



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. INGAF/RTC/Chennai/2016-17 253

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 Chennai.**

Sir/Madam,

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

S. No	Name of the Programme	Tentative Date	Duration (In days)	Course Fee (Rs.)
1	Seniority & Promotion	11.07.16 & 12.07.16	2	2000
2	Service Rules with pay fixation	12.07.16 to 14.07.16	3	3000
3	Civil Accounts Manual and Receipts & Payments Rules	18.07.16 & 19.07.16	2	2000
4	Advances & Loans- Know Your Entitlements	21.07.16 & 22.07.16	2	2000
5	Orientation Training for MTS	08.08.16 to 12.08.16	5	5000
6	Commercial Accounting (for AAO-C Candidate)	08.08.16 to 12.08.16	5	5000
7	GFR & DFPR	16.08.16 & 17.08.16	2	2000
8	Yoga- Mind & Soul	22.08.16 & 23.08.16	2	2000
09	NPS Workshop	26.08.16	1	1000
10	Works Account (for AAO-C Candidate)	07.09.16 to 09.09.16	3	3000
11	Patrachar in Hindi	16.09.16	1	1000
12	Budgeting & Expenditure Control	20.09.16 & 21	2	2000

13	e- Service Book & Maintenance	23.09.16	1	1000
14	Medical Attendance Rules & CGHS Facilities	06.10.16 & 07.10.16	2	2000
15	Supply Accounts & DGS&D Rules	18.10.16 & 19.10.16	2	2000
16	Time & Tide	21.10.16	1	1000
17	Transfer, TA/DA & LTC Rules	24.10.16 & 25.10.16	2	2000
18	Communication & Team management	04.11.16	1	1000
19	Revenue Accounting	08.11.16	1	1000
20	Audit Techniques	10.11.16 & 11.11.16	2	2000
21	Basics of computer	15.11.16 to 16.11.16	2	2000
22	e- Procurement & e- Tendering Process	22.11.16 & 23.11.16	2	2000
23	Bhavishya – e- tool	07.12.16	1	1000
24	Disciplinary Procedures and Departmental Enquiries	08.12.16 & 09.12.16	2	2000
25	Govt. Revenue Accounting System	15.12.16 & 16.12.16	2	2000
26	Pay Fixation	19.12.16 & 20.12.16	2	2000
27	APAR & DPC	09.01.17 & 10.01.17	2	2000
28	Refresher course for Divisional Accountants	11.01.17 & 12.01.17	2	2000
29	Deputation & Foreign Service	17.01.17 & 18.01.17	2	2000
30	Life After Your Retirement	23.01.17 & 24.01.17	2	2000
31	Income Tax Provisions & e- TDS	09.02.17 & 10.02.17	2	2000
32	Administration & Establishment Rules	15.02.17 to 17.02.17	3	3000
33	Finalization of GPF Accounts	20.02.17	1	1000
34	Annual Year closing	24.02.17	1	1000
35	Know your Medical Entitlements	06.03.2017	1	1000
36	Wellness & Yoga – Mind Your Body & Soul	09.03.2017 & 10.03.2017	2	2000
37	Basic Computer Skills	13.03.2017 to 16.03.2017	4	4000

- 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 Chennai and in the Southern Zone to send nominations to RTC, INGAF Chennai.
- 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 Chennai with the instruction to circulate the list of Training Programme to various offices under CGA's Organisation in Chennai and Southern Zone cities.
3. Sr.AO, ITD, O/o CGA for uploading the list on CGA website.
4. All section in INGAF (HQ).