



कार्यालय रक्षा लेखा महानियंत्रक
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS
प्रशिक्षण एवं विकास केन्द्र (सेन्ट्राल्ड)
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No. TD/3169/ALTAC-XXIV/2020

Dated:06th May 2020

To

1. All PCsDA/CsDA
2. All Directors of Training Centres (RTCs/NADFM/DPTI/OTI)

Subject:-Minutes of the XXIV Meeting of Apex Level Training Advisory Council (ALTAC) .

The XXIV meeting of Apex Level Training Advisory Council (ALTAC) was held on 17th April 2020 at 3 PM through video conferencing from Surya conference hall of CGDA, Delhi Cantt.

2. The minutes of the meeting, duly approved by the Chairman ALTAC are forwarded herewith for kind information and further necessary action please.

3. Quarterly report on action taken on these minutes may be submitted by all Training Centres at CENTRAD's email: trgdiv-brar.cgda@nic.in .

(Vinod Kumar)

ACGDA (HRD)

Copy for information to:-

1. PS to CGDA
2. PS to Addl CGDA (MA)
3. PA To Sr Jt CGDA (AN)
4. Members/Special Invitees.
5. IT & S Wing (local) ----- For uploading on HQrs office's website.

(Vinod Kumar)

ACGDA (HRD)

Minutes of the XXIVth Apex Level Training Advisory Council (ALTAC) meeting held on 17th April, 2020

The XXIVth meeting of Apex Level Training Advisory Council (ALTAC) was held on 17th April 2020 at 3 PM through video conferencing from Surya conference hall of CGDA, Delhi Cantt. The meeting was chaired by Sh. Sanjiv Mittal, IDAS, CGDA.

The meeting was attended by the following ALTAC members and special invitees:

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|---|---|------------------|
| i. Dr. M. Anjaneyulu, IDAS, Addl. CGDA (HRD) | - | Member |
| ii. Sh. Praveen Kumar, IDAS, Sr. Jt. CGDA (AN) | - | Member |
| iii. Smt. Devika Raghuvanshi, IDAS, PCDA (AF) Delhi | - | Special Invitee |
| iv. Sh. ZVS Prasad, IDAS, PCDA (Navy), Mumbai | - | Special Invitee |
| v. Sh. Somnath Tripathi, IOFS, CDA RTC, Kolkata | - | Member |
| vi. Sh. R.K. Arora, IDAS, PCA (Factories), Kolkata | - | Special Invitee |
| vii. Sh. Mihir Kumar, IDAS, Director NADFM & RTC, Pune | - | Member |
| viii. Sh. Kanwar Sameer Lather, IDAS, Jt. CGDA (HRD) | - | Member Secretary |
| ix. Dr. Jayaraj Naik, IDAS CDA RTC, Meerut | - | Member |
| x. Dr. Gurpreet Kaur, IDAS, Director, CDA (DPTI), Allahabad | - | Member |
| xi. Sh. Sudhir RN, IDAS, CDA (R&D) Bengaluru | - | Special Invitee |
| xii. Smt. V. Yogitha, CDA RTC, Bengaluru | - | Member |
| xiii. Sh. Sanjay Kumar, IDAS, Addl CDA RTC Lucknow | - | Member |

2. At the outset Jt. CGDA (HRD) welcomed the Chairman ALTAC, all members of ALTAC and special invitees on the occasion of the first ever ALTAC meeting which was being held through video-conferencing. Before start of discussion on the agenda points for the meeting, the Chairman ALTAC enquired about well being of all the officers and commented that the whole country was passing through difficult and challenging times due to the Covid-19 pandemic. He also mentioned that since restrictions on travel and social distancing would continue for several months, various training institutes would have to restrict in-person training during such period and conduct their training activities online by utilising DAD WAN/ internet and video conferencing.

3. Thereafter, with the permission of the Chairman, the discussion on the following agenda points was undertaken:-

Review of Action Taken Report on minutes of XXIII ALTAC meeting:

- (i) Confirmation of the Minutes of XXIII meeting of ALTAC – As there were no observations, the Minutes of the XXIII ALTAC meeting held on 05th March 2019 were confirmed by the ALTAC.

- (ii) Jt. CGDA (HRD) apprised the participants about the action taken on various decisions recorded in Minutes. The under mentioned directions were given by the Chairman regarding such action taken:-

4.1. Inter-RTC meeting

Since video-conferencing facility is available in all Training establishments, this facility should be utilized by all the Training Centres for holding regular inter-RTC meetings.

(Action: All Training Centres)

4.2. e-learning module

The Chairman complimented Director, NADFM for the development of "Gyan Sudha" e-learning portal. Director, NADFM stated that NADFM is ready to extend this facility to all Training Centres, through which standardized training can be conducted through video-tutorials and certificates can also be generated.

(Action: NADFM & IT cell of HQrs office)

4.3. Provision of case studies by PCsDA/CsDA

It was decided that case studies should be uploaded in subject-wise folders on DAD WAN for availability to all PCsDA/ CsDA offices.

(Action: All Training Centres & PCsDA/ CsDA)

4.4. DFFT scheme for DAD

Since broad guidelines were awaited from DoPT, in future foreign trainings would be conducted in compliance of such guidelines.

(Action: CENTRAD)

4.5. Renting out of RTC infrastructure

CDA (R&D) Bengaluru who is one of the members of the Committee which was constituted in May 2019 for the purpose of utilisation of infrastructure of Training Centres (including renting out of such infrastructure for training by other Govt. organisations), informed that the Committee's report is ready and would be submitted by next week. The Chairman directed that this may be ensured.

(Action: CENTRAD)

4.6. Construction of hostel for RTC Kolkata

CDA, RTC, Kolkata informed that HQrs office had made certain observations on the Rough Indication of Cost (RIC) for approx Rs 11.75 Crores which had been sent by RTC, Kolkata in 2019. The revised RIC was expected to be submitted by the MES authorities by April 2020 end after which it would be submitted to HQrs office. The Chairman directed that this may be expedited.

(Action: RTC Kolkata)

4.7. Leave policy for IDAS probationers

It was informed by Sr. Jt. CGDA (AN) that matter is under consideration of MoD (Finance).

(Action: AN-I HQrs office)

4.8. Imparting training on general topics to officers & staff of IFA offices

The Chairman directed that suitable amendments may be made in Training and Development Policy 2019 for covering these officers and staff under RTCs and all RTCs should organize courses for IFA offices.

(Action: CENTRAD)

4.9. Sharing of audit decisions

The Chairman directed that this may be done by creating subject specific folders in the DAD WAN. PCsDA/CsDA could upload information regarding audit decisions taken by them into such folders online.

(Action: All Training Centres & PCsDA/CsDA)

4.10. Training Allowance to Controllers holding additional charge of RTC

The issue is under consideration. The Chairman directed that it may be put to him for decision on priority.

(Action: CENTRAD)

4.11. TA/DA expenses for Training Centres

It was informed by Sr. Jt. CGDA (AN) that with effect from the current financial year, separate allocation in respect of TA/DA has been made to all Training Centres. In future, fund requirements could be sent directly by the Training Centres to Admin section of HQrs office.

(Action: All Training Centres)

4.12. Training to Trainers

The Chairman directed that specific requests regarding the topics to be covered under such training may be submitted by Training Centres to CENTRAD for consideration.

(Action: All Training Centres)

5. New Agenda points :-

5.1 Need for international training

Same as para 4.4 above.

(Action: CENTRAD)

5.2. Shifting some general topics from Controllers level training to RTC level training- Induction course for newly recruited Auditor/Clerks

It was decided that online training material which is available on these topics may be utilised for training participants in PCsDA / CsDA offices. The issue would be reviewed further by CENTRAD.

(Action: All Training Centres and CENTRAD)

5.3. Preparation of video lectures of various topics

The Chairman directed all Training Centres may be assigned topics for preparing video lectures based training material expeditiously. Such material may be sent to HQrs office for approval. Regarding

the video lectures which had been sent by RTC Meerut, it was directed that the same may be put up for decision.

(Action: All Training Centres & CENTRAD)

5.4. General courses for officers and staff of IFAs

Same as para 4.8.

(Action: CENTRAD)

5.5. Division wise sub-menu for case studies

Same as para 4.9. Read 'case studies' in place of 'Audit decisions'

(Action: All Training Centres & PCsDA/CsDA)

5.6. Common Training Module

In the back ground of the stipulation mentioned in the revised RR's of senior auditors (SRO 58 dated 11.09.2013) namely the requirement of six years' service and "two weeks training in relation to the duties of higher posts" to be completed successfully at various Training Centres for being considered for promotion to senior auditor grade, the request for common training module for all Training Centres, submitted by RTC Bengaluru was discussed. The Chairman directed that a 3 day long standardised training Module for senior auditors' may be formulated by CENTRAD. This would be utilised by all Training Centres.

(Action: CENTRAD)

5.7,8 & 9. Revision of module of DFMCs

The Chairman approved the inclusion of new topics in the DFMC modules based on feedback received from DFMC participants. The course content for DFMCs which would be conducted in future at Command level may be designed accordingly.

(Action: CENTRAD)

5.10. Online Courses on departmental subjects

Training material on several topics is already available for various Departmental subjects. Further, the integrated Government Online Training Platform (iGOT) was being developed by utilising the Framework of Roles and Activities & Competency (FRACs) by various central Govt. departments. After the iGOT platform becomes available, extensive training material/ resources would become available

online, which could be accessed by all levels of govt. employees. The Chairman asked Director NADFM and Director RTC Bengaluru to take urgent action in this matter in consultation with DoP&T.

(Action: All Training Centres)

5.11 Allotment of exclusive fund under TA/DA head

Same as para 4.11 above.

(Action: All Training Centres)

5.12. Permission for incurring expenditure on account of honorarium and TA/DA beyond the ceiling of Rs 2 Lakh by each RTC

It was decided that CENTRAD would examine the issue. Thereafter if considered appropriate, a proposal would be sent to MoD (Finance) for revising the annual ceiling limit of expenditure by Training Centres on account of honorarium & TA/DA.

(Action: CENTRAD)

5.13. Fixing tenure of faculty posted to a training centre

It was decided that specific proposals may be submitted to CENTRAD by the concerned Training Centres. Such extension of tenure would be considered on case- to- case basis.

(Action: All Training Centres)

5.14. Compiling of list of domain experts

It was decided that the Training Centres would take up this issue with their client PCsDA/CsDA and prepare a list of domain experts for different areas of work. Such lists would be sent to HQrs office for approval. As an outcome of such exercise, a common pool of domain experts would become available for all Training Centres. The Chairman directed that such action may be completed by July 2020.

(Action: All Training Centres and CENTRAD)

5.15 & 16. Posting of faculty & staff for OTI Guruqram

In was decided that immediate action would be initiated by CENTRAD for finalising selection of faculty. Thereafter, Admin section of HQrs office would be requested to post the selected faculty to OTI.

(Action: OTI/CENTRAD)

5.17. Seminar for faculty members of RTCs

It was decided that Training Centres may specify the topics on which such seminars ought to be organised. After HQrs office's approval, since video conferencing facility is available with all Training Centres, it could be utilised for organising such seminars by Training Centres.

(Action: All Training Centres)

5.18. Retention of faculty in the event of promotion

It was decided that the Admin section of HQrs office may take action for retention of faculty on case- to- case basis based on proposals sent by the Training Centres alongwith the recommendations of the Director, Training Centre.

(Action: All Training Centres)

5.19. Trainer Motivation & recognition.

The Chairman ALTAC stated that a provision for such recognition already exists in the form of 3 awards under Raksha Mantri Awards for Excellence and 2 awards for best officials at the level of PCsDA/CsDA (to be awarded upto SAO level). In addition, it was considered that a new motivational award could be introduced for outstanding faculty of Training Centres. The Training Centres may send their proposals to HQrs for considering selection of such faculty members/trainers for any of the above mentioned awards.

(Action: All Training Centres)

5.20. Posting of Faculty- RTC Kolkata

The composition of the HQrs office Constituted Screening Committee for selection of regular faculty for RTC Kolkata had been conveyed to RTC Kolkata in March 2020. A copy of the same may be sent again.

(Action: CENTRAD)

5.21. Posting of Faculty- RTC Bengaluru.

It was decided that RTC Bengaluru proposal regarding filling up vacant faculty positions may be processed expeditiously by CENTRAD.

(Action: CENTRAD)

5.22. Tenure of faculty

It was decided that specific proposals may be submitted to CENTRAD by the concerned Training Centres. Such extension of tenure would be considered on case- to- case basis.

(Action: All Training Centres)

5.23. Renting out of Training Centres infrastructure

Same as para 4.5 above.

(Action: CENTRAD)

5.24. Request for upgradation of DPTI

The point was discussed but not agreed to.

5.25. Separate sanction for video conferencing system

DPTI Allahabad may send its detailed proposal to HQrs office for consideration.

(Action: DPTI Allahabad)

5.26. Allotment for Infrastructure: DPTI Allahabad

DPTI Allahabad may send its detailed proposal to HQrs office for consideration.

(Action: DPTI Allahabad)

5.27& 5.28. Availability of LAN and use of DAD WAN in RTCs, NADFM, DPTI, and OTI

The Chairman reiterated that in view of the Covid-19 pandemic related travel restrictions and social distancing measures which would continue over several months, all training institutes have to expand their facilities/ resources for imparting online training by utilising DAD WAN/ internet and through video conferencing. The required IT infrastructure may be established on priority wherever it is not available.

(Action: All Training Centres)

5.29. Construction of hostel in RTC Kolkata

Same as para 4,6 above.

(Action: RTC Kolkata)

5.30. Inclusion of Training Centres in HQrs mailing list

It was decided that CENTRAD would request Admin, Audit and IT Sections of HQrs office to include all the training institutes in the mailing list of HQrs office.

(Action: CENTRAD)

5.31. Submission of Reports

The Training Centres were advised to ensure that the e-suchna Portal on DAD WAN is fully utilised for sending reports & returns regularly to HQrs office.

(Action: All Training Centres)

5.32. iGOT-2.0

In continuation of the information at para 5.10 above all training institutes were requested to contribute towards the formulation of DAD's FRACs by a Group of Officers which had been constituted by HQrs office in February 2020. Such FRACs have to be finalised on priority.

(Action: All Training Centres)

6. Additional points with the permission of the Chair

6.1 CDA, RTC Bengaluru

Addl. CGDA (HRD) enquired regarding whether RTC, Bengaluru had made any progress regarding utilisation of the infrastructure of RTC Bengaluru for training purposes by other Govt Organisations. The Chairman directed that RTC, Bengaluru may send specific proposal to HQrs office for consideration.

(Action: RTC Bengaluru)

6.2 PCDA (AF) New Delhi

PCDA (AF) New Delhi mentioned about the shortage of dedicated IT trained manpower for operating/maintaining the IT systems currently in use in the Department.

The chairman suggested that training on IT systems in use in the Department could be organised by IT Section of HQrs office for staff members from all PCsDA / CsDA offices. Proper training modules may be developed for this purpose.

It was also suggested that a common pool of IT trained staff for manning the IT systems could be created by the co-located PCsDA/CsDA.

The Chairman mentioned that this issue would be examined further by HQrs office. In the meantime PCsDA/CsDA may get their manpower trained in these systems which are in use in their respective offices.

(Action: IT&S and PCsDA/CsDA)

6.3 PCA (Factories)

PCA (Factories) suggested that additional number of video conferencing nodes should be made available for all Training Centres. This was agreed to and it was decided that a detailed proposal may be sent by RTC Kolkata.

Another suggestion was given regarding the enhancement of infrastructure of Training Centres. The Chairman directed that specific proposal may be sent by RTC Kolkata on this subject.

(Action: RTC Kolkata)

6.4 Sr. Jt.CGDA (AN)

While training was being imparted by Training Centres to Group 'B' & 'C' (officers and staff), it was not known whether training related data was being maintained / updated by the PCsDA/CsDA offices in the Department's Personnel Information System (PIS). Training Centres ought to impress upon their client PCsDA/CsDA to update the PIS with data on different types of training imparted to their officers/staff. Such data could be utilised by Admin section of HQrs office and PCsDA/CsDA while considering posting at different levels

(Action: All Training Centres and PCsDA/CsDA)

Another suggestion was given regarding training on the "e-office" IT modules developed by NIC.

Training Centres have to play a key role in imparting training for e-office implementation within the coming months.

(Action: All Training Centres and IT&S HQrs office)

7. In the end the Chairman thanked all ALTAC members and special invitees for very productive discussion & their valuable suggestions. The Chairman emphasised that the scope and importance of online training would gradually increase. Therefore, all concerned should work for developing different types of training content viz tutorials, videos and lectures for online training.

8. The Chairman also thanked Shri SomnathTripathi, IOFS, CDA RTC Kolkata who was going to revert to his Department soon for his substantial contribution in conducting various training activities including RTC Kolkata's successful conduct of its outreach programme, which resulted in fulfilment of the training requirement of its client PCA/CFA offices. Shri SomnathTripathi, IOFS, also thanked HQrs office and all Training Centres for the cooperation which was extended to RTC, Kolkata towards the successful conduct of its training activities and the outreach programme.

9. The meeting ended with vote of thanks to the Chair.
