



**“हर काम देश के नाम”**  
**रक्षा लेखा महानियंत्रक कार्यालय**  
**CONTROLLER GENERAL OF DEFENCE ACCOUNTS**  
**प्रशिक्षण अनुभाग**  
**TRAINING DIVISION**  
**उलान बटार रोड, दिल्ली छावनी - 110010**  
**ULAN BATAR ROAD, DELHI CANTT.-110010**  
**Ph : 011- 25665597, E-mail :trgdiv-brar.cgda@nic.in**



No.TD/3494/SoF/RTC/Kolkata/2025-26

Date:19.06.2025

To

All PCsDA/CsDA/PIFAs/IFAs/CDA (RTCs)  
(Through CGDA website)

**Sub:** Selection of one (01) SAO & three (03) AAOs to serve as faculty in RTC, Kolkata.

It has been decided by the competent authority that names of volunteers among SAOs & AAOs may be called for selection of one SAO & three AAOs as faculty for RTC Kolkata for imparting training to the officers and staff. The SAO & AAOs, who are selected as training faculty, would be eligible for training allowance in accordance with the extant rules. The volunteers must have good skills and proven aptitude for training. Before appointment to the post of training faculty in RTC Kolkata, the volunteer officers would have to undergo a screening test` which would be conducted by a Screening Committee, constituted by HQrs. office.

2. Therefore, It is requested that the name of volunteers amongst SAOs & AAOs may be furnished as per the enclosed format (Annexure-A) latest by **21.07.2025**.

3. While forwarding the name of volunteers, the Head of offices concerned {PsCDA/ CsDA/PIFAs/IFAs/CsDA(RTCs)} are requested to **furnish their specific recommendations** along with the APAR gradings for the last 03 years for consideration by the Screening Committee.

4. The under mentioned conditions for applying for the post of Faculty in Training Institutes as illustrated at para 6.3 of DAD *Training & Development Policy 2024* may also be kept in view while forwarding the name of AAOs for the post of faculty:

- i. A ‘cooling off period’ of 3 years would be required to be completed for considering the candidature of officers for serving as faculty, who have earlier served/serving as faculty.

ii. A minimum stay of 2 years at present station or prescribed length of tenure for hard and tenure station would be required to be completed by the volunteer officers before becoming eligible for the post of faculty in training centres.

iii. The officer applying for the post of faculty should not have applied for other panel for transfer to Bhutan/Tajikistan, J&K Region, North East Region, Andaman & Nicobar Islands etc.

iv. The officer applying for the post of faculty in Departmental Training Centres should have minimum residual service of 2 years as on **21.07.2025**.

5. Apart from the above condition, it has been decided that the Volunteers who are under order of transfer issued by the HQrs office, at the time of applying for the faculty post will not be eligible for selection.

6. The name of volunteers may please be submitted to CGDA HQrs Training Division through email ID at [trgdiv-brar.cgda@nic.in](mailto:trgdiv-brar.cgda@nic.in)

Encl: As above.

  
19.6.2025  
(Sandeep Lakhanpal)  
Sr.ACGDA (Trg)

Copy to:

1. The OI/C,  
AN-IV Section.

-For information and necessary action as above please

2. The OI/C,  
IT&S Wing.

-For uploading in CGDA Website.

  
19.6.2025  
(Sandeep Lakhanpal)  
Sr.ACGDA (Trg)

## Details of volunteers amongst AAOs for selection as Training Faculty at RTC, Kolkata

Sl. No.	Name Rank/Acco unt No.	DOB	DOA	Academic Qualificatio n	Professional Qualification (if any)	Where serving	Date from which serving	Knowledge e of PC	Expertise in following subject	Specializati on in following subject	Whether served earlier in RTCs or delivered lectures as Guest faculty	Details and nature of previous assignme nt	APAR grading of last 3 years	PCDA/CD P/FA'S/IFA' S/ Specific recommend ations
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Sheet1

It is certified that cognizance of conditions mentioned in Para 4 & 5 of the circular has been taken and the above applicant(s) has/have been found eligible to apply for the post of faculty.

Page 1

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