



Government of India,  
Ministry of Finance,  
Department of Expenditure,  
Central Pension Accounting Office,  
Trikoot-II, Bhikaji Cama Place,  
New Delhi-110066,  
Tel. No. 26174613, Fax: 26715108

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No. CPAO/Estt./Training/Officers & Staff/2024/69

Dated:-02-05-2024

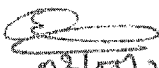
**OFFICE ORDER**

In pursuance of O/o INGAP's OM No. INGAF-20001/2/2022-PAD SECTION/efile-9499/72-76 dated 19/04/2024, the following officers/staff of this office are hereby nominated to participate in Short-term Refresher Training to be conducted at INGAF HQ, New Delhi :

| Sr. No. | Training Module                                                                                                                        | Duration | Date       | Nominated Officers/staff                                                         |
|---------|----------------------------------------------------------------------------------------------------------------------------------------|----------|------------|----------------------------------------------------------------------------------|
| 1       | 01 day capsule on MS-Office Tools                                                                                                      | 01 Day   | 03/05/2024 | Shri Inder Singh Meena, Sr. Accountant<br>& Shri Rajdeep Kumar, Accountant       |
| 2       | Workshop on Operationalization of Object Heads                                                                                         | 1 Day    | 06/05/2024 | Shri Rajneesh Sonu Goel, Sr. AO<br>& Shri Ram Singh, Sr. AO                      |
| 3       | Introduction to Data analytics with practical session                                                                                  | 1 Day    | 07/05/2024 | Shri Amit, Accountant<br>& Shri Gopi Kishan, Accountant                          |
| 4       | Overview of pension processing in Bhavishya and Pensions module of PFMS. Hands on session on PFMS pension module                       | 1 Day    | 09/05/2024 | Shri Anshul Tosh Pathak, Sr. Accountant<br>& Shri Devendra Kumar, Sr. Accountant |
| 5       | Workshop on Sexual Harassment of Women at Work Place                                                                                   | 1 Day    | 13/05/2024 | Smt. Prity Kumari, AAO<br>& Ms. Pallavi Choudhury, Accountant                    |
| 6       | Introduction to Emerging technologies and its use in Government set up                                                                 | 1 Day    | 15/05/2024 | Shri Ajay Chaudhary, Sr. AO<br>& Smt. Neha Garg, AAO                             |
| 7       | Overview of the General Financial Rules, 2017 with special emphasis on procurement rules (including exposure to GeM related processes) | 1 Day    | 20/05/2024 | Shri Arun Kumar, Sr. Accountant<br>& Ms. Pallavi Choudhury, Accountant           |

|    |                                                                           |         |                          |                                                                      |
|----|---------------------------------------------------------------------------|---------|--------------------------|----------------------------------------------------------------------|
| 8  | Civil Accounts Manual-Revised processes                                   | 1 Day   | 22/05/2024               | Shri Anshul Tosh Pathak, Sr. Accountant & Shri Golu Dubey, LDC       |
| 9  | Right to Information Act-2005                                             | 1 Day   | 24/05/2024               | Shri Satish Kumar Garg, Sr. AO                                       |
| 10 | 01 day capsule on use of Data Analytics in Internal Audit                 | 1 Day   | 04/06/2024               | Shri Shailesh Bhatnagar, Sr. AO & Shri Sunil Dutt, AAO               |
| 11 | Workshop on Cyber Security                                                | 1 Day   | 05/06/2024               | Shri Ajay Chaudhary, Sr. AO & Smt. Neha Garg, AAO                    |
| 12 | 01 day capsule on Effective Communication Skills for holistic development | 1 Day   | 11/06/2024               | Shri Gopi Kishan, Accountant & Shri Akash Guha, Accountant           |
| 13 | Structure of Accounting classification system                             | 1 Day   | 13/06/2024               | Shri Rajneesh Sonu Goel, Sr. AO & Shri Rajesh Kumar Verma, AAO       |
| 14 | Workshop on Handling Parliamentary Matters                                | 1 Day   | 14/06/2024               | Shri Naresh Kumar, Sr. AO & Shri Sandeep Kumar Singh, AAO            |
| 15 | Recapitulation of e-bill and TSA with hands on session                    | 02 Days | 20/06/2024 to 21/06/2024 | Shri Devendra Kumar, Sr. Accountant & Shri Rajdeep Kumar, Accountant |
| 16 | Hands on session on e-office                                              | 1 Day   | 25/06/2024               | Shri Avinash Kumar, Sr. AO & Shri Golu Dubey, LDC                    |
| 17 | Workshop on overview of GAR, 2017 and DDO manual                          | 1 Day   | 27/06/2024               | Smt. Kavita Gaur, AAO                                                |

This issues with the approval of Chief Controller (Pensions).

  
 02/06/2024  
 (Chander Mohan)  
 Sr. Accounts Officer (Admn.)

To,

All the above nominated officers/staff

Copy to,

1. Shri Sanjay Datta, Sr. Accounts Officer, INGAF, Block-IV, JNU Campus (Old), New Delhi-110067--- [w.r.t. your OM dated 19/04/2024 for information & necessary action]
2. PS to CC(P)
3. PA to CA
4. PA to Dy. CA
5. Concerned Section-in-Charge of the above officials
6. Office Copy



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No. CPAO/Estt./Training/Officers & Staff/2024/ 230

Dated: 08-07-2024

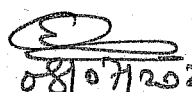
**OFFICE ORDER**

In pursuance of O/o INGAF's OM No. INGAF-20001/2/2022-PAO SECTION/efile-9499/482-485 dated 25/06/2024, the following officers/staff of this office are hereby nominated to participate in **Short-term Refresher Training** to be conducted at INGAF HQ, New Delhi :

| Sr. No. | Training Module                                                                                                                                                                                                                                                                     | Duration | Date                     | Proposed Nomination                                                   |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------|-----------------------------------------------------------------------|
| 1       | Overview of Government Accounting System, Banking arrangements and Transfer entries, Compilation of monthly and Annual(Appropriation and Finance) Accounts and Basic understanding & Practical aspects of Accounting Classification, LMMH Chart of Accounts, E-Lekha code directory | 02 Days  | 10/07/2024 to 11/07/2024 | Shri Manish Kumar, DEO (Budget & Accounts Section)                    |
| 2       | RTI Act 2005 : Role of CPIO, Appellate Authorities with case studies                                                                                                                                                                                                                | 1 Day    | 16/07/2024               | Shri Rahul Gupta, AAO (CPIO) & Shri Udeshay Siwach, LDC (RTI Section) |
| 3       | Fundamentals of Fraud Detection and Prevention in procurements and payments                                                                                                                                                                                                         | 1 Day    | 18/07/2024               | Smt. Kavita Gaur, AAO(DDO)                                            |
| 4       | FRSR I,II,III, IV : Insight of theoretical aspects of Service Rules with illustrative case studies                                                                                                                                                                                  | 01 Day   | 22/07/2024 to 23/07/2024 | Ms. Pallavi Choudhury, Sr. Accountant (Admn. Section)                 |
| 5       | Security protocols for operations of PFMS modules : Cyber security in Government Setup                                                                                                                                                                                              | 1 Day    | 25/07/2024               | Shri Ram Singh, Sr. AO (Pre-Check Section)                            |

|    |                                                                                                                                                               |         |                          |                                                                                            |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------------------------|--------------------------------------------------------------------------------------------|
| 6  | Advance Government Accounting, Accounting of withdrawal from Contingency Fund, Reserve Fund, Write off, Concept of Deduct Recovery, Accounting of Public Debt | 1 Day   | 08/08/2024               | Shri Inder Singh Meena,<br>Sr. Accountant<br><b>(RBD Section)</b>                          |
| 7  | Overview of Internal Audit Process and Smart Auditing : Data Analytics, leveraging IT for audit                                                               | 01 Days | 12/08/2024 to 13/08/2024 | Shri Shailesh Bhatnagar, Sr. AO & Shri Satish Kumar, AAO<br><b>(Internal Audit Wing)</b>   |
| 8  | Transfer Entries, Journal Entries Monitoring, Review and liquidation of Suspense Balances                                                                     | 1 Day   | 23/08/2024               | Shri Narender, DEO<br><b>(Pre-Check Section)</b>                                           |
| 9  | Automation of Appropriation and Finance Accounts-Theory and Practical                                                                                         | 1 Day   | 27/08/2024               | Shri Rajesh Kumar Verma, AAO<br><b>(Budget &amp; Accounts Section)</b>                     |
| 10 | E-bill module of PFMS                                                                                                                                         | 01 Day  | 03/09/2024               | Shri Rajdeep Kumar, Accountant<br><b>(Admn. &amp; Estt. Section)</b>                       |
| 11 | CCS Pension Rules and Practical Aspect of Pension Module of PFMS                                                                                              | 1 Day   | 05/09/2024               | Shri Sunil Kumar Tilwari,<br>Sr. Acctt. (PFC)                                              |
| 12 | 01 Day Capsule on MS-Office Tools : Essential Skills for Government Servants                                                                                  | 1 Day   | 12/09/2024               | Shri Akshay Meena, DEO<br><b>(A-I GD Section)</b>                                          |
| 13 | Tendering Process, Procurement Manual for Goods & Services E-Procurement through GeM/CPMP                                                                     | 1 Day   | 18/09/2024               | Shri Arun Kumar,<br>Sr. Acctt. & Shri Devendra Kumar, Sr. Acctt.<br><b>(Admn. Section)</b> |
| 14 | Training program on "NPS Rules, PRAN Generation, Subscriber Contribution Management, Role of PFRDA, NSDL etc. in the NPS System"                              | 1 Day   | 20/09/2024               | Shri Manish Kumar, Sr. Acctt.<br><b>(Pre-Check Section)</b>                                |

This issues with the approval of **Chief Controller (Pensions)**.

  
 08/07/2024  
 (Chander Mohan)  
 Sr. Accounts Officer (Admn.)

To,

All the above nominated officers/staff

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No. CPAO/Estt./Training/Officers & Staff/2025/1062

Dated:-07-10-2025

**OFFICE ORDER**

In pursuance of O/o INGAF's OM No. INGAF-20001/2/2022-PAO SECTION/efile-9499/1046-54 dated 29/09/2025, the following officers/staff of this office are hereby nominated to participate in **Short-term Refresher Training** to be conducted at INGAF HQ, New Delhi :

| Sr. No | Training Module                                                                                                                  | Date                           | Nominated officials                                               |
|--------|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------------------------------------------|
| 1      | Vigilance Matters & Disciplinary Proceedings                                                                                     | 14/10/2025                     | Smt. Kavita Gaur, AAO<br>(Admn. Section)                          |
| 2      | Introduction to Internal Audit Plan, Audit Memo, Audit Evidence and Preparation of Audit Reports with Case Study on Scheme Audit | 16/10/2025<br>To<br>17/10/2025 | Shri Roshan Thakur, Accountant<br>(Internal Audit Wing)           |
| 3      | Cyber Security and Data Protection in Government Systems                                                                         | 24/10/2025                     | Shri Anshul Tosh Pathak, Sr. Accountant<br>(IT Technical Section) |
| 4      | An Overview of Appropriation Accounts                                                                                            | 28/10/2025                     | Shri Rajesh Kumar Verma, AAO<br>(Budget & Accounts Section)       |
| 5      | RTI Act 2005, Role of CPIO, Appellate Authorities with Case Studies                                                              | 30/10/2025                     | Shri Rahul Gupta, AAO<br>(RTI Section)                            |
| 6      | An Overview of Finance Accounts                                                                                                  | 02/12/2025                     | Shri Mahabir Jha, AAO<br>(Budget & Accounts Section)              |
| 7      | Handling Parliamentary Matters, Parliamentary Questions and VIP References                                                       | 04/12/2025                     | Shri Gopi Kishan, Sr. Accountant<br>(CDN Section)                 |
| 8      | Office Procedures and Record Management                                                                                          | 10/12/2025                     | Shri Arun Kumar, Sr. Accountant<br>(Admn. Section)                |
| 9      | Transfer entries, Monitoring, review and liquidation of Suspense Balances                                                        | 17/12/2025                     | Shri Manish Kumar, Sr. Accountant<br>(Pre-Check Section)          |

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