

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	Working of 'Misc.' Section: (i) Pre Audit & Post Audit of Bills in various grants like ACG, ATG, FIG, FP & IG, TI & IEG. etc., printing charge bills, scrutiny and vetting of draft conservancy agreements of Cantonment Boards and payment thereof. (ii) Two (2) Sessions on project 'TULIP'	2	दिन(03/10/2017 से 04/10/2017)
2	(i) Project Nidhi . Processing of FW/IS cases with emphasis on the check list provided by the office of the CDA (Funds) . Meerut	3	दिन(04/10/2017 से 06/10/2017)
3.	Course on the provisions of GFR, DFPR, DPM-2009, Receipts & Payment Rules, Procurement and disposal of stores with sessions on e-procurement. Concept of procurement / outsourcing of services. An overview on GeM (Government e- Marketplace)	5	दिन(09/10/2017 से 13/10/2017)
4.	Personal Management , including stress management , Time Management , Diet Management, Executive Effectiveness, Values, Attitudes & Ethics, Leadership, Body Language etc.	5	दिन(23/10/2017 से 27/10/2017)

The above training courses are to be conducted by RTC Meerut during the month of October 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 15.09.2017 positively.


Sr. Accounts Officer (O&M)

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

For Uploading on official website.


Sr. Accounts Officer (O&M)