

CENTRE FOR TRAINING AND DEVELOPMENT (CENTRAD)
CONTROLLER GENERAL OF DEFENCE ACCOUNTS
OPPOSITE ARMY BASE HOSPITAL, BRAR SQUARE, DELHI CANTT.- 110010
Ph: 011-25694268, 25694298 Fax: 011-25694308 Email: trgdiv-brar.cgda@nic.in

(Through CGDA website) ✓

No.TD/3151/CsDA/ Course Data/2015-16

Dated: 23 May, 2016

To

All PCsDA/CsDA/PCA(Fys)/CFA(Fys)

Subject: Review of Reports & Returns received from Field Offices:

The Reports & Returns, which are being received from all the Controller offices in HQrs office has been examined in details and it has been decided by the Competent Authority that report/returned with regard to CENTRAD (Training Division) furnished by the field Controllers may be regulated as under:

Sl No.	Description of Reports & Returns	Periodicity	Authority	Decision
1.	Training Report	Annually	TD/3151/CsDA/ Courses Data/2014-15 Dated 27/4/2015	Quantitative data on In-house Training may be discontinued. Instead, an appraisal report be introduced about quality of training and benefit accrued. Proforma is enclosed.



(Sangeet)

Dy. CGDA (HRD)

Copy to:

EDP Section (Local):

Please upload the same on CGDA website.

—sd—

(Sangeet)

Dy. CGDA (HRD)

Annual report on In-house Training, to be sent to CENTRAD in April, every year.

Proforma

SI No.	Name of the course	Duration	No of participants attended	In- house Faculty / Visiting
1	2	3	4	5

No of Officials

Category	Posted strength	Nil training**	One course	Two course	Three courses	More than three courses**
6	7	8	9	10	11	12
SAO/AO						
AAO/SAS (Appr)						
Sr. Adr/Adr/Clk						
JHT/Steno/PA/MTS						

**Reasons for NIL training & more than 3 courses may please be intimated.