

**MINISTRY OF DEFENCE**  
**[Office of the JS& CAO]**  
**DEFENCE HEADQUARTERS TRAINING INSTITTUE**

**Sub: 172<sup>nd</sup> CASH AND ACCOUNTS COURSE**  
**FROM 28 OCT 2019 TO 27 DEC 2019**

1. The Institute of Secretariat Training & Management (IST&M) will conduct 172<sup>nd</sup> Cash & Accounts training course from 28 Oct 2019 to 27 Dec 2019 for a period of 9 weeks. The aim of the course is to enable the participants to learn about the procedure of handling Cash & Accounts mater in government offices and will also expose to the skills required for practical application of various financial/accounting principles, rules and regulations and procedures under different circumstances. The programme is quite intensive and entails good amount of homework.

2. The eligibility criteria are as follows: -

(a) **Grade:**

(i) An ASO (other than Directly Recruited ASO) or equivalent rank in the Level-6 or Level-7;

(ii) A Directly Recruited ASO/equivalent with at least two years of regular service in the Level-6 or Level-7;

(iii) An SSA or equivalent with at least five years of regular service.

(b) **Experience:**

(i) Must actually be doing the cash and account work in respective office;

(ii) Must have working knowledge of MS Excel.

(c) **Age:** Must be below 52 years of age as on 28<sup>th</sup> Oct 2019.

3. It is requested that the eligible officers of AFHQ civilian cadre who are willing, diligent and have an aptitude for sustained work may apply online on ISTM website ([http://www.istm.gov.in/home/online nomination form](http://www.istm.gov.in/home/online_nomination_form)) and the duly recommended nomination may be forwarded through concerned Admin Sections to CAO/DHTI in **duplicate**, latest by **20 Sep 2019**.

EDP

4. Regarding procedure for applying for the training courses, DHTI Letter No. A/26003/3/CAO/Trg dated 04<sup>th</sup> jun 2019 (available at CAO's website), may please be referred.

  
(Deepak Kumar Bist)  
Dy Dir, DHTI  
25 Sep, 2019

EDP Cell- for uploading on CAO website.

As per standard distribution list

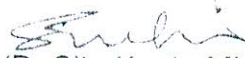
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04 Jun 2019

**MINISTRY OF DEFENCE**  
**[Office of Joint Secretary & CAO]**  
**Defence Headquarters Training Institute (DHTI)**

Sub : **NOMINATION FOR COURSES CONDUCTED BY INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT (ISTM), NEW DELHI, HAVING A STUDY TOUR COMPONENT**

1. Defence Headquarters Training Institute (DHTI) is nodal training institute to cater for training needs of various cadres of AFHQ. Besides conducting in-house trainings, AFHQ officials also participate in specialised training courses conducted by Institute of Secretariat Training and Management (ISTM), New Delhi.
2. There is a need to streamline procedure for filling on-line nomination forms by AFHQ officials in respect of ISTM courses **having study tour components** like Cash and Account, Basic/Advanced Management Services course, etc. While filling online application, following procedural aspect shall be kept in mind:-
  - (a) The official may directly fill and submit the online form available in ISTM website;
  - (b) While filling details of sponsoring authority, particulars of a director equivalent or above level officers of **concerned Dte** where the official is posted should be given alongwith the recommendation;
  - (c) All expenditure relating to TA/DA will be borne by the sponsoring Dte. Expenditure other than that shall be made from CAO Training Grant;
  - (d) A print-out of the online submitted form may be forwarded to **concerned Adm section in CAO** to verify details filled therein;
  - (e) The concerned Adm Section in CAO will forward the application(s) to DHTI at least one week prior to last date of submission of application to ISTM.
3. This has approval of Dir (DCW & Trg)

  
(Dr Sita Kanta Mishra)  
Director, DHTI

**To all concerned**

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**CAO/EDP** : For uploading in CAO website.