



कार्यालय रक्षा लेखा महानियंत्रक
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS
प्रशिक्षण एवं विकास केन्द्र (सेन्ट्राल)
CENTRE FOR TRAINING AND DEVELOPMENT (CENTRAD)
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No. TD/3279/T&D Policy/2019

Date: 17th August, 2020

To,

All PCDA/PCsA (Fys)/PIFAs,
CsDA/CsFA (Fys)/IFAs/RTCs,
OTI/DPTI/NADFM

(Through CGDA website only)

Subject: Training & Development Policy 2019: Amendments thereto.

As per the decision recorded at Para 5.2 of Minutes of the ALTAC's XXIVth meeting held on 17/04/2020, certain amendments have been approved by the competent authority in the course module of newly recruited Auditors/Clerks, in the Department's Training & Development Policy 2019.

2. Some sessions hitherto included in 'Two weeks module for RTCs' have been shifted to 'Six weeks module for Controllers' offices' and vice versa. Hence, amendment No 6 as enclosed herewith may be carried out in the Training & Development Policy 2019.

3. All offices/training institutes are advised to download the above amendment and update the contents of the Training & Development Policy 2019 accordingly.

4. Please acknowledge receipt to CENTRAD through e-mail at the email ID trgdiv-brar.cgda@nic.in.

Encl. – As above

Copy to:

The Officer In-Charge (IT&S Wing)
O/o the CGDA
Ulan Batar Road
Delhi Cantt

: For uploading on the CGDA website please.

(Vinod Kumar)
ACGDA (HRD)

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Amendment No 6 to Training & Development Policy 2019

Training module part of Para 5.1 (Chapter 5) of Training & Development Policy 2019 may be substituted as under:

Training Module of Two Weeks at RTCs for newly recruited Auditors / Clerks

Date	Session	Topics	Faculty
Day 1	1.	Structure & Functions of MoD, MoD (Fin.)	
	2.	Defence Accounts Department and Structure & Functions of CGDA (HQrs office)	
	3.	DAD Organisational Structure, Regional CDA, Functional CDA, IFA, CFAs, DAD Hierarchy	
	4.	Regional Controllers: Role & Functions	
Day 2	5.	Various Functional Controllers: Role & Functions	
	6.	Indian Armed Forces: An organisational overview	
	7.	Various Codes and Manuals applicable in DAD	
	8.	An Introduction to the General Financial Regulations	
Day 3	9.	An Introduction to Financial Regulations Part I & Part-II	
	10.	An Introduction of Defence Procurement Manual and Defence Procurement Procedures	
	11.	Types of leave and its entitlement	
	12.	Recruitment Rules-cum-Promotional avenues in DAD	
Day 4	13.	An introduction to the important provisions of CCS CCA Rules	
	14.	Suspension: An Overview	
	15.	Different Mechanisms to check Corruption/Malpractices in Govt.	
	16.	Public Grievances and their Redress Mechanism in Govt.	

Day 5	17.	Record Management and Retrieval	
	18.	Initiation & Movement of files at different level: Various aspects, flagging and T-linking	
	19.	Handling of CAT/AFT/Court Cases and implementation of their judgements	
	20.	Visit of PCDA/PCFA/CDA office	
Day 6	21.	Breaking the Ice, Using the mouse/keyboard	
	22.	Microsoft Windows Basic Window Managing files and folders in Windows	
	23.	MS Word : Basic, Formatting text, paragraph etc	
	24.	MS Word : Basic, Formatting text, paragraph etc	
Day 7	25.	MS Excel : Basic, Cell formatting & Formula	
	26.	-Do-	
	27.	MS Power Point – Basic, Slides	
	28.	-Do-	
Day 8	29.	IT Initiatives of DAD & Projects	
	30.	Project Dolphin and Project Tulip	
	31.	Duties and functions of LAO & RAO	
	32.	Role and Functions of AOGE	
Day 9	33.	New Pension Scheme : Various aspects and important provisions including role of DDO & NSDL	
	34.	Official Language Act (Rajbhasha): Important Provisions	
	35.	Noting and Drafting in Hindi	
	36.	Role and Functions of IFA	
Day 10	37.	Role and Functions of PAO	
	38.	RTI Act 2005	
	39.	Test / Exam	
	40.	Valediction	

Training Module of Six Weeks at the O/o Controllers for newly recruited Auditors / Clerks

Date	Session No.	Topics	Faculty
Day 1 to Day 5	1 to 20	Introduction to various sections of Controllers offices (Admin, Accounts, Pay, R, O&M Cell, Transport, Store, Misc, Engineering and Fund Cell)- 2 session on each section. Total 20 sessions	
Day 6	21.	Attendance-Hours of attendance, grant of leave, absence-regularisation.	
	22.	An Introduction to the Office Manual Part I	
	23.	An Introduction to the Office Manual Part II	
	24.	Annual Performance Appraisal Report: various important aspects	
Day 7	25.	Confirmation, Seniority & Compassionate Appointment in DAD	
	26.	Types of Office Communication	
	27.	Office Note: Theory & Practical	
	28.	D O Letter: Theory & Practical	
Day 8	29.	JCM and Staff Association.	
	30.	Part I and Part II Office Order, Circular, Reminders followed by practical	
	31.	Maintenance of Work Book, Progress Report/Control Chart and adherence of prescribed provisions: Various aspects	
	32.	Expectations of supervisory officers and Senior Officers of Department from Auditors, official duties, behaviour & Etiquettes	
Day 9	33.	Pay structure in DAD at various level	
	34.	Leave Travel Concession & TA/DA: An Overview	
	35.	Various advances (as per 7 th CPC)	
	36.	CGHS Scheme	
Day	37.	Medical claims	

10	38.	Various allowances and MACP Scheme	
	39.	Practical session (Income Tax Calculation)	
	40.	Test on AN Section	
Day 11	41.	Accounts & Budget	
	42.	Budget Estimates: Various aspects	
	43.	Monthly Budget, MPR/DPR etc	
	44.	Control over expenditure vis-a-vis budgetary control & MIS	
Day 12	45.	An introduction to Defence Account Code	
	46.	Schedule III & Linking of Paid Cheques and procedures to be followed in case of lost cheque	
	47.	Role of DDO, issue of Defence Cheques, NEFT & CMP	
	48.	Defence Proforma Account & Focal Point Branch System	
Day 13	49.	Defence Exchange Account & DIDS with practicals	
	50.	E-MRO implementation	
	51.	Presentations on Account sections	
	52.	-Do-	
Day 14	53	Introduction of Defence Audit Code	
	54.	-Do-	
	55.	Audit and scrutiny of Sanctions and orders and audit of sanction to Expenditure	
	56.	Audit of various types of bills and vouchers & importance of Specimen Signature	
Day 15	57.	Audit of Supply Order/Purchase Order/Contracts	
	58.	Audit of Ration Accounts/Store Accounts, Scheduling, linking of vouchers and credit verification & PBD vouchers	
	59.	Various aspects of Internal Audit & Control mechanism in form of various reports and appropriation Accounts	
	60.	Writing skill of Audit Objections	
Day	61.	Various types of audit conducted in Army Units	
	62.	Audit of CEA, Hostel Subsidy and other perusal claims	

16	63.	Practical cases of Audit Objections/irregularities	
	64.	Statutory Audit: PS, LTAR, Draft Para and Audit Report of C&AG	
Day 17	65.	Introduction of Pension & NPS	
	66.	-Do-	
	67.	Processing of Pension papers: preparation of LPC-CUM-DATA SHEET	
	68.	Pension sanction and Disbursement	
Day 18	69.	Calculation of Amounts of Pensions with practicals	
	70.	General conditions governing Pension and Classes of pensions and conditions governing it	
	71.	Qualifying services and Emoluments & Average Emoluments	
	72.	Payment of Leave Encashment, CGEIS, Provisional Pension and Provisional Gratuity	
Day 19	73.	Family Pension with practicals	
	74.	Determination and authorisation of the amounts of pension and Gratuity	
	75.	Presentation on Pension & PD	
	76.	-Do-	
Day 20	77.	Personality development	
	78.	Stress Management	
	79.	Etiquettes and Behaviour	
	80.	Time Management	
Day 21 to Day 30	81 to 100	(i) Classroom / hands on training on running packages and peculiar to that of Controllers office	
		(ii) Controller office – Cultural Activities and Open House may also be conducted in this duration	
		(iii) Last day – Exam & Valediction at Controllers level	

‘All other contents under Para5.1 would remain same.’