

MINISTRY OF DEFENCE
[Office of the JS(E/CAO)]

Sub: 166TH CASH AND ACCOUNTS COURSE FROM
27TH JUNE 2017 TO 25TH AUGUST 2017

1. Institute of Secretariat Training & Management (IST&M) will conduct 166th Cash & Accounts training course w.e.f. 27th June 2017 to 25th August 2017 for a period of 9 weeks. The course is open to Assistants / Senior Secretariat Assistant with following eligibility conditions:-

(a) Grade:

- (i) An Assistant Section Officer (other than Directly Recruited ASO) or equivalent rank in the Grade Pay of Rs. 4200/ or Rs. 4600/-;
- (ii) A directly recruited Assistants Section Officer or equivalent with at least two years of regular service in the Grade Pay of Rs. 4200/- or Rs. 4600/-;
- (iii) A Senior Secretariat Assistant (SSA) or equivalent with at least 05 years of regular service in the grade pay of Rs. 2400/- or more.

(b) Experience:

- (i) Must actually doing cash or accounts work in the office. The details of work, actually being done by him/her, should specifically be mentioned in the nomination form.
- (ii) Must have working knowledge in use of MS – Excel.

(c) Age:

Must be below **52 years** of age as on **27th June 2017**. (i.e. on the date of commencement of the programme)

2. The aim of the course is to enable the participants to learn about the procedure of handling Cash & Accounts matter 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.

3. It is requested that nominations in respect of eligible officers of AFHQ civilian cadre who are willing, diligent and have an aptitude for sustained work may be submitted online on ISTM website www.istm.gov.in under the link 'Online form' and hard copy of the same be forwarded through concerned **Admin Sections** to **CAO/DHTI**, latest by **05 May 2017**.


(Dr Arvind)
Director, DHTI
Tel. 23792437

As per standard distribution list

MoD,O/o JS(Trg) & CAO, ID No. A/26003/3/CAO/Trg dt. 12 Apr, 2017

DD (CAO/EDP) : With request to put this circular on the Website.