



**“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/3150/SF/2025-26

Date: 05.08.2025

To

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

**Subject: Selection of one AAO to serve as faculty in RTC Pune.**

It has been decided by the Competent Authority that names of volunteers among AAOs may be called for selection of one AAO as faculty for RTC Pune for imparting training to the officers and staff. The AAO selected as 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 Pune, the volunteer AAOs would have to undergo a screening test, which would be conducted by a duly constituted Screening Committee by this HQrs office.

2. Therefore, It is requested that the names of volunteers amongst AAOs may be furnished as per the enclosed format (Annexure-A), latest by **05.09.2025**.
3. While forwarding the names of volunteers, the Head of offices concerned PCsDA/ CsDA/PIFAs/IFAs 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 AAOs for serving as faculty, who have earlier served as faculty.
  - i. 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 AAOs before being eligible for the post of faculty in training centres.
  - ii. 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.
  - iii. The officer applying for the post of faculty in Departmental Training Centres should have minimum residual service of 2 years as on **30.09.2025**.
  - iv. As per para 6.3, the volunteer AAOs who are under transfer orders issued by the HQrs office will not be considered for posting as faculty to the Training Establishment.
5. The names of volunteers may please be submitted to Training Division of this HQrs office in the prescribed proforma in both PDF and excel format through email at mail ID - [trgdiv-brar.cgda@nic.in](mailto:trgdiv-brar.cgda@nic.in).

Encl: As above.

  
(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.

  
(Sandeep Lakhanpal)  
Sr. ACGDA(Trg)

# **Details of volunteers amongst SAOs & AAOs for selection as Training Faculty at RTC Pune**

Sl. No.	Name Rank/Roster No	Date of Birth	Date of Appointment	Academic Qualification	Professional Qualification (if any)	Where serving	Date from which serving	Knowledge of PC	Experience in following subject	Specialization in following subject	Whether served earlier in RTCs or delivered lectures as Guest faculty	Details and nature of previous assignment	APAR grading of last 3 years	PCDA/CDA PIFA'S/IFA'S/PCA (Pys)'s Specific recommendations
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

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

ACDA/SAO

