

कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान), करियप्पा मार्ग, लखनऊ छावनी -  
226002

Office of the Principal Controller of Defence Accounts (Central Command)  
Cariappa Road, Cantt., Lucknow, Pin Code – 226002

E-mail ID: [pcdaccoandm.dad@hub.nic.in](mailto:pcdaccoandm.dad@hub.nic.in)



सं.: सं. एवं प./2901/HQrs Trg/2024-25

Date: 04.04.2024

To,

Officer in-charge

1. All sections of Main Office
2. All Sub-Offices under PCDA(Army) Lucknow

Sub : One Year Diploma Program on 'Post Graduate Diploma in Government Accounting and Internal Audit' for the year 2024-25 conducted by AJNIFM Faridabad.

Ref: Centrad letter No. TD/AN/1013/Trg-E1/2023-24 dated 02.04.2024 (downloaded from CGDA Website)

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Please refer to CENTRAD letter cited under reference alongwith DO letter bearing No. T-13011/1/2024-25/PGDGA&A/1425 dtd. 07.02.2024 on the subject "One Year Diploma Program on 'Post Graduate Diploma in Government Accounting and Internal Audit for the year 2024-25 conducted by AJNIFM Faridabad'" which is self explanatory, is forwarded herewith for information and necessary action.

2. In this context, please forward the details of willing AAOs, fulfilling the following criteria for the subject programme to be conducted by AJNIFM Faridabad.

- (i). APAR should be 9 and above for the last three years.
- (ii). Atleast 5 years of remaining service.

Details of officials may please be forwarded to this office **latest by 08.04.2024** through E-mail ([pcdaccoandm.dad@hub.nic.in](mailto:pcdaccoandm.dad@hub.nic.in)) in the given format.

SN	Name	Desgn/Acc No.	Office	Contact No.	NIC Email Id

Nil Report is also required.

Encl: As above

SAO (O&M)

Copy to:

Officer in-charge

OA Cell (Local) : for uploading on PCDA Website

SAO (O&M)



कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान), करियप्पा मार्ग, लखनऊ छावनी -  
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“हर काम देश के नाम”  
कार्यालय रक्षा लेखा महानियंत्रक  
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
प्रशिक्षण एवं विकास केंद्र (सेंट्रल)  
CENTRE FOR TRAINING AND DEVELOPMENT (CENTRAD)  
NEAR ARMY BASE HOSPITAL, BRAR SQUARE,  
DELHI CANTT.-110010  
फोन/Ph : 011- 25682457, 25694268/98Fax : 011-25694308  
ईमेल/E-mail : trgdiv-brar.cgda@nic.in



No.TD/1053/MDP/AJNIFM/SAOs/AAOs

Dated : 28.03.2024.

To,

1. All PCsDA/CsDA
2. All PIFAs/IFAs

(Through CGDA WAN only)

**Subject: One year Diploma Program on 'Post Graduate Diploma in Government Accounting and Internal Audit for the year 2024-25 conducted by AJNIFM, Faridabad.**

Please find attached herewith a DO letter bearing No. T-13011/1/2024-25/PGDGA&A/1425 dated February 7, 2024, along with brochure received from Sh. Praveen Kumar, Director, AJNIFM Faridabad.

2. In this regard, the undersigned is directed by the Competent Authority to call for nomination among the AAOs fulfilling the following criteria for the subject programme to be conducted by AJNIFM, Faridabad

- i). APAR should be 9 and above for the last three years.
- ii). Atleast 5 years of remaining service.

3. Final decision regarding number of AAOs to be sponsored and selection thereof would be done at this HQrs office.

4. Therefore, it is requested to furnish the name of the willing AAOs for the above subject Diploma programme latest by 15.04.2024 for further necessary action at this end please.

(Varun Nayyar)  
Sr. ACGDA(Trg)

Copy to:-

1. The OI/c,AN-IV(Local) -For information and necessary action as above please.
2. The OI/c, IT&S(Local) -For uploading in CGDA WAN.

(Varun Nayyar)  
Sr. ACGDA(Trg)

प्रवीन कुमार  
निदेशक  
Praveen Kumar  
Director



अरुण जेटली  
राष्ट्रीय वित्तीय प्रबन्धन संस्थान  
(वित्त मंत्रालय, भारत सरकार)  
ARUN JAITLEY  
NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT  
(Ministry of Finance, Government of India)

No. T-13011/1/2024-25/PGDGA&A/ 1425

February 7, 2024

रक्षा लेखा महानियंत्रक सचिवालय  
C.G.D.A. Secretariat

ढायरी सं० / Dy. No. 133  
दिनांक / Date 14/2/24

Dear Sirs,

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This opportunity to draw your kind attention to a long term capacity building programme in the area of Public Financial Management being conducted by Arun Jaitley National Institute of Financial Management.

2. AJNIFM has been conducting a one year Diploma Programme titled 'Post Graduate Diploma in Government Accounting and Internal Audit' since the year 2009. The course is designed to upgrade technical skills of Accounts officers (SAOs/AOs/AAOs) in the areas of Accounting, External Audit, Internal Audit, Information Technology and Public Financial Management, etc. The programme also helps in improving the soft skills of participants such as communication skills, presentation skills, and ability to work in groups. The programme was initially conceptualised for the officials of Controller General of Accounts. So far, fifteen courses have been completed. The Sixteenth programme for the year 2024-25 would commence from 17<sup>th</sup> July, 2024 and would conclude on 16<sup>th</sup> July, 2025.

3. The programme shall be useful for the newly promoted Accounts/Audit Officers or AAOs who are about to be promoted as AOs. However, as the focus is on upgrading the skills, it could also be useful to other AOs and Sr. AOs.

4. Your organisation plays an important role in the public financial administration of the Govt. of India. There are several execution issues which need to be studied in detail and appreciated. The programme has the flexibility to accommodate user specific academic modules as well as focussed field attachments

5. The course fee of the programme is ₹6,00,000/- (Rupees Six Lakhs only) per participant. This course fee includes tuition fee, laptop charges of ₹50,000/-, transportation, working lunch/tea, stationery, computer time, and sports facilities. Pooled transport within NCR is provided for to-

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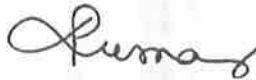
-and-fro visit to attend to classes in AJNIFM, Faridabad. However, TA/DA for any outstation visit is not included in the courses fee. Non-family accommodation in the campus can be considered subject to availability and on payment of applicable charges for boarding and lodging. Currently, foreign study visits are not permitted by Department of Personal & Training, Govt. of India. If during the period of training, the foreign study visit is permitted, an additional fee would be payable.

6. As per the standard practice of AJNIFM and as applicable to other long term courses, the laptop is procured by the individual participant as per configuration given by AJNIFM and agreed by the sponsoring organisation. Further, subject to the ceiling of Rs.50,000/- only.

7. I would request that nomination of officers from your Organisation to this programme may be considered and sent at the earliest. We will welcome your suggestions, if any, on the course content to make the modules suitable to your specific requirements.

*with kind regards.*

Yours sincerely,

  
(Praveen Kumar)

Encl: Programme Brochure

Sh. S. G. Dastidar, IDAS  
Controller General of Defence Accounts  
Ministry of Defence,  
Ulan Batar Road, Palam  
Delhi Cantt - 110 010



मनुष्यवती भूमिरर्थः

अरुण जेटली राष्ट्रीय वित्तीय प्रबन्धन संस्थान  
Arun Jaitley National Institute of  
Financial Management

**POST GRADUATE DIPLOMA IN GOVERNMENT ACCOUNTING &  
AUDITING (PGDGA&A) - 1 YEAR  
2024-25**

### About AJNIFM

Arun Jaitley National Institute of Financial Management (AJNIFM) is a Central Training Institute specializing in capacity building of government officials in the fields of Public Policy, Public Finance, Financial Management, Public Procurement and other related public finance and governance issues for promoting highest standards of professional competence and practices. AJNIFM is a premier resource center for capacity building of senior, middle and entry level of management in Government of India. AJNIFM also caters to the training needs of State Governments, Defence Establishments, Banks, Autonomous Bodies, Local Government, Public Sector Undertakings and other Financial Institutions. Training Programmes are customized and executed for officials from other countries as well.

AJNIFM plays a pivotal role in governance and administrative reforms by providing a platform for interaction and exchange of ideas and experiences among officers from different organized services, different state governments and personnel of civil and defence establishments.

Apart from capacity building, AJNIFM is also engaged in research studies in the areas of public finance, financial markets, accounting, audit and other issues related to public finance, public policy and delivery systems. The outcome of such research studies are shared with the concerned government departments for policy use.

AJNIFM has a sprawling lush green campus of 42 acres situated in Faridabad, N.C.R. It has state-of-art training halls, computer Labs, hostels, indoor and outdoor sports complex and library having a unique architectural design.

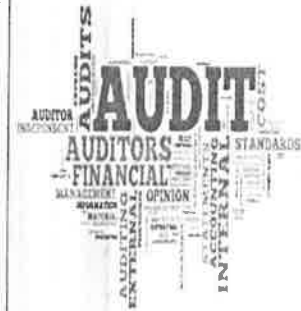
### About this Course

The Course is intended to enhance the competence of officers dealing with critical issues of Government Financial Management, which would eventually lead to improved accountability, transparency and good governance. In order to improve governance, it is necessary that the internal strengths of the manpower in the Government are improved. With this vision, AJNIFM has been conducting a one year Post Graduate Diploma in Government Accounting & Internal Audit course for the past one decade. The objectives of this Course are to:

- Upgrade the technical skills of Senior Accounts/Audit Officers, Accounts/Audit Officers, Assistant Accounts/Audit officers in the areas of Accounting, Internal/External Audit, Information Technology and enhance general managerial ability.
- Enable them to apply the above in their spheres of work ;and
- Improve their soft skills such as communication, presentation and ability to work in groups.

*Good Governance requires regular updation of knowledge-base and skill-sets to suit the job requirements of employees .*

*This Programme aims at upgrading knowledge-base and skill sets of Group 'B' officers of the Audit/Accounts & Finance Services of Government of India.*



## Course Commencement Date

The duration of the course is one year and would commence w.e.f. 17<sup>th</sup> July, 2024.

## Pedagogy

The Post Graduate Diploma Course consists of three terms, covering eleven papers (33 credits), three State/District Treasuries attachments (3 credits), specialized academic attachment (4 credits) and project work (9 credits). Modern methods of teaching / learning are used for delivery. It is an optimal mix of regular class room sessions augmented with case studies, syndicate discussions, practical and assignments to improve the skills of the participants in decision making. Various attachments in Term III would enhance the rigor of the course and provide the desired academic as well as functional exposure to the participants.

## Course Coverage\*

The following papers are covered in the Course:

### Term - I

S. No.	Name of paper	No. of credits	No. of sessions
1	Human Resource Management	4	40
2	Financial Accounting and Management	4	40
3	Public Financial Management	4	40
4	Introduction to Information and Communication Technology	4	40
5	Government Audit-Emerging Issues	4	40

### Term - II

S. No.	Name of papers	No. of Credits	No. of sessions
1	Internal Audit - Its Role in Governance, Risk and Compliance	4	40
2	Government Accounting- Contemporary issues	4	40
3	Modernising Government Accounting	4	40
4	Information System for Managers	4	40
5	Data Analysis and Report Writing	4	40
6	Public Procurement	4	40

### Term - III

S. No.	Paper	No. of Credits
1.	Attachments (1 week each in three organisations @1 credit; total 3 credits) 1.1 State/District Treasuries 1.2 State Nodal Agencies/Central Nodal Agencies 1.3 Central Autonomous Bodies under TSA	3 credits
2.	Specialized academic attachment (1 week each -2 credits each): 2.1 NISM, Navi Mumbai: Basics of Securities Markets. 2.2 ISTM Delhi: Noting and drafting, addressing RTI applications/parliamentary questions.	4 credits
3.	Dissertation: case study on monitoring and evaluation of scheme/ project appraisal/ internal audit/fraud investigation/application of forensic techniques etc.	9 credits

## Evaluation

Evaluation is done on the basis of performance through continuous assessment as well as term end examination. As per the extant examination rules, 50% weightage is given to continuous evaluation and the balance 50% to the term end evaluation.

## Continuous Evaluation

The continuous evaluation enables the participants to assess his/her performance on a regular basis. This provides them an opportunity to know their academic progress. This also helps them to focus and improve upon their weaker areas.

## Term End Examination

Although it is expected that the learning will not be limited to testing the participant's capacity in written examination, but end term examination is meant for the participant to synthesize his/her learning in that term. The weightage given to the end term examination as above is 50%.

## Project work

The participants are required to do dissertation (on the Job 9 credits): case study on monitoring and evaluation of scheme/ project appraisal/ internal audit/fraud investigation/application of forensic techniques etc. The project work is internally as well as externally evaluated: Project Guide (50% weightage) followed by project presentation cum viva-voce (50% weightage). The final grading of an individual is based on his/her performance in each paper and the project work. The minimum requirement for award of Post Graduate Diploma is 40% marks in each paper and aggregate 50%.

## Course Fee

Per participant course fee is ₹6,00,000/- (Rupees Six lakhs only) excluding the component of international attachment of one week. This course fee includes tuition fee, laptop charges of ₹50,000/-, transportation, lunch/tea, stationery, computer time, sports facilities, etc.

**Note:** International attachment fee of ₹1,00,000 per participant would be charged later subject to DoPT removing the restriction on the foreign trainings imposed vide its OM no. 16017/12/2020-iGOT dated 1-4-2021.

## Extended Learning

Considering the experience of the participants, the course has been designed for learning and upgradation of knowledge and skills nationally as well as internationally.

## Reading Material

In order to supplement the studies, there is a library consisting of a large collection of books, journals and other materials at AJNIFM. The library is fully automated and has a collection of over 38,000 books. AJNIFM also has access to a large number of electronic databases/journals. These can be accessed from any computer in AJNIFM. These journals contain high quality material from national as well international sources. Participants are encouraged to make maximum use of the library facilities. AJNIFM also has two computer labs with 100 mbps internet leased line connectivity on 24\*7 basis. Out of two labs, one is plug and play for laptops.





Head of the Institute  
Shri Praveen Kumar  
Director  
Tel. No. : + 91 129 2418870  
Fax: No. : + 91 129 2418867  
Email : director@nifm.ac.in

**Programme Director**

Dr. Namrata Agrawal, Professor  
Programme Director  
Tel. No : 91-129-2465231, 2465271  
Fax: No. : + 91 129 2418891  
Email : nagrawal@nifm.ac.in

**Other Important Phone Numbers**

Hostel  
Tel No. : +91 129 2465285, 2465307



अरुण जेटली राष्ट्रीय वित्तीय प्रबन्धन संस्थान  
Arun Jaitley National Institute of  
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[www.ajnifm.ac.in](http://www.ajnifm.ac.in)

2024-25