



“हर काम देश के नाम”

रक्षा लेखा विभाग (र.ले.वि.) मुख्यालय

DEFENCE ACCOUNTS DEPARTMENT (DAD) HEADQUARTERS

प्रशिक्षण एवं विकास केन्द्र (सेन्ट्रड)

CENTRE FOR TRAINING AND DEVELOPMENT (CENTRAD)

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No. TD/3279/Policy-2019/2022-23/Part file

Dated: 29th April, 2022

To

All PCsDA/PCsA(Fys)/PIFAs,
CsDA/CsFA(Fys)/IFAs/RTCs,
OTI/DPTI/NADFM

(Through CGDA website only)

Subject: Training & Development Policy 2019: Amendment thereto.

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This is with reference to the **Agenda Point Sl. No- 5.5** of the Minutes of ALTAC XXV meeting held on 20th July, 2021 (Also **Agenda point SL. No-1.15** of the Inter RTC Meeting held on 16th February, 2022 under the chairmanship of Sr. Jt. CGDA (P&E)) regarding the proposal for change in two weeks **Induction Course module for newly recruited Clerks/Auditors**.

2. Subsequently, the draft revised course modules were received from RTC Pune and RTC Bengaluru. Based on their suggestions, the revised course module prepared for two weeks Induction Course for the newly recruited Auditors/Clerks has been approved. The revised induction course may be incorporated in T & D Policy, 2019 as Amendment No.16 (copy enclosed).

3. All offices/training institutes are advised to download the amended module and update the contents of the Training and Development Policy, 2019 accordingly..

Encl: As above

(Vinod Kumar)
ACGDA (Trg)

Copy to:-

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|---------------------------------------------------|------------------------------------|
| The IT & S Wing (Local) DAD HQrs, Delhi Cantt. | For uploading on the CGDA Website. |
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(Vinod Kumar)
ACGDA (Trg)

Amendment No 16 to Training and Development Policy, 2019

Training module part of Para 5.1 (Chapter 5) of Training and Development Policy 2019 may be substituted as under:

**Training Module for Induction course
for newly recruited Clerks & Auditors**

| Date | Session | Topics | Faculty |
|--------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Day 1 | 1. | i) Introduction and familiarization of participants ii) Familiarization of course content | |
| | 2. | i) Organizational Structure and functions of MoD ii) Indian Armed Forces: An organizational overview and other organizations under MoD. | |
| | 3. | i) Structure and functions of Defence Accounts Department (DAD). ii) Function of DAD HQrs office. | |
| | 4. | DAD Organizational Structure, Regional CDA, Functions of PCsDA/CsDA/IFAs, PCA (fys) & DAD Hierarchy | |
| Day 2 | 5. | Regional Controllers: Role & Functions | |
| | 6. | Various Functional Controllers: Role & Functions | |
| | 7. | Various Codes and Manuals applicable in DAD | |
| | 8. | Types of Leave and its entitlement | |
| Day 3 | 9. | An Introduction to GFR-2017, Financial Regulations Part I & Part II | |
| | 10. | i) An introduction to Defence Procurement Manual and Defence Procurement Procedures. ii) Delegation of financial powers | |
| | 11. | Welfare measures for Women officers/staff. safeguard for women and prevention of sexual Harassment at work place. | |
| | 12. | Safeguards for Scheduled Caste and Scheduled Tribes. | |
| Day 4 | 13. | An introduction to important provisions of CCS CCA Rules, Suspension: An overview. | |
| | 14. | Different Mechanisms to check Corruption / Malpractices in Govt. | |
| | 15. | Public Grievances and their Redress Mechanism in Govt RTC Act-2005, SEVAUTTAM and PIDPI ACT. | |
| | 16. | Record Management and Retrieval | |

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|---------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Day 5 | 17. | Initiation & Movement of files at different level: Various aspects flagging and T- linking | |
| | 18. | MS Word: Basic, Formatting text, paragraph etc | |
| | 19. | MS Excel: Basic, Cell formatting & Formula | |
| | 20. | An introduction to SPARSH- An IT initiative of DAD on Defence and Defence Civilian Pension payments | |
| Day 6 | 21. | MS Power Point - Basic, Slides | |
| | 22. | -DO- | |
| | 23. | IT initiatives of DAD and Project Dolphin, Tulip, NCS and SPARSH etc. | |
| | 24. | -DO- | |
| Day 7 | 25. | Duties and functions of LAO & RAO | |
| | 26. | Role and Functions of AOG E | |
| | 27. | New Pension Scheme: Various aspects and important provisions including role of DDO & NSDL | |
| | 28. | Official Language Act (Rajbhasha): Important Provisions | |
| Day 8 | 29. | Role and functions of PAO including audit of pension papers | |
| | 30. | Role and function of IFA | |
| | 31. | Noting and drafting including in Hindi. | |
| | 32. | -DO- | |
| Day 9 | 33. | Procurement through GeM, receipt of items, verification entry register, payment of bills for procurement through GeM, Linking of UTR Number. | |
| | 34. | Recruitment Rules-Cum Promotional avenues in DAD | |
| | 35. | Basics of Cyber Security | |
| | 36. | Audit of personal claims. | |
| Day 10 | 37. | Ethics and values in official & personal life | |
| | 38. | Presentation/showcasing talents by participants | |
| | 39. | Test/Exam | |
| | 40. | Feedback & Valediction | |

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