

Directorate of CAT  
The Institute of Cost Accountants of India  
(Statutory body under an Act of Parliament)

# Certificate in Accounting Technicians (CAT)

For  
Retired/Retiring Armed Forces Personnel



*Sponsored by*



**Directorate General Resettlement  
(DGR)**

CMA Bhawan, 3rd Floor, C-42, Sector- 62, Noida (Uttar Pradesh) - 201309  
Delhi Office: CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi-110003  
HQ : CMA Bhawan, 12 Sudder Street, Kolkata-700016  
CAT HELPLINE: +91-9818843933 (Landline)

## About the Institute

- The Institute of Cost Accountants of India was set-up in 1944 (erstwhile ICWAI).
- It was granted Sovereign Status under an Act of Parliament in 1959.
- It is a premier national body engaged to profess, propagate, & regulate the profession of Cost and Management Accounting in India.
- It has more than 93,000 members in employment & practice, and more than 5 lakhs students.
- The Institute has grown as the world's second largest & Asia's largest professional body of cost & management accountants.
- The Institute has 4 regional offices & 2 centers of excellence; 114 chapters, nearly 400 recognized coaching centers, & 51 CMA support centers spread all across the country.
- The Institute also has 11 overseas centers in Washington DC, London, Canada, Singapore, Tanzania, Zambia, Nepal, Botswana, Bahrain, Muscat and Dubai.
- The Institute is a founding member of-
  - International Federation of Accountants (IFAC)
  - Confederation of Asian & Pacific Accountants (CAPA)
  - South Asian Federation of Accountants (SAFA)
- The Institute functions under the Administrative Control of Ministry of Corporate Affairs, Government of India.
- The Institute has headquarters at Kolkata and Administrative Office at Lodhi Road, New Delhi. The CAT Directorate functions from its Noida Office located at Sector 62, Noida (Uttar Pradesh).

## About Certificate in Accounting Technicians Course (CAT)

- To meet with the huge demand for entry level Accountants in India, the Institute launched a short-term Course in 2009 titled "Certificate in Accounting Technicians (CAT)" for 12th (10+2) passed and Under Graduates.
- The CAT course has been introduced in consultation with the Ministry of Corporate Affairs, Government of India.
- The CAT course is aligned with the Qualification Pack BSC/Q8103-Accounts Assistant of BFSI Sector Skill Council of India (BFSISSC).
- The CAT equip youth to become well versed with the maintenance of accounts, preparation & filing of various reports, returns, & e-forms under the Companies Act, Income Tax Act, GST, Customs Act, Export & Import Policy etc. It also imparts them required IT & soft skills.



Sl. No.	Particulars	Details
1.	Eligibility Criteria	Passed or appeared in Senior Secondary Examination under the 10+2 Scheme of a recognized Board or an equivalent examination
2.	Mode of Coaching	<ul style="list-style-type: none"> <li>• Oral coaching through nearly 400 Recognized Oral Coaching Centres (ROCCs)</li> <li>• Online coaching thro' live classes &amp; pre-recorded Videos</li> </ul>
3.	Admission	Both Offline and Online
4.	Examination	MCQ based online/offline examination
5.	Fees	As per the norms of DGR
6.	Study Notes	Institute provides Study Notes to all CAT Students without any extra cost
7.	Learning Support	<ul style="list-style-type: none"> <li>• Online Sample Questions and Practice Test Papers</li> <li>• Fortnightly Doubt Clearance Sessions with Subject Experts</li> </ul>
8.	Main Course	CAT passed students are eligible to take direct admission in CMA Intermediate with subject exemption in Paper 5:- Business Laws and Ethics.

## CAT COURSE PART -I (150 Hours)

- **Paper 1:** Fundamentals of Financial Accounting
- **Paper 2:** Applied Business and Industrial Laws
- **Paper 3:** Financial Accounting-2
- **Paper 4:** Statutory Compliance



## CAT COURSE PART-II (180 Hours)

- Computer Fundamentals by Microsoft & Computerized Accounting – Tally ERP 9.0
- SAP End User Program
- Cambridge – Generic Skills for Employability
- E-filing by Experts from Industry
- Introduction to Costing Principles and Preparation of Cost Statements



## ON JOB TRAINING - OJT (150 Hours)

[Click here](#) for complete syllabus of CAT Course

## Learning Skills:

- Business Start-up Skills
- Financial Accounting
- Book Keeping
- Stores Management
- Cash Management
- Cost Management
- Procurement & Contract Management
- Marketing & Sales Management
- Bill Passing
- Income Tax, & GST Compliance
- Business and Industrial Laws
- Writing & Oral Communication Skills
- Presentation Skills
- Soft & IT/Computer Skills
- SAP & Tally
- Statutory Compliances
- E-filing of Forms, Returns & Reports
- Inculcating generic skills for employability



## Employment Opportunities:

- Self-Employment / Own Start-up
- Micro, Small & Medium Enterprises
- Business Processes Outsourcing (BPO)
- Knowledge Processes Outsourcing (KPO)
- Wholesale & Retail Sector
- Panchayats Accounting and Book-keeping
- Professional Institutes
- Large Corporate Organizations
- Tax Return Preparers
- Filing of Returns under Companies Act
- Filing of Returns under Income Tax, GST and Custom Act etc.



## Programme Schedule of Resettlement Courses to be Conducted for Retiring / Retired JCOs/OR & their equivalent for Training Year 2023-24

Sl No. (for reference)	Course No.	Course Name	Name of Institute and Place	Start Date	End Date	Vac	Duration in Wks	Course Coordinator Name & Mobile No.	Address
126	176-08-2023	Certificate in Accounting Technicians	The Institute of Cost Accountants of India, Chennai	04-Sep-23	16-Feb-24	30	24	Mr.gnana Selvan S 9840798397	SOUTHERN INDIA REGIONAL COUNCIL CMA Bhawan, 4, Montieth Lane, Egmore, Chennai - 600 008, Ph : 044-28554443,28554326
159	209-09-2023		The Institute of Cost Accountants of India, Bhubaneswar	25-Sep-23	08-Mar-24	30	24	CMA Prakash Chandra Sahoo 9938414480	The Institute of Cost Accountants of India Bhubaneswar Chapter CMA Bhawan , A/122/2, Nayapalli Nilakantha Nagar, Bhubaneswar - 751 012
160	210-09-2023		The Institute of Cost Accountants of India, Indore	25-Sep-23	08-Mar-24	30	24	Mr. Amit Singhai Jain 9826073192 / 8770787295	The Institute of Cost Accountants of India Indore Chapter 303, Sham Tower, Near Hotel President 164/2, R.N.T. Marg Indore, Madhya Pradesh, Pin Code # 452001
161	211-09-2023		The Institute of Cost Accountants of India, Jaipur	25-Sep-23	08-Mar-24	30	24	Mr. P D Aggarwal 9829062718	The Institute of Cost Accountants of India Jaipur Chapter CMA Bhawan, 3-A, Institutional Area Jhalana Doongri Jaipur, Rajasthan, Pin Code # 302004
162	212-09-2023		The Institute of Cost Accountants of India, Lucknow	25-Sep-23	08-Mar-24	30	24	Mr. Dinesh Bhatia 9721102200	The Institute of Cost Accountants of India Lucknow Chapter CMA Bhawan,Vikas Khand-1 Gomti Nagar, Institutional Area Lucknow, Uttar Pradesh, Pin Code # 226010
218	268-11-2023		The Institute of Cost Accountants of India, Madurai	28-Nov-23	11-May-24	30	24	Mr. G Naresh Kumar 8903063920	The Institute of Cost Accountants of India Madurai Chapter KRV Arcade/A R Plaza, No.P (Basement) 16/17,North Veli Street Madurai, Tamil Nadu, Pin Code # 625001
219	269-11-2023		The Institute of Cost Accountants of India, Pune	28-Nov-23	11-May-24	30	24	Mr. Sandip Joshi 9850367401	The Institute of Cost Accountants of India Pune Chapter CMA Bhawan, Sr. No. 22, Hissa No. 1+2/2B, CTS No. 323, Canal Road, Lane No. 2, Vikas Mitra Mandal Chowk, Karvenagar, Pune, Maharashtra, Pin Code # 411052
289	339-01-2024		The Institute of Cost Accountants of India, New Delhi/NCR	22-Jan-24	05-Jul-24	30	24	Mr. Varun Joshi 9810839836	The Institute of Cost Accountants of India Directorate of CAT CMA Bhawan, 3rd Floor, C-42, Sector- 62, Noida (Uttar Pradesh) - 201309

- NOTES -**
- (i) Fees:- As per DGR Norms and Gazette Notification of India.
  - (ii) Further any correction/updation will be intimate in future.

## Contact Us

Name	Designation	Phone No.	Email Id
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Ms.Somalika Chakraborty	Senior Assistant	033-24540086	catdgr@icmai.in

### For more details on CAT Course

Please visit CAT portal of Institute's website  
[www.icmai.in](http://www.icmai.in) or <https://icmai.in/icmai/cat/>



### Directorate of CAT

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