

**General Course No. 06: Induction training for newly recruited/Promoted Accountants w.e.f
13.06.2022 to 25.06.2022**

Session I : 10:00am to 11:15am
Session II: 11.30am to 12.45 pm
Session III: 02:00pm to 3:15pm
Session IV: 3:30pm to 4:45 pm

Tea Break: 11:15am to 11:30pm
Lunch Break: 12.45 pm to 2:00pm
Tea Break: 3:15 pm to 3:30 pm

Days	Session	Topic
Day-I 13.06.2022 Monday	10:00am to 10:30am	Course Briefing and Inauguration
	I & II	An introduction to the Department: Awareness of the role, legal framework and documentation relevant to the Department, accounting function and office procedures ²
	III	Position of CAG as per the Constitution of India: Articles 148-151 of the Constitution of India
	IV	Record Maintenance: Overview of significant provisions in Public Records Act, Rules and Record Retention norms as per GFR 2017 and departmental norms on file and record management and retention Discussion on balance between Secrecy, Confidentiality, Privacy and Transparency in Manual and IT systems (Need to Know, Protection of Third Party Rights and data, Legislative privileges)
Day-2 14.06.2022 Tuesday	I & II	Statutory provisionson GovernmentAccounts andrelated powers: CAG's (Duties, Powersand Conditions of Service)Act 1971- S.10 to 12, 21to 23 with commentaryand other annexures onthese Sections inBrochure
	III	Conditions of Service of CAG: Comptroller and Auditor General's (Duties, Powers and Conditions of Service) Act 1971- S.1 to 9 and Introductory comments in Brochure
	IV	Introduction to nature of work done in A & E offices-Entitlement Function: Introduction to nature of work done in A & E offices-Entitlement- Pension, PF, Gazetted Entitlement and maintenance and retrieval of Records thereof. Importance of Service Book&Accountant's duties in this regard
Day 3 15.06.2022 Wednesday	I & II	Introduction toGovernmentAccounts andTreasuries: Introduction to Government Accounts - Form & Structure, Major & Minor Heads-Awareness of List of Major and Minor Heads, Classification, Finance Accounts and Appropriation Accounts, with Case Study-reading of annual accounts, Awareness of IGAS issued by GASAB, Treasury Operations

Days	Session	Topic
	III & IV	Introduction to nature of work done in A & E offices- Pay and Accounts Function and Accounting Function: Introduction to nature of work done in A & E offices- Pay and Accounts Office. Accountant's duties in this regard Introduction to nature of work done in A & E offices- Accounts Wing- Accounts, Compilation- Primary and Secondary, VLC, integration with State Government. Accounting Systems through IFMS, Treasury Inspection. Accountant's duties in this regard
Day 4 16.06.2022 Thursday	I	Regulatory provisions of relevance to Accounting and Establishment: Regulations on Audit and Accounts, 2020-Chapter 1 & 2, Regulation 118, and Chapter 14
	II	Regulations on Government Accounting: Regulations on Audit and Accounts, 2020-Chapter 15
	III & IV	Rules on Government Accounting – GFR: Introduction to GFR 2017 relating to accounts-Rules 7-11, 57, iBEMS, Chapter 4 including PFMS, Rules 288, 303-305
Day 5 17.06.2022 Friday	I & II	Soft Skills: Communication and Motivation/ Soft Skills/ Team-Building/ Site Visit (Role play/ Exercises/ Group activities)
	III & IV	MS Word: Basic practice of MS- Word
Day 6 18.06.2022 Saturday	I & II	FRSR- Part-1 :Provisions of greater relevance to Accounts: FRSR-Part-1 : Definitions, Pay Rules and Exercises, Accounting for Foreign Service-Pension and Leave Contributions
	III & IV	General awareness of Rules of procurement: General awareness of the principles of procurement and the existence of monetary limits for determining mode and process of procurement for goods, services and works, features of CPPP and GeM. General awareness of the purpose of Delegation of Financial Powers Rules, 1978 MSO (Admn.) Vol.2
Day 7 20.06.2022 Monday	I & II	Rules on Government Accounting – RPR: Central Government Accounts (Receipts and Payments) Rules, 1983
	III & IV	Rules on Government Accounting – GAR: Overview of purpose and content covered by Government Accounting Rules, 1990
Day 8 21.06.2022 Tuesday	I & II	Noting and Drafting: Noting and Drafting in manual and e-office, Official Language Policy in Noting and Drafting, Exercises in Noting, Drafting of Circulars and official letters. Disposal of Correspondence-Timing and Courtesy. Use of eoffice
	III & IV	MS Excel: Basic practice of MS-Excel

Days	Session	Topic
Day 9 22.06.2022 Wednesday	I, II & III	MSO (A & E) Vol.1: Chapters 3-7 of MSO (A &E) Vol.1
	IV	Ethics and Etiquette, An overview of CCS (Conduct) Rules, 1964 and CCS (CCA)Rules, 1965 in guiding official and personal conduct.: An overview of significant rules in CCS (Conduct) Rules, 1964 and CCS(CCA) Rules, 1965 in guiding official and personal conduct and general awareness of the other rules there in. General Administrative Rules (Do's and Don'ts) Ethics and Etiquette in dealing with stakeholders, protocols for handling HQ correspondence, VIP references and RTI queries Precautions in use of Social Media
Day 10 23.06.2022 Thursday	I & II	Accounts of Public Works and Accounts of Forests: Chapter 8 of MSO (A & E) Vol.1 and Chapter 10 of CPWA Code; Chapter 9 of MSO (A & E) Vol.1
	III	MSO (A & E) Vol.2-Finance and Appropriation Accounts: Chapter 1 and 2, Annexure 1 and 2 of MSO (A & E) Vol.2, Awareness of Financial Attest Audit by AG (Audit)
	IV	Leave Rules: CCS (Leave) Rules, 1972
Day 11 24.06.2022 Friday	I, II & III	Pension Rules: CCS (Pension) Rules, 1972
	IV	NPS: National Pension System
Day 12 25.06.2022 Saturday	I & II	Account Code for Accountants General: Chapters 1,2 and 9 of Account Code for Accountants General
	III	Test and Group Discussion on the training,
	IV	Feedback, Evaluation and Valediction