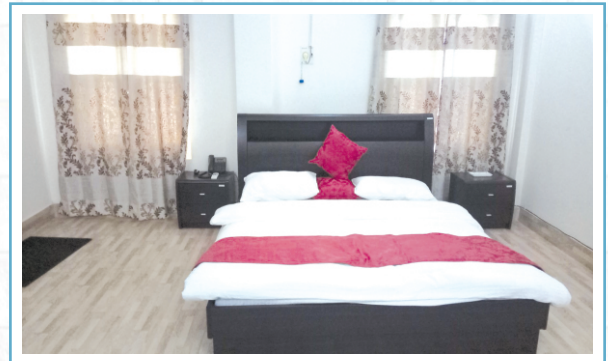


ABOUT US

Pandit Deendayal Upadhyaya Center for Training And Research in Financial Administration (CTRFA), Uttarakhand has been established under the Societies Registration Act, 1860 with the aim of all round development and enhancing the skills of the government employees from time to time in accordance with the needs of the state. The CTRFA is the first Government approved financial training centre in the state. It is situated at Sudhhowala, Dehradun with adequate infrastructure. The center is spread in a total area of 8090 sq. mt., out of which the total covered area is 5090 Sq. mt. The center has total 5 blocks :-

1. Admin Block :- (covered area 1760 sq m)
2. Hostel 1 :- (covered area 778 sq m)
3. Hostel 2 :- (covered area 2088 sq m)
4. Warden house :- (covered area 75 sq m)
5. Staff quarter :- (covered area 389 sq m)



TRAINING FACILITIES / INFRASTRUCTURE

Library:- The library of a training institute occupies a unique place in the academic and research activities. It is the most important facility provided to the trainees by the institute. The library has a vast collection of books & journals. The Library is fully air conditioned and this service is available to all members and trainees of the Institute

Computer Lab:- The Institute has a fully equipped, air conditioned computer lab with capacity for 25 trainees. The computer lab is connected with a dedicated 24 x 7 300 Mbps internet facility support by BSNL and Airtel Broad band line.

Training Hall/Room

- 1) Conference Hall-** PDUCTRFA has a fully air-conditioned conference hall with a sitting capacity for 90 to 100 trainees. The conference hall is equipped with interactive video panels for lectures & video conferences.
- 2) Lecture Halls-** PDUCTRFA has 4 fully air-conditioned lecture halls with a capacity for 30 trainees each. Lecture Halls are equipped with Projectors. PDUCTRFA has a fully air-conditioned smart class with a capacity for 40 trainees, which is fully equipped with digital interactive panel, digital podium & with DSLR cameras for the recording of lecture.

Accommodation Facilities

- 1) Hostel for trainees:-** The trainees hostel has 24 rooms with dual sharing facility. The rooms are fully ventilated with attached toilets, separate wardrobes, study table and shoe racks for the trainees. Hostel has two common rooms with cable television facility. The proposal for the extension of hostel rooms up to 48 rooms has been sent to the Uttarakhand Government for the administrative and financial approval. After the extension of the hostel building, it can accommodate 84 trainees at a time.
- 2) Hostel for faculties: -** The faculty hostel has 10 rooms that are fully air conditioned. The rooms are fully ventilated with separate lobbies for the guests. Each room of the faculty house has a television with cable connection.

Some other facilities provided to the trainees and faculties are:

- Facility of Sports Activities
- Computer System in hostel with 24 hours internet facilities
- ACs in each room
- Geyser in each room

MAIN OBJECTIVES AND WORK PLAN OF PDU-CTRFA

- To assist, collaborate and organize training programs in financial management theory and practice in all aspects of finance (including Institutional Finance) and accounts areas as well as organizing refresher courses at senior and middle levels.
- To provide facilities for the exchange of thoughts and views on financial management techniques on financial working in various departments/organizations.
- To undertake or to assist research studies in financial management.
- To render professional assistance and consultancy in the field of financial management and training.
- To undertake for publication of research papers and journals/any other publication for promoting training and research.
- The special areas for interest will be to advise Govt. or public sector undertakings amendments of financial rules and procedures and also suggest improvement in systems relating to accounts the automation of financial system by way of computerization etc. so as to keep pace with the time.
- To undertake such other activities and to such other structures, institutions and organizations as may be found essential or conducive to the better, realization of the above-mentioned objectives.
- To act as a think tank in financial matters for the government of Uttarakhand.
- To conduct continuous training programs for 100 to 120 trainees in a single batch.
- To deliver established financial rules and government orders' knowledge to all the trainees.
- To deliver all the financial information of central government's scheme to state government employees for smooth functioning.
- To establish financial discipline by using information technology and delivering related technical knowledge based training.
- To deliver two months compulsory basic training to the newly appointed assistant accountants of the state treasuries and account cadre employees of other departments.
- To deliver 6 months professional training to newly appointed finance officers.
- To conduct financial and online training programs for approximately 4500 DDO's of the state from time to time.
- To do research work on various established financial rules, manuals and to provide research consultation to state government.

PROGRAMMES CONDUCTED BY PDU-CTRFA

PROGRAMMES

- One day Workshop on IFMS for govt. employees
- Two days Workshop for HOD's on Budget/ labor act and Taxation
- Two days workshop for HOD's/ Finance Officers on Contract Management/ Arbitration and Court Cases.
- Two days Program for Finance Officers/ Account Officers on Procurement and budget
- Two days program on budget/ taxation/ Delegation of Powers/ financial rules, Accounting for under secretaries, section officers and review officers.
- Two days Program on taxation and latest development in financial management
- Two days Workshop on SDG for HOD's/ Secretaries/Finance Officers.
- Six months professional course for newly recruited finance officers.
- Eight weeks basic course for Treasury Assistant Accountants in 2 phases.
- Two weeks Revision course for STO's and ATO's
- Three days program on office management and/ procurement/budget for DDO's
- Two weeks Revision Course for Accountants of Treasuries and departmental accounts.
- Two days training program on office management/ budget/ procurement for treasury officers.
- Two days Training Program on taxation and latest development in financial management for Finance/Account Officers.
- Workshops on GST TDS and IT TDS.
- Conduction of training programs as per the requirements of different department.

YEAR WISE TRAINING CONDUCTED

S.N.	Year	No. of Courses Conducted	No. of Participants
1	2017-18	28	978
2	2018-19	25	711
3	2019-20	70	3754
4	2020-21	17	654
5	2021-22	42	1361
6	2022-23	90	3038
7	2023-24	69	2577

**पी0डी0यू0सी0टी0आर0एफ0ए0 में संचालित होने वाले
विभिन्न प्रशिक्षण कार्यक्रमों हेतु पाठ्यक्रम।**

क्र0सं0	विषय
01	<p>सामान्य नियम</p> <ul style="list-style-type: none"> ● कर्मचारी आचरण नियमावली ● भ्रष्टाचार निवारण अधिनियम 1988 ● शिष्टाचार
02	<p>कार्यालय पद्धति / कार्यालय प्रबन्धन</p> <ul style="list-style-type: none"> ● अधिष्ठान में पत्रावलियों का रख-रखाव ● अभिलेखों का रख-रखाव एवं वीडिंग ऑफ रिकार्ड्स ● पत्रों के प्रकार ● आलेखन ● टिप्पणी ● राजकीय कर्मचारियों के कर्तव्य; दृष्टिकोण (व्यवहार, समय प्रबंधन, प्रेरणा) ● अधिष्ठान नियम- नियुक्ति, पदोन्नति, स्थायीकरण, ज्येष्ठता, वार्षिक प्रविष्टियाँ, आरक्षण।
03	<p>सेवा के सामान्य नियम</p> <ul style="list-style-type: none"> ● मुख्य नियम ● एच0आर0एम0एस0 ● वेतन ● ए0सी0पी0 / एम0ए0सी0पी0
04	<p>वित्त हस्त पुस्तिका खण्ड 1</p> <ul style="list-style-type: none"> ● वित्तीय अधिकारों का प्रतिनिधायन
05	<p>वित्त हस्त पुस्तिका खण्ड 2, भाग दो से चार</p> <ul style="list-style-type: none"> ● अवकाश नियम ● कार्यभार ग्रहण काल ● बाह्य सेवार्यें ● नियुक्तियों का संयोजन ● अनुशासन एवं अपील ● जीवन निर्वाह भत्ता
06	<p>वित्त हस्त पुस्तिका खण्ड 3</p>

	<ul style="list-style-type: none"> ● यात्रा भत्ता ● स्थानान्तरण यात्रा भत्ता ● अवकाश यात्रा सुविधा
07	वित्त हस्त पुस्तिका खण्ड 5 भाग 1 <ul style="list-style-type: none"> ● साधारण सिद्धान्त एवं नियम ● प्रतिस्थापन ● आकस्मिकतायें ● प्रकीर्ण प्रभार ● ऋण तथा अग्रिमियाँ ● राजस्व अग्रिमियाँ ● निक्षेपण
08	वित्त हस्त पुस्तिका खण्ड 5 भाग 2 <ul style="list-style-type: none"> ● कोषागार प्रक्रिया
09	निर्माण लेखांकन / वित्तीय लेखांकन
10	बजट <ul style="list-style-type: none"> ● सामान्य सिद्धान्त ● बजट प्रक्रिया
11	शिकायतें एवं निवारण <ul style="list-style-type: none"> ● मुख्यमंत्री समाधान पोर्टल। ● केंद्रीकृत लोक शिकायत निवारण और निगरानी प्रणाली ● सूचना का अधिकार ● सेवा का अधिकार ● राज्य स्वस्थ्य प्राधिकरण
12	राज्य सरकार स्वास्थ्य योजना (SGHS) <ul style="list-style-type: none"> ● एक परिचय ● कार्यप्रणाली ● दावा निस्तारण।
13	कराधान <ul style="list-style-type: none"> ● आयकर ● जी0एस0टी0 ● लेबर सेस
14	बैंकिंग <ul style="list-style-type: none"> ● एस0एन0ए0 ● पी0एफ0एम0एस0

15	सेवानिवृत्तिक लाभः <ul style="list-style-type: none"> ● पेंशन,उपादान,राशिकरण ● राष्ट्रीय पेंशन योजना (NPS) ● सामान्य भविष्य निधि ● सामूहिक बीमा योजना
16	सोसाईटी एक्ट, चिट्स एण्ड फण्ड <ul style="list-style-type: none"> ● सोसाईटी पंजीकरण, नवीनीकरण, विवादों का निपटारा ● फर्मस का पंजीकरण, फर्मस का विघटन ● चिट्स
17	ऑडिट <ul style="list-style-type: none"> ● स्टैचुटोरी ऑडिट ● गवर्नमेंट ऑडिट ● इन्टरनल ऑडिट ● टैक्स ऑडिट
18	आई0एफ0एम0एस0 <ul style="list-style-type: none"> ● इन्ट्रोडक्सन ● डी0डी0ओ0 मॉड्यूल ● पेंशन मॉड्यूल ● एच0आर0एम0एस0 मॉड्यूल ● ट्रेजरी मॉड्यूल
19	ई-ऑफिस (e-office)
20	फाईनेंशियल एकाउन्टिंग <ul style="list-style-type: none"> ● डबल एन्ट्री एकाउन्टिंग ● लेजर ● ट्रायल बैलेन्स ● पी0/एल0 एकाउण्ट ● बैलेन्स शीट
21	कामर्शियल लॉज <ul style="list-style-type: none"> ● लेबर लॉज ● आर्बिट्रेशन लॉज ● कम्पनी लॉज ● कान्ट्रेक्ट लॉज
22	अधिप्राप्ति नियम/जेम
23	ई-स्टांपिंग

