GOVERNMENT OF NAGALAND
FINANCE DEPARTMENT
BUDGET & MONITORING CELL

No.FIN/BUD/1-5/SASCI/Part-IV/2026-27 Dated Kohima, the 21st Nov. 2026

CIRCULAR

Subject: Mandatory Training of Master Trainers on the Implementation and Use of e-Budget, e-Sanction, e-Receipt, e-Voucher and e-Payment Systems.

In connection with the implementation and effective operationalisation of the various components of the Integrated Financial Management System (IFMS), a **three-day Master Trainers Training Programme** has been scheduled from **25th to 27th November, 2026**, at the Conference Halls of the Directorate of Treasuries and Accounts and Information Technology & Communication respectively. The detailed programme schedule and list of Departments is enclosed as **Annexures-I and II**.

2. The objective of the training programme is to equip the nominated officers with the requisite knowledge and practical understanding of the various IFMS modules, enabling them to subsequently impart necessary training and provide handholding support to the officers and staff of their respective Administrative Departments and Directorates. The training programme will cover the following modules:

(i) **e-Budget**	: 25th November, 2026
(ii) **e-Budget & e-Sanction**	: 26th November, 2026
(iii) **e-Receipt, e-Voucher and e-Payment**	: 27th November, 2026

3. In this regard, all Administrative Departments and Directorates are hereby requested to nominate and depute officers for the aforesaid training programme strictly in accordance with the following requirements:

(i) **Secretariat of each Administrative Department:** Two (2) officers, preferably one Under Secretary/Section Officer and one Assistant.

(ii) **Directorate of each Department:** Two (2) officers, preferably one Drawing and Disbursing Officer (DDO) and one Assistant dealing with budget and sanction-related matters.

The nominated officers are required to **bring their own laptops** for the hands-on training sessions. The relevant User Manuals are also enclosed for their ready reference and prior familiarization with the respective modules.

4. It is hereby emphasised that participation in the training programme is **mandatory for all Administrative Departments and Directorates**. Accordingly, all concerned are requested to ensure that the nominated officers attend the training programme on **all three days without fail**. The officers nominated should preferably be those directly associated with, or likely to be entrusted with, the implementation and day-to-day operation of the respective IFMS modules, so as to ensure effective

knowledge transfer and subsequent capacity building within their respective Departments and Directorates.

5. Further, in view of the limited seating capacity and accommodation arrangements, the number of nominations shall be **strictly restricted to the prescribed strength indicated at Paragraph 3 above**. All Administrative Departments and Directorates are, therefore, requested to scrupulously adhere to the prescribed nomination requirements and ensure that **no nominations in excess of the stipulated number are forwarded**.

The cooperation of all Administrative Departments and Directorates is solicited to ensure the successful conduct of the training programme and the effective implementation of the IFMS across all Departments.

Sd/-
KESONYU YHOME, IAS
Finance Commissioner

No.FIN/BUD/1-5/SASCI/Part-IV/2026-27 Dated Kohima, the 21st Nov. 2026

Copy to:

1. The Joint Secretary to Chief Secretary, Nagaland for information.
2. All the Administrative Heads of Department for kind information and necessary action.
3. All the Heads of Department for kind information and necessary action.
4. The Principal Director, Treasuries & Accounts for information and necessary action and instruct all Treasury Offices to attend positively.
5. The Director, Information Technology & Communication for information and necessary action.
6. The KRAN Consultants Pvt Ltd for information and necessary action.
7. Office copy.

21/11/26

(KETOULHOU METHA)
Officer on Special Duty (Bud)

Annexure-I

DETAILED PROGRAMME (Conference Hall, Treasuries & Accounts)

Date	Time	
25.11.2026	9.30 AM	Registration
	9.45 AM	Address by FC
	10.00 AM to 11.30 AM	1st Session on e-Budget
	11.30 AM	Tea Break
	11.45 AM to 1 PM	2nd Session on e-Budget
	1.00 PM to 1.30 PM	Lunch
	1.30 PM to 4.00 PM	3rd Session on e--Budget
26.11.2026	10.00 AM to 11.30 AM	4th Session on e-Budget
	11.30 AM	Tea Break
	11.45 AM to 1 PM	1st Session on e-Sanction
	1.00 PM to 1.30 PM	Lunch
	1.30 PM to 4.00 PM	2nd Session on e-Sanction
27.11.2026	10.00 AM to 11.30 AM	QA on e-Budget & e-Sanction
	11.30 AM	Tea Break
	11.45 AM to 1 PM	Session on e-Receipt, e-Voucher & e-Payment
	1.00 PM to 1.30 PM	Lunch
	1.30 PM to 2.30 PM	Interaction
	2.30 PM	Concluding Remark by PD, T&A

List of Departments/Demands

Sl. No	Name of Department/Demand	Sl. No	Name of Department/Demand
1	Assembly Secretariat	20	NSDMA
2	Head of State	21	Civil Supplies
3	Council of Ministers	22	Land Records & Survey
4	Law & Justice	23	Civil Secretariat, Tribal Affairs & NSSB
5	Election	24	Planning & Minority Affairs
6	Land Revenue	25	Civil Police
7	State Excise	26	Sty & Printing
8	Sales tax	27	Administrative Training Institute
9	Taxes on Vehicles	28	School Education
10	Public Service Commission	29	Higher Education
11	District Administration	30	Youth Resources & Sports
12	Treasuries & Accounts	31	Art & Culture
13	Village Guards	32	Medical & Public Health
14	Jails	33	Urban Development
15	Lokayukta	34	Municipal Affairs & State Election Commission
16	State Guest House	35	Information & Public Relations
17	Lotteries	36	Tourism
18	Rajya Sainik Board	37	Employment
19	Relief & Rehab	38	Labour

Annexure-II

DETAILED PROGRAMME (Conference Hall, IT&C)

Date	Time	
25.11.2026	9.30 AM	Registration
	9.45 AM	Address by OSD, Finance
	10.00 AM to 11.30 AM	1st Session on e-Budget
	11.30 AM	Tea Break
	11.45 AM to 1 PM	2nd Session on e-Budget
	1.00 PM to 1.30 PM	Lunch
	1.30 PM to 4.00 PM	3rd Session on e--Budget
26.11.2026	10.00 AM to 11.30 AM	4th Session on e-Budget
	11.30 AM	Tea Break
	11.45 AM to 1 PM	1st Session on e-Sanction
	1.00 PM to 1.30 PM	Lunch
	1.30 PM to 4.00 PM	2nd Session on e-Sanction
27.11.2026	10.00 AM to 11.30 AM	Session on e-Receipt, e-Voucher & e-Payment
	11.30 AM	Tea Break
	11.45 AM to 1 PM	QA on e-Budget & e-Sanction
	1.00 PM to 1.30 PM	Lunch
	1.30 PM to 2.30 PM	Interaction
	2.30 PM	Concluding Remark by Director, T&A

List of Departments/Demands

Sl. No	Name of Department/Demand	Sl. No	Name of Department/Demand
1	Rural Development	21	Science & technology
2	Social Welfare	22	Housing
3	Evaluation	23	SCERT
4	Co-operation	24	Sericulture
5	Statistics	25	Home Guards
6	Legal Metrology	26	Police Engineering Project
7	Agriculture	27	Fire Services
8	Soil	28	Horticulture
9	Animal Husbandry	29	Parliamentary Affairs
10	Fisheries	30	Land resources
11	Forest	31	SIRD
12	Industries	32	Mechanical Engineering
13	Food Processing	33	Women Welfare
14	Mineral Development	34	DUDA
15	Power	35	Technical Education
16	Road Transport (NST)	36	Border Affairs
17	Roads & Bridges	37	State Information Commission
18	Water Resources	38	IT & C
19	Water Supply (PHED)	39	NRE
20	CAWD		