

**180th Cash and Accounts Course from 01st April to 31st May, 2024 (9-Weeks) in Hybrid Mode – reg.****From :** ISTM <noreply-istm@nic.in>

Thu, Feb 08, 2024 06:35 PM

**Subject :** 180th Cash and Accounts Course from 01st April to 31st May, 2024 (9-Weeks) in Hybrid Mode – reg.**To :** eststee@nic.in**Reply To :** ISTM <vkbhargava.84@gov.in>

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भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING &amp; MANAGEMENT

(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL &amp; TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES &amp; PENSIONS

दिनांक / Date: 07.02.2024

To

Secy. to the Govt. of India (All Ministries / Departments)  
All Attached & Subordinate Offices  
All State Governments / All Union Territories  
The Central Vigilance Commission / Election Commission of India / UPSC  
All Public Sector Undertakings / All Autonomous Bodies / All Statutory Bodies

**Subject: 180<sup>th</sup> Cash and Accounts Course from 01<sup>st</sup> April to 31<sup>st</sup> May, 2024 (9-Weeks) in Hybrid Mode – reg.**

Sir/Madam,

The 180<sup>th</sup> Cash and Accounts Course will be conducted in this Institute w.e.f. **01<sup>st</sup> April to 31<sup>st</sup> May, 2024 (9-weeks) [Online Mode- 01<sup>st</sup> April to 05<sup>th</sup> April, 2024 (1-Week) & Offline Mode- 08<sup>th</sup> April to 31<sup>st</sup> May, 2024 (8-Weeks)]**. Details of the

objectives of Course, its contents, eligibility conditions, procedure for nomination etc., are given in Annexure. Examination in respect of topics like Arrear Bill, Calculation of income tax, Interest on advances, HBA, GPF, etc. will be held using MS – Excel. Therefore, **working knowledge of MS – Excel is a MUST**. While sponsoring the names, this aspect may be kept in view.

2. Nominations in the prescribed Performa may be submitted **ONLINE**, on our official website [http://www.istm.gov.in/home/online\\_nomination\\_form](http://www.istm.gov.in/home/online_nomination_form) under the link 'Online Form' on or before the closing date, i.e. 01<sup>st</sup> March, 2024 followed by submission of physical/hard copy of the Nomination Form, duly approved by the sponsoring authority, to this office latest by 08<sup>th</sup> March, 2024. **Online Nomination Form, duly approved by sponsoring authority and received in this office latest by 08<sup>th</sup> March, 2024 will only be considered.**

3. The names of selected officials/candidates shall be placed on the website of ISTM on or before 22<sup>nd</sup> March, 2024 (tentative date) under the link "Confirmed Nomination". Only those Officials/Candidates should be relieved, whose nominations have been accepted by this Institute. Selected Officials/candidates may be directed to attend the online classes w.e.f 01<sup>st</sup> April, 2024 for 1 week and physically report at ISTM at 9.00 AM on 08<sup>th</sup> April, 2024. **NO SEPARATE CONFIRMATION FOR NOMINATION OR REQUEST FOR RELIEVING LETTER OR ANY OTHER COMMUNICATION to that effect will be issued by the ISTM.**

Yours faithfully,

- Sd-

(Vipin Kumar Bhargava)  
Deputy Director & Course Director  
Email ID: vkbhargava.84@gov.in  
Tel: 011-26737516

## ANNEXURE

### PROGRAMME INFORMATION SHEET

**TITLE** : 180<sup>th</sup> Cash and Accounts Course

**DURATION** : 9 WEEKS (01<sup>st</sup> April to 31<sup>st</sup> May, 2024)

Online Mode- 01<sup>st</sup> April to 05<sup>th</sup> April, 2024 (1-Week)

Offline Mode- 08<sup>th</sup> April to 31<sup>st</sup> May, 2024 (8-Weeks)

## OBJECTIVES OF THE PROGRAMME:

The participants will be able to learn about the procedure of handling Cash & Accounts matters in Government Offices and will also expose to the skills required for practical application of various financial/ accounting principles, rules, regulations and procedures under different circumstances.

## BROAD CONTENTS OF THE PROGRAMME:

1. Financial administration in government
2. Leave Salary and Pension contribution
3. Receipt and Payment Rules
4. FRs & SRs including General conditions of service, Joining Time & Fixation of Pay
5. TA Rules
6. Pension Rules including National Pension Scheme
7. Leave Rules
8. Medical Attendance Rules
9. LTC Rules
10. Calculation of Income Tax Rules
11. Classification of Accounts.
12. Budget: Principles; Process & Practice
13. GPF Rules including conversion of Advance into withdrawal and calculation of amounts under Deposit Linked Insurance Scheme (DLIS).
14. GFRs and Delegation of Financial Power Rules
15. Advances to Government Servants including House Building Advance Rules
16. Central Government Employees Group Insurance Scheme, 1980
17. Children's Education Allowance Scheme
18. Staff Car Rules
19. Maintenance of Service Book, Expenditure Control Registers and other Books of Accounts
20. Use of Computer – **Working Knowledge of MS-Excel for interest calculation etc. is a must.**
21. Ethics and value in Financial Management
22. Gender sensitization

- 23. Goods & Service Tax
- 24. Public Financial Management System (PFMS)

**METHODOLOGY:** Lecture, Case Studies, Self-study using the e-content available on the e-LMS platform of ISTM, Discussion on actual problems faced in dealing with specific cases. The participants will get opportunity to discuss actual problems faced by them in their respective organisations with reference to the Government of India Rules.

**ELIGIBILITY CONDITIONS: The nominees for the Cash and Accounts course should fulfill the following conditions:**

**(a) Grade:**

- (i) An Assistant (other than Directly Recruited Assistant) or equivalent rank in the Level-6 or Level-7 of the accepted 7<sup>th</sup> CPC Pay Matrix.
- (ii) A Directly Recruited Assistant or equivalent with at least two years of regular service in the Level-6 or Level-7 of the accepted 7<sup>th</sup> CPC Pay Matrix.
- (iii) A Senior Secretariat Assistant or equivalent with at least five years of regular service in the accepted 7<sup>th</sup> CPC Pay Matrix.

**(b) Experience:**

- i) Must actually be doing the cash or accounts work in their respective offices at the time of forwarding the nomination by the sponsoring authorities. The details of work, actually being done by him/her, should specifically be mentioned in the nomination form, for example- preparation of salary/arrear bills, Maintenance of cash book, preparation of TA, LTC, Medical, contingent bills etc. **Without mentioning the details of work, the nominations are liable to be rejected.**
- ii) Must have working knowledge of MS Excel.

**[Just writing “working in cash and accounts” in the details of work done will NOT be considered as criteria for being selected for the Course]**

**(c) Age:**

Must be below 56 years of age as on 01<sup>st</sup> April, 2024. (i.e. on the date of commencement of the Course.)

**NOTE:**

- (i) The complete detail of experience should be given right from UDC/SSA (regular) onwards;
- (ii) The programme is quite intensive and entails good amount of homework. Therefore, only those eligible officials who are willing, diligent and have an aptitude for sustained work may be nominated.
- (iii) **The Programme contains one practical paper on Computer MS-Excel also (viz., calculation of Income Tax, Calculation of Interest on advances, G.P.**

**Fund etc.). As such the nominees MUST have working knowledge of MS-Excel.**

- (iv) The nominee must NOT have attended the Cash & Accounts Training Programme earlier at whatever level.
- (v) All Sponsoring Authorities must obtain the approval of the administrative officers concerned before forwarding the names for the programme.
- (vi) The eligibility conditions mentioned above at (a) to (c) may be relaxed by Director, ISTM on a written request from the sponsoring authority subject to availability of seat(s).

**PROGRAMME CAPACITY: 30 (Thirty)**

**PROGRAMME FEE:**

Course fee of **Rs. 45,000/- (Rupees Forty-Five Thousand Only)** per participant is payable in respect of the trainees sponsored by organizations other than the Central Government, viz., Autonomous Bodies/ PSUs, etc. Bank Draft/ Banker's Cheque is to be drawn in favour of **"PAO, DP&AR"** payable at New Delhi. **Course fee is to be sent by hand, through the participants, only.**

**OTHER EXPENSES:**

All the participants whose nominations have been accepted shall have to bring an amount of Rs. 30,000/- from their offices drawn as TA/DA Advance, subject to final adjustment, subsequently. The amount shall be used for meeting expenditure on NGO-cum-Study Tour, which is an essential component of the training programme. **This amount may be deposited/electronically transferred in the respective account of the participants ONLY.**

**ACCOMMODATION:**

ISTM has a modest hostel facility where AC rooms are available on twin sharing, on first come first served basis for the OUTSTATION PARTICIPANTS ONLY. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the participants may contact the Hostel Warden on Phone Number: 011-26172571. In case hostel accommodation is not available due to any reasons, the participants shall have to make their own arrangement.

**VENUE:** Seminar Hall Complex, ISTM, JNU (Old) Campus. [For Offline mode]

**EXAMINATION:** There will be 4 Written examinations & 1 Examination on MS-Excel along with General Assessment during the said Course. Minimum 50% marks have to be obtained to qualify in each of the examinations/papers.

**OTHER:**

The officials/candidates whose nominations have been accepted shall bring a **CALCULATOR. Also**, they are advised to bring the following books (the latest edition) either from their offices. Other reference materials will be provided by the ISTM:

- i. CGA (Receipt and Payment Rules), 2022

- ii. FR & SR Part II (TA Rules)
  - iii. CCS (Pension) Rules 2021
  - iv. General Financial Rules
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