



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/ 601/2016-17/2158
To

Dated: 29.03.2016

All Pr. CCAs/CCAs/CAs.

Subject: List of Training Programmes for the financial year 2016-17.

Sir/Madam,

The Institute of Government Accounts and Finance, INGAF is organizing the following training programmes on various topics for officials of Civil Accounts Organization for the financial year 2016-17. The details are as follows:-

S. No	Name of the Programme	Duration (in days)	Tentative Date	Target Audience	Course Fee
1	Public Procurement Tendering, Purchase Process & e- initiative procedures	2	11.04.2016 & 12.04.2016	AAO/ Sr.AO/ ACA	Rs. 2000/-
2	Vigilance Matters	1	22.04.2016	AAO/Sr. AO/ACA	Rs. 1000/-
3	Income Tax, TDS & e – filing	2	26.04.2016 & 27.04.2016	Sr.AO/AAO/Acctt.	Rs. 2000/-
4	Bhavishya	1	3.05.2016	AAO/ Sr.AO/ ACA	Rs. 1000/-
5	Recruitment Rules/ Roster/ Reservation/ Promotion (DPC)	2	10.05.2016 & 11.05.2016	AAO/Sr. AO/ACA	Rs. 2000/-
6	Right to Information Act	1	24.05.2016	AAO/Sr. AO/ACA	Rs. 1000/-
7	GPF, CGHS & CGEGIS	1	02.06.2016	AAO/Acctt.	Rs. 1000/-
8	Pension/ New Pension Scheme	1	14.06.2016	AAO/ Acctt.	Rs. 1000/-
09	Communication Skills & Interpersonal Skill	1	29.06.2016	AAO/Sr. AO/ACA	Rs. 1000/-
10	Pay Fixation, ACP & MACP	1	07.07.2016	Acctt./AAO/Sr.AO/ ACA	Rs. 1000/-
11	Office Procedure	2	19.07.2016 & 20.07.2016	AAO/Sr. AO	Rs. 2000/-
12	Rajbhasha	1	28.07.2016	AAO/Acctt.	Rs. 1000/-
13	Advances to Govt. Servants	1	03.08.2016	AAO/Acctt.	Rs. 1000/-
14	APAR	1	10.08.2016	AAO/Sr. AO	Rs. 1000/-
15	G.P.F./CGHS/CGEGIS	1	22.08.2016	AAO/Acctt.	Rs. 1000/-
16	R.T.I.	1	06.09.2016	AAO/Sr.AO/ACA	Rs. 1000/-
17	Conduct Rules/Vigilance/ Disciplinary Proceedings	2	20.09.2016 & 21.09.2016	AAO/Sr.AO/ACA	Rs. 2000/-

18	Public Procurement Tendering, Purchase Process & e-initiative procedures	2	05.10.2016 & 06.10.2016	AAO/Sr.AO/ACA	Rs. 2000/-
19	Internal Audit	2	20.10.2016 & 21/10/2016	Acctt./ AAO	Rs. 2000/-
20	Income Tax, TDS & e-filing	2	08.11.2016 & 09.11.2016	Fresh inducted/promoted ACA/AAO/Sr.AO	Rs. 2000/-
21	Gender Awareness: Constitutional, Legal safeguards	2	23.11.2016 & 24.11.2016	AAO/Sr.AO	Rs. 2000/-
22	Budgetary Process	2	06.12.2016 & 07.12.2016	AAO/Sr.AO	Rs. 2000/-
23	GFR/DFPR/R&P Rules	2	15.12.2016 & 16.12.2016	AAO/Acctt.	Rs. 2000/-
24	Communication Skills Stress Management	1	29.12.2016	AAO/Sr.AO	Rs. 1000/-
25	Vigilance Matters	2	11.01.2017 & 12.01.2017	AAO/Sr.AO	Rs. 1000/-
26	Rajbhasha	1	31.01.2017	AAO/Acctt.	Rs. 1000/-
27	Income Tax, TDS & e-filing	2	08.02.2016 & 09.02.2016	Acctt./AAO/Sr.AO	Rs. 2000/-
28	Recruitment Rules/ Roster/ Reservation/ Promotion (DPC)	2	15.02.2017 & 16.02.2017	AAO/Sr.AO/ACA	Rs. 2000/-

You are kindly requested to send nominations for the above mentioned training programmes.

1. Total number of participants in each course shall be restricted to 25. Hence Nominations may be made at the level of Principal Accounts Office Head Quarters. It will be appreciated if the number of nominations from each Ministry is restricted to two or three.
2. 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 alongwith nomination will enable INGAF to fulfill its responsibilities in this regard.
3. Fees may be remitted to INGAF 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

Kindly 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
(Deepika Jain)
Joint Director, INGAF

Copy to:-
The AAO
Administration wing/ Faculty wing
INGAF, NEW DELHI