



GOVERNMENT OF KERALA
Abstract

Finance Department – Training Centre of Training & Development Unit – Course calendar for 2010 and procedures for conduction of the training programmes– Approved – Orders issued

FINANCE (TRAINING & DEVELOPMENT UNIT) DEPARTMENT

G.O (Ms) No.400/10/Fin

Thiruvananthapuram, Dated: 19./07/2010

Read: G.O (Ms) No.06/2010/Fin dated 05/01/2010

ORDER

1. The training and Development Unit (T&DU) is mandated to organize/coordinate Training Programmes for Finance and its four line departments viz Treasury, Local Fund Audit, State Insurance and National Savings. As a first step towards organizing in-house training programmes, especially IT Training programmes, a Training Centre is being set up in the DPC Building of Finance Department in the University Office Campus, Palayam, Thiruvananthapuram. The Training and Development Unit of Finance Department has also prepared an interim IT Training Calendar and guidelines/ procedures for conduction of training programmes at the above Training Centre of T&DU. The courses are intended for the personnel of Finance Secretariat and its line Departments namely, Treasuries, Local Fund Audit, State Insurance and National Savings.
2. Government have examined the matter in detail and are pleased to approve the following:
 - a. Guidelines for conduction of the courses along with Nomination Form, and formats for confirmation of nomination and course completion certificate given as **Appendix I** to this order
 - b. The interim Course Calendar given as **Appendix II**.
3. Faculties for the above training programmes will be the Unit Heads and Associates of IT Division, Finance Department/ Volunteer Faculty from Finance Department. An expression of interest for taking classes as per the training calendar will be invited from the staffs of finance department who are experienced in the related areas.
4. Sanction is also accorded for providing light refreshments to an approximate cost of Rs.10/- per participant (including faculty and support) during each two hour session of the training program. For this purpose an advance of Rs.3000/- will be sanctioned to the Training & Development Unit each time to be settled with original bills as per rules and based on the training calendar.
5. Expenditure in this respect shall be debited to the head of account 2052-0-090-96-05-OE-4 other items (NP).

BY ORDER OF THE GOVERNOR

K.S. LEKSHMI RANI
ADDITIONAL SECRETARY (FINANCE)

To

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram
The Accountant General (A&E), Kerala, Thiruvananthapuram
The Additional Secretary/ Deputy Secretary, Finance (Admn.A/B) Department
All Sections & Officers in Finance Department
The Director (Information Systems), IT Division, Finance Department
The Director, Treasuries Department
The Director, Local Fund Audit, Department
The Director, State Insurance Department
The Director, National Savings Department
The PA to Additional Chief Secretary (Finance)
The CA to Secretary, Finance (Expenditure)
The Finance (Admin.A/B, Accounts A/B/Cash Counter) Department
The Stock File/ Office Copy

Copy to:

The Private Secretary to Minister (Finance)

**GUIDELINES FOR CONDUCTING COURSES
AT THE TRAINING CENTRE OF FINANCE DEPARTMENT**

1. The training programmes in the Training Centre of Finance Department at the DPC Building in the University Office campus will be either general to Finance Department and its four line Departments viz. Treasury, Local Fund Audit, State Insurance and National Savings Departments or specific to any one of the Departments, which will be clearly indicated in the training calendar.
2. All nominations to the training should be furnished in the format issued by the T&DU (**Annexure-1 to this guidelines**)
3. All nominations from the line Departments of Finance Secretariat, viz, Treasury, Local Fund Audit, State Insurance and National Savings Departments should be recommended and forwarded by an authority competent to depute the applicant to the training programme with a reference file number.
4. In the case of Finance Secretariat, all applications from employees up to the level of Accounts Officers should be recommended and forwarded by an Under Secretary or higher official in their reporting hierarchy. The applications of the officers of and above the rank of Under Secretaries should be recommended and forwarded by the immediate superior officer.
5. In the case of half day training programmes, the candidates from offices within Thiruvananthapuram city should attend official duties in the other half of the day.
6. The Nodal Officer (T&D) will confirm admission based on *first-come first-serve* basis generally and also based on the immediate need of training as reported by the applicant's department.
7. Candidates are needed to be deputed to the programme only after receiving a confirmation message/communication from the Nodal Officer (T&D), Training & Development Unit, Finance Department (Confirmation format at **Annexure-2 to this guidelines**). The TA/DA claims of the participants, if any, as per rules should be processed/borne by the deputing department.
8. A course completion certificate will be issued to the participants who have 100% attendance during the programme. Those who do not have 100% attendance will be provided with an abstract of the attendance only (Certificate format at **Annexure-3**).
9. The Course Certificates will be signed by the Director (IS). However, during non-availability or in the absence of DIS or for administrative conveniences, the Nodal Officer (T&D) may also be authorized to sign and issue the Course Completion Certificates.
10. The Nodal Officer (TD) will facilitate the development of IT course/reference materials to be distributed to the trainees internally in consultation with the Director (IS) and the Non-IT Training Programmes will be taken up /course materials developed by the T&DU/Nodal Officer (T&D) in consultation with DS/JS (Administration), Finance Department.

Annexure-1 to APPENDIX - I**NOMINATION FORM FOR THE COURSES CONDUCTED BY
TRAINING & DEVELOPMENT UNIT
FINANCE DEPARTMENT
GOVT. OF KERALA****A. DETAILS OF THE COURSE FOR WHICH THIS NOMINATION IS FURNISHED***(Please refer to the course calendar issued by T&DU)*

| | | | | |
|--------------------|--|----------------------|--------------|--|
| Code of the Course | | Period of the Course | From: | |
| Name of the Course | | | To: | |

B. DETAILS ABOUT THE APPLICANT

| | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------|----|
| Name | | | |
| PEN | | Designation | |
| Office Address | | Residence Address | |
| Phone (Office) | | Phone (Residence) | |
| Mobile | | Email | |
| Educational Qualifications | | | |
| If there is no vacancy in the schedule applied for, whether your application needs to be considered for another vacant schedule of the same course? <i>Please tick your choice</i> | | YES | NO |

Date:

Name & Signature of the Applicant

C. RECOMMENDATION OF THE COMPETENT AUTHORITY

Ref No:

Above application is recommended and forwarded to The T&DU, Finance Department, Govt. of Kerala, DPC Building, University Office Campus, Palayam, Thiruvananthapuram for admission to the course given above.

Date:

Office Seal

Name & Designation



TRAINING & DEVELOPMENT UNIT
Finance Department
Government of Kerala
University Office Campus
Palayam, Thiruvananthapuram
Phone: 0471 - 2305811

CONFIRMATION OF NOMINATION

No.

Dated:

To

The applicant

Sir/Madam

Sub: Confirmation of nomination to the course – reg.
Ref: Your nomination for the course

Your nomination for the course
.....scheduled to be conducted from to
..... at the Training Centre of Training and Development Unit, Finance Department, Govt
of Kerala, DPC Building, University Office Campus, Palayam, Thiruvananthapuram is confirmed.

Please report for the training at ----- on -----.

Yours sincerely

Nodal Officer (T&D)

Copy to

The Officer who recommended the application

Annexure-3 to APPENDIX – I



Training & Development Unit

Finance Department

Govt. of Kerala

DPC Building, University Office Campus,

Palayam, Thiruvananthapuram

Kerala

Certificate of Participation

Certified that Sri./Smt.
....., Department has
participated and successfully completed the training programme
.....
..... conducted from to
(excluding holidays if any) at the Training Centre of Training &
Development Unit, Finance Department Govt. of Kerala.

Dated:

APPENDIX - II to G.O (Ms) No.400/2010/Fin dated 19/07/2010

**TRAINING CENTRE
TRAINING & DEVELOPMENT UNIT, FINANCE DEPARTMENT, GOVT. OF KERALA
INTERIM COURSE CALENDAR FOR AUG/2010 TO DEC/2010**

| SL NO. | NAME OF COURSE | COURSE CODE | CATEGORY OF PARTICIPANTS | Days | FROM | TO | Time |
|--------|-----------------------------------------------------------------------------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------|------------|------------|------------------------------|
| 1 | Welcome Training for New Assistants | INHMITIND001 | Newly recruited Assistants in Finance Department | 3 | 2/8/2010 | 4/8/2010 | 10.15 AM to 1.15 PM each day |
| 2 | E-Governance Introductory | INHITIND001 | Staff of Finance IT Division and others who support IT installations of FD | 2 | 10/8/2010 | 11/8/2010 | 10.15 AM to 1.15 PM each day |
| 3 | Introductory training programme in Open Office (Writer, Calc and Impress) | INHITREG003 | Open to all category of staff from Finance Secretariat, Treasury, Local Fund Audit, State Insurance and NSD | 6 | 16/8/2010 | 21/8/2010 | 10.15 AM to 1.15 PM each day |
| 4 | IDEAS - Introductory Training | INHITREG004 | Open to all category of staff from Finance Secretariat | 2 | 30/08/2010 | 31/08/2010 | 10.15 AM to 1.15 PM each day |
| 5 | E-Governance Introductory Training | INHITIND001 | Officers of and above the level of Section Officers from Finance Secretariat, Treasury, Local Fund Audit, State Insurance and NSD | 2 | 2/9/2010 | 3/9/2010 | 10.15 AM to 1.15 PM each day |
| 6 | SPARK for SDO Users | INHITREG007 | SDOs from Finance Secretariat, Treasury, Local Fund Audit, State Insurance and NSD | 1 | 6/9/2010 | 6/9/2010 | 10.15 AM to 1.15 PM |
| 7 | IDEAS - Introductory Training | INHITREG004 | Open to all category of staff from Finance Secretariat | 2 | 8/9/2010 | 9/9/2010 | 10.15 AM to 1.15 PM each day |
| 8 | Introductory training programme in Open Office (Writer, Calc and Impress) | INHITREG003 | Open to all category of staff from Finance Secretariat, Treasury, Local Fund Audit, State Insurance and NSD | 6 | 13/9/2010 | 18/9/2010 | 10.15 AM to 1.15 PM each day |
| 9 | Introductory training programme in Personal Computer, Accessories and Ubuntu Operating System | INHITREG001 | Open to all category of staff from Finance Secretariat, Treasury, Local Fund Audit, State Insurance and NSD | 5 (excluding holidays) | 20/9/2010 | 25/9/2010 | 10.15 AM to 1.15 PM each day |
| 10 | SPARK introductory training for Establishment Module Users | INHITREG006 | For SPARK Establishment Module users from Finance Secretariat, Treasury, Local Fund Audit, State Insurance and NSD | 3 | 27/9/2010 | 29/9/2010 | 10.15 AM to 1.15 PM each day |

| | | | | | | | |
|----|------------------------------------------------------------------------------------------------|-------------|-------------------------------------------------------------------------------------------------------------|---|------------|------------|------------------------------|
| 11 | Introductory training programme in Personal Computer, Accessories and Windows Operating System | INHITREG002 | Open to all category of staff from Finance Secretariat, Treasury, Local Fund Audit, State Insurance and NSD | 5 | 4/10/2010 | 8/10/2010 | 10.15 AM to 1.15 PM each day |
| 12 | Malayalam Data Entry using Ubuntu OS and Unicode Fonts | INHITREG009 | Open to all category of staff from Finance Secretariat, Treasury, Local Fund Audit, State Insurance and NSD | 5 | 11/10/2010 | 15/10/2010 | 10.15 AM to 1.15 PM each day |
| 13 | Introductory training programme in Open Office (Writer, Calc and Impress) | INHITREG003 | Open to all category of staff from Finance Secretariat, Treasury, Local Fund Audit, State Insurance and NSD | 6 | 18/10/2010 | 23/10/2010 | 10.15 AM to 1.15 PM each day |
| 14 | Introductory training programme in Personal Computer, Accessories and Ubuntu Operating System | INHITREG001 | Open to all category of staff from Finance Secretariat, Treasury, Local Fund Audit, State Insurance and NSD | 5 | 8/11/2010 | 12/11/2010 | 10.15 AM to 1.15 PM each day |
| 15 | SPARK introductory training for Salary Module (DDO) Users | INHITREG005 | For SPARK Salary Module users from Finance Secretariat, Treasury, Local Fund Audit, State Insurance and NSD | 3 | 18/11/2010 | 20/11/2010 | 10.15 AM to 1.15 PM each day |
| 16 | Introductory training programme in Open Office (Writer, Calc and Impress) | INHITREG003 | Open to all category of staff from Finance Secretariat, Treasury, Local Fund Audit, State Insurance and NSD | 6 | 22/11/2010 | 27/11/2010 | 10.15 AM to 1.15 PM each day |
| 17 | Introductory training programme in Personal Computer, Accessories and Windows Operating System | INHITREG002 | Open to all category of staff from Finance Secretariat, Treasury, Local Fund Audit, State Insurance and NSD | 5 | 6/12/2010 | 10/12/2010 | 10.15 AM to 1.15 PM each day |
| 18 | IDEAS - Introductory Training | INHITREG004 | Open to all category of staff from Finance Secretariat | 2 | 13/12/2010 | 14/12/2010 | 10.15 AM to 1.15 PM each day |
| 19 | SPARK for SDO Users | INHITREG007 | SDOs from Finance Secretariat, Treasury, Local Fund Audit, State Insurance and NSD | 1 | 17/12/2010 | 17/12/2010 | 10.15 AM to 1.15 PM |
| 20 | SPARK for users have permission only to view details and submit annual property statements | INHITREG008 | Open to all category of staff from Finance Secretariat, Treasury, Local Fund Audit, State Insurance and NSD | 1 | 18/12/2010 | 18/12/2010 | 10.15 AM to 1.15 PM |