



INSTITUTE OF GOVT. ACCOUNTS & FINANCE

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

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No. 21011/INGAF/FW/ 601/2016-17/532

Dated: 04.07.2016  
05

To

All Pr. CCAs/CCAs/CAs.

**Subject: Postponement of Short Term Training Programmes for the financial year 2016-17.**

Sir/Madam,

With reference to this office circular no 21011/INGAF/FW/601/2016-17/2158 dated 29.03.2016 list of Short Term Training Courses was circulated, it is hereby informed that following Short Term Courses have been **postponed due to organization of induction training programmes for newly recruited Accountants** in INGAF.

S. No	Name of the Programme	Duration (in days)	Date
1.	Pay Fixation, ACP & MACP	1	07.07.2016
2.	Office Procedure	2	19.07.2016 & 20.07.2016
3.	Rajbhasa	1	28.07.2016
4.	Advances to Govt. Servant	1	03.08.2016
5.	APAR	1	10.08.2016
6.	G.P.F./CGHS/CGEGIS	1	22.08.2016
7.	R.T.I.	1	06.09.2016
8.	Conduct Rules/Vigilance Disciplinary Proceedings	2	20.09.2016 & 21.09.2016

9.	Public Procurement Tendering, Purchase Process & e- initiative procedures	2	05.10.2016 & 06.10.2016
10	Internal Audit	2	20.10.2016 & 21/10/2016
11	Income Tax, TDS & e-filing	2	08.11.2016 & 09.11.2016
12	Gender Awareness & Constitutional, Legal safeguards	2	23.11.2016 & 24.11.2016
13	Budgetary Process	2	06.12.2016 & 07.12.2016

The new dates of programmes will be notified shortly.

This issues with the approval of Director, INGAF.

Yours faithfully,



(Dr. N. Shravan Kumar)  
Deputy Director

Copy to:

1. P.S to Director
2. P.S to Joint Director
3. Senior Accounts Officer, Gr. B, Section, O/o CGA, Lok Nayak Bhawan, New Delhi.
4. Sr.AO ITD, Section, O/o CGA, Lok Nayak Bhawan, New Delhi – for uploading on CGA's website.
5. Copy to IT Section, INGAF to upload on INGAF's website.
6. Sr.AO, INGAF
7. AAO (R), AAO (S), AAO (T), AAO (V).
8. Sh. Birendra, Hostel In charge, INGAF.
9. Guard File