

Atal (M/S) / 6/6



INSTITUTE OF GOVT. ACCOUNTS & FINANCE

Ministry of Finance  
Department of Expenditure  
Block No. IV, J.N.U. (Campus)  
New Delhi - 110067

Tel No. 26711535, 26102257 Fax No. 26105378, 46203636

No. RTC/INGAF/Mumbai/2016-17 252

Dated: 25.05.2016

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To

All Pr. CCAs/CCAs/CAs.

**Subject: List of Training Programmes for the financial year 2016-17 for RTC INGAF, Mumbai.**

Sir/Madam,

The Regional Training Centre, INGAF, Mumbai is organizing the following training programmes on various topics for officials of Civil Accounts Organization from 1<sup>st</sup> July 2016 to 31<sup>st</sup> March 2017. The details are as follows:-

S. No	Name of the Programme	Tentative Date	Duration (in days)	Course Fee
1	Revenue Accounting (CBEC)	11.07.2016 & 12.07.2016	2	Rs.2000
2	TA & LTC	13.07.2016 & 14.07.2016	2	Rs.2000
3	Medical & CGHS/CSMA	18.07.2016	1	Rs.1000
4	Roster Maintenance, Reservation & Concessions	20.07.2016 & 21.07.2016	2	Rs.2000
5	Revenue Accounting (CBDT)	02.08.2016 & 03.08.2016	2	Rs.2000
6	Pension & Retirement Benefits	04.08.2016 & 05.08.2016	2	Rs. 2000
7	Leave Rules & Maintenance of Service Book	22.08.2016	1	Rs. 1000
8	Budget Process	08.09.2016 & 09.09.2016	2	Rs. 2000
09	Basics of computer & Internet	19.09.2016 & 20.09.2016	2	Rs. 2000

Handwritten notes on the left margin:  
12/10  
DCGA (G.A.)  
37/10/2016  
12/11/DCGA (A.F.B.)  
6/3/16  
AEGA (G.B.)  
6/6  
8/4/2  
6/6/16


	Works Account	21.09.2016 to 23.09.2016	3	Rs. 3000
11	Procurement of Goods & Services	06.10.2016 & 07.10.2016	2	Rs.2000
12	Advanced feature of MS Excel & MS Word	17.10.2106 & 18.10.2016	2	Rs. 2000
13	Changes as per 7 <sup>th</sup> CPC in Allowances, Loans & Advances	20.10.2016 & 21.10.2016	2	Rs. 2000
14	NPS with uploading of SCF Files	03.11.2016 & 04.11.2016	2	Rs. 2000
15	Noting & Drafting	10.11.2016 & 11.11.2016	2	Rs. 2000
16	Supply Accounts	17.11.2016 & 18.11.2016	2	Rs. 2000
17	Drawing & Disbursing Officers (DDO) Functions	06.12.2016 & 07.12.2016	2	Rs. 2000
18	Maintenance of Cash Book	09.12.2016	1	Rs. 1000
19	Income Tax on Salaries & Tax Savings	19.12.2016 & 20.12.2016	2	Rs. 2000
20	Work – Life Balance (Stress Management)	09.01.2017 & 10.01.2017	2	Rs. 2000
21	Seminar on RTI for PIOs and CPIOs	16.01.2017	1	Rs. 1000
22	Pension & Retirement Benefits	06.02.2017 & 07.02.2017	2	Rs.2000
23	Basics of Computer & Internet	13.02.2017 & 14.02.2017	2	Rs. 2000
24	Conduct Rules & Disciplinary Proceedings	16.02.2017 & 17.02.2017	2	Rs. 2000
25	Seniority, Promotion, DPC	06.03.2017 & 07.03.2017	2	Rs.2000
26	Annual Performance Appraisal report (APAR)	08.03.2017	1	Rs. 1000

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- 1 You are kindly requested to circulate this among all your offices for sponsoring candidates. Further, instructions must also be issued to all field Offices located in Mumbai and in the Western Zone to send nominations to RTC, INGAF Mumbai.
  - 2 Fees must be remitted only to INGAF, New Delhi through any of the following two modes:-
    - Cheque in favour of "Accounts Officer", INGAF.
    - NEFT details: A/c No-119010200007115  
IFSC Code-UTIB0000119  
MICR Code-110211015
  - 3 INGAF aims to provide quality training programs to the Accounts cadre throughout the year, in subjects of relevance to the participants. Your support in terms of timely payment of fees in advance along with nomination will enable INGAF to fulfil its responsibilities in this regard.

The sponsoring organisations must also inform INGAF about payment details, once cheque/NEFT has been completed at your end. For NEFT, please share the transaction reference number and if possible, write the PAO name in the sender column. This will enable us to track and map the payment to the right sender.

This issues with the approval of Director, INGAF.



Yours faithfully,  
  
(Deepika Jain)

Joint Director, INGAF

Copy to:

1. Dy. CGA Group "B", O/o CGA, Lok Nayak Bhavan, New Delhi.
2. Sr.AO, RTC INGAF Mumbai with the instruction to circulate the list of Training Programme to various offices under CGA's Organisation in Mumbai and Western Zone cities.
3. Sr.AO, ITD, O/o CGA for uploading the list on CGA website.
4. All section in INGAF (HQ).