

To,

The Officer In-Charge
All Section in Main office and Sub offices
PCDA (WC) Chandigarh.

Sub: Nomination for the training course in RTC Meerut.

1	Course on 'CCS (Conduct) Rules, 1964 and CCS (CCA) Rules, 1965	5 दिन(31/07/2017 से 04/08/2017)
2	(i) Working of D-section with emphasis on SBI CMP-its effect in working of 'D' section, uploading & authorization of CMP files, checks to be observed , risks involved and security measures to be adopted. (ii) According Procedure under CMP (Role & duties of A/C's Section (iii) One session on Project Tulip	3 दिन(07/08/2017 से 09/08/2017)
3.	Elementary concepts of programming.	2 दिन(10/08/2017 से 11/08/2017)
4.	Course on Sangh Ki Rajbhasha Niti Aur Rajbhasha Niyam/ Reports & Returns in respect of implementation of Official language- Hindi, Completion of Inspection Questionnaire relating to committee of Parliament on Official languages including sessions for 'RAJBHASHA SANGOSHITI'	3 दिन(16/08/2017 से 18/08/2017)
5.	(i) Handling of personal claims: Rules, audit, check lists, etc. in regard to TA/DA, LTC, CTG, MEDICAL (CGHS & CS (MA)), CEA, ETC. (ii) 4 sessions on Project Tulip (iii)2 Sessions on filling of 24 G 24 Q in r/o TDS from salaries.	05 दिन(21/08/2017 से 25/08/2017)
6.	Course on working of 'Internal Audit' Section (formerly FA Section): (i) Role, functions, monitoring of LAO offices. (ii)C &AG of India- Organization, role, duties and powers, functioning, dealing with observations raised/ LTARs/ Draft Paras (iii)Audit of Sanctions (iv)MFAI/ Internal Audit Reports/ Financial Advice. (v)AAC.	05 दिन(28/08/2017 से 01/09/2017)

The above training courses are to be conducted by RTC Meerut during the month of ~~July~~ ^{August} 2017. The names of one (01) nominated and one (01) reserve person for each course from amongst the SAOs/AOs/SAs/Adrs serving in your section may please be forwarded to consider their participation in the training course.

While forwarding the names of participants, following aspects may kindly be considered.

- The participants should not retire from service within two years.
- They must not have participated in more than two training courses as well as similar courses during the year.

The information may please be furnished by 20.07.2017 positively.

— Sd —
Sr. Accounts Officer (O&M)

Copy to:-
The Officer In-Charge
IT & S Cell.

For Uploading on official website.

Nyonal
Sr. Accounts Officer (O&M)