

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

**Sub: 174<sup>th</sup> CASH AND ACCOUNTS COURSE**  
**FROM 29<sup>th</sup> Nov 2021 to 28<sup>th</sup> Jan 2022**

1. The Institute of Secretariat Training & Management (IST&M) will conduct 174<sup>th</sup> Cash & Accounts training course from 29<sup>th</sup> Nov 2021 to 28<sup>th</sup> Jan 2022 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 29<sup>th</sup> Nov 2021.
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 **30<sup>th</sup> Sep 2021**.

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



(Gunjan Gandhi)  
Dy Dir, DHTI  
24 Aug, 2021

EDP Cell- for uploading on CAO website.

As per standard distribution list