



कार्यालय रक्षा लेखा महानियंत्रक
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS
प्रशिक्षण एवं विकास केन्द्र (सेन्ट्राल)

CENTRE FOR TRAINING AND DEVELOPMENT (CENTRAD)
NEAR ARMY BASE HOSPITAL, BRAR SQUARE, DELHI CANTT.-110010

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Circular

No. TD/3150/CAL/RTC/2016-17

Date: 20/11/2017

To

1. The RTC Lucknow	2. The RTC Bangalore
3. The RTC Meerut	4. The RTC Kolkata
5. NADFM/RTC Pune	6. The DPTI Allahabad
7. The OTI Gurugram	

Subject: Quarterly Activity Report and Action taken on TAC minutes-reg.

As per para 6.4 (Annexure-E) of new Training and Development Policy 2013, the Training Advisory Committee (TAC) meetings are being held twice a year for approving the Annual Course Calendar of each RTC and also to review the courses. The approved minutes of TAC are being sent to all.

2. Of late it has been observed that action taken report on the decision taken in the TAC meetings are not being sent to HQrs Office along with the minutes of meetings.

3. It has been decided by the competent authority that the action taken report shall be the part of all subsequent minutes of the meeting in future. The undersigned has also been directed to call for the action taken of the last few meetings. It is therefore requested to forward the action taken report of last two TAC meetings to HQrs Office at the earliest.

4. It is further stated that Quarterly activity reports are not being sent to HQrs Office regularly. It has been decided by the Competent Authority that the report should be sent regularly to all RTCs. In this regard please refer to HQrs letter No. TD/3150/MAR dated 27/10/2010 (copy enclosed).

5. It is therefore requested that the Quarterly Activity Report should be sent to HQrs Office on regular basis indicating the program, initiatives and activities taken during the period. The quarterly report for QE Sept. 2017 may be sent to HQrs Office at the earliest.

This may be accorded 'Priority'.

Copy to: -

1. IT & S Wing

-for uploading on CGDA Website.

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(T Kabilan)
Dy. CGDA (HRD)


(T Kabilan)
Dy. CGDA (HRD)

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TD/3150/MAR
Centre for Training & Development,
CENTRAD, CGDA
Brar Square,
Delhi Cantt - 10

Date: 27 Oct 2010

To
The Controller,
Regional Training Centre
Lucknow / Meerut / Pune / Kolkata / Bangalore

The CDA
DPTI,
Allahabad

Subject: Discontinuation of Monthly Activity Report (MAR)

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Please find enclosed a copy of AT-Coord Section of HQrs Office letter No. AT-Coord/13349/MAR/QAR/Vol-III Dated 17.03.2010 on the subject.

2. Since the Monthly Activity Reports have been discontinued, the undersigned has been directed to request you to forward Quarterly Activity Reports duly indicating all other items like personal targets, specific areas fixed by the CGDA.


(RK Raina)
AO (Trg)

o/c
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23/10