



कार्यालय रक्षा लेखा महानियंत्रक
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS
प्रशिक्षण एवं विकास केन्द्र (सेन्ट्रड)
CENTRE FOR TRAINING AND DEVELOPMENT (CENTRAD)
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**Important Circular
(Through CGDA Website)**

No. TD/3331/Circular/2018-19

Dated: 8th May, 2018

CIRCULAR NO. 30

To,

1. **All Controllers**
2. **All RTCs / NADFM / OTI Gurugram**

Subject: - Induction Training of Newly Recruited Auditors / Clerks.

As per Para 2.4 of Training and Development Policy 2013, there is to be "Two months (8 weeks) Foundational Training for Auditors / Clerks to be imparted by the RTCs".

2. As per Para 2 of Ministry of Personnel Public Grievances and Pensions (Department of Personnel & Training) OM dated 30.10.2014, "in all cases of direct recruitment there should be a mandatory induction training of atleast two weeks duration. Successful completion of the training may be made a pre-requisite for completion of probation".

3. The Auditors / Clerks discharge basic and primary functions assigned to DAD and in their efficiency, attitude and skills rests the image and effectiveness of the DAD as a whole. For making the work force of the DAD fully geared to meet the challenges being faced by the department, the newly recruited Auditors / Clerks should undergo a detailed foundational course.

4. It has been ascertained that there are bulk of Auditors being recruited in the department and 2 months training in the RTCs may be difficult to accommodate all the participants.

5. In view of above, it has been decided by the competent authority that henceforth there will be two weeks induction training (10 days i.e. 40 session) in the respective RTCs and remaining six weeks induction training (30 days) will be conducted by the respective Controllers as in-house training both classroom training and on job training (OJT). A qualifying test at the end of two weeks training should be conducted by the

RTCs as per practice in vogue and result thereof be communicated to the concerned controllers. The probation period of Auditors / Clerks should be cleared after completion of two weeks training in RTCs. A valediction will also be conducted by the respective Controller after completion of 30 days in-house training at Controller level.

6. Two weeks module for training in RTCs and six weeks module (classroom + OJT) for in-house training at Controllers level are annexed.

7. All the Controllers and training institutes are requested to take action accordingly.

This issues with the approval of CGDA

File No. TD/3150/RTCs/TP-2013/2018

Dated: 8th May, 2018



(T. Kabilan)

Sr. Dy. CGDA (HRD)

Copy to:

1. Dy. CGDA (AN)
CGDA, Delhi Cantt

2. O I/c AN – IV
O I/c AN – VIII
O I/c AN – XI

3. O I/c (IT & S Wing)

For information and necessary
action

for uploading the circular on
the website of CGDA



(T. Kabilan)

Sr. Dy. CGDA (HRD)

