

From

**The Principal,**  
Accounts Training Institute, Haryana,  
Sinchai Bhawan, "B" Block, 5<sup>th</sup> Floor,  
Sector 5, Panchkula.  
Telefax: 0172-2573875

To

All Heads of Departments.

Memo No. TA-(ATI)2015/1304

Dated: 26.02.2015

**Sub: Accounts Training Course for Accountants/Auditors/Assistants/  
Accounts Clerks/Stenographers to avoid the possibilities of frauds and  
embezzlement – 49<sup>th</sup> course.**

Kindly refer to the subject cited above.

2. The accounts training course for ministerial staff (Accountants/Assistants/  
Accounts Clerks/Stenos etc.) will be conducted from 06.04.2015 to 17.04.2015 by the  
Accounts Training Institute, Haryana, Panchkula. The syllabus for the course will be as per  
Annexure "A". The brief particulars regarding training are as under: -

- (i) The officials will be entitled to Travelling Allowance and Daily Allowance as per Rule 2.88 of C.S.R., Volume III and also as per the Govt. instructions issued from time to time and the same will be paid by the concerned office.
- (ii) This Institute does not have any hostel accommodation so officers are required to make their own arrangements. However, working lunch and two times tea will be provided during the training, which will not effect T.A. entitlement mentioned at (i) above.
- (iii) Reporting time for the training will be 11.00 a.m. on **06.04.2015**.

3. You are requested to depute atleast 2-3 officials of your Department. Kindly intimate the name of the participants at least a week prior to the starting of the course for making required arrangement. The detail of the training may also be seen/downloaded at the website of Treasury and Accounts, Haryana (<http://www.hrtreasuries.gov.in/>)

  
Principal  
Accounts Training Institute,  
Haryana, Panchkula.

## ANNEXURE "A"

1. **Punjab Civil Services Rules, Volume-I:** Definitions, General conditions of service, Fixation of pay and grant of increment, Dismissal, Removal and Suspension, Leave Rules, Joining Time, Maintenance of Service Books etc.
2. **Punjab Civil Services Rules, Volume II:** Pension Rules, Defined Contributory Pension Scheme and New General Provident Fund Rules
3. **Punjab Civil Services Rules, Volume III:** Definitions, Grades of Government Employees, Journey on retirement, journey on a course of training, Preparation of T.A. Bills.
4. **Punjab Budget Manual:** Estimates of Revenue and Receipts, Schedule of New Expenditure, Excess and Surrender, Supplementary Estimates etc.
5. **Punjab Financial Rules:** Definitions, General Principles and Rules regarding handling of cash maintenance of Cash Book, payments, instructions regarding enforcement of responsibility for losses sustained through fraud negligence etc. latest instructions regarding purchase of stores, approved sources, important delegations, Divisions of Accounts, new system of classification, duties and responsibilities of ministerial staff, calculation of income tax etc.
6. **Treasury Rules:** Functioning of Treasuries
7. E-Billing, e-gras, Budget allocation.