

Centre for Training and development
Controller General of Defence Accounts

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No.TD/3331/Circular/2013-14

Dated: 11 April, 2013

Important Circular No. 10

To

1. All RTCs/NADFM Pune
2. PCsDA/CsDA Regional Controllers Concerned
3. PCDA (Navy) Mumbai
4. DGFP Army / Dte of FP Air HQ/ Dte Naval Plans New Delhi

**Subject:- Defence Financial Management Course (DFMC) in respect of
Army/Air Force/Navy for the Year 2013-2014**

The Defence Financial Management Courses for the three Services (Army/Air force/Navy) are presently being conducted by the Training Institutes of our Department every year. The RTCs are conducting five days DFMCs for Army Officers and three days DFMC for Air Force & Navy at Command levels. The CENTRAD is conducting three days DFMC for Army/AF/Naval Officers posted in Service Headquarters.

2 The proposal for conducting the DFMCs for the current Financial Year 2013-14 have been received from the Directorates of three services HQrs. Out of the proposed DFMCs at different locations/commands 16 DFMCs have been agreed at this stage. Copies of letters from Directorates of Service HQrs are enclosed. To improve the quality of DFMCs, the CGDA has decided that during 2013-14 these 16 (Sixteen) agreed DFMCs in respect of three services will be conducted by the Regional Controllers/ RTCs /NADFM / CENTRAD as per details given below:

ARMY

Sl. No	Location	Command	Tentative Month	To be Conducted by
1	Delhi	AHQ	May, 2013	CENTRAD
2	Banglore	SC	June, 2013	RTC Bangalore

3	Chandi Mandir	WC	July, 2013	PCDA (WC) Chandigarh
4	Sukhna	EC	Aug, 2013	CDA (EC) Kolkata
5	Mathura	SWC	Sep, 2013	PCDA (SWC) Jaipur
6	Srinagar	NC	Oct, 2013	PCDA (NC) Jammu
7	Lucknow	CC	Nov, 2013	RTC Lucknow
8	Kolkata	EC	Dec, 2013	RTC Kolkata
9	Pune	SC	Jan, 2014	NADFM Pune

AIR FORCE

(Priority as per category-I)

Sl. No	Command	Tentative Month	To be conducted by
1	MC	May, 2013	RTC Bangalore
2	TC	Aug, 2013	RTC Bangalore
3	Air HQ & WAC	Dec, 2013	CENTRAD
4	SWAC	Jan, 2014	RTC Bangalore

NAVY

Sl. No	Location	Tentative Month	To be conducted by
1	Kochi	June, 2013	PCDA (Navy) Mumbai
2	Mumbai	July, 2013	PCDA (Navy) Mumbai
3	Vishakhapatnam	Feb, 2014	PCDA (Navy) Mumbai

3. The DFMC for Army officers at command level may be conducted for five days, whereas for Air Force & Naval Officers the course be conducted for three days as per schedules enclosed. The Regional controllers and PCDA (Navy) Mumbai will be conducting the said courses for the first time. The course material for Army, Navy and Air Force is enclosed in soft copy (CD). The list of activities to be conducted by the Regional Controllers and PCDA (Navy) Mumbai is also enclosed as Annexure-I. The officers/ offices to whom the conduct and execution of DFMCs have been assigned may seek suitable assistance/guidance from the concerned PIFA of Service HQrs / Command etc.

4. The concerned RTCs may include the DFMCs assigned in their course Calendar for the year 2013-14 and forward the revised calendar to this HQrs. Office.

5. Directorates of the three Services have also intimated the dates & Venue for conducting above DFMCs. However, dates and venue may be

finalized by the respective RTCs/ Regional Controllers/ PCDA (Navy) Mumbai in consultation with concerned commands under intimation to this HQrs. Office.

6. The faculty for conducting DFMC Army for the sessions pertaining to DAD have also been approved by the competent authority and is enclosed as per Annexure-II. The consolidated move sanction in respect of the selected faculty be obtained from Admin-I Section of HQrs. Office as per procedure in vogue.

7. Directorates of three services are requested to have further correspondence for conducting the DFMCs at various locations/ Commands with the offices as per details given above. This HQrs. Office may also be contacted if required. Full addresses and Tel no. of the conducting organisations is enclosed at Annexure-III.

8. The concerned Principal Controllers/Controllers will be personally responsible to successfully organise and conduct the DFMCs.

N. Verma

**(Navneet Verma)
Jt. CGDA (Trg)**

File No TD/3150/DFMC/2013-14 Dated: 11 April, 2013

Copy to:

2. EDP Centre
(Local)

With a request to upload the Circular
On the CGDA Web site

ANNEXURE-I

To Organize the DFMC , the following activities inter alia, are involved:

1. To take up the matter with concerned command HQr. for finalizing the dates and to intimate the co-ordinating unit responsible for the arrangement.
2. After finalizing the mutually agreed dates, the concerned command has to nominate about 30 to 40 officers for the course.
3. The co-ordinating unit has to make the arrangement of lecture hall with projection system, sound facility and PC equipment for making presentation by the faculty.
4. The unit has to make arrangements of accommodation, transport etc for the guest faculty and the staff from the concerned RTC/Regional CDA assisting in conducting the course.
5. To send intimation letters to faculty from DAD side.
6. Write to MES, Income Tax, CAG, Bank, Customs & Excise Department and concerned command HQrs to nominate faculty for their respective sessions.
7. To provide standard material to all nominated officers (hard & soft copy) in advance
8. To distribute all the presentations made by the faculty in soft copy on the last date of course.
9. To provide a KIT to all the nominated officers consisting of one bag, folder, writing pad, pen/pencil, Module paper endorsing the name of each faculty, feedback forms and registration forms.
10. Payment of honorarium for each guest faculty as admissible.
11. Invite senior officers for Inagural/ Valediction sessions.
12. One group photograph at the end of course.
13. Prepare and distribute certificates of participation to each officer.
14. Feedback to be sent to concerned Service HQr and to this HQrs. Office with the comments.

Annexure-II

	TOPIC	FACULTY	ALTERNATE 1	ALTERNATE 2
1	Structure and Functions of MoD (Fin) and Defence Accounts Department	Shri Rakesh Kumar	Shri Anoop Srivastava	Shri Vijay Kumar
2	Role of Internal Audit (Covering pre-, post-and performance audit)	Shri K Ravi Kumar	Shri D K Rai	Shri Rakesh Kumar
3	System of Classification of Defence Expenditure (all relevant budget heads)	Shri Anoop Srivastava	Shri Rakesh Kumar	Shri D K Rai
4	Financial Management at various stages of provisioning, procurement, transportation, receipts, issue and consumption of dry and wet rations through the agencies of APO & ASC.	Shri S K Singh	Shri Vijay Kumar	Shri A V Rao
5	Delegation of Financial Powers and introduction of corresponding IFA system and structure	Shri S K Singh	Shri Vijay Kumar	Shri Rakesh Kumar
6	Procurement and Management of IT (Software and hardware components, including contract conclusion and administration)	Shri Alok Chaturvedi	Shri A R Sule	Shri P K Singh
7	Progressing Revenue expenditure as per DPM, functions and composition of TPC/PNC.	Shri M C Chakraborty	Shri Anoop Srivastava	Shri D K Rai
8	Financial Management in cases of AOC contracts and indents on OFB	Shri A V Rao	Shri Vijay Kumar	Shri Santosh Kumar

Annexure-III

Army

Sl. No	To be conducted by	Command	Tentative month	Location
1.	CENTRAD, CGDA, Brar Square, Delhi Cantt-110010, Tel: 011-25694268,25694298	AHQ	May, 2013	Delhi
2.	O/o The RTC, DRDO Phase-II, Kaggadasapura, C V Raman Nagar, Bangalore-560093, Tel: 080-25605667	SC	June,2013	Bangalore
3.	O/o The PCDA (WC), Sector-9, Chandigarh-160009, Tel: 0172-2742129	WC	July,2013	Chandi Mandir
4.	O/o The CDA (EC), Fort William, Kolkata-700021, Tel: 033-22486479.	EC	Aug, 2013	Sukhna
5.	O/o The PCDA (SWC), Khatipura Road, Jaipur-302 012, Tel: 0141-2359745	SWC	Sep, 2013	Mathura
6.	O/o The PCDA (NC), Narwal Pain, Satwarl, Jammu-180003, Tel: 0191-2430050.	NC	Oct, 2013	Srinagar
7.	O/o The RTC, Cariappa Road, Near Railway Station, Lucknow-226002, Tel: 0522-2451981.	CC	Nov,2013	Lucknow
8.	O/o The RTC (EC), EM Block, Sector-V. Salt lake, Kolkata-700091, Tel: 033-23575384	EC	Dec, 2013	Kolkata
9.	O/o The NADFM, Golbar Maidan, Pune-411001, Tel: 020-26454510.	SC	Jan, 2014	Pune

AIR FORCE

(Priority as per category-I)

Sl. No	To be conducted by	Command	Tentative month
1.	O/o The RTC, DRDO Phase-II, Kaggadasapura, C V Raman Nagar, Bangalore - 560 093, Tel: 080-25605667	MC	May, 2013
2.	O/o The RTC, DRDO Phase-II, Kaggadasapura, C V Raman Nagar, Bangalore - 560 093, Tel: 080-25605667	TC	Aug, 2013
3.	CENTRAD, CGDA, Brar Square, Delhi Cantt-110 010, Tel: 011-25694268, 25694298,	Air HQ & WAC	Dec, 2013
4.	O/o The RTC, DRDO Phase-II, Kaggadasapura, C V Raman Nagar, Bangalore - 560 093, Tel: 080-25605667	SWAC	Jan, 2014

Navy

Sl.No	To be conducted by	Tentative month	Location
1.	O/o The PCDA (Navy), No.1, Cooperage Road, Colaba, Mumbai-400039, Tel: 022-22020772.	June, 2013	Kochi
2.	O/o The PCDA (Navy), No.1, Cooperage Road, Colaba, Mumbai-400039, Tel: 022-22020772.	July, 2013	Mumbai
3.	O/o The PCDA (Navy), No.1, Cooperage Road, Colaba, Mumbai-400039, Tel: 022-22020772.	Feb, 2014	Vishakhapatnam