFFICE