



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/2024/ 749-52

Dated:- 12.08.2024

OFFICE MEMORANDUM

Subject: Course on Fundamentals of Accounting in Civil Accounts Organisation – reg.

The undersigned is directed to convey that INGAF is introducing a 06 Week course (2 classes per week) 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, revenue accounting, reconciliation, accounting (Monthly and Annual), Internal audit, 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 first batch of this course is starting on **12.09.2024**. The last date of receiving nominations for the first batch is **30.08.2024**. The nominations may please be furnished at **adm.wingingaf@gmail.com**

For further information please contact:-

Navodita Sharma, AAO (Training Coordinator) 9871697733
Gaurav Prasher, AAO (Training Coordinator) 9560084698

This issues with the approval of Director General, INGAF.

Encl As Above

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

ANNEXURE-I

Course Director:- Sh.Harish Srivastav, Director General, INGAF
Sh.Padamsing Patil, Jt.Director, INGAF

Course Coordinator:- Sh.Vimal Nanda, Sr.Accounts Officer, INGAF
Ms. Navodita Sharma, Asstt Accounts Officer, INGAF
Sh.Gaurav Prasher, Asstt Accounts Officer, INGAF

DETAILS OF THE COURSE

Course Name	Fundamentals of Accounting in Civil Accounts Organisation
Duration	6 weeks (2 classes a week – every Tuesday and Thursday)
Total Classes	12
Syllabus	Civil Accounts manual – 4 th Edition
Target Participants	LDC & Above
Ist Schedule	12.09.24 to 17.10.24
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	20% weightage for the final assessment and 80% for the assignments/projects/questions/ etc during the course

ASSESSMENT:-

1. At the end of every class an assignment/project work/Practical Questions will be given to participants encouraging them to gather data from their office, refer relevant rule position and provide solution for the given situation – practical question or assignment.

Weightage of this part for final result shall be 80%

2. At the end of the Course, Final Assessment will be conducted comprising both objective and descriptive question – Total 20.

Weightage of this part for final result shall be 20%

OBJECTIVE:- After completion of the course the participants are expected to have comprehensive conceptual understanding about the procedures and processes related to Payments, revenue accounting, reconciliation, accounting (Monthly and Annual), Internal audit, and other aspects of accounting.

CLASS-WISE CHAPTER-WISE COVERAGE OF THE COURSE

Class	Date	Topic/Chapter Coverage of CAM	Faculty
1	12.09.24	Chapter 1 – Broad features of Departmentalised Accounting System alongwith conceptual framework of Debit, Credit, Receipt, Expenditure, Head of Accounts in Govt Accounting	Sh.Rajesh Sharma, Sr.AO (retd)
2	17.09.24	Chapter 2 – Pre-Check Payment in Central Civil Accounts Offices Chapter 3 – Procedure to be followed by Cheque Drawing DDOs	Sh.Rajesh Sharma, Sr.AO (retd)
3	19.09.24	Chapter – 4 – Banking Arrangement Chapter – 13 – Bank Reconciliation – Expenditure Accounts Transactions	Sh.Rajesh Sharma, Sr.AO (retd)
4	24.09.24	Chapter – 5 – Compilation, Consolidation of Accounts, Preparation of Ledger & Summary of Balances	Sh.Rajesh Sharma, Sr.AO (retd)
5	26.09.24	Chapter – 8 – Procedure for Inter-Governmental and Inter-Departmental Adjustments Chapter – 10 – Loans, Advances, Grants-in-Aids and Investments	Sh.Rajesh Sharma, Sr.AO (retd)
6	01.10.24	Chapter – 11 – Appropriation Accounts (Civil)	Ms. G.Sreepriya, Sr.AO
7	03.10.24	Chapter – 12 – Finance Accounts	Sh.Manoj Saxena, Sr.AO
8	08.10.24	Chapter – 18 – Budgeting: Its Formulation and its Execution	Sh.Neelakantan.R, Addl IA&FA, CBSE
9	10.10.24	Chapter – 14 – Revenue Accounting – Banking Arrangement and Reconciliation Revenue Accounts of CBIC Chapter – 15 – Revenue Accounting – Banking Arrangement and Reconciliation Revenue Accounts of CBDT Chapter – 16 – Revenue Accounting – Non-Tax revenue Receipts	Sh.Rajesh Sharma, Sr.AO (retd)
10	15.10.24	Chapter – 6 – Maintenance of Provident Fund Accounts Chapter – 7 - Pension Chapter – 9 – Recoveries Payments and Accounting Functions arising in r/o Central Government Employees sent of Foreign Service/Deputation	Sh.Rajesh Sharma, Sr.AO (retd)
11	17.10.24	Chapter – 17 – Guidelines of Internal Audit of the Departmental Accounting Organisation	Sh.Vijay Bhushan Sharma, Sr.AO
12	22.10.24	Chapter – 19 – Miscellaneous – Final Assessment	Sh.Rajesh Sharma, Sr.AO (retd)

ANNEXURE-II

REGISTRATION FORM FOR THE COURSE ON FUNDAMENTALS OF ACCOUNTING IN CIVIL ACCOUNTS ORGANISATION.

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