



सं / REGN NO: INSTM/R/2017/50001

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ 9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),

ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067/ OLOF PALME MARG, NEW DELHI - 110067

दूरभाष / TELEPHONE - 011-26105592; टेलीफैक्स / FAX - 011-26104183

दिनांक / Date 11<sup>th</sup> May 2017

Subject : Information sought under RTI Act, 2005

Sir/Madam,

Please refer to your RTI application received on 12<sup>th</sup> April 2017.

2. The response to your request is given below;

No.	QUESTION	RESPONSE
1.	If senior level of UDCs with five years regular service in the grade pay of Rs.2400/- or more at this Institute is waiting for direct channel of promotion to Junior Accounts Officer (JAO) and working in Establishment Section, Stores Section, etc other than cash and accounts work, whether they are eligible to apply for the 166th Cash & Accounts Training Programme of ISTM?	Selection for the Cash & Accounts course is done as per the selection criteria mentioned in the Course circular and not as per rules/conditions relating to promotions in respect of any specific organization.
2.	If No, then the senior level of UDC's direct channel of promotion to Junior Accounts Officer (JAO) in this Institute would be affected because of ISTM eligibility condition (b) (i) to apply for 166th Cash & Accounts Training Programme. So, provide the detailed information on this, under which circumstances and provision, the senior level of UDC will get the direct channel of promotion to Junior Accounts Officer (JAO) at this Institute since the cash & accounts training is compulsory for JAO promotion	
3.	If yes, the eligibility condition (b) (i) of ISTM for 166th Cash & Accounts Training Programme may be relaxed for the above said candidates by ISTM for the 166th Cash & Accounts Training Programme. Provide the information with orders	The Course is oversubscribed. Relaxation, if any, is dealt with as per the conditions mentioned in the course circular. A copy of the Course circular No. 33052/1/2017-ISTM(C&A) dated 27 <sup>th</sup> March 2017 is enclosed.

3. In case you are not satisfied with the above response, you may prefer an appeal before the Appellate Authority i.e., Shri Sanjay Kumar Sharma, Additional Director, ISTM, R No. 112, Administrative Block, ISTM JNU Campus (Old), Olof Palme Marg, New Delhi, email [sanjaysharma.148p@gov.in](mailto:sanjaysharma.148p@gov.in) within 30 days of the receipt of this information.

Yours faithfully

एच. गोविंद

(H. Govind)  
Deputy Director & CPIO  
E.Mail: [govind.h13@nic.in](mailto:govind.h13@nic.in)



फा.सं / FILE NO: No. 33052/1/2017-ISTM (C & A)

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दूरभाष / TELEPHONE - 011-26185311; FAX - 011-26104183

**Dated: 27<sup>th</sup> March, 2017**

To

1. All Ministries/ Departments/ Attached/ Subordinate Offices,
2. The Chief Controller of Accounts/ Controller of Accounts,  
(All Ministries & Department),
3. The Secretary, UPSC, Dholpur House, New Delhi,
4. PSUs and Autonomous Bodies under Govt. of India.

**Subject: 166<sup>th</sup> Cash & Accounts Training Programme from 27<sup>th</sup> June, 2017 to 25<sup>th</sup> August, 2017 at ISTM.**

Sir,

The 166<sup>th</sup> Cash & Accounts Training Programme will be conducted in this Institute w.e.f. **27<sup>th</sup> June, 2017 to 25<sup>th</sup> August, 2017** (9 Weeks). Details of the objectives of programme, 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 Proforma may be submitted **online** which is available on our official website <http://www.istm.gov.in> under the link 'Online Form' well before the closing date, i.e. 12-05-2017. Nomination, duly approved by the sponsoring authority, may be sent so as to reach this office latest by 12-05-2017 along with the Nomination Form.

3. ISTM has a modest hostel facility where AC rooms are available, on twin sharing, on first come first served basis to the outstation participants only. The names of selected officials shall be placed on the website of ISTM under the link "Confirmed Nomination" besides conveying through SMS and email. **Only those candidates should be relieved, whose nominations have been accepted by this Institute and a confirmation to that effect is issued by ISTM.**

Yours faithfully,

(K.K.PANT)



Consultant &amp; Course Director

## ANNEXURE

## PROGRAMME INFORMATION SHEET

TITLE : 166<sup>th</sup> CASH & ACCOUNTS TRAINING PROGRAMMEDURATION : 9 WEEKS (27<sup>th</sup> June, 2017 to 25<sup>th</sup> August, 2017).

## 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 New 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

**METHODOLOGY:** Lecture, Case Studies, 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:**

**(a) Grade:**

- (i) An Assistant (other than Directly Recruited Assistant) of equivalent rank in the Grade Pay of Rs.4200/- or Rs. 4600/-, or,
- (ii) A Directly Recruited Assistant or equivalent with at least two years of regular service in the Grade Pay of Rs. 4200/- or Rs. 4600/-, or,
- (iii) A UDC or equivalent with at least five years of regular service in the grade pay of Rs. 2400/- or more

**(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.

[By merely writing "working in cash and accounts" in the details of work done will not be considered a criteria for being selected for the Course]

**(c) Age:**

Must be below 52 years of age as on 27-06-2017. (i.e. on the date of commencement of the Programme.)

**NOTE:**

- (i) The complete detail of experience should be given right from UDC (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. They may be advised to bring the calculator with them.
- (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 on receipt of the acceptance letter.

**OTHER EXPENSES:**

The participants whose nominations have been accepted shall have to bring an amount of Rs.20,000/- (in Cash) from their offices drawn as TA/DA Advance. The amount shall be used for meeting expenditure on NGO-cum-Study Tour, which is an essential component of the training programme. This amount should be deposited with the Course Director by the participant in due course.

**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 No- 1, Seminar Hall Complex, ISTM,JNU (Old) Campus.

**EXAMINATION:** There will be written examinations during the training Programme. Minimum 50% marks have to be obtained to qualify in each of the papers.

**OTHER:**

1. Officials whose nominations are accepted by Institute of Secretariat Training & Management will be intimated around 45 days prior the start of the programme. Officials whose nominations have been accepted, only those should be relieved with the direction to report ISTM at 9.00 AM on 27<sup>th</sup> June, 2017.

2. The officials whose nominations have been accepted are advised to bring the following books with them (the latest edition) from their offices. Other reference books shall be provided by the ISTM along with the study materials:

- i. Receipt and Payment Rules
- ii. FR & SR Part II (T.A. Rules)
- iii. CCS (Pensions Rules), 1972
- iv. General Financial Rules, 2005