

**GOVERNMENT OF N.C.T. OF DELHI**  
**DIRECTORATE OF TRAINING AND TECHNICAL EDUCATION**  
**MUNI MAYA RAM MARG: PITAMPURA: DELHI-110034**  
**E-mail ID: dttehq@gmail.com Phone no: 27321076**

No.F.DTTE/AC/X(5)/Cir./2008-09/

Dated 28/8/18

**ENDORSEMENT**

A copy of the under mentioned paper is forwarded for information & necessary action to the following:-

1. Programmer, DTTE(HQ) for uploading on the website under the link circulars.

List of paper forwarded:-

Sr. No.	Received From	Letter No. and Date	Subject
1.	Principal Accounts Office, A-Block, Vikas Bhawan, I.P. Estate, New Delhi-110002	14(01)/2017/T-I/Pr.AO/PF/1434 Dated-25/07/2018	Minutes of the meeting held in the Conference Hall of the Principal Accounts Office A-Block Vikas Bhawan, I.P. Estate, New Delhi on 17/07/2018 at 3:00 PM.
2.	Principal Accounts Office Pension Cell A-Block, Vikas Bhawan, New Delhi-110002	No.F.6(10)./GPF/2015/P.Cell/Pt.file /471-589 Dated-11/07/2018	Allotment of New GPF Account Number.
3.	National Institute of Financial Management	No. B-33012/2018/AFS(KPK)/2080 Dated-30/05/2018	Management Development Programme on Analysis of Financial Statements.



**(KRISHAN KUMAR)**  
**ACCOUNTS OFFICER**

**PRINCIPAL ACCOUNTS OFFICE  
A-B BLOCK, VIKAS BHAWAN  
I.P. ESTATE, NEW DELHI**

**Minutes of the meeting held in the Conference Hall of the Principal Accounts Office, A-Block, Vikas Bhawan, I.P. Estate, New Delhi on 17-07-2018 at 03:00 PM.**

The meeting was convened with the Accounts Functionaries of the departments to ascertain the status of pending cases of revision of pensions/family pensions in respect of pre-2016 pensioners and to give appropriate guidelines to departments to submit the complete cases of revision of pensions to PAOs in a time bound manner.

*V. Imp.*  
List of the members who attended the meeting is attached at Annexure-I.

*Pl. Circulate.*  
*As (H.S.) - I*  
At the outset brief presentation on the action required to be taken at the level of departments for processing the cases, records/information to be taken into account for notional fixation of pay and revision of pension was given to the representative as per copy of presentation placed at page 260/C.

*31/7/18*  
Representatives were also informed that as on date in respect of Delhi government pensioner out of 57924 pension cases 25060 cases has been revised and 32864 cases of various departments are still pending for revision and in respect of Delhi Police pensioners out of 19727 cases pension in 8115 cases has been revised and 11612 cases are still pending.

The representative of the departments were also informed that in the meeting held in the Ministry of Finance advisory has been given to ensure the revision of pension in remaining cases of Govt. of NCT of Delhi and Delhi Police in a time bound manner and the status would be reviewed in the next meeting.

*1/80/AC*  
*02/8/18*  
Representative of departments submitted that cases of revision where records were available have already been processed and finalized in consultation with PAOs. Representative of Directorate of Education, PWD however did not submitted the status.

Representative of most of the departments intimated that in certain cases difficulties are experienced in processing the cases due to non availability of the following records/information :-

- (i) Date of Birth of spouse of the Pensioner is not available.
- (ii) Old Bank accounts with 4 digits are only available.
- (iii) List of live pensioner is not available.

*Please send a copy to E-IX, Trg branch and E-1 branch.*

*A copy may also be sent to System Analyst for circulation in all institutes* <sup>Contd...2</sup> *diff colleges*

*AAO (E-IX)*  
*In Pradeep*

*01/08/18*

*31/7/18*

- (iv) Records of pensioners are not available.
- (v) The matters of pay fixation are handled at the level of Admin Wing who are not under the control of Accounts Functionaries.

The representatives of the departments were informed that the details of latest bank account numbers are available in PAOs and could be verified from their Offices or could be verified from the list of pensioners already provided by PAOs who would again be advised to send the list of pensioners on the e-mail of DDOs. Representatives were also informed that the list of pensioners provided to PAO by Central Pension Accounting Office, Ministry of Finance, Govt. of India is containing the details of Date of Birth of pensioners/family pensioners and could be verified by the departments from concerned PAOs. In respect of cases where details of Date of Birth of spouse is not available the CPAO would require to provide the mechanism to deal with such cases.

PAO-04 & PAO-16 dealing with Delhi Police department intimated that in the list of live pensioners the relevant column of Date of Birth has been left blank in certain cases. Also in certain cases the system is not accepting the revision of pension cases against the existing PPO.

After detailed discussions the representatives of the departments were advised as under:-

- (a) List of pensioners where revision of pension is required may be prepared from the Pension Case File, Service Book, PBR.
- (b) Reference may be sent to Admin Wings of the Departments to arrange the fixation of notional pay and revision of pension w.e.f. 01-01-2016 and submission of complete cases to PAOs.
- (c) Information/details which are not available in the records of the departments may be obtained from the pensioners if their contact details are available with the department.
- (d) Information/details which are not available with the department may be obtained from the concerned PAOs if available in their records.

- (e) Departments of Education, PWD would submit a list of pensioner/family pensioners where revision of pension is still required in a period of next 15 days.
- (f) Technical Wing of Principal Accounts Office would refer the matter to the Office of CPAO regarding providing the mechanism to deal with the cases where Date of Birth of spouse is not available where cases of revision with existing PPOs are not accepted by system and also where the records of pensioners are not available.
- (g) Technical Wing of Principal Accounts Office would issue instructions to all PAOs for sending the list of live pensioners in Excel Format on their e-Mail address.

It was also decided that the next review meeting will be fixed in 3<sup>rd</sup> week of August, 2018 the date and time of which would be communicated to all concerned separately where representatives would come with complete status.



(K.V. Babu)

**Dy. Controller of Accounts (Tech.)**

To

✓ Concerned Departments  
(As per list attached)

No. 14(01)/2017/T-I/Pr. AO/PF/1434

Date : 25/07/2018

Copy for information to :

1. PS to the Special Secretary, Finance Department, Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi.
2. PS to the Controller of Accounts, Principal Accounts of Office, A-Block, Vikas Bhawan, I.P. Estate, New Delhi.

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**Dy. Controller of Accounts (Tech.)**

The Deputy Controller of Accounts, Directorate of Health Services, Govt. of NCT of Delhi, F-17, Karkardooma, Delhi.
The Controller of Accounts, Directorate of Health & Family welfare, Govt. of NCT of Delhi, Delhi Secretariat, New Delhi.
The Deputy Controller of Accounts, Department of Training & Technical Education, Govt. of NCT of Delhi, Pitam Pura, New Delhi.
The Controller of Accounts, Trade & Taxes Department, Govt. of NCT of Delhi, Vyapar Bhawan, I.P. Estate, New Delhi
The Deputy Controller of Accounts, General Administration Department, Govt. of NCT of Delhi, Delhi Secretariat, New Delhi
The Controller of Accounts, Transport Department, Govt. of NCT of Delhi, 5/9, Under Hill Road, Delhi.
The Deputy Controller of Accounts, Deptt. of Food Supplies & Consumer Affairs, Govt. of NCT of Delhi, K-Block, Vikas Bhawan, New Delhi
The Deputy Controller of Accounts, Department of Social Welfare, Govt. of NCT of Delhi, GLNS Complex, Delhi Gate, New Delhi-2.
The Controller of Accounts, Directorate of Women & Child Development, Govt. of NCT of Delhi, 1, Canning Lane, K.G. Marg, New Delhi
The Deputy Controller of Accounts, (P), Central Jail, Prison HQ. Janak Puri, Delhi.
The Controller of Accounts, Lok Nayak Hospital, Govt. of NCT of Delhi, Jawaharlal Nehru Marg, New Delhi.
The Deputy Controller of Accounts, Guru Tegh Bahadur Hospital, Govt. of NCT of Delhi, Dilshad Garden, Shahdara, Delhi-95.
The Deputy Controller of Accounts, Sanjay Gandhi Memorial Hospital, Govt. of NCT of Delhi, S-Block, Mangol Puri, New Delhi.
The Deputy Controller of Accounts, Deen Dayal Upadhyay Hospital, Govt. of NCT of Delhi, Hari Nagar, New Delhi.
The Deputy Controller of Accounts, Baba Saheb Ambedkar Hospital, Govt. of NCT of Delhi, Rohini, Delhi-110085
The Deputy Controller of Accounts, Lal Bahadur Shastri Hospital, Govt. of NCT of Delhi, Khichdi Pur, Delhi.
The Controller of Accounts, Directorate of Education, Govt. of NCT of Delhi, Old Sectt., Delhi.
The Deputy Controller of Accounts, Revenue Department, Govt. of NCT of Delhi, 5, Sham Nath Marg, Delhi-110054
The Controller of Accounts, Public Works Department, Govt. of NCT of Delhi, Delhi Secretariat, New Delhi.
The Deputy Controller of Accounts, Deptt. of Irrigation & Flood Control, Govt. of NCT of Delhi, L.M. Band, Shastri Park-110031.

Subject: GPF/2015/11 Cell/11-115/

To

All the Pr. Secretaries/HODs,  
Departments of Govt. of NCT of Delhi,  
Delhi/New Delhi

1682

Sub: Allotment of New GPF Account Number.

Sir/Madam,

The following employees have been promoted from erstwhile Class IV employees on their promotion to the posts under Group C Category and accordingly series of the GPF number was changed from DGA to DG category.

After the recommendations of the 6<sup>th</sup> Pay Commission erstwhile Class IV employees have been re-designated as Group C employees but on their promotion to the same category the requisitions of issue of fresh GPF numbers are still being submitted by the departments whereas after the re designation of these employees as Group C the GPF Number issue under DGA series should be continued.

The matter has been reviewed in this office and it has been decided that erstwhile Class IV employees on their promotion to other Group C posts may be allowed to retain the GPF number already allotted under DGA Series.

It is therefore, requested to issue necessary instructions to the Heads of Offices under your control not to send the requisition of issue of fresh GPF Number in respect of erstwhile Class IV Category employees on their promotion to other Group C posts but the GPF Number already allotted under DGA category may continue to retain.

Yours faithfully,

(Parkash Chandi)

Controller of Accounts  
Govt. of NCT of Delhi

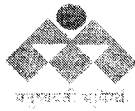
No.F.C(10)/GPF/2015/11 Cell/11-115/

Copy to:-

1. The Joint Director (IT), EDP Cell, Pr. AO (HQ).
2. The DCA (Funds), GPF Cell, Vikas Bhawan-II, Metcalf House, Civil Line, New Delhi.
3. All PAOs, Govt. of NCT of Delhi, Delhi/New Delhi DDOs under their jurisdiction.

Controller of Accounts

470/AC  
30/7/18



736/P85  
18-6-18

397 JAGAL DE  
22/06/18

**NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT**  
(Ministry of Finance, Govt. of India)

**K.P.Kaushik**  
Professor (Finance and Accounts)

DIRECTOR (TTE)  
Diary No. 2133  
Dated 21-06-18

Tel: (O) 0129-2418865, (R) 0129-2418896  
Mobile: 9312360874  
Fax: 0129-2418867  
E-mail: kpkaushik@nifm.ac.in

No. B-33012/2018/AFS(KPK)/ 2080

Date: 30/05/2018

**Subject: Management Development Programme on Analysis of Financial Statements.**

DI-ATTN Dear Sir

The National Institute of Financial Management, Faridabad, is an autonomous Institute of Ministry of Finance, Government of India and operates as a Centre of Excellence in the field of Education, Training, Consultancy and Research in Financial Management. The Finance Minister is the President of the Institute. The institute is conducting five day Management Development Programme on 'Analysis of Financial Statements' at its campus during the following dates:

- 24th – 28th, September 2018
- 11th – 15th, February 2019

The programme have been designed to meet the needs of middle and senior level officers from the Financial Institutions, Banks, Officers of Central and State Governments, PSUs of Central Governments, Autonomous Institutions and Private Sector Organisations.

The objectives of the programme along with the fee and detailed course contents are annexed with a request to nominate maximum officers (at least two in each batch) from your esteemed organisation. The last date for receiving the nominations is a week before the commencement of the programme. If you need any other information, you may kindly contact the undersigned. Seats will be allotted on first come basis.

Early response will be highly appreciated.

Regards

Yours faithfully,  
*K.P. Kaushik*  
(K.P.KAUSHIK)

To  
The Principal Secretary  
Directorate of Training & Technical Education  
Kasturba Polytechnic Campus  
Munni Maya Ram Marg (Near T.V. Tower)  
Pitam Pura  
New Delhi - 110 034

Encl: As above

matter maybe discussed with DD (S.D.) DD (E-D) and  
DD (P.S.) DD (T.E) for any Ttg. on this management  
request for staff-

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National Institute of  
Financial Management

**FIVE DAY  
MANAGEMENT DEVELOPMENT PROGRAMME  
ON  
'ANALYSIS OF FINANCIAL STATEMENTS'**

• First Programme : - 24<sup>th</sup> – 28<sup>th</sup> September, 2018

• Second Programme : - 11<sup>th</sup> – 15<sup>th</sup> February, 2019

The National Institute of Financial Management (NIFM) is a Centre of Excellence, specializing in capacity building of professionals in the fields of Public Policy, Financial Management and other governance related issues for promoting highest standards of professional competence and practice. NIFM is a premier resource centre for the capacity building of senior, middle and entry level of managers in Government of India. NIFM also caters to the training needs of State Governments, Defence establishments, Banks, Autonomous Bodies, Local Governments, Public Sector Undertakings and other Financial Institutions. Training Programmes are customized and executed for officials from other countries as well.

Apart from capacity building, NIFM is also engaged in serious research studies in the areas of accounting, audit, financial management, parliamentary financial control and other issues related to public policy and delivery systems. The outcomes of such research studies are published and disseminated through Research Papers, Journals and Books. NIFM has a sprawling, lush, green campus of 42 acres situated in National Capital Region. The buildings have a unique architectural design with the state-of-art training halls, computer labs, hostels indoor and outdoor sports complex and library.

### **About this course**

In the current scheme of things, the ability to read financial statements and also the familiarity with the principles of financial management constitutes basic financial literacy, and is a must for all managers and executives irrespective of the function they perform. Optimum allocations of resources, choice of funding and expenditure control are now recognized as issues that are of interest not just to the finance specialist, but to all executives at different levels. We are glad to inform you that this Institute would be conducting a five-day Management Development Programme on 'Analysis of Financial Statements'. This will enhance the analytical ability among the participating officers and the same in turn will lead to rational decision making.

The Programme has been designed to introduce various tools and techniques of accounting and analysis of financial statements resulting in formal understanding of the subject that in turn will help the participating executives to take rational decisions. The participants will also be given exposure to the applications of information technology in the areas of the accounting and finance.

### **Programme Objectives**

The objectives of the programme are:

- to develop an understanding of the process that leads to the preparation of financial statements;
- to discuss Indian Accounting Standards, International Accounting Standards and US GAAP and examine their implications on financial statements;
- to understand the technique of appraisal of corporate financial performance through the use of Ratio Analysis, Cash Flow Statements and Fund Analysis;
- to acquaint the participants with the tools of financial analysis such as Common Size Statements and Comparative Financial Statements;
- to introduce the accounting system of Autonomous Bodies, not for profit organizations and NGOs and an analysis of their financial statements;
- to develop an understanding of Government Accounting System and the analysis of Published Accounts of the Governments; and
- to introduce contemporary issues in financial reporting and the use of information technology for analysis of financial statements.

### **Pedagogy and Faculty**

The pedagogy of the course is a mix of lectures, case studies and hands-on-exercises. An opportunity will be provided to the participants to share their experiences. The faculty comprises of NIFM faculty members and leading experts from the relevant fields.

*The success of every financial decision rests on proper analysis and interpretation of financial statements. Financial statements analysis is the art of evaluating a company's financial performance and forecasting its future prospects.*

*This programme has been designed to provide inputs to the learners for understanding the hidden aspects of financial statements so as to enable them to take financial decisions effectively.*

## For Whom

The programme is designed to meet the needs of middle and senior level finance officers from Central and State Governments, PSUs of Central and State Governments, Autonomous Institutions and Private Sector Organisations. Officers of other functional areas will also find the programme very useful. Officers of Revenue Department will find this programme very rewarding. The venue of the programme shall be National Institute of Financial Management (NIFM).

## Course Duration and Dates

This is a five day Management Development Programme. The schedule of the programmes is as under:

- First Programme :- 24<sup>th</sup> – 28<sup>th</sup> September, 2018
- Second Programme :- 11<sup>th</sup> – 15<sup>th</sup> February, 2019

Sponsoring organisations are requested to indicate the course chosen in explicit terms.

## Programme Content


- An overview of the process leading to the preparation of Financial Statements.
- Analysis of Financial Statements using Ratio Analysis.
- Cash Flow Statements and Fund Flow Analysis.
- Trends in Financial Reporting and Voluntary Disclosures in Financial Statements.
- Indian Accounting Standards: An Overview.
- Treatment of the following issues under the Indian Accounting Standards:
  - Disclosures of Accounting Policies, Inventory Valuation, Revenue Recognition and Depreciation Policy.
- Relevance of International Accounting Standards and US GAAP in Analysis of Financial Statements.
- Understanding and analyzing the Financial Statements of Autonomous Bodies, Non-Profit Organizations and NGOs.
- Introduction to Government Accounting System and the analysis of Published Accounts of the Government.
- Financial analysis using Common Size Statements, Comparative Financial Statements and Fund Flow Statements.
- Information Technology and Analysis of Financial Statements.
- Recent Techniques of Analyzing the Financial Statements.
- Creative Accounting: It's Impact on Analysis of Financial Statements.
- Use of Idea or Tableau in the Analysis of Financial Statements.

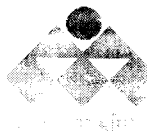
## Course Fee

The fee for the programme is Rs. 46,000 (plus GST at applicable rates presently 18 per cent). Includes Tuition Fee, Course Material, Boarding and Lodging. It does not include to and to fro journey to NIFM and per diem. Accommodation to the participants will be provided in the Hostel of the Institute. Duly completed nomination form(s) along with Demand Draft drawn in favor of 'National Institute of Financial Management' payable at 'Faridabad' may be sent to K.P. Kaushik, Professor (Finance & Accounts) and Course Director, NIFM, Sector-48, Pali Road, Faridabad-121001, Haryana.

## Venue and Reporting

The venue of the programme is National Institute of Financial Management (NIFM), Sector-48, Pali Road, Faridabad – 121001, Haryana. It is located in Faridabad town on Badkhal-Pali Road, about 1.4 km south of Badkhal Lake crossing. NIFM is at a distance of about 30 kms from India Gate, New Delhi and about 35 kms from Delhi Airport. Participants are expected to reach NIFM one day before commencement of the programme and proceed for their return journey within a day after conclusion of the programme.

Head of the Institute		 <b>National Institute of Financial Management</b> (An autonomous institution of Ministry of Finance, Government of India)
Smt. Meena Agarwal, <i>Director</i> Tel. No. : + 91 129 2418870 Fax No. : + 91 129 2418867 Email : director@nifm.ac.in		
Course Director	Other Important Phone Numbers	<b>+91-129-2465444 (Phone), +91-129-2418867 (Fax)</b>  Sector – 48, Pali Road, Near Badkhal Lake National Capital Region Faridabad, Haryana, India – 121001 <b>www.nifm.ac.in</b>
K. P. Kaushik, <i>Professor of Finance and Accounting</i> Tel. No. : + 91 129 2418865 Fax No. : + 91 129 2418867 Mob No. : + 91 9312360874 Email : kpkaushik@nifm.ac.in	MDP Cell Tel No. : +91 129 2465224, 2465259 Hostel Tel No. : +91 129 2465320, 2465307	



NOMINATION FORM  
Management Development Programme  
on  
'ANALYSIS OF FINANCIAL STATEMENTS'

Choice of Programme (i) 24<sup>th</sup> – 28<sup>th</sup> September, 2018 ☐  
(ii) 11<sup>th</sup> - 15<sup>th</sup> February, 2019 ☐  
(iii) Any ☐

Name

Male ☐ Female ☐

Designation

Organisation

Address for communication

City  Pin

Phone (O)  (R)  (M)

Email:  Fax:

Signature of the Candidate

TO BE FILLED IN BY THE SPONSOR

Name of the sponsor  Designation

Address for communication

City  Pin

Phone  Telex  Fax  Email

Detail of Fee Sent

Signature of the Sponsor  
with stamp of the organisation

Date:

Please return the completed form to:

K.P.Kaushik, Professor  
NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT  
Sector-48, Pali Road, Faridabad – 121 001. Haryana.  
Telephone: 0129-2418865, 0 9312360874 Fax: 0129-2418867, 2418879  
Email: [kpkaushik@nifm.ac.in](mailto:kpkaushik@nifm.ac.in)

### **ELECTRONIC FUND TRANSFER DETAILS**

Beneficiary Name : NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT  
Beneficiary Address : Sector-48, Pali Road, Faridabad – 121001  
Phone Number : 0129 – 2465236  
Pan No. : AAAAN2489D  
Service Tax No. : AAAAN2489D ST001  
GST No. : 06AAAAN2489D1ZQ  
Bank Name : Bank of Maharashtra  
Bank Address : 1-2 Chowk, NIT, Faridabad  
Bank Code/Branch : 035 / NIT, Faridabad  
Bank Account No. : 200 205 00 76  
Account Type : Current  
MICR No. : 110014017  
IFSC : MAHB0000365

### **International Wire Transfer Details**

Pay to	The bank of New York, New York, USA
Swift Code	IRVTUS3N
Routing Number	021000018
For Credit to	Bank of Maharashtra, Connaught Place, New Delhi
Account Number	803-3165-537
SWIFT Code	MAHABINBBCPN
For ultimate credit to	National Institute of Financial Management, Faridabad, India
Account No.	200 205 00 760 with bank of Maharashtra, Faridabad branch