

**DIRECTORATE OF TRAINING : UNION TERRITORIES CIVIL SERVICES
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
Institutional Area, Shahdara, Behind Karkar Jorjima Courts, Shahdara Delhi 32**

File No.5(1)5/11-UTCS(TS-I)/

Date

CIRCULAR

The Directorate of Training is entrusted with the basic responsibility of conducting training programmes for various levels of officials/officers in various areas of administration. The Directorate has identified subjects needing basic knowledge and skill for functional efficiency. A three days training course on **"Basic Functional Efficiency in Accounts Matters"** is an important course in the list. The Course shall commence on **20th June, 2011 to 22nd June, 2011 (Monday – Wednesday)**.

IMPORTANCE OF THE COURSE

Government Rules, regulations, instructions and orders relating to Accounts are the safeguards against the arbitrary decisions in the matter of Government purchases, budget etc. Rules and regulations are framed to ensure fairness. The course covers the receipts and payment rules, inventory control, budget control, GFR-2005, delegation of financial Power and determination of pension etc. Which are necessary in day-today functioning of any Government Department/Office.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to benefit those assigned duties of dealing/processing/deciding accounting matters. It shall also be useful for those posted in Government corporations/local/autonomous bodies. The course would be useful to working at the lower/middle management level. Training Module/Learning Units are enclosed.

OBJECTIVES OF THE COURSE

At the end of the Course the participants will be able to:

1. Explain about structure of Government accounts and its compilation.
2. Application of purchase procedure and GFR-2005.
3. Describe Delegation of Financial Powers.
4. An overview of pension and other retirement benefits.
5. Know about E-Tendering system.

CONTENTS OF THE COURSE

1. Revenue/Expenditure of Union and state Governments
2. Government Accounts – some important terms
3. Structure of Govt. Account and compilation of Govt. accounts and the role of Comptroller and Auditor General/Accounts General
4. Quality of Accounts and services and application of funds
5. Budget
6. Central Govt. Accounts (Receipts and Payment) Rules, Inventory Control, Disposal of goods, Writing of losses
7. GFR-2005 and duties and responsibilities
8. Delegation of Financial Powers and preparation of different types of bills
9. E-Tendering System
10. Determination of Pension & other Retirement Benefits
11. Commercial Accounts

METHODOLOGY OF THE COURSE

The Course would be conducted by experts and experienced in the area of Account Matters. While lecture method would be generally followed case studies and practical exercises may also be included in some sessions. The Course would be interactive and participants encouraged to raise questions and get the doubts cleared.

NOMINATIONS FOR THE COURSE

1. The Course envisages class strength of 40 Participants.
2. Nominations shall be accepted on first-come-first-serve basis.
3. Nomination letter along with bio-data form of the participants in the format prescribed (enclosed) may be sent by 13th June, 2011.
4. Nominations received after 13th June, 2011 may not be entertained.
5. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

OTHER INSTRUCTIONS

1. Participants are expected to come prepared with basic information on the course subject.
2. Participants may bring copies of the latest departmental/Government circulars/orders/reports etc., relating to the course subject, if any available. This would benefit other participants, the Directorate and also the faculty.
3. Participants are expected to observe punctuality and regularity.
4. Participants are expected to keep their mobile phones on silent mode during the training sessions.
5. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
6. Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.
7. Participants may contact the undersigned for any information/clarification on training course.
8. Contact/correspondence may be made on phone nos. 22308552, fax no. 22307822, 22308556 email address dutes@nic.in.


(NEEL KAMAL)

Assistant Director (Training)

Date 28/4/11

File No.5(1)5/11-UTCS(TS-I)/11897 - 12064
Copy forwarded to:

1. All HODs/Local/Autonomous Bodies and State Undertakings/Corporations.
2. S.O. to the Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat, N.D.-2
3. E.O. for updating on the website of the Department.


(NEEL KAMAL)

Assistant Director (Training)

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**TRAINING MODULE ON BASIC FUNCTIONAL EFFICIENCY IN
ACCOUNTS MATTERS**

Name of the Package of Courses		BASIC FUNCTIONAL EFFICIENCY	
Duration of the Course		Three Days (20.06.2011 to 22.06.2011) Monday – Wednesday	
Number of Sessions		Twelve (12)	
Training Branch		I	
Name of Course Coordinator		Sh. Neel Kamal, Asstt. Director	
Sessions	Duration	Topics	Proposed Speaker
<u>20.06.2011</u> Session – I 10.00 am- 11.15am	75 Min.	• Revenue/Expenditure of Union and state Governments	
Tea			
Session – II 11.30 am- 12.45pm	75 Min.	• Government Accounts – some important terms	
Lunch			
Session – III 01.45 pm- 03.00pm	75 Min.	• Structure of Govt. Account and compilation of Govt. accounts and the role of Comptroller and Auditor General/Accounts General	
Tea			
Session – IV 03.15 pm- 04.30pm	75 Min.	• Quality of Accounts and services and application of funds	
<u>21.06.2011</u> Session – V 10.00 am- 11.15am	75 Min.	• Budget	
Tea			
Session – VI 11.30 am- 12.45pm	75 Min.	• Central Govt. Accounts (Receipts and Payment) Rules, Inventory Control, Disposal of goods, Writing of losses	
Lunch			
Session – VII 01.45 pm- 03.00pm	75 Min.	• GFR-2005 and duties and responsibilities	

Tea			
Session – VIII 03.15 pm- 04.30pm	75 Min.	<ul style="list-style-type: none"> • Delegation of Financial Powers and preparation of different types of bills 	
<u>22.06.2011</u> Session – IX 10.00 am- 11.15am		<ul style="list-style-type: none"> • E-Tendering System 	
Tea			
Session – X 11.30 am- 12.45pm		<ul style="list-style-type: none"> • Determination of Pension & other Retirement Benefits 	
Lunch			
Session – XI 01.45 pm- 03.00pm		<ul style="list-style-type: none"> • Commercial Accounts 	
Tea			
Session – XII 03.15 pm- 04.30pm		<ul style="list-style-type: none"> • Commercial Accounts(contd.) 	