

Government of Rajasthan
Directorate of Treasuries & Accounts
"A" Block, Vitta Bhawan, Jyoti Nagar, Jaipur-302005

No. F.4(E)(1)(6)Trng./SAS-III/2016/ **738**

Dated : 28-11-16

**All Treasuries Officer.
Rajasthan.**

Sub :- Regarding two weeks induction training
to newly appointed Jr. Accountants.

The process of appointment of Jr. Accountants selected by RPSC, Ajmer through Jr. Accountants competitive examination 2013, has been started. The forms of selected candidates are being checked at RPSC Ajmer.

It has been decided that before joining of Jr. Accountants at their work place they must be imparted induction level training of 2 weeks. The proposed training scheduled is given below :-

(1) First Week (5 Days)

Integrated Financial Management System (IFMS)

- Preparation of All kinds of Bills (Salary, Arrear, FVC, AC & DC Bills) & Bank reconciliation
- Budget Heads, Receipt and payment System
- Procedure of issuing of sanctions
- Pension Payment Procedure & other related issues
- Hands on Training on the system

(2) Second Week (5 Days)

Financial Accounts & Service Rules

- Rajasthan Service Rules (Definations, Joining time, leave, pay fixation, revised pay scales rules, 2008) - 2 Days
- RTPP Act & Rules, SPPP related knowledge, e-procurement, PW & FR - 2 Days

- TA, Medical Rules & CAG, PAC para reply & office Procedure - 1 Day

You are, therefore, requested kindly to provide following information to this office immediately :-

1. Training facility/infrastructure available in your district with the information like sitting capacity, location of training hall, available computer labs/hardware etc.
2. Name & mobile no. of faculties available in the district to impart above training. The faculty may be working or retired government officers, AAO level officers who have command on the subjects given above.

The district level faculties will be given training by the Masters Trainers of State level. It is also ~~remarkable~~ ^{submitted} that a meeting in this regard will be held very soon under the chairmanship of Finance Secretary (Revenue) in which the information sent by TOs will be discussed. You are therefore again requested to send the above information immediately to this office on top priority.


(Pankaj Patni)
Director