

Dte. of Trg. & Tech. Education
Diary No. 2994
68/4
15 APR 2012
Muni Maya Ram Marw
T. V. Tower, Pitam P
Delhi-110048
Date 30-03-12

File No.5(1)5/12-UTCS(TS-I)/ 7616-7782

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 **14th May, 2012 to 16th May, 2012 (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

800/PA/PA
16/4/12

STTE on
leave
16/4/12

Div (TTE)
16/4/12

DCA

COM

OS (COM)
207/COM
19/4/12

18/4/12

17/4

47/Accounts
18/4/12

10. Determination of Pension & other Retirement Benefits
11. Commercial Accounts

METHODOLOGY OF THE COURSE

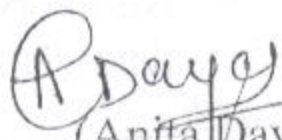
The Course would be conducted by experts and experienced in the area of Account Matters. While lecture method would be generally followed case studies and practical exercises may also be included in some sessions. The Course would be interactive and participants encouraged to raise questions and get 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 **07th May, 2012**.
4. Nominations received after **07th May, 2012** 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 Tel. Fax No. **22308552**, email address **adtrglutcs.delhi@nic.in**.


(Anita Dayal)

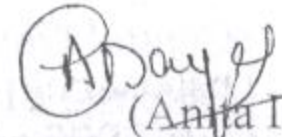
Assistant Director (Training)

Date 30-03-12

File No.5(1)5/12-UTCS(TS-I)/ 7616-7702

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.


(Anita Dayal)

Assistant Director (Training)

Session – VII	GFR-2005 and duties and responsibilities			64/10
Knowledge & Rules	<ul style="list-style-type: none"> • Planning and role of purchase committee • All rules relating to purchases • Tender system • Head of Department • Head of Office • Drawing and Disbursing Officers • Pay and Accounts Officers • Cashiers 	Lecture		Audit Reports
Session – VIII	Delegation of Financial Powers and preparation of different types of bills			
Knowledge	<ul style="list-style-type: none"> • Transfer powers from President to HOD • Delegation of Financial Powers Rules 1978 • Power of HOD • Power of HOO • Power of DDO • Pay bills • Contingent bills • Other bills • Maintenance of register like cash book, PBR • Reconciliation of accounts with PAO 	Lecture		
16.05.2012 Session – IX	E-Tendering System			
Knowledge & Working	<ul style="list-style-type: none"> • What is e-procurement • Why e-procurement • Government's initiatives • Security aspects • E-Procurement process • Digital systems • Change Management and Teething Problems 	Lecture		
Session – X	Determination of Pension & other Retirement Benefits			
Knowledge	<ul style="list-style-type: none"> • C.C.S. Pension Rules • Retirement benefits 	Lecture		

83/2

<u>Session – XI</u>	Commercial Accounts			
Knowledge, awareness and uses	<u>Final Accounts</u> (a) <u>Profit making organizations</u> <ul style="list-style-type: none"> • Trail Balance • Trading Account • Profit & Loss Accounts • Balance sheet (b) <u>Non Profit organizations</u> <ul style="list-style-type: none"> • Income & Expenditure Statement • Balance Sheet 	Lecture		Audit Reports
<u>Session – XII</u>	Commercial Accounts(contd.)			
Knowledge, Awareness and uses	A. <u>Classification of Assets and Scrutiny of Balance Sheet</u> <ul style="list-style-type: none"> • Performing Assets • Non performing Assets 	Lecture		

DIRECTORATE OF TRAINING: UNION TERRITORY CIVIL SERVICES

BIODATA FORM

(For Employees of GNCTD, Local/Autonomous Bodies/Corporations etc)

02/11

Name of the Training Programme:

Course Code: BFE

Date of Training Programme:

[Tick mark (✓) the appropriate box]

01.	Name (As per Service Book)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	First	
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		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Last
02.	Designation																	
03.	Service Cadre	IAS <input type="checkbox"/>	DANICS <input type="checkbox"/>	DASS <input type="checkbox"/>	Accounts <input type="checkbox"/>	Medical <input type="checkbox"/>	ENGG. <input type="checkbox"/>	Teaching <input type="checkbox"/>	Others <input type="checkbox"/>									
04.	Name of the Department/Organisation																	
05.	Category of Dept./Organisation	Delhi Govt. <input type="checkbox"/>	Autonomous Body <input type="checkbox"/>	Others <input type="checkbox"/>	Local Body <input type="checkbox"/>	PSU <input type="checkbox"/>												
06.	Employee Code (If any)																	
07.	Date of Birth	<input type="text"/>	<input type="text"/>	DD	<input type="text"/>	<input type="text"/>	MM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YYYY						
08.	Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>															
09.	Category	UR <input type="checkbox"/>	SC <input type="checkbox"/>	ST <input type="checkbox"/>	OBC <input type="checkbox"/>	Other <input type="checkbox"/>	<input type="text"/>											
10.	Educational Qualification [Highest qualification]	Middle <input type="checkbox"/>	Metric <input type="checkbox"/>	Inter <input type="checkbox"/>	Graduate <input type="checkbox"/>	P.Grad <input type="checkbox"/>	M.Phil <input type="checkbox"/>	Ph.D <input type="checkbox"/>	Others <input type="checkbox"/>									
11.	Professional/Technical qualification																	
12.	Date of joining the Service	<input type="text"/>	<input type="text"/>	DD	<input type="text"/>	<input type="text"/>	MM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YYYY						
13.	Pay Band & Grade Pay																	
14.	Details of trainings attended in the past in the Directorate of Training, UTCS/Other Institutes																	
15.	Contact Number	Office										Personal						

Signature _____

Date : _____