



No. TD/3370/AAOs/15-16

Date: 05.10.2016

To

1. **Shri Saroj Kumar, IDAS
Controller**
Regional Training Centre,
Kariappa Road, Near Railway
Station,
Lucknow Cantt. – 226002.
2. **Shri D R Negi, IDAS
Controller**
Regional Training Centre
Balvedere Complex, Ayudh Path,
Meerut Cantt. -250001.
3. **Smt. K. Inderjeet Kumar, IDAS
Controller**
Regional Training Centre,
DRDO Phase II, Kaggadassapur,
C V Raman Nagar,
Bangalore
4. **Shri Moloy C. Chakraborty, IDAS
Controller**
Regional Training Centre
EM Block, Sector – V,
Salt Lake,
Kolkata – 700091.

Subject: Induction Course for AAOs.

In order to have a skilled and capable workforce at supervisory level in the department, the CGDA has approved the conduct of Induction Course for the candidates passing SAS Part II Examination. Duration of the course would be four weeks. Objectives of the course will be as under:

- a. To have trainer officers to man key positions at cutting edge level in the department to improve efficiency and service delivery in the department.
- b. To enable AAOs as the team leaders at the grass root level functioning of the department.
- c. To instil confidence amongst AAOs to handle intricate matters in the office and have a holistic view instead of narrow vision of their immediate role only.
- d. To improve interactive communication and presentation skills of the participants.
- e. To promote mutual discussion and interaction among the officers of the group and solution finding in the group dynamics.

रक्षा लेखा महानियंत्रक **CONTROLLER GENERAL OF DEFENCE ACCOUNTS** | Page

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2. The induction course will be conducted by four RTCs which are as under:
 - a. RTC, Bangalore
 - b. RTC, Lucknow
 - c. RTC, Meerut
 - d. RTC, Kolkata

3. First batch of the induction course would start in second week of January 2017 or after 10 days of the declaration of SAS Part II Result. Second batch, if required, would be organised in April 2017. RTC wise list of candidates will be intimated after declaration of the result.

4. The Induction Course module is expected to cover general topics for all the candidates. Training in specific areas as per their organisation of posting may be arranged by the respective controllers in coordination with the concerned RTC. The participants of the course may not be nominated for the courses covering general topics for the next two years. The RTCs may re-schedule and change their course calendar accordingly.

5. A four week course module is annexed. In respect to design and development of standardised training material for the course. CDA, RTC, Bangalore will coordinate the development of training material and arrange for printing of 400 copies of the training material. To finalise the training material, RTC Bangalore may constitute a Board of Officers to review the training material received from various organisations listed below consisting of Jt. CDA/Addl. CDA level IDAS officers available in the Station. It may be ensured that the training material should be available to all the RTCs before start of the course. In this regard, responsibilities of the development of various modules of training material have been given to following organisation with request to provide the Training Material to RTC, Bangalore directly by 09.12.2016 positively:

Sl. No.	Module	Organisation
1.	General Administration	PCDA (Central Command) Lucknow
2.	Soft Skills including communication skills and Public Speaking	RTC Bangalore

3.	IT Systems of the Department	ITS&DC Secunderabad
4.	Pay & Allowances and Works Expenditure Procedures	RTC Meerut
5.	Government Accounting and Defence Accounting System including Accrual Accounting	RTC Kolkata
6.	Internal Audit in Defence including Service HQrs.	PCDA, New Delhi
7.	IFA System & Procurement Procedures including E- Procurement	RTC, Pune

6. Salient features of the course are following:
- a. This is a fully residential course and even locally posted officers need to stay at the departmental boarding facilities. This is essential for mutual interaction and team building exercises.
 - b. The participants will be provided with free boarding and working lunch facilities.
 - c. Guest faculties will be paid honorarium as per the extant rules.
 - d. A dinner will be organised by the CDA (Training) of the RTC concerned for the participants as part of the course. All participants will attend the dinner in formals and this will be part of their exercised on table manners and etiquettes.
 - e. During the course, all participants should give presentation and speech to improve their presentation and communication skills.
 - f. All participants will take part in morning yoga/PT on daily basis and also take part in sports activities in the evening during the course. Cultural programmes may be organised each weekend in which participants will perform on stage. Sports competition may also be conducted at the end of the course.
7. In order to facilitate smooth conduct of the course, following funds out of training head (00/094/42) of the department have been allocated to the respective RTCs:

1.	RTC Bangalore	Rs. 5.5 lakh	Out of these funds, Rs. Three lakh is for printing of training material (400 copies)
2.	RTC Lucknow	Rs. 2.5 lakh	The funds is allotted to meet expenditure on office stationery, folders, working lunch, one dinner, working tea, honorarium, sports/co-curricular activities and other misc. expenses.
3.	RTC Meerut	Rs. 2.5 lakh	
4.	RTC Kolkata	Rs. 2.5 lakh	

8. A report on the completion of the course and utilisation of funds may be sent to the HRD Division of the HQ Office by 28 February 2017.
9. This issues with the approval of CGDA.


(Sangeet)
Dy. CGDA (HRD)

Copy to:

1. PCDA (CC), Lucknow : For information and necessary action in respect to Para 5 of the letter.
2. PCDA, New Delhi : For information and necessary action in respect to Para 5 of the letter.
3. RTC, Pune : For information and necessary action in respect to Para 5 of the letter.
4. ITS&DC, Secunderabad : For information and necessary action in respect to Para 5 of the letter.
5. All PCsDA /PCA /PIFAs/ CsDA/ CsFA/ IFAs : For information and necessary action.
6. Dy. CGDA (AN) : For information and necessary action.
7. IT & S Section : For uploading the circular on Website & WAN.


(Sangeet)
Dy. CGDA (HRD)

Induction Training Programme for AAOs: 4 Weeks

1. Daily Training Timing: 10:00 AM to 05:00 PM
2. Each participant will participate in morning yoga/meditation/physical training.
3. Tea Time: 11:15 AM to 11:45 AM and 3:15 PM to 3:45 PM
4. Lunch Time: 1:00 PM to 2:00 PM

Week- I				
Day	Session	Subject	Time	Name of proposed faculty
Day-I	1 st	Inauguration		
	2 nd	Role of AAOs as Supervisory Officers, Team leader and Enabler in the Group		
	3 rd	Record Management: Understanding System of filing and classification of records		
	4 th	General overview of the RTI Act, Objectives, Application of RTI Act, Role of PIOs/APIOs		
Day-II	1 st	Writing of Self appraisal in APAR		
	2 nd	Report writing at Supervisory level and its significance		
	3 rd	Budgeting/Accounting of DAD Budget including Office Contingency, Works		
	4 th	Estate Management in DAD, Quartering Committee and allocation of quarters to officers/staff		
Day-III	1 st	Office Communication: its types, formats and usage		
	2 nd	Noting & Drafting - Theory & practical		
	3 rd	Exercise for noting/drafting		
	4 th	Power Point Presentation Skills		
Day-IV	1 st	Essay writing skills		
	2 nd	Group Discussion on various topics Public speaking & discussion		
	3 rd	-do-		
	4 th	Mock participation in procurement committees		
Day-V	1 st	Precise writing- Theory & Practice		
	2 nd	Comprehension (Written & Oral) with practical exercise		
	3 rd	Leadership & team building at Supervisory Level		
	4 th	Book Review & Analysis		

1. Presentation by participating officers regarding what they have learnt and evaluation test be conducted at end of module.
2. Each participant will be given a book on the first day of the module and they need to write review on the book which should be submitted by day IV of the module.

<u>Week-II</u>				
Day-I	1 st	Introduction to IT Hardware/Software and System Administration		
	2 nd	e-Office management		
	3 rd	Brief on various IT-initiatives of DAD:		
	4 th	-do-		
Day-II	1 st	DAD Services Interface- ILMS ,SSMS, ICMS IMMOLs, ADOL, ATC, ARPAN, Dakghar		
	2 nd	DAD Services Interface- e-Audit e-Concurrence		
	3 rd	Cyber Security- Cyberspace environment & its characteristics Cyberspace operations		
	4 th	Use of WAN in Intra DAD Communications		
Day-III	1 st	IS Audit & Computer Aided Audit Techniques		
	2 nd	Using MS EXCEL for audit report writing		
	3 rd	Govt. IT Policy and Guidelines		
	4 th	Open-house discussion/Quiz/site visits		
Day-IV	1 st	E-procurement in Government of India: An Introduction Agencies for handling E-Procurement		
	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 		
	3 rd	E-Procurement Platform of DGS&D Rule 141 A of GFR		
	4 th	Practical exercises on E-procurement		
Day-V	1 st	Market Research Analysis: An introduction Its significance in DAD Functions		
	2 nd	Sources of Data for Defence Procurements <ul style="list-style-type: none"> • Primary & Secondary Sources • Data for Revenue and Capital Procurements 		
	3 rd	Techniques of Data Analysis		
	4 th	Practical Applications of Market Research and Data Analysis		
Presentation by participating officers regarding what they have learnt and evaluation test at end of module.				

Week-III				
Day-I	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 		
	2 nd	Concepts in Cost Accounting <ul style="list-style-type: none"> • Different types of Cost Accounting • Importance of Standard Costing • Life Cycle Cost 		
	3 rd	Accounting in Ministry of Defence <ul style="list-style-type: none"> • Charged Expenditure, Cash Assignments & Deposits 		
	4 th	Maintenance of Defence ledger and verification of balances, Advance & Suspense, Adjustment of Foreign Transactions		
Day-II	1 st	Concepts and relevance of Defence Proforma Accounts and Defence Exchange Accounts		
	2 nd	Practical exposure of handling DID Schedules		
	3 rd	Reconciliation and clearance of RBI Suspense heads		
	4 th	Preparation of AROB and Appropriation Accounts		
Day-III	1 st	Present System and Structure of Internal Audit		
	2 nd	Key Focus areas in IA in DAD MFAI, IAR and Appropriation Accounts		
	3 rd	Planning and conducting the Audit- Selection of Topics, Entry Conference, Approach to audit, Analysis of findings, Collection of audit evidence and Exit conference		
	4 th	Introduction to Risk based Internal Audit (RBIA)- Audit findings as a management tool for executives based on risk analysis.		
Day-IV	1 st	Audit Report writing- Steps to write a clear and readable audit report with case studies.		
	2 nd	-do--		
	3 rd	Follow-upon audit objections- Approach to audit conferences, conclaves and Audit committees		
	4 th	Practical session		
Day-V	1 st	Delegation of Financial Powers (Defence Services) 2015		
	2 nd	Delegation of Financial Powers (Defence Services) 2015		
	3 rd	DPM 2009 and DPP 2016		
	4 th	Benchmarking of Prices for Procurement Proposals		

<u>Week-IV</u>				
Day-I	1 st	Inclusion of the case in the AMWP and Preparation of Statement of the Case for according admin approval.		
	2 nd	Important Provision of DWP/MESR, Scale of Accommodation 2009 & SSR 2010		
	3 rd	Scrutiny of the Proposal for according of Admin approval and vetting of AEs		
	4 th	Scrutiny of Proposal of Revised Admin approval (RAA) and according of Financial Concurrence		
Day-II	1 st	Organisation and Payment: General information on pay accounting system prevailing in Army for Officers/JCOs/ORs		
	2 nd	Organization and Functions of PCDA (O) and PAO (ORs)		
	3 rd	Pay Accounting System: Indian Air Force		
	4 th	Pay Accounting System: Indian Navy		
Day-III	1 st	Pay Accounting of Defence Civilians: <ul style="list-style-type: none"> • General rules governing the pay and allowances of Defence Civilians viz. pay structure, allowances etc. • Preparation of establishment Pay bills. • Procedure for release of Pay & Allowances of defence civilians: Gazetted and non Gazetted (industrial/non-industrial) 		
	2 nd	Basics of Pay Fixation, NPS, Uploading data of NPS		
	3 rd	Income Tax, TDS, Filing of IT returns (Form 26/24)		
	4 th	Practical Session: Case Study (ARMY/AIRFORCE/NAVY/Defence Civilians)		
Day-IV	1 st	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. 		
	2 nd	Customer Orientation in Service and dealing with the client representatives		
	3 rd	Negotiation Skills <ul style="list-style-type: none"> • For Finance Role • For Audit Role 		
	4 th	Role Play in Negotiation and Client Management		
Day-V	1 st	Future Learning Resources and Suggestive Courses on Public Procurement/Financial Administration		

	2 nd	Presentation by Participants		
	3 rd	Presentation by Participants		
	4 th	Valediction/Open Session		
Presentation by participating officers regarding what they have learnt and evaluation test at end of module.				