

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 in  
Haryana State.*

Memo No. TA-(ATI)2012/ 1280

Dated: 26.10.2012


**Sub: Accounts Training Course for Accountants/Assistants/Accounts Clerks to avoid the possibilities of frauds and embezzlement – 39<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 19.11.2012 to 30.11.2012 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) The officials will be required to take examination on the concluding day of the training i.e. 30.11.2012.
- (iii) This Institute does not have any hostel accommodation so officials are required to make their own arrangements during the training.
- (iv) Reporting time for the training will be 11.00 a.m. on **19.11.2012**.

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.

  
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.