

प्रमाणित (आ. ए. रा. से. ले. प.) CAG  
अवधि 87  
दिनांक 5-7-2019

agaurissa2@cag.gov.in

[Cag-iaad] Consolidated guidelines on reimbursement of cost of acquiring professional qualifications/Foreign Language courses/continuation of the professional courses, by the officers/staff of IA&AD.

From : Kumar Praveer <praveerkumar@cag.gov.in>

Sender : cag-iaad-bounces@ismgr.nic.in

Subject : [Cag-iaad] Consolidated guidelines on reimbursement of cost of acquiring professional qualifications/Foreign Language courses/continuation of the professional courses, by the officers/staff of IA&AD.

To : cag-iaad@ismgr.nic.in

JAG (E&R)/SECTT/CAG  
DY. NO. 182  
DATE 01-7-19

Fri, Jun 28, 2019 05:24 PM

1 attachment

प्रमाणित (आ. ए. रा. से. ले. प.) सचिवलय सि. ए. जी.  
Pr. A.G (E&RSA) Sectt. CAG  
केन्द्रीय डायरी संख्या Cen. Dy. No. 230  
दिनांक/Date 1/7/19

Dear Sir/Madam,

Please find attached this office OM No. 2499/GE-I/140-2017/Prof. Course/ dated 28.06.2019, regarding the subject cited, for information and further necessary action.

Yours faithfully,

(Praveer Kumar)  
Principal Director (P)

CAG-IAAD mailing list  
CAG-IAAD@ismgr.nic.in

OM No. 2499 dated 28.06.2019.pdf  
102 KB

1.7.19  
S. D. AG (Admin.)

AAO/Adm.  
SGR  
02/7/19

SAO/Adm.  
S. M. Saha  
02/07/19

S. A. Adu  
1/7/19



OFFICE OF THE COMPTROLLER & AUDITOR GENERAL OF INDIA  
9, DEENDAYAL UPADHYAY MARG, NEW DELHI-110 124.

NO. 2499 /GE-I/140-2017/Prof. Course/

Date: 28.06.2019

To

1. All IA&AS Officers
2. All Principal Accountants General/Directors General of Audit
3. All Accountants General/Principal Directors of Audit
4. Director General (iCISA)/Director General (NAAA)/Director General (iCED)

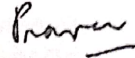
**Subject:** Consolidated guidelines on reimbursement of cost of acquiring professional qualifications/Foreign Language courses/continuation of the professional courses, by the officers/staff of IA&AD.

The undersigned is directed to invite a reference to Headquarters OMs dated 22.08.2001, 31.10.2001, 04.04.2001, 09.04.2003, 27.12.2013, 20.09.2017, 07.08.2018 and dated 31.08.2018 (details in Annexure-I) on the subject cited.

2. In partial modification of existing instructions, the Competent Authority has approved guidelines for reimbursement of cost of acquiring professional qualifications/Foreign Language courses/continuation of the professional courses, by the officers and staff of IA&AD, as below:
3. **Approved Courses:** Details of approved professional qualifications/Foreign Language courses are depicted in Annexure-I of these guidelines.
4. **Terms and conditions:**
  - i. Prior permission of the Headquarters for IA&AS officers and of the HOD for other officers/staff will continue to be required to be obtained before actually joining any of the courses mentioned in Annexure-I.
  - ii. The reimbursement of fees of an examination will be on one-time basis, irrespective of the number of times the officer/official requires to appear for the examination. It would be only after they qualify/pass the examination and produce the relevant certificate of passing to the Headquarters office in respect of IA&AS officers and the HOD in respect of other officers/staff, along with the request for reimbursement.
  - iii. The INR equivalent of the fee paid in currency other than INR should be indicated in the reimbursement claim and documentary evidence (Online Money transfer receipt/Debit-credit card statement, etc) in support of INR conversion (actual on date of payment) should invariably be produced with the claim.



- iv. The amount so reimbursed will be repaid by the officer/official, if officer/official leaves the service within three years from the date of reimbursement of the costs.
  - v. After the completion of the above mentioned courses, if any officer/official wishes to obtain membership and pay annual subscription charges for the membership of the concerned Institute/Society/Association, the same will not be reimbursed. However, annual maintenance fee has been allowed in certain cases, as indicated in Annexure-I.
5. Procedure for claiming Reimbursement:
- A. IA&AS Officers
    - a. Permission to appear in the examination: PD (P) wing
    - b. Submission and processing of Re-imbursement claims: PD (P) wing
  - B. Officers/staff other than IA&AS officers posted in Headquarters office
    - a. Permission to appear in the examination: PD (Headquarter)
    - b. Submission and processing of reimbursement claims: Director (Personnel).
  - C. Officers/staff other than IA&AS officers posted in field offices
    - a. Permission to appear in the examination: HOD of the field unit
    - b. Submission and processing of reimbursement claims: Local Administration of the field unit will process the claims. After approval by the HOD of the field unit, an Assurance Memo will be prepared by them and same be sent to the AC (N) wing of the Headquarters office, for further processing for payment of reimbursable amount.
6. Format of Assurance Memo: Format of Assurance Memo is given in Annexure-II of these guidelines.

  
(Praveer Kumar)  
Principal Director (P)



**Annexure – I**  
**Details of Approved professionals Certifications/Courses**

SNo	Professional Courses	Awarding Body/ Authority	Eligibility	Authority	Reimbursable amount	Effective Date
1	Certified Information Systems Auditor (CISA)	Information Systems Audit and Control Association (ISACA)	Group A and Group B/C officers/ staff of IA&AD	1. No. 4202-GE.I/114-2001/Prof. Courses dated 22.08.2001 (Group: A)	One time Registration and Examination Fee w.e.f 22.08.2001/ 31.10.2001	22.08.2001
2	Certified Internal Auditor (CIA)	The Institute of Internal Auditors (Theiia)		2. No. 582/NGE (Entt)/5-2001 dated 31-10-2001 (Group: B/C)	PLUS	31.10.2001
				3. 3541-GE.I/140-2017/Prof Course dated 31.08.2018	50 per cent Annual Maintenance Fee w.e.f 18.08.2018	18.08.2018
3	Chartered Accountancy (CA)	Institute of Chartered Accountants of India (ICAI)	Group A and Group B/C officers/ staff of IA&AD	1.No. 4202-GE.I/114-2001/Prof. Courses dated 22.08.2001 (Group: A)	One time Registration and Examination Fee	22.08.2001
4	Cost Accountancy (ICWA)/CMA	Institute of Cost and Works Accountants of India (ICWAI)		2.No. 582/NGE (Entt)/5-2001 dated 31-10-2001 (Group: B/C)		18.08.2018
5	Certified Financial Analyst (CFA)	CFA Institute (USA)				

6	Certified Fraud Examiner (CFE)	Association of Certified Fraud Examiners (ACFE)	Group A and Group B/C officers/ staff of IA&AD	<p>1. No. 1676-GE.I/114-2001/Prof . Courses dated 09.04.2003 (Group A)</p> <p>2. No. 582/NGE (Entt)/5-2001 dated 31-10-2001 (Group: B/C)</p>	One time Registration and Examination Fee	<p>09.04.2003</p> <p>31.10.2001</p>
7	Certificate in International Public Sector Financial Reporting.	Chartered Institute of Public Finance & Accountancy (CIPFA) & Institute of Chartered Accountants in England and Wales (ICAEW)	Group A and Group B/C officers/ staff of IA&AD	<p>1. 1729-GE.I/112-08/Prof Course/(K W) dated 04.04.2011</p> <p>2. No. 227-Staff Entt-II/35-2012 (I) dated 27-12-2013 (Group: B/C)</p>	One time Registration and Examination Fee	<p>04.04.2011</p> <p>27.12.2013</p>
8	NPTEL online Certification Courses on "Introduction to Data Analytics"	NPTEL Online courses, (NPTEL HRD Gol)	IA&AS Officers and other officers/ staff of IA&AD	3862-GE.I/140-2017/Prof Course/(KW) dated 20.09.2017	Certification Fee	31.07.2017
9	NPTEL online Certification Courses on "Introduction to R Software"	NPTEL Online courses (NPTEL HRD Gol)	IA&AS Officers and other officers/ staff of IA&AD	3862-GE.I/140-2017/Prof Course/(KW) dated 20.09.2017	Certification Fee	31.07.2017



10	Certified Information Security Manager (CISM)	Information Systems Audit and Control Association (ISACA)	Group A and Group B/C officers/ staff of IA&AD	3244-GE.I/140-2017/Prof Course dated 07.08.2018 and 3541-GE.I/140-2017/Prof Course dated 31.08.2018	One time Registration and Examination Fee PLUS 50 per cent Annual Maintenance Fee w.e.f 18.08.2018	31.07.2018 18.08.2018
11	Certified Public Accountant (CPA)	American Institute of Certified Public Accountants (AICPA)	Group A and Group B officers/ staff of IA&AD	3541-GE.I/140-2017/Prof Course dated 31.08.2018	One time Registration/ Course/ Examination Fee	18.08.2018
12	Diploma in International Public Sector Accounting Standards (IPSAS)	Chartered Institute of Public Finance and Accountancy (CIPFA), London	Group A and Group B officers/ staff of IA&AD	3541-GE.I/140-2017/Prof Course dated 31.08.2018	One time Registration/ Course/ Examination Fee	18.08.2018
13	Certificate Course on Indian Accounting Standards (Ind AS)	Institute of Chartered Accountants of India (ICAI)	Group A and Group B officers/ staff of IA&AD	3541-GE.I/140-2017/Prof Course dated 31.08.2018	One time Registration/ Course/ Examination Fee	18.08.2018
14	Foreign Language Courses on French, Spanish and Arabic	Recognised University/ College or reputed Institutes viz., Alliance Francaise, Instituto Cervantes etc	Group A Officers and Group B officers/ staffs of IA&AD	3541-GE.I/140-2017/Prof Course dated 31.08.2018	One time Registration/ Course/ Examination Fee	18.08.2018

**Annexure-II**

**Assurance Memo from Authority for the Payment on account of reimbursement of cost of acquiring approved professional qualification / Foreign Language**  
(To be printed on the official letter head)

No.

Dated:

1. Officer (s)/Official (s) of this office (as mentioned in table below) has/have acquired professional qualification approved by the C&AG of India in the stream mentioned against each.

Sl.No	Name (as per Bank records) of the officer/ official	Designation	Details of qualification acquired and reimbursement due				Bank Particulars (Bank's name & Branch, Bank Account No., IFS code.
			Qualification Acquired /	Registration / Exam / Maintenance Fee paid (INR)	Fee Due (INR)	Total Amount payable (INR)	

2. This is to certify that:

1. Prior permission of the Competent Authority has been obtained by the above officer(s)/official(s).
2. Documentary evidence in support of the officer (s)/official(s) having qualified the examination has been obtained and kept on record. An entry to this effect has been made in the service records of the officer(s)/official(s).
3. The officer (s)/official(s) has/have not been paid for the same qualification earlier.

Signature (PD(P)/AC(N)/DAG (Admn)/Director (Admn)  
with Official stamp affixed