



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-9499/93-106 Dated 16/04/2025

OFFICE MEMORANDUM

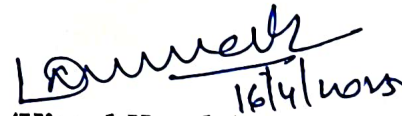
Subject: Quarterly Training Calendar (I Quarter) of INGAF for FY 2025-26

The undersigned is directed to convey that INGAF has prepared a Training Calendar for the I Quarter of FY 2025-26 from April to June, 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 April to June, 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.


(Vimal Nanda)
16/4/2025

Sr. Accounts Officer (Admn.)

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 (I Quarter – April to June, 2025)

S. No	Training Module	Days	Date		Target Participants
			From	To	
1.	Appropriation Accounts and its nuances	1	24.04.2025	24.04.2025	Open to all officials of ICAO
2.	Appropriation Accounts – Reserved Fund Treatment	1	25.04.2025	25.04.2025	Open to all officials of ICAO
3.	Overview and Preparation of Finance Accounts	1	29.04.2025	29.04.2025	Open to all officials of ICAO
4.	Monitoring, review, and liquidation of Suspense Balances	1	01.05.2025	01.05.2025	Open to all officials of ICAO
5.	Training on Manual of Office Procedures, Establishment & Administration	1	02.05.2025	02.05.2025	Newly recruited Accountants and LDCs
6.	Procurement Procedure and Procurement of goods & services through GeM	1	26.05.2025	26.05.2025	Open to all officials of ICAO
7.	Overview of Internal Audit Process & Smart Auditing: Data Analytics leveraging IT for Audit	1	28.05.2025	28.05.2025	Open to all officials of ICAO
8.	Overview of OPS, NPS & UPS and their key differences	1	29.05.2025	29.05.2025	Open to all officials of ICAO
9.	Effective Communication & Presentation Skills	1	30.05.2025	30.05.2025	Open to all officials of ICAO
10.	Rajbhasha संघ सरकार की राजभाषा नीति नियमों का अनुपालन	1	18.06.2025	18.06.2025	Open to all officials of ICAO
11.	Pay Structure and Entitlements of CCS Employees	1	24.06.2025	24.06.2025	Newly recruited Accountants and LDCs
12.	CCS (conduct) rules and CCS (CCA) Rules with special emphasis on handling complaints	1	25.06.2025	25.06.2025	Open to all officials of ICAO