



सत्यमेव जयते

**GOVERNMENT OF INDIA
MINISTRY OF FINANCE
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-9499/482-485

Dated 25/06/2024

OFFICE MEMORANDUM

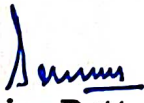
Subject: Quarterly Training Calendar (II Quarter) of INGAF for FY 2024-25

The undersigned is directed to convey that INGAF has prepared a Training Calendar for the II Quarter of FY 2024-25. 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 2024-25 from July to September, 2024 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 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 request to publish this OM on CGA website please.
3. PS to Director General (INGAF)

Sl. No.	Training Module	Days	Date		Target Participants
			From	To	
July,2024					
1.	One day capsule on Office Procedures, Establishment & Administration	01 Day	08.07.2024	08.07.2024	Open to All ICAOs
2.	Overview of Government Accounting System, Banking arrangements and Transfer entries, Compilation of monthly and Annual (Appropriation and Finance) Accounts And Basic understanding & Practical aspects of Accounting Classification, LMMH Chart of Accounts, E-lekha code directory.	02 Days	10.07.2024	11.07.2024	Open to All ICAOs
3.	Works Manual, Payment and Accounting system in the Works Department.	01 Day	15.07.2024	15.07.2024	AAOs and Sr. AOs
4.	RTI ACT 2005: Role of CPIO, Appellate Authorities with case studies	01 Day	16.07.2024	16.07.2024	Open to All ICAOs
5.	Fundamentals of Fraud Detection and Prevention in procurements and payments.	01 Day	18.07.2024	18.07.2024	AAOs and Sr. AOs
6.	FRSR I,II,III,IV: Insight of theoretical aspects of Service Rules with illustrative case studies.	02 Days	22.07.2024	23.07.2024	Open to All ICAOs
7.	Security protocols for operations of PFMS modules: Cyber security in Government Setup.	01 Day	25.07.2024	25.07.2024	AAOs and Sr. AOs

August, 2024					
8.	Risk Management and Project Management	01 Day	06.08.2024	06.08.2024	AAOs and Sr. AOs
9.	Advance Government Accounting, Accounting of withdrawal from Contingency Fund, Reserve Fund, Write off, Concept of Deduct Recovery, Accounting of Public Debt.	01 Day	08.08.2024	08.08.2024	Open to All ICAOs
10.	Overview of Internal Audit Process and Smart Auditing: Data Analytics, leveraging IT for Audit	02 Days	12.08.2024	13.08.2024	AAOs and Sr. AOs
11.	CCS (conduct) rules and CCS (CCA) Rules with special emphasis on handling complaints	01 Day	20.08.2024	20.08.2024	Open to All ICAOs
12.	Procedural Aspects of the Vigilance Matters and Disciplinary Proceedings. Role of CVC and UPSC.	01 Day	22.08.2023	22.08.2023	Open to All ICAOs
13.	Transfer Entries, Journal Entries Monitoring, Review, and liquidation of Suspense Balances	01 Day	23.08.2024	23.08.2024	Open to All ICAOs
14.	Automation of Appropriation and Finance Accounts – Theory and Practical	01 Day	27.08.2024	27.08.2024	Open to All ICAOs
September, 2024					
15.	E-bill module of PFMS	01 Day	03.09.2024	03.09.2024	Open to All ICAOs
16.	CCS Pension Rules and Practical Aspect of Pension Module of PFMS	01 Day	05.09.2024	05.09.2024	Open to All ICAOs
17.	TSA and Hybrid TSA : Theoretical and practical	01 Day	10.09.2024	10.09.2024	Open to All ICAOs
18.	01 Day Capsule on MS Office Tools: Essential Skills for Government Servants	01 Day	12.09.2024	12.09.2024	Open to All ICAOs
19.	Income Tax Rules, Calculation & E-filing	01 Day	17.09.2024	17.09.2024	Open to All ICAOs
20.	Tendering Process, Procurement Manual for Goods & Services, E-Procurement through GeM/CPMP	01 Day	18.09.2024	18.09.2024	Open to All ICAOs

21.	Training program on "NPS Rules, PRAN Generation, Subscriber Contribution Management, Role of PFRDA, NSDL etc. in the NPS system"	01 Day	20.09.2024	20.09.2024	Open to All ICAOs
22.	Budgeting and Accounting of Non – Tax Revenue Receipt and practical aspects of Bharat Kosh.	01 Day	30.09.2024	30.09.2024	Open to All ICAOs