



**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. INGAF/PDA/RTC-Kol/2016-17 251

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 Kolkata.**

Sir/Madam,

The Regional Training Centre, INGAF, Kolkata 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 (Rs.)
1	Functions of HOOs/DDOs	04.07.16	1	1000
2	Pay Fixation & MACP	11.07.16 & 12.07.16	2	2000
3	Maintenance of Service Book & Leave Rules & GPF Rules	14.07.16 & 15.07.16	2	2000
4	Procurement of Goods & Services	18.07.16 & 19.07.16	2	2000
5	CPWD Accounts	20.07.16 & 21.07.16	2	2000
6	Administrative & Establishment Rules	01.08.16 & 02.08.16	2	2000
7	Internal Audit Process & Report Writing	03.08.16 & 04.08.16	2	2000
8	RAMS & CFMS Software for CBDT	08.08.16 & 09.08.16	2	2000
09	Communication Skill & Time Management	22.08.16 & 23.08.16	2	2000
10	Reservations, Concessions & Roster Points	01.09.16 & 02.09.16	2	2000

11	DFPRs, R & P Rules and GFR	06.09.16 & 07.09.16	2	2000
12	Orientation Course for MTS	19.09.16 to 23.09.16	5	5000
13	Motivation, Leadership & Team Building	03.10.16 & 04.10.16	2	2000
14	Establishment Rules	05.10.16 & 06.10.16	2	2000
15	RTI Act	20.10.16	1	1000
16	CPWD Accounts	03.11.16 & 04.11.16	2	2000
17	Pension Rules & NPS	17.11.16 & 18.11.16	2	2000
18	Medical & CGHS Rules and CGEGIS	21.11.16 & 22.11.16	2	2000
19	Retirement Benefits & Post Retirement Financial Planning	01.12.16 & 02.12.16	2	2000
20	Stress Management including Remedies	05.12.16 & 06.12.16	2	2000
21	Seniority & Promotion	07.12.16 & 08.12.16	2	2000
22	Reservations, Concessions & Roster Points	04.01.17 & 05.01.17	2	2000
23	Govt. Accounting System	09.01.17 & 10.01.17	2	2000
24	Supply Accounts	12.01.17 to 13.01.17	2	2000
25	Pay Fixation & MACP	19.01.17 & 20.01.17	2	2000
26	Administrative Rules	06.02.17 & 07.02.17	2	2000
27	Orientation Course for MTS	10.02.17 to 14.02.17	5	5000
28	RAMS & CFMS Software for CBDT	20.02.17 & 21.02.17	2	2000
29	Procurement of Goods & services	02.03.17 & 03.03.17	2	2000
30	Maintenance of Service Book & Leave Rules & GPF Rules	09.03.17 & 10.03.17	2	2000

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