



कार्यालय रक्षा लेखा महानियंत्रक  
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
प्रशिक्षण एवं विकास केन्द्र (सेन्ट्राल)  
CENTRE FOR TRAINING AND DEVELOPMENT (CENTRAD)  
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Dated : 11.04.2019

To

1. All RTCs/NADFM/DPTI/OTI
2. PS to CGDA
3. PS to Addl. CGDA (SM) & Addl. CGDA (AM)
4. PA to Sr. Jt. CGDA (AN)
5. Members / Special Invitees

Sub : **Minutes for XXIIIrd ALTAC meeting.**

The XXIIIrd meeting of Apex Level Training Advisory Council was held on 5<sup>th</sup> March 2019 at 02.00 PM in the Conference Hall of CENTRAD, Brar Square, Delhi Cantt.

2. The Minutes of the same, duly approved by the Chairperson of the 23<sup>rd</sup> ALTAC meeting are forwarded herewith for kind information and further necessary action please.

  
(Neeraj Agarwal)  
Sr. Dy. CGDA (HRD)

Copy to

1. EDP Wing (Local) : for uploading on CGDA website.

  
(Neeraj Agarwal)  
Sr. Dy. CGDA (HRD)

**Draft MINUTES OF XXIIIrd APEX LEVEL TRAINING ADVISORY COUNCIL (ALTAC)**

The XXIII ALTAC (Apex Level Training Advisory Council) meeting was held on 5<sup>th</sup> March, 2019 at 02:00 PM in the Conference Hall of CENTRAD, CGDA Brar Square, Delhi Cantt. The meeting was chaired by Shri R. K. Nayak, IDAS, CGDA.

The following officers were present during the meeting:

- |       |                                                           |                   |
|-------|-----------------------------------------------------------|-------------------|
| i.    | Shri Sanjiv Mittal, IDAS, Addl. CGDA                      | :Special Invitee  |
| ii.   | Smt. Anuradha Mitra, IDAS, Addl. CGDA                     | :Special Invitee  |
| iii.  | Ms. K Inderjeet Kumar, IDAS, CDA (R&D), Bengaluru         | : Special Invitee |
| iv.   | Shri Somnath Tripathi, IOFS, Controller, RTC Kolkata      | : Member          |
| v.    | Shri J.P. Pandey, IDAS, Controller, RTC Lucknow           | : Member          |
| vi.   | Shri Mihir Kumar, IDAS, CDA (Trg) & Director, NADFM Pune  | : Member          |
| vii.  | Ms. Gurpreet Kaur (Dr.), IDAS, Controller, DPTI Allahabad | : Member          |
| viii. | Shri Hari Har Mishra, IDAS, Jt. CGDA (HRD)                | : Member          |
| ix.   | Shri Sudhir R N, IDAS, Controller, RTC Bengaluru          | : Member          |
| x.    | Shri Praveen Kumar Rai, IDAS, Sr. Dy. CGDA (Admin)        | : Member          |
| xi.   | Shri Neeraj Agarwal, IDAS, Sr. Dy. CGDA (HRD)             | :                 |
| xii.  | Dr. Sunish S. Sr. ACGDA (IT)                              | : Member          |
| xiii. | Neeraj Surendran, IDAS, ACDA, RTC Meerut                  | : Member          |

2. Jt. CGDA (HRD) welcomed CGDA and all the members of ALTAC XXIII and Special invitees. He also conveyed that this meeting is being held after a gap of about one year.

3. The Committee Confirmed the minutes of XXIIInd meeting of ALTAC held on 05<sup>th</sup> Jan, 2018 at CENTRAD. The following points were discussed:

a. For inter-RTC meeting, Video Conferencing should be applied first for discussing Agenda points etc. and then the meeting should be conveyed. CENTRAD should take initiative.

**(Action CENTRAD & All RTCs)**

b. The ALTAC meetings should be convened annually.

**(Action – CENTRAD)**

c. New Training and Development Policy of the department is under consideration and will be implemented soon.

**(Action – CENTRAD)**

d. The matter of training allowance to Controllers RTCs who have additional charge of RTC may be resubmitted on the file for review.

**(Action – Controllers RTCs)**

e. E learning Module on Defence Accounting, presented by Director NADFM Pune. The certificates will also be issued after Completion of Course. The module has been accepted by the Chairman and it has been decided that IT Cell & NADFM should coordinate to make it possible to launch the module as soon as possible.

**(Action – NADFM & IT Cell of CGDA HQ)**

f. As there is no proposal received for reimbursement of course fee for professional certificate courses, it has been decided that the course should be relevant only and should be widely publicized through WAN so that more officers may be benefited.

**(Action – CENTRAD)**

g. Controllers may be asked to upload more case studies on CGDA HQrs. Office website.

**(Action – all Controllers)**

h. We have already sent various Batches to foreign training through NIFM or under MCTP scheme. Further, committee on DFFT has been formulated & recommendation are under process. After finalization of this scheme, we will be able to send more officers on foreign training.

**(Action – CENTRAD)**

i. A committee should be formed for deciding the rates for renting out of training establishment infrastructure and for imparting training to participants of other organisations.

**(Action – CENTRAD)**

j. **Construction of new accommodation at Kolkata:** It was decided that RTC Kolkata will forward the proposal and include in the perspective plan and send to Admin Section of HQrs office for their necessary action.

**(Action- RTC Kolkata & Admin)**

#### **4. AGENDA POINTS OF 23<sup>RD</sup> ALTAC MEETING:**

Various Agenda Points for the XXIII meeting of ALTAC were discussed which are given below:

##### **I. Leave Policy for the IDAS Probationers.**

Admin Section will forward the matter to DoPT for grant of one year EOL to IDAS Probationers.

**(Action - Admin Section)**

##### **II. Preparing a comprehensive list of IDAS officers as designated faculty and granting permission to invite them.**

A comprehensive list of IDAS officers designated as faculty for Departmental Training Course and other courses on the lines of designated faculty for DFMCs and grant a blanket

move sanction for calling them to Academy to avoid the difficulty on account of last minute withdrawal / denial of the nominated faculty.

(Action - CENTRAD)

**III. Responsibility of imparting training on general subjects to officers / staff posted in IFA offices.**

The matter will be decided as per the new training and development policy, which is under consideration.

(Action - All RTCs)

**IV & V. Posting of Faculty and Posting of Additional Staff**

The matter has been considered favourably.

(Action - Admin Section)

**VI. Jurisdiction of RTCs**

The matter will be decided as per the new training and development policy, which is under consideration.

(Action - CENTRAD)

**VII. Travel Expenses of RTC**

It has been decided that to cope up the shortage of TA/DA Funds, demand for additional funds under TA/DA Head may be sent to CGDA HQrs Office.

(Action - All RTCs)

**VIII. Sharing of Audit Decisions with RTCs**

The matter has been decided favourably. It has been decided that all CsDA / PCsDA should convey all audit related decisions to RTCs, so that immediate benefit may be given to the ongoing training courses.

(Action - CENTRAD/Admin Section)

**IX. Inclusion of Stress Management / Time Management in all courses**

The matter has been considered favourably and all Training Institutions are requested to include following courses in in Induction Courses of newly recruited Auditors / Clerks and AAOs. It is also consider introducing Stress Management workshops for all Officers & Staff of the department on a regular basis.

- (i) Stress Management
- (ii) Health and Nutrition Management
- (iii) Wealth and Financial Management

(Action - All RTCs and CENTRAD)

**X. Utilisation of e-Suchna for Training Purpose**

All RTCs are free to use e-Suchna to communicate reports & returns to CGDA Office.

**(Action - All RTCs)**

**XI Case Studies on CGDA Website**

Assistance regarding writing of case studies in the form of providing format and vocabulary should be provided at the end of Controllers/Concerned RTCs so that more case studies may be uploaded on CGDA HQrs. Office website.

**(Action – all Controllers and RTCs)**

**XII. Training for Faculty**

Training of Trainers are being conducted on some time. RTCs should send proposals, if they want specific training for their faculties.

**(Action – All RTCs & CENTRAD)**

**XIII. Shortage of TA/DA Funds leading to wastage of slots**

The matter should be sorted out at TAC Level and more outreach courses should be included in the Calendars.

**(Action - All RTCs)**

**XIV. TA/DA to Local Participants**

The Local participants may be provided with free lunch and reimbursement of travel expenditure as per rules.

**(Action – all RTCs)**

**XV. Inter-RTC Exchanges and Interaction**

The matter has been decided as per para 3 (a).

**(Action – All RTCs)**

**XVI. Standardisation of training materials**

The matter will be sorted out after approval of new training and development policy which is under consideration.

**(Action – CENTRAD)**

**XVII. Periodical collection of Army Instructions / Army Orders and their compilation**

Most of these orders are available on CGDA website. However, one RTC may be nominated for collection of these order from Army net and update it on CGDA Website. Separate file for nominating RTC will be submitted for that purpose.

(Action – CENTRAD)

**XVIII. Training on CPP Project**

Dept. of Electronics & Communication is holding regular training. Any nomination may be sent to CGDA by RTCs.

(Action – All RTCs)

**XIX Training on new software requirement**

Any software requirement, if RTCs wants, may be brought to the notice of CGDA for action.

(Action – All RTCs)

**XX. Training of RTC Faculty Members**

As per para 4 (XII).

(Action – All RTCs & CENTRAD)

**XXI. Training Regarding DFMC Faculty Members**

The matter will be resolved as per approval of new training and development policy, which is under consideration.

(Action – CENTRAD)

**XXII. CONSTRUCTION OF NEW HOSTEL FOR THE PARTICIPANTS TO THE TRAINING**

Decided as per Para 3 (j).

(Action – RTC Kolkata & CENTRAD)

**XXIII. Conduction of DFMCs for the Defence Services**

The CGDA opined that Air Force is different from the Army and they have their own accounts branch & they may be conversant with the topics to be discussed in DFMC. It has been advised that for DFMC for Eastern Air Command / other Air Commands, RTC Kolkata / concerned RTC should discuss the topics of common interest with Eastern Command /other Air Commands and conduct the DFMC as mutual learning and interaction process.

(Action – All RTCs)

**XXIV. Nomination for General Courses/topics at nearby RTCs**

The matter will be decided in accordance with the new training and development policy, which is under consideration.

(Action - All RTCs)

**XXV. Posting of Faculty**

As per Para IV & V.

(Action Admin Section)

**XXVI. Funds for outreach programme taken up by RTC, Kolkata**

Accepted

(Action – All RTCs)

**XXVII. UNIFORMITY IN TRAINING MODULE**

To be addressed by the new training and development policy.

(Action –CENTRAD)

**XXVIII. Hierarchy of the DAD and their functioning in training programmes of Army**

The three services HQrs to be consulted in this regard, so that they may include this in their training course for better interaction between the two.

(Action –CENTRAD)

**XXIX. Training courses for HAG and HAG+ level officers at NIFM Faridabad and for SAG level officers at IIPA**

NIFM & IIPA will be consulted for designing specific courses for SAG/HAG level offices, which will directly be related in enhancing the management capabilities at senior level.

(Action –CENTRAD)

The meeting ended with Vote of thanks by Jt. CGDA (HRD).