

**CENTRE FOR TRAINING AND DEVELOPMENT (CENTRAD)**  
**CONTROLLER GENERAL OF DEFENCE ACCOUNTS**  
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**Fax /Speed Post**

No.TD/3169/ALTAC-XXI

Dated: 15.12.2016

To,

**The CDA,  
Regional Training Centre  
Kariappa Road,  
Near Railway Station,  
Lucknow Cantt-226002**

**The CDA,  
Regional Training Centre (SR)  
DRDO Phase-II  
Kaggadaspura,  
Bangalore-560093**

**The CDA,  
Regional Training Centre  
Ayudh Path,  
Meerut Cantt-250001**

**The CDA,  
Regional Training Centre  
EM Block, Sector-V,  
Salt Lake,  
Kolkata-700091**

**The Director,  
NADFM  
Golibar Maidan,  
Pune-411001**

**The Director,  
Defence Pension Training Institute  
Draupadi Ghat,  
Allahabad-211014**

**The Director,  
Officers Training Institute  
Plot No.53, Sector-44  
Near Huda City Centre  
Gurugram (Haryana)**

**Subject:** Minutes of 21<sup>st</sup> Apex Level Training Advisory Council (ALTAC) Meeting.

21<sup>st</sup> Apex Level Training Advisory Council (ALTAC) Meeting was held on 1<sup>st</sup> December, 2016 at CDA RTC (SR), Bengaluru.

The minutes of meeting duly approved by the Chairperson of ALTAC-XXI is enclosed for kind information and necessary action please.

— 59 —

(Sangeet)

Dy. CGDA (HRD)

**Copy to:**

1. PA to Jt. CGDA (AN) --- For information along with a copy of approved minutes.
2. ✓ EDP Wing (Local) ----- For uploading the same on CGDA website.



(Sangeet)

Dy. CGDA (HRD)

## MINUTES OF XXI<sup>ST</sup> APEX LEVEL TRAINING ADVISORY COUNCIL (ALTAC)

The XXI ALTAC (Apex Level Training Advisory Council) meeting was held on 1<sup>st</sup> December 2016 at 11:00 AM in the Seminar Hall of CDA RTC (SR), Bengaluru. The meeting was chaired by Shri N. Neihisial, IDAS, CGDA.

The following officers were present during the meeting:

- |   |   |        |
|---|---|--------|
| (i) Shri Saroj Kumar, IDAS, Controller, RTC Lucknow         | : | Member |
| (ii) Ms. K Inderjeet Kumar, IDAS, Controller, RTC Bengaluru | : | Member |
| (iii) Shri Ajay Mishra, IDAS, Jt CGDA (HRD)                 | : | Member |
| (iv) Shri Vijay Kumar, IDAS, Director, NADFM Pune           | : | Member |
| (v) Shri Sham Dev, IDAS, Jt CGDA (AN)                       | : | Member |
| (vi) Shri M C Chakrabortty, IDAS, Controller, RTC Kolkata   | : | Member |
| (vii) Ms. Gurpreet Kaur, IDAS, Controller, DPTI, Allahabad  | : | Member |
| (viii) Shri T K Jajoria, IDAS, Controller, RTC Meerut       | : | Member |
| (ix) Shri Sangeet, IDAS, Dy. CGDA (HRD)                     | : |        |

2. Jt. CGDA (HRD) welcomed CGDA and all the members. He also conveyed that this meeting is being held after a gap of 4 <sup>1/2</sup> years.

3. The CGDA emphasised that this meeting should be held regularly. He gave stress on training as a tool of Human Resource Development in the Department as well as an instrument to enhance visibility of DAD amongst client organisations. He told that good quality training for officers at cutting edge level is essential to attain mission of the Department. He was of the view that Regional Training Centres should be transformed as Centres of Skill Development and work as capacity multipliers/consultant for feeding controllers. He told that shortage of manpower was expected to continue in the near future also which made training more crucial. He also focused on training of IDAS officers as Trainers and opined that NADFM Pune should give intellectual leadership to all training establishments of the Department.

4. The committee confirmed the minutes of XX meeting of ALTAC held on 8<sup>th</sup> August, 2012 at CENTRAD, Delhi Cantt. While reviewing the action taken on the decision of previous meeting, following points were discussed:

- a. The wastage of slots in courses due to absence of nominated officials or lack of nomination by feeding controllers should be minimised.
- b. RTC Bangalore conducts outreach courses for feeding controllers in last quarter of the financial year. Other training establishment may also consider adopting this practice. However, this should not substitute regular courses to be conducted at the RTCs.
- c. Regional Training Centres may take local initiative to train the available faculty at reputed local/nearby institute within the available budget.
- d. RTCs will create a database of all trainees and probable participants for each course in advance. The faculty member including guest faculty may be provided a brief of participants to prepare the lecture suitably.
- e. IT&SDC, Secunderabad may be requested to develop a software for registration of participants, distribution of courseware and feedback of participants. This may also be incorporated in the proposed PIS System for the department.

**(Action: CENTRAD)**

- f. The module of Defence Financial Management Course (DFMC) will be examined and a panel of faculty will be reviewed and finalised by the end of January, 2017.

**(Action: CENTRAD)**

- g. The case studies received by CENTRAD from IFA/Audit Sections of the CGDA office will be circulated to all RTCs.

**(Action: CENTRAD)**

5. Various Agenda Points for the XXI meeting of ALTAC were discussed which are given below:



i. **Jurisdiction of Training Establishment:** It was decided that general courses will be conducted by the nearest RTCs while courses specific to a functional area like Ordnance Factory, DRDO, Air Force, Navy etc. will be conducted by designated RTC. CENTRAD will make a proposal in this regard and circulate to all the training establishment for their comments/suggestions. **(Action: CENTRAD)**

ii. **Decentralization of IFA training:** Training of AAOs from IFA offices will be imparted by all RTCs. OTI Gurgaon will impart training to all SAOs/AOs posted in offices of LAO, AO (GE) and IFA offices. NADFM Pune will conduct training on IFA for IDAS (P) while CENTRAD will arrange training for serving IDAS officers in respect to IFA matters.

iii. **Manpower issues in RTCs:** All training establishments expressed their concern for shortage of faculty member as well as administrative staff. It was agreed that a committee may be constitute to look into manpower requirements of all training establishments. The Committee will submit its report by 31.01.2017. Following officers will be members of the committee:

- a. Shri Saroj Kumar, Controller, RTC, Lucknow
- b. Shri Ajay Mishra, Jt. CGDA (HRD)
- c. Shri T K Jajoria, Controller, RTC, Meerut

CENTRAD shall issue formal order regarding formation of the Committee. Further, it was also agreed that standing committee should be constituted for screening of officers for selection as faculty member in training establishment. The committee should meet twice a year. **(Action: Nominated Committee)**

iv. **Standardisation of Training Materials:** All RTCs will be assigned responsibilities for development and updation of training material of various courses. The details will be included in the proposal mentioned under Agenda No. 1. Further, RTC Bengaluru will standardise the material for induction courses for AAOs and distribute to all RTCs, as decided earlier. **(Action: CENTRAD)**

- v. **Online Courses for the Department:** It was discussed that online courses would be a new area. Effectiveness and level of utilisation of this platform are yet to be ascertained Ms. Gurpreet Kaur, Controller, DPTI, Allahabad took initiative to submit a detailed approach paper on development of online course for pension establishments in the department. The approach paper will be submitted by 30<sup>th</sup> December, 2016.

(Action: DPTI)

- vi. **Revision of Honorarium:** The issue will be examined on file in the HQrs office.

(Action: CENTRAD)

- vii. **Revision of Training and Development Policy:** A committee of following officers may be constituted for drafting of a new training policy for the department:

- (a) Smt. K Inderjeet Kumar, Controller, RTC, Bengaluru
- (b) Shri M C Chakraborty, Controller, RTC, Kolkata
- (c) Shri Sangeet, Dy. CGDA (HRD), CGDA Office

In addition, one of the functional Controllers may also be co-opted by the committee. The committee will take into account National Training Policy 2012, instruction of DoP&T and latest guidelines on training in the draft policy. The committee will submit the report within 2 months. A formal order to this effect will be issued.

(Action: CENTRAD)

6. **Miscellaneous Points:**

- a. **Utilization of Infrastructure by RTCs for other than DAD and for other training purposes:** It was decided that formal proposal will be sent by the concerned RTCs.
- b. **Periodic inter-RTC meeting may be conducted:** Inter RTC meet may be held on rotation basis once in every 6 months. Jt. CGDA (HRD) shall coordinate the meetings.
- c. **Eligibility of Controller of RTCs for training allowance:** The Chairperson agreed to examine the matter.

The Meeting ended with vote of thanks by Dy. CGDA (HRD).