



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/1053/NIFM/Dept.Trg/2017

Dated: 14 Sep, 2017

To ,

RTC Pune, RTC Kolkata, RTC Meerut
RTC Lucknow & RTC Bengaluru

Subject: Conducting of Induction Course for new AAOs (SAS passed candidates of September, 2017): reg.

It has been decided by the Competent Authority to conduct the four weeks Induction Course for candidates passing SAS Part-II Examination of September, 2017 during October, 2017 as per module conducted during January, 2017 (copy enclosed)

2. RTCs conducting the four weeks residential training will be identified after declaration of the result and separate allotment of funds will be made for the purpose.
3. The directions already issued regarding conducting the training stands.
4. Faculty for the course may be proposed by the concerned RTCs as per last year's programme.
5. The dates for conducting the course should ideally be decided immediately after the declaration of results and as per convenient slots of RTCs concerned. It should be likely by 2nd or 3rd week of October, 2017.

(T. Kabilan)
Dy. CGDA (HRD)

Copy to:

1. All PCsDA / PCA / PIFAs / CsDA / CsFA / IFAs For information and necessary action please.
2. Dy. CGDA (AN) (local) For information and necessary action please.
3. IT & S Section (local) For uploading the Circular on website and Wan.

(T. Kabilan)
Dy. CGDA (HRD)

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REGIONAL TRAINING CENTRE (SR), BANGALORE
ORIENTATION COURSE FOR AAOs

WEEK - I				
DAY	SESSION	SUBJECT	HQRS COURSE SCHEDULE REFERENCE	REMARKS
DAY- I				
LEADERSHIP AND TEAM BUILDING & DISCIPLINE				
	1 ST	INAUGURATION Overview of Organization	1 st Week day 1 1 st session Added by RTC(SR)	
	2 nd	Role of AAOs as Supervisory Officers Team Leader and Enabler in the Group	1 st Week day 1 2 nd session	
	3 rd	Leadership and Team building at Supervisory Level	1 ST WEEK DAY 5 3 RD SESSION	
	4 th	Overview of CCS(Conduct) Rule ,CCS(CCA) Rule and Central Administrative Tribunal	Added by RTC(SR)	
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INTERNAL AUDIT AND PLANNING OF AUDIT				
DAY 2	1 ST	Present System and Structure of Internal Audit	3 RD WEEK DAY 3 FIRST SESSION	
	2 nd	Planning and conducting of Audit-Selection of Topics, Entry Conference, Approach to Audit ,analysis of findings, Collection of audit evidence and Exit conference	3 RD WEEK DAY 3 3 RD SESSION	
	3 rd	Key focus areas in IA in DAD MFAI.IAR and Appropriation Accounts	3 RD WEEK DAY 3 2 ND SESSION	
	4 th	Introduction to Risk based Internal Audit (RBIA) Audit findings as a management tool for executives based on risk analysis.	3 RD WEEK DAY 3 4 TH SESSION	
RTI, RECORD MANAGEMENT AND APAR				
DAY 3	1 ST	Overview of RTI Act,Objectives,Application of RTI Act, Role of PIOs/APIOs Record Management :System of filing and classification of records	1 ST WEEK DAY1, 3 RD AND 4 TH SESSION	---
	2 nd			---
	3 rd	Introduction to Recruitments Rule/Promotion Avenue in DAD etc.	Added by RTC(SR)	--
	4 th	Writing of Self-Appraisal of APAR and Report writing at Supervisory Level – Bench Mark for Promotions etc.	1 ST WEEK, DAY 2 1 ST AND SECOND SESSIONS	--
NOTING AND DRAFTING				
DAY 4	1 ST	Office Communication its types formats and usage	1 ST WEEK DAY 3 1 ST SESSION	
	2 nd	Noting and Drafting –Theory and Practical	1 ST WEEK DAY 3 2 ND SESSION	
	3 rd	Exercise for noting/drafting Precise writing –Theory and Practice	1 ST WEEK DAY 3 3 rd SESSION &1 st week Day 5 1 st session	
	4 th	Essay writing skills Comprehension (written &Oral) with practical exercise	1 st week Day 4 4 th session&1 st week Day 5 2 nd session	
PRESENTATION SKILLS				
DAY 5	1 ST	Power point skills and exercise	1 st week day 3 4 th session	
	2 nd	-do-		
	3 rd	Group Discussion on various topics Public Speaking and discussion	1 st week day 4	
	4 th	-do-	2 nd and 3 rd sessions	

WEEK 2				
DAY	SESSION	SUBJECT	HQRS COURSE SCHEDULE REFERENCE	REMARKS
AUDIT REPORT WRITING AND FOLLOW UP ACTION ON AUDIT OBJECTIONS				
DAY 1	1 ST	Audit Report writing –Steps to write a clear and readable audit report with case studies	3 RD WEEK DAY 4 1 ST SESSION	
	2 nd	-DO-	-DO-	
	3 rd	Follow upon audit objection Approach to audit conferences ,conclaves and Audit committees	3 RD WEEK DAY 4 3 RD SESSION	
	4 th	Practical session	3 RD WEEK DAY 4 4 TH SESSION	
ACCOUNTS AND BUDGETING				
DAY 2	1 ST	Budgeting and Accounting System <ul style="list-style-type: none"> • Concepts of Budgeting in GOI • Concepts in MOD • Cash Accounting Vs Accrual Accounting 	3 RD WEEK DAY 1 1 ST SESSION	
	2 nd	Accounting in Ministry of Defence Charged Expenditure cash assignments and Deposits	3 RD WEEK DAY 1 3 RD SESSION	
	3 rd	Maintenance of Defence Ledger and Verification of Balances ,Advance & Suspense Adjustments of Foreign Transactions	3 RD WEEK DAY 1 4 TH SESSION	
	4 th	Concepts in Cost Accounting Different types of Cost Accounting Importance of Standard Costing Life Cycle cost	3 RD WEEK DAY 1 2 ND SESSION	
ACCOUNTS AND BUDGETING(contd..)				
DAY 3	1 ST	Concepts and relevance of Defence Proforma Accounts and Defence Exchange Accounts	3 RD WEEK DAY 2 1 ST SESSION	
	2 nd	Practical exposure of handling DID schedules	3 RD WEEK DAY 2 2 ND SESSION	
	3 rd	Reconciliation and clearance of RBI suspense Heads	3 RD WEEK DAY 2 3 RD SESSION	
	4 th	Preparation of AROB and Appropriation Accounts	3 RD WEEK DAY 2 4 TH SESSION	
ACCOUNTS AND BUDGETING(contd..)				
DAY 4	1 ST	Budgeting/Accounting of DAD Budget including Office Contingency works	1 ST WEEK DAY 2 3 RD SESSION	
	2 nd	Estate Management in DAD ,Quartering Committee and allocation of Quarters to Officers and Staff.	1 ST WEEK DAY 2 4 TH SESSION	
	3 rd	Open House –Quiz		
	4 th	-do-		
WORKS				
DAY 5	1 ST	Inclusion of the case in the AMWP and Preparation of Statement of the Case for according admin approval	4 TH WEEK DAY 1 1 ST SESSION	
	2 nd	Important Provision of DWP/MESR,Scale of Accommodation 2009& SSR 2010	4 TH WEEK DAY 1 2 ND SESSION	
	3 rd	Scrutiny of the Proposal for according of Admin approval and vetting of AEs	4 TH WEEK DAY 1 3 RD SESSION	
	4 th	Scrutiny of Proposal of Revised Admin approval(RAA) and according of Financial concurrence	4 TH WEEK DAY 1 4 TH SESSION	

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WEEK 3				
DAY	SESSION	SUBJECT	HQRS COURSE SCHEDULE REFERENCE	REMARKS
PAY AND ACCOUNTING FUNCTION :SERVICES				
DAY 1	1 ST	General Information on pay accounting system prevailing in Army for Officers /JCOs/ORs	4 TH WEEK DAY 2 ,1 ST SESSION	
	2 ND	Organisation and Functions of PCDA(O) and PAO(ORs)	4 TH WEEK DAY 2 ,2 ND SESSION	
	3 RD	Pay and Accounting System :Indian Air Force	4 TH WEEK DAY 2 ,3 RD SESSION	
	4 TH	Pay and Accounting System Indian Navy	4 TH WEEK DAY 2 ,4 TH SESSION	
PAY AND ACCOUNTING FUNCTION :DEFENCE CIVILIANS				
DAY 2	1 ST	<ul style="list-style-type: none"> General Rule governing the pay and allowances of Defence Civilians viz pay structure allowances etc Preparation of establishment Pay bills Procedure for release of Pay and Allowances of Defence civilians: Gazetted and non-Gazetted (Industrial /non industrial) 	4 TH WEEK DAY 3 1 ST SESSION	
	2 ND	Basics of Pay fixation ,NPS,Uploading data of NPS	4 TH WEEK DAY 3 2 ND SESSION	
	3 RD	Income Tax ,TDS ,Filing of IT returns(Form 26/24) Practical Session: Case Study (ARMY/AIRFORCE/NAVY/Defence Civilians	4 TH WEEK DAY 3 3 RD AND 4 TH SESSION	
	4 TH	Perspective of working in Defence Accounts Department <ul style="list-style-type: none"> Role of DAD in broader national security management Let a Jawan focus on his work not finance Customer orientation in Service and dealing with the client representative	4 TH WEEK DAY 4 1 ST 2 ND AND 3 RD SESSIONS	
PROCUREMENT				
DAY 3	1 ST	DPM 2009 and DPP 2016 and Role of IFA in procurement	3 RD WEEK DAY 5 3 RD SESSION	
	2 ND	Mock participation in procurement committees	1 ST week day 4 4 TH session	
	3 RD	Negotiation Skills <ul style="list-style-type: none"> For Finance Role For Audit Role 	4 TH WEEK DAY 4 3 RD SESSION	
	4 TH			
PROCUREMENT(contd..)				
DAY 4	1 ST	Bench Marking of Prices for Procurement Proposals	3 RD WEEK DAY 5 4 TH SESSION	
	2 ND	Delegation of Financial Powers(Defence Services) 2015	3 RD WEEK DAY 5 1 ST AND 2 ND SESSIONS	
	3 RD	-do-		
	4 TH	Role Play in Negotiation and Client Management	4 TH WEEK DAY 4 4 TH SESSION	
PROCUREMENT(contd..)				
DAY 5	1 ST	Market Research Analysis : An Introduction .Its significance in DAD Functions	2 ND WEEK DAY 5 1 ST SESSION	Requires a re-orientation. 4 session may not be necessary as at AAO Level of involvement does not require market research and analysis
	2 ND	Sources of Data for Defence Procurements <ul style="list-style-type: none"> Primary & Secondary Sources Data for Revenue and Capital Procurements 	2 ND WEEK DAY 5 2 ND SESSION	
	3 RD	Techniques of Data Analysis	2 ND WEEK DAY 5 3 RD SESSION	
	4 TH	Practical Applications of Market Research Data Analysis	2 ND WEEK DAY 5 4 TH SESSION	

WEEK 4				
DAY	SESSION	SUBJECT	HQRS COURSE SCHEDULE REFERENCE	REMARKS
Information Technology				
DAY 1	1 ST	Govt.IT Policy and Guidelines	2 ND WEEK DAY 3 3 RD SESSION	
	2 nd	Introduction to IT Hardware/Software and System Administration	2 ND WEEK DAY 1 1 ST SESSION	
	3 rd	E Office management	2 ND WEEK DAY 1 2 ND SESSION	
	4 th	Brief on various IT initiatives of DAD	2 ND WEEK DAY 1 ,3 RD AND 4 TH SESSIONS	
Customized in house software initiatives				
DAY 2	1 ST	DAD Services Interface ILMS,SSMS,ICMS IMMOLs,ADOL,ATC,ARPAN,Dakghar	2 ND WEEK DAY 2 1 ST SESSION	
	2 nd	DAD Services Interface e-audit e-concurrence	2 ND WEEK DAY 2 2 ND SESSION	
	3 rd	Cyber Security Cyberspace environment & its characteristics Cyberspace operations	2 ND WEEK DAY 2 3 RD SESSION	
	4 th	Use of WAN in Intra DAD Communications	2 ND WEEK DAY 2 4 TH SESSION	
Audit through IT				
DAY 3	1 ST	IS Audit and Computer aided audit techniques	2 ND WEEK DAY 3 1 ST SESSION	
	2 nd	Use of MS EXCEL for audit report writing	2 ND WEEK DAY 3 2 ND SESSION	
	3 rd	Preparation for presentation by the participants		
	4 th	-do-		
E Procurements				
DAY 4	1 ST	E procurement in Government of India: An introduction ,Agencies for handling E procurement	2 ND WEEK DAY 4 1 ST SESSION	
	2 nd	Procedures and Processes in E procurement <ul style="list-style-type: none"> • E publishing of Tenders • Bidding /Tendering • TEC on E procurement • CST on E Procurement Platform 	2 ND WEEK DAY 4 2 ND SESSION	
	3 rd	E Procurement Platform of DGS&D Rule 141A of GFR	2 ND WEEK DAY 4 3 RD SESSION	
	4 th	Practical exercises on E procurement	2 ND WEEK DAY 4 4 TH SESSION	
DAY 5	1 ST	Future Learning Resources and Suggestive Courses on Public Procurement/Financial Administration	4 TH WEEK DAY 5 1 ST SESSION	
	2 nd	Book review and Analysis	1 ST week Day 5 4 th session	
	3 rd	Presentation by the Participants	4 th week day 5 2 nd and 3 rd session	
	4 th	Valediction and Open House	4 th week day 5 2 nd and 4 th session	