



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

No.INGAF-20001/13/Faculty Empanelment/2025/672-82

Dated:- 25/08/2025

OFFICE MEMORANDUM

1. Institute of Government Accounts & Finance (INGAF), O/o Controller General of Accounts, Department of Expenditure, Ministry of Finance, Government of India is a Central Training Institute (CTI) recognized by Department of Personnel & Training and is the training arm for Indian Civil Accounts Organization (ICAO). INGAF has also been accredited by Capacity Building Commission (CBC) & National Accreditation Board for Education Training (NABET) and has successfully achieved the rating of "अति उत्तम" (Ati Uttam)
2. INGAF has a national presence with three regional training centers (RTCs) in Kolkata, Chennai and Mumbai in addition to a dedicated training center for North East Region at Aizawl as INGAF (NER).
3. In pursuit of the objectives of the National Standards for Civil Services Training Institutions (NSCSTI) and to fulfill the mission of training and capacity building of the cadre INGAF has not only progressively increased the number of training courses/workshops/special sessions etc but also including new topics/subjects to cater emerging training needs, specialized area. Consequently, there is a growing requirement to expand our panel of guest faculty members. INGAF is now in the process of drawing up a comprehensive panel of faculty for HQ, New Delhi, NER Aizawl and RTCs at Chennai, Kolkata & Mumbai- including retired and serving officials from ICAO Cadre, Ministries/Govt Offices - who have subject expertise and are capable of delivering high quality lectures and training sessions effectively.
4. An indicative list of topics covered in INGAF training programmes is enclosed at Appendix 'A' for reference. Applicants may indicate the subject areas in which they possess domain knowledge and can contribute meaningfully to the training effort.
5. **Terms & Conditions:-**
 - (a) Empanelment will not guarantee an assignment; it ensures inclusion in the panel.
 - (b) Retired officials are eligible for an honourarium of Rs. 2,500/- Per session
 - (c) Serving officials are entitled for Rs. 2,000/- per session.
 - (d) The number of sessions is subject to a ceiling of 60 sessions per financial year as per DoPT norms.

Contd/-

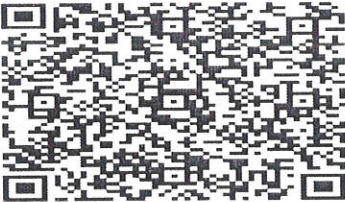
6. **Validity-** The empanelment shall be valid for a period of **two years** from the date of notification of panel, subject to satisfactory performance and compliance with terms and conditions.

7. **Screening-** For the selection of guest faculties for empanelment for HQ and RTCs Screening Committee comprises the following officers:-

1. Director General, INGAF – Chairman
 2. Jt. Director, INGAF - Member
 3. Dy.CGA (HR-I), O/o CGA – Member
 4. Dy.CGA/ ACGA (HR-II,III,IV) – Member
 5. External/ any other member as desired by the Chairman
8. Willing and eligible officers (Retired and Serving), with relevant skills and experience may submit their Curriculum Vitae in the enclosed proforma (Appendix-B) or on **Google Form Link/QR Code** (preferably) by **30, September, 2025 (Tuesday)**. Applications received after due date will not be considered.

https://docs.google.com/forms/d/e/1FAIpQLSeEV44jILDvzBoEdgSVr0h380It9z8HZJOzD5DVvo63Z_GSqq/viewform?usp=header

9. Applications from serving officers must be duly recommended by the Competent Authority.



Encl As Above


Sanjay Datta
Sr. Accounts Officer
Ph.No. 9871677122

To:-

1. The All Pr. CCAs/CCAs/CAs with the request that this circular may be given wide dissemination in the respective Ministries/Departments.
2. Sr.AO, NER, Aizawl/RTC Chennai/Kolkata/Mumbai for wide circulation in the regional offices/departments.

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. PS to DG (INGAF)
5. PS to Jt. Director, INGAF
6. Sr.AO (GIFMIS), O/o CGA with request to publish this OM on CGA's website

FACULTY EMPANELMENT FORM

Preferred Institute- INGAF- New Delhi, NER Aizawl, RTC-Kolkata, Chennai, Mumbai

1. PERSONAL INFORMATION

- (a) Name
- (b) Retired/Serving
- (c) Date of retirement (in case of Retired)
- (d) Designation from which Retired
- (e) Designation (serving)
- (f) Ministry/Department
- (g) Present Place of Posting
- (h) Office Address
- (i) Office Phone No.
- (j) Mobile No.
- (k) Residential Address

2. ACADEMIC & PROFESSIONAL QUALIFICATIONS

- (a) Educational Qualification (Degree & Above)
- (b) Professional Certifications, if any
- (c) Courses Attended during Service
- (d) Training/Teaching Experience, highlighting experience in govt organisations

3. WORK EXPERIENCE & EXPERTISE

- (a) Work Experience
- (b) Topics of interest for training

4. Any achievement/additional information you like to share**ACKNOWLEDGEMENT & SIGNATURE**

I understand that my empanelment as guest faculty is purely on a temporary basis, subject to the rules and requirements of Institute of Government Accounts & Finance.

Signature

Date

I. Budgeting & Accounting

A. Fundamental Government Accounting

- i. Introduction to Government Accounting – Scope and Objectives
- ii. Constitutional and Legal Framework of Government Accounts
- iii. Constitutional Provisions relating to Government Finances
- iv. Organizational set up of Indian Civil Accounts Organisation – Mandate of CGA and IFD, Roles and responsibilities of DDO, PAOs, Pr.AOs,
- v. Overview of Indian Budgetary System

B. Government Accounting Structure

- (i) Structure, Classification, Chart of Accounts- Codification
- (ii) Principles of Budgeting & Accounting Heads

C. Budgeting & Budget Execution

- i. Budget Preparation and Enactment Process
- ii. Demand for Grants and Appropriation Bill
- iii. Charged vs Voted Expenditure
- iv. Supplementary Grants, Re-appropriation, and Surrenders
- v. Performance Budgeting and Outcome Budgeting
- vi. Gender Budgeting and Child Budgeting

D. Accounting Procedures and Controls

- i. Booking and Reporting of Expenditure and Receipts
- ii. Adjustment and Transfer Entries
- iii. Advances, Suspense, and Remittance Heads
- iv. Inter-Governmental and Inter-Departmental Adjustments

E. Treasury and Financial Rules

- i. General Financial Rules (GFR), 2017 – Relevant Provisions
- ii. Central Treasury Rules (CTR) and Subsidiary Treasury Rules
- iii. Delegation of Financial Powers Rules (DFPR)
- iv. Role of Budget Division and Expenditure Control Mechanisms

F. Compilation and Reporting of Accounts

- i. Monthly Accounts and Progressive Expenditure
- ii. Appropriation Accounts and Finance Accounts

G. Accounting Information Systems and Digitization

- i. Public Financial Management System (PFMS) – Functional Overview
- ii. E-Lekha, e-Bill, and Other Interfaces
- iii. Integrated Financial Management Systems (IFMS)
- iv. Digital Payments, e-Receipts, and TSA, CNA, SNA
- v. GPF, Pension, and NPS Accounting

H. Audit and Internal Control

- i. Internal Audit: Purpose, Planning, and Reporting
- ii. CAG Audit: Compliance, Financial, and Performance Audit
- iii. Audit of Centrally Sponsored and State Schemes
- iv. Action Taken Notes (ATNs) and PAC Observations
- v. Risk-Based Internal Control Systems in Government

II. A. Advanced and Specialized Topics

- i. Accounting for Grants-in-aid and Loans
- ii. Accounting for Externally Aided Projects
- iii. Accounting of Reserve Funds

B. Reforms and Contemporary Developments

- i. Fiscal Responsibility and Budget Management (FRBM) Act

- ii. AI and Automation in Government Financial Systems
- iii. Emerging Trends: Blockchain, Data Analytics in PFMS

III. Office Management

- i. Office procedure
- ii. Forms of Official Communication, Noting & Drafting
- iii. Records Management
- iv. Organizational set up of Govt. of India
- v. Parliamentary Procedure/ Handling of Parliament Questions
- vi. Official Language Policy
- vii. Management of Office

IV. Financial Management

- i. GFR & DFPR
- ii. CVC Guidelines on Procurement
- iii. Purchase rules in GFR
- iv. TA/DA Rules
- v. HBA Rules
- vi. Income Tax , GST Calculations
- vii. Receipt & Payment Rules

V. Administrative Rules

- i. Pay fixation Rules
- ii. CCS(CCA)Conduct Rules,
- iii. Leave Rules
- iv. GPF Rules
- v. Advances to Govt. servants
- vi. Medical Rules
- vii. CGHS Rules

- viii. CGEGIS Rules
- ix. Reimbursement of Tuition Fee & CEA
- x. Pension Rules
- xi. LTC Rules
- xii. Maintenance of Service Book
- xiii. General Condition of Service under FR/SR
- xiv. National Pension System /Unified Pension Scheme

VI. Establishment

- i. Recruitment Procedure
- ii. Recruitment Rules
- iii. Seniority Principle
- iv. DPC Rules
- v. Reservation in Service & Preparation of Roster
- vi. Promotion Rules
- vii. Modified Assured Career Progression Scheme
- viii. Annual Performance Appraisal Report & Service Book
- ix. Role of iGot- mission Karmayogi Platform

VII. Behavioral Training

- i. Communication Skills
- ii. Interpersonal Relation
- iii. Team Building & Leadership
- iv. Motivation & Positive Attitude
- v. Self-Motivation
- vi. Conflict Management
- vii. Negotiation Skills
- viii. Presentation Skills
- ix. Stress Management

- x. Emotional Intelligence
- xi. Personal Effectiveness
- xii. Organizational Development
- xiii. Self-Management
- xiv. Management of Change
- xv. Attitude & Behavior

VIII. Management Topics

- i. Management Concept
- ii. Time Management
- iii. Management of Change
- iv. Knowledge Management
- v. Decision Making
- vi. Problem Solving
- vii. Project Management
- viii. Risk Management
- ix. Investment Planning
- x. Inventory Management
- xi. Strategic Management
- xii. Quality Management
- xiii. Creativity & Innovation

IX. Discipline & Vigilance

- i. Ethics & Values
- ii. CCS Conduct Rules
- iii. CCS (CCA) Rules
- iv. Vigilance Administration
- v. CVC Guidelines on Vigilance Cases
- vi. Investigation Skills
- vii. Role of IO & PO
- viii. Role of Disc. Authority & Appellate Authority
- ix. Judicial Review
- x. Principles of Natural Justice
- xi. Constitutional Provisions Regarding Vigilance & Disc.
- xii. Facets of Vigilance
- xiii. Handling of Complaints
- xiv. Conduct of Departmental Inquiry
- xv. Role of Independent External Monitors
- xvi. Cyber Security & Security Consciousness

X. Legal Affairs

XI. Computer Training

- i. MS Word
- ii. MS Excel
- iii. MS Power Point
- iv. MS Access

XII. Miscellaneous

- i. Diversity & Inclusion
- ii. Gender Sensitization & POSH Act 2013
- iii. Post Retirement Employment
- iv. Right to Information & its current trends
- v. Sustainable Development
- vi. Administrative Law
- vii. Public Administration
- viii. Good Governance
- ix. E-Governance
- x. Public Policy Analysis
- xi. Effective Public Relationship
- xii. Value & Ethics in Decision Making

Note:- This list is illustrative and not exhaustive