



कार्यालय प्रधान महालेखाकार (लेखा व हकदारी)
हिमाचल प्रदेश, शिमला-171003
OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E)
HIMACHAL PRADESH, SHIMLA-171003



No.Admn./A/2021-22/357

Dated :- 31.12.2021

Circular

Subject:- Training Programme on legal matters –Regarding.

Regional Training Institute, Jammu vide e-mail dated 18.12.2021 on the subject cited above has forwarded the letter of O/o the AG(A&E)Haryana with brief description of topics vide which it has been requested to RTI, Jammu to impart training on legal matters. Further, RTI, Jammu vide e-mail has desired to intimate that whether this office is also interested for training on legal matters.

Therefore, the willing officers/officials of this office are requested to submit their requirements as per topics (attached) to Administration section by or before 05.01.2022.

Authority: Dy. Accountant general's orders dated 23.12.2021 in file No. Admn./G-7/T.N.A/2016-22 at page 30/N.

Encl:- as above

-sd/-

Sr. Accounts Officer (Admn.)

Copy forwarded to the following for information and necessary action please:

Ends:-Admn./G-7/TNA/2021-22/3189-91

Dated:-31.12.2021

1. All officers/officials through e-mail.
2. Notice Board.
3. 'A' series file/Admn.

Sr. Accounts Officer(Admn)

Training Programme on legal matters- Regarding.

From : Regional Training Institute Jammu <rtijammu@cag.gov.in>

Sat, Dec 18, 2021 12:15 PM

Subject : Training Programme on legal matters- Regarding.

1 attachment

To : AG HP <agaehimachalpradesh@cag.gov.in>, AG AE J and K <agaejammukashmir@cag.gov.in>, agaepunjab <agaepunjab@cag.gov.in>, AG AUDIT PUNJAB <agaupunjab@cag.gov.in>, DA DS Jammu <brdsjammu@cag.gov.in>, DIRECTOR GENERAL AUDIT CENTRAL CHANDIGARH <pdacchandigarh@cag.gov.in>, DY. DIRECTOR AUDIT P AND T <brptkapurthala@cag.gov.in>, NAAA Shimla <naaa.cag@nic.in>, PAG AU Haryana Chandigarh <agauharyana@cag.gov.in>, PAG Audit Jammu and Kashmir and Ladakh <agaujammukashmir@cag.gov.in>, PAG(AU), HP, Shimla <agauhimachalpradesh@cag.gov.in>, PDA Defence service Chandigarh <pdadschd@cag.gov.in>, PDCAMABIVND CHANDIGARH <brmab4ndchandigarh@cag.gov.in>

No. RTI/J/Trg/Correspondence with user offices/2021-22/256

Dated: 18.12.2021

सेवा में,

आरटीआई जम्मू के उपयोगकर्ता कार्यालय

विषय: Training Programme on legal matters- Regarding.

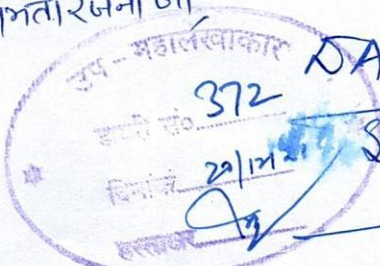
महोदय/महोदया,

I am directed to invite a reference to the O/o AG(A&E), Haryana letter dated 03.12.2021(attached) on the subject cited above, wherein they have requested a course on legal matters for the officers of their office and shared a list of topics to be covered in this course.

In this connection, I am directed to circulate the ibid mentioned letter along with the list of topics to all other user offices of the Institute. Please confirm if the course and the topics covered are of interest to your office. If so, the slots required for the course may be sent in the training requirements for the year 2022-23 to be forwarded by your office as TNA through the SAI Application.

Depending on the interest in the topic by the user offices, the Institute plans to include the course in the draft COTP 2022-23, for approval of the RAC.

श्रीमती रजनी जी



DAG Admin

20/12/21

20/12/21

212
20/12/2021

भवदीय,
हस्ता/-

वरिष्ठ प्रशासनिक अधिकारी (प्रशिक्षण)

उप-प्रबालिकाकार (ले० व ह०) सचिवालय

कार्य नं: 406

20/12/21

हस्ताक्षर: [Signature]

Regional Training Institute, Jammu, Pr AG(Audit) Office Complex, Shakti Nagar, J&K, Jammu-180 001

Phone Office +91 191 2580598, +91 191 2585599 FAX +91 191 2585488 Hostel +91 191 2581165



सत्यमेव जयते

कार्यालय महालेखाकार (लेखा व हकदारी) हरियाणा,
लेखा भवन, प्लॉट नं. 4 व 5, सेक्टर 33-बी, चण्डीगढ़-160020

टेलीफोन नं. 2610957, 2613211, 2615382

फैक्स नं. 0172-2603824

OFFICE OF THE ACCOUNTANT GENERAL (A&E) HARYANA,
LEKHA BHAWAN, PLOT NO. 4 & 5, SECTOR 33-B
CHANDIGARH-160020

E-mail:- agaeharyana@cag.gov.in

EPABX No. 2610957, 2613211, 2615382 Fax No.: 0172-2603824



लोकहितार्थं सत्यमेव

Admn-1/RTI/Jammu/43-A/2021-22/1366

03.12.2021

To

The Sr. Administrative Officer (Training-Audit),
Regional Training Institute, Jammu
Principal Accountant General (Audit) Office Complex
Shakti Nagar, Jammu,
Jammu & Kashmir – 180 001

Subject: Training Programme on legal matters- Regarding.

Madam/ Sir,

With reference to above cited subject, it is stated that in order to deal with legal matters (Court cases, Entitlement functions and RTI Act, 2005) efficiently, the staff of this office including Sr. AOs/AAOs is required to be trained.

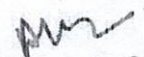
It is, therefore, requested to make necessary arrangements to conduct training to staff of this office including Sr. AOs/AAOs for their further development, enhancement of skill and quality standard regarding legal matters. If feasible, the said training programme may be included in yearly COTP.

A brief description of topics on which training needs to be imparted is enclosed herewith.

This issues with the approval of Deputy Accountant General.

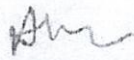
Encl.: As above.

Yours faithfully,


Sr. Accounts Officer (Admn.I)

Brief Description of Topics

1. Code of ethics.
2. Codal provisions
 - a. Administrative tribunal act 1985.
 - b. Constitutional provisions Article 32 and 226.
 - c. Civil procedure code-section 80(Legal notices)
3. Hierarchy of judicial system in India, Jurisdiction of courts.
4. Types of Legal cases in PAG/AG offices.
5. Appointment of government counsel, service of process, extent of authority of pleader and related matters.
6. Disciplinary proceedings and overview of CCS conduct rules.
7. Handlings legal cases: CAG's guidelines, Preparation of brief and para wise comments.
8. RTI cases, Approval in RTI, Court cases due to RTI cases.
9. Pension and provident fund cases; Gazetted entitlement cases.
10. Hands on exercises on preparation of para wise comments.
11. Monitoring of legal cases- Case studies.
12. Procedure of filling Appeals.
13. Dealing with contempt cases and Caveat, Assistance to Govt. servants involved in legal proceedings.
14. Functions of Ministry of Law and other judicial bodies.
15. General Instructions in respect of Handling cases and flaw in pursuing legal cases by field offices, Quarterly returns to CAG.


Sr. Accounts Officer (Admn.I)