



कार्यालय रक्षा लेखा महानियंत्रक  
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
प्रशिक्षण एवं विकास केन्द्र (सेन्ट्राल्ड)  
CENTRE FOR TRAINING AND DEVELOPMENT (CENTRAD)  
NEAR ARMY BASE HOSPITAL, BRAR SQUARE, DELHI CANTT.-110010  
फोन/Ph : 011- 25682457, 25694268/98 फैक्स/Fax : 011-25694308 ईमेल/E-mail : trgdiv-brar.cgda@nic.in

Through CGDA Website/ Wan

No.TD/3370/AAOs/2017-18

Dated: 17 Oct, 2017

To,

1. All PCsDA/PIFAs/PCA( Fys)
2. All CsDA/IFAs/CFA(Fys)
3. Dy. CGDA (AN)

**Subject:** Induction Course for SAS Passed Candidates.

**Reference:** HQ office letter of even no dated 14.09.2017.

178 Candidates were declared successful in the SAS Part – II Examination held in September 2017 vide HQ office letter no AN/SAS/16102/SAS-II/Sep/2017/ Result dated 13.10.2017.

2 All these successful candidates will undergo four weeks induction course in RTCs of the Department and OTI Gurgaon as per the details given in Annexure 'A' to this letter:

SI No	RTCs Name
01	RTC Pune
02	RTC Bangalore
03	RTC Meerut
04	RTC Kolkata
05	RTC Lucknow
06	OTI Gurgaon

3 It is requested to relieve the candidates for joining the course as per Annexure 'A' on the dates provided by respective RTCs/OTI Gurgaon. The instructions already issued vide HQ letter No TD/3370/AAOs/15-16 dated 29.12.2016 will stand for this year course also.

(T. Kabilan)  
Dy. CGDA (HRD)

Copy to:

01	All RTCs ( By Name)	For information and necessary action. A copy of 4 Weeks module is annexed. The course may be conducted during 3 <sup>rd</sup> week of October 2017 or as per convenient dates at your end. The training material may be obtained from RTC Bangalore. The funds to the tune of Rs 2.50 Lakhs is allotted to meet the expenditure for conducting the subject course. The amount should be booked to code head 00/094/42 (training head). A report on the completion of the course and utilization of funds may be sent to HQrs office after completion of the course.
02	OTI Gurgaon	It is requested to conduct the course of 4 weeks as early as possible for the candidates declared successful in respect of client Controllers of OTI Gurgaon as per Annexure 'A'. A copy of module is annexed. A feedback report may be sent to HQrs office after completion of course.
03	IT & S Section	With a request to upload the circular on the website & wan of HQrs office.



(T. Kabilan)  
**Dy. CGDA (HRD)**

**ANNEXURE-'A'**

Sl. No.	Name	Account No.	Grade	Office	Organisation	Regional Training Centre
1	Gyan Singh Rana	8344696	SA	LAO(A) Ahmedabad	PCDA(SC) Pune	Pune
2	Ayog Kumar	8340329	SA	PCDA (SC) Pune	PCDA(SC) Pune	Pune
3	Gangesh Kumar Mishra	8344671	Clk	PCDA (SC) Pune	PCDA(SC) Pune	Pune
4	Kumar Mani Shankar	8344675	Clk	PCDA (SC) Pune	PCDA(SC) Pune	Pune
5	Manish Kumar	8340263	SA	PCDA (SC) Pune	PCDA(SC) Pune	Pune
6	Deepak Kumar	8344554	SA	PCDA (SC) Pune	PCDA(SC) Pune	Pune
7	Chopade Aniket Jaykumar	8344722	SA	PCDA (SC) Pune	PCDA(SC) Pune	Pune
8	Dinesh Soni	8334870	SA	LAO(Army) Jodhpur	PCDA(SC) Pune	Pune
9	Raushan Kumar	8344591	SA	AO GE (I) R&D Pashan	PCDA(SC) Pune	Pune
10	Ratan Sharma	8344573	SA	AO GE Nasirabad	PCDA(SC) Pune	Pune
11	Vinod Kumar Jain	8340296	SA	AO GE(AF) Jodhpur	PCDA(SC) Pune	Pune
12	Manoj Kumar	8340339	SA	AO GE (A) Jaisalmer	PCDA(SC) Pune	Pune
13	Amarjeet Kumar	8340286	SA	PCDA (SC) Pune	PCDA(SC) Pune	Pune
14	Vikash Kumar	8344668	Aud	PCDA (SC) Pune	PCDA(SC) Pune	Pune
15	Prashant Varma	8344806	Aud	PCDA (SC) Pune	PCDA(SC) Pune	Pune
16	Arpita Ghosh	8346247	SA	AAO (SC) Ahmedabad	PCDA(SC) Pune	Pune
17	Arun Kumar	8340307	SA	CDA(PD) Meerut	CDA(PD) Meerut	Meerut
18	Satish Kumar	8340666	SA	CDA(PD) Meerut	CDA(PD) Meerut	Meerut
19	Shashi Bhushan Prasad	8346354	SA	DPDO Chandigarh	CDA(PD) Meerut	Meerut
20	Sandeep Singh	8341167	SA	Ministry of Defence(Fin)	CDA(PD) Meerut	OTI Gurgaon
21	R Deepu	8336641	SA	AO(R&D), Kochi	CDA(R&D) Bangalore	Bangalore
22	Mithilesh Kumar Singh	8344445	SA	PAO(ORs) MEG & C Bangalore	PCDA Bangalore	Bangalore
23	Santosh Kumar	8344449	SA	PCDA Bangalore	PCDA Bangalore	Bangalore
24	Birendra Kumar	8344324	SA	AO GE SDI & ASTE, Bangalore	PCDA Bangalore	Bangalore

25	Shri Prakash	8346948	Aud	PCDA (BR) Delhi Cantt.	PCDA(BR) Delhi Cantt.	OTI Gurgaon
26	Gaurav Shukla	8346936	SA	PAO (GREF) Pune	PCDA(BR) Delhi Cantt.	Pune
27	Mukesh Kumar Meena	8337832	SA	AO(P) Himank Leh	PCDA(BR) Delhi Cantt.	Meerut
28	Ram Roop Meena	8346883	SA	AO(P) Chetak Bikaner	PCDA(BR) Delhi Cantt.	Meerut
29	Kesang Sherpa	8346906	SA	AO 764 BRTF Kalimpong	PCDA(BR) Delhi Cantt.	Kolkata
30	Devbroto Singh	8346797	SA	PAO(GREF) Pune	PCDA(BR) Delhi Cantt.	Pune
31	Sangeeta Soni	8346951	Aud	JCDA(BR) Chandigarh	PCDA(BR) Delhi Cantt.	Meerut
32	Rakesh Kumar	8339004	SA	Semtokha, Bhutan AO(P) Dantak	PCDA(BR) Delhi Cantt.	Kolkata
33	Suman Kumar	8342488	Aud	Leh, AO 753 BRTF	PCDA(BR) Delhi Cantt.	Meerut
34	Deepak Kumar	8342970	SA	AAO(ANC) Port Blair	CDA(IDS) New Delhi	Kolkata
35	Beena Sajeev	8333933	SA	AAO(ANC) Port Blair	CDA(IDS) New Delhi	Kolkata
36	Vikas Kumar	8340068	SA	CGDA, Delhi Cantt.	CGDA Delhi Cantt.	OTI Gurgaon
37	Saurabh Kumar	8339314	SA	CGDA, Delhi Cantt.	CGDA Delhi Cantt.	OTI Gurgaon
38	Sanjeev Sharma	8346174	SA	CGDA, Delhi Cantt.	CGDA Delhi Cantt.	OTI Gurgaon
39	Amar Kumar	8346097	SA	CGDA, Delhi Cantt.	CGDA Delhi Cantt.	OTI Gurgaon
40	Lokendra Singh	8337734	SA	CGDA, Delhi Cantt.	CGDA Delhi Cantt.	OTI Gurgaon
41	Rajender Prasad	8346065	SA	CGDA, Delhi Cantt.	CGDA Delhi Cantt.	OTI Gurgaon
42	Gayetri	8346046	SA	CGDA, Delhi Cantt.	CGDA Delhi Cantt.	OTI Gurgaon
43	Alok Ranjan	8338715	SA	CGDA, Delhi Cantt.	CGDA Delhi Cantt.	OTI Gurgaon
44	Pawan Kumar Mehta	8345559	SA	AO GE (AFA) Dundigal	CDA Secunderabad	Banglore
45	Harish Kumar	8345563	SA	AO GE(North), Secunderabad	CDA Secunderabad	Banglore
46	Laxmi Kant Mishra	8345623	Aud	CDA Secunderabad	CDA Secunderabad	Banglore
47	Gaurav Trivedi	8345627	Aud	PAO(ORs) EME Secunderabad	CDA Secunderabad	Banglore
48	Gautam Kumar	8339208	SA	AO GE(AF) Hakimpet	CDA Secunderabad	Banglore
49	Mukesh Kumar	8307566	SA	CDA (Funds) Meerut	CDA(Funds) Meerut	Meerut
50	Abhijit Dey	8339787	SA	PCA (Fys), Kolkata	PCA(Fys) Kolkata	Kolkata

51	Chinmay Chatarjee	8346833	SA	PCA (Fys), Kolkata	PCA(Fys) Kolkata	Kolkata
52	Jai Prakash Sahu	8339979	SA	PCA (Fys), Kolkata	PCA(Fys) Kolkata	Kolkata
53	Anil Kumar	8347549	Aud	AO VF Jabalpur	PCA(Fys) Kolkata	Banglore
54	Praisly Mathew	8347100	Clk	AO GCF Jabalpur	PCA(Fys) Kolkata	Banglore
55	Tamal Ghosh	8347216	SA	AO OF Ambajhari	PCA(Fys) Kolkata	Banglore
56	Manoj Prabhakar Singh	8339752	SA	AO GSF Cossipore	PCA(Fys) Kolkata	Kolkata
57	Indira Mandal Halder	8347115	SA	PCA(Fys) Kolkata	PCA(Fys) Kolkata	Kolkata
58	Vipin Kumar	8347555	Aud	AO VF Jabalpur	PCA(Fys) Kolkata	Banglore
59	Tarun Agarwal	8347545	Aud	AO OF Khamaria	PCA(Fys) Kolkata	Banglore
60	Ranoo Gothwal	8347604	Aud	AO GCF Jabalpur	PCA(Fys) Kolkata	Banglore
61	Vinod Kumar Gupta	8338928	Steno	AO GCF Jabalpur	PCA(Fys) Kolkata	Banglore
62	Suvra Mukherjee	8347125	Aud	AO AF Kirkee	PCA(Fys) Kolkata	Pune
63	Lalit Baxla	8336944	SA	CFA (Fys), Bolangir	PCA(Fys) Kolkata	Kolkata
64	Shilpi Samanta Koner	8339988	Aud	PCA(Fys) Kolkata	PCA(Fys) Kolkata	Kolkata
65	Joydip Lahiri	8333315	SA	PCA(Fys) Kolkata	PCA(Fys) Kolkata	Kolkata
66	Pramod Kumar	8338845	SA	PCA(Fys) Kolkata	PCA(Fys) Kolkata	Kolkata
67	Rajarshi Kansabanik	8336962	SA	PCA(Fys) Kolkata	PCA(Fys) Kolkata	Kolkata
68	Biswajit Saha	8339972	SA	PCA(Fys) Kolkata	PCA(Fys) Kolkata	Kolkata
69	Raj Kumar Roy	8333346	SA	PCA(Fys) Kolkata	PCA(Fys) Kolkata	Kolkata
70	Sanjay Kumar Kushwaha	8347239	SA	AO SAF Kanpur	PCA(Fys) Kolkata	Lucknow
71	Prem Narayan Chaudhare	8347290	SA	AO OF Kanpur	PCA(Fys) Kolkata	Lucknow
72	Akhilesh Kumar	8337922	SA	AO, OPF, Kanpur	PCA(Fys) Kolkata	Lucknow
73	Suman Pal	8348322	SA	RIAO(W), AF Kirkee, Pune	CIA(OF) Kolkata	Pune
74	Rohit Srivastava	8340510	Aud	CDA (AF) New Delhi	CDA(AF) New Delhi	OTI Gurgaon
75	Sonprakash Parashar	8347366	SA	JCDA (AF) New Delhi	CDA(AF) New Delhi	OTI Gurgaon
76	Ram Ranjan Singh	8340493	SA	JCDA (AF) New Delhi	CDA(AF) New Delhi	OTI Gurgaon
77	Naveen Kumar	8340768	SA	AO GE (S) Akhnoor	PCDA(NC) Jammu	Meerut

78	Vijay Shankar Mahipal	8346389	SA	AOGE 864 EWS	PCDA(NC) Jammu	Meerut
79	Vipin Kumar Madhesia	8340247	Steno-II	PCDA(O) Pune	PCDA(O) Pune	Pune
80	Rabi Sankar Halder	8342462	SA	PCDA(O) Pune	PCDA(O) Pune	Pune
81	Durgesh Kumar Gaur	8342483	Clk	PCDA(O) Pune	PCDA(O) Pune	Pune
82	Nelson L Khawbung	8342544	Aud	PCDA(O) Pune	PCDA(O) Pune	Pune
83	Satyaveer Singh Dahiya	8342555	Aud	PCDA(O) Pune	PCDA(O) Pune	Pune
84	Ankur Goel	8342563	Aud	PCDA(O) Pune	PCDA(O) Pune	Pune
85	Irshad Ahmed Khan	8342484	Aud	PCDA(O) Pune	PCDA(O) Pune	Pune
86	Raj Kumar Pandey	8342545	Aud	PCDA(O) Pune	PCDA(O) Pune	Pune
87	Sandeep Kumar	8342557	Aud	PCDA(O) Pune	PCDA(O) Pune	Pune
88	Devkaran Meena	8342979	SA	PCDA (Navy) Mumbai	PCDA(Navy) Mumbai	Pune
89	Anant Kumar	8342984	SA	PCDA(Navy) Mumbai	PCDA(Navy) Mumbai	Pune
90	Chandra Babu P	8338730	SA	AAO (Navy) Kochi	PCDA(Navy) Mumbai	Banglore
91	A Krishna Mohan	8338651	SA	AAO(Navy), Vizag	PCDA(Navy) Mumbai	Banglore
92	Yogesh Kumar Mishra	8345093	SA	CDA (Army), Meerut	CDA(Army) Meerut	Meerut
93	Pravesh Saxena	8340170	SA	AO GE(N), Meerut	CDA(Army) Meerut	Meerut
94	Mehajbeen	8345255	Aud	CDA (Army), Meerut	CDA(Army) Meerut	Meerut
95	Manoj Kumar	8345160	SA	PAO(ORs), Roorkee	CDA(Army) Meerut	Meerut
96	Amit Rawat	8345204	SA	LAO (A), Dehradun	CDA(Army) Meerut	Meerut
97	Ranjan Mohan Rawat	8343985	SA	PAO(ORs), Lansdowne	CDA(Army) Meerut	Meerut
98	Gyan Singh	8345050	SA	CDA (Army) Meerut	CDA(Army) Meerut	Meerut
99	Amit Kumar	8345270	Aud	CDA (Army) Meerut	CDA(Army) Meerut	Meerut
100	Ritesh Kumar Khare	8340217	SA	AOGE(E), Agra	CDA(Army) Meerut	Meerut
101	Pradeep Kumar	8348654	SA	Area Accounts Office, Agra	CDA(Army) Meerut	Meerut
102	Amarendra Kumar Singh	8339203	SA	CDA Guwahati	CDA Guwahati	Kolkata
103	Rishikanta Naorem	8348670	Aud	CDA Guwahati	CDA Guwahati	Kolkata
104	Vikas Kumar	8320320	SA	CDA Guwahati	CDA Guwahati	Kolkata

105	Rakesh Kumar	8346357	SA	AO GE, Mamun, Pathankot	PCDA(WC) Chandigarh	Meerut
106	Hari Singh Meena	8339627	SA	LAO(A) Jammu	PCDA(WC) Chandigarh	Meerut
107	Tapan Kumar Sah	8346523	SA	PCDA (WC) Chandigarh	PCDA(WC) Chandigarh	Meerut
108	Jay Kumar Singh	8339944	SA	PCDA (WC) Chandigarh	PCDA(WC) Chandigarh	Meerut
109	Cyril Horo	8337842	Aud	AO GE Kaluchak	PCDA(WC) Chandigarh	Meerut
110	Roushan Kumar	8346337	SA	LAO(B) Ambala Cantt	PCDA(WC) Chandigarh	Meerut
111	Kishor Meena	8346398	SA	AOGE(I) R&D Chandigarh	PCDA(WC) Chandigarh	Meerut
112	Gyan Ranjan Kumar	8343515	SA	AAO Siliguri	CDA Patna	Kolkata
113	Manish Kumar	8341030	SA	CDA Patna	CDA Patna	Kolkata
114	Kumar Abhishek	8334906	SA	CDA Patna	CDA Patna	Kolkata
115	Dileep Kumar	8346825	SA	PAO(ORs) SRC Ramgarh	CDA Patna	Kolkata
116	Ramadhar Rai	8320367	Aud	ALAO(SD) Ramgarh	CDA Patna	Kolkata
117	Nivedita Kumari	8343497	SA	CDA Patna	CDA Patna	Kolkata
118	Rakhi Kumari	8337953	SA	CDA Patna	CDA Patna	Kolkata
119	Ruchika Saha	8340781	SA	CDA Patna	CDA Patna	Kolkata
120	Abhijeet Kumar	8341188	SA	CDA Patna	CDA Patna	Kolkata
121	Arjun Kumar	8334266	SA	RAO (MES) Siliguri	CDA Patna	Kolkata
122	Jagdanand Thakur	8343994	SA	LAO (A) Siliguri	CDA Patna	Kolkata
123	Renu Kumari	8334920	Steno-II	AAO Siliguri	CDA Patna	Kolkata
124	Prem Kumar	8345199	Aud	PAO(ORs) PRC Ramgarh Cantt.	CDA Patna	Kolkata
125	Santosh Kumar	8343555	SA	LAO(D) Kolkata	CDA Patna	Kolkata
126	Shubhangi Srivastava	8341658	Clk	PCDA(CC) Lucknow	PCDA(CC) Lucknow	Lucknow
127	Ved Prakash Singh	8341569	SA	PCDA(CC) Lucknow	PCDA(CC) Lucknow	Lucknow
128	Priyanka Siddharth	8342116	SA	PCDA(CC) Lucknow	PCDA(CC) Lucknow	Lucknow
129	Shiv Kumar	8341486	SA	PAO (ORs) AMC Lucknow	PCDA(CC) Lucknow	Lucknow
130	Vineet Kumar Tiwari	8340593	SA	PAO (ORs) AMC Lucknow	PCDA(CC) Lucknow	Lucknow
131	Sanjeev Kumar	8335766	SA	PAO (ORs) AMC Lucknow	PCDA(CC) Lucknow	Lucknow

132	Subhash Babu	8341498	SA	LAO (A) Babina	PCDA(CC) Lucknow	Lucknow
133	Ankit Kumar	8345252	Aud	PCDA (CC) Lucknow	PCDA(CC) Lucknow	Lucknow
134	Chandra Bhushan Srivastava	8340641	Aud	PAO (ORs) AMC Lucknow	PCDA(CC) Lucknow	Lucknow
135	Paras	8340639	Aud	PAO (ORs) AMC Lucknow	PCDA(CC) Lucknow	Lucknow
136	Avadhesh Kumar Dubey	8341531	SA	LAO (S) COD Chheoki Allahabad	PCDA(CC) Lucknow	Lucknow
137	Kuwar Bal Yogeshwar Singh	8340579	SA	PCDA (CC) Lucknow	PCDA(CC) Lucknow	Lucknow
138	Harish Pant	8331504	SA	PAO (ORs) AMC Lucknow	PCDA(CC) Lucknow	Lucknow
139	Balmukund Dubey	8340974	SA	CDA Jabalpur	CDA Jabalpur	Banglore
140	Naveen Kumar Pankaj	8341075	SA	CDA Jabalpur	CDA Jabalpur	Banglore
141	Ratnesh Kumar Singh	8349501	Aud	PAO (ORs) Corps of Signals, Jabalpur	CDA Jabalpur	Banglore
142	Sanjeev Kumar Mishra	8349505	Aud	CDA Jabalpur	CDA Jabalpur	Banglore
143	Ashish Mishra	8340973	SA	AOGE (West), Jabalpur	CDA Jabalpur	Banglore
144	Saurabh Maheshwari	8341131	SA	CDA Jabalpur	CDA Jabalpur	Banglore
145	Jitendra Singh	8341143	Aud	PAO (ORs) Corps of Signals, Jabalpur	CDA Jabalpur	Banglore
146	Mohit Trivedi	8344730	Aud	PAO (ORs) Corps of Signals, Jabalpur	CDA Jabalpur	Banglore
147	Raghvendra Singh Sengar	8349502	Aud	PAO (ORs), GRC, Jabalpur	CDA Jabalpur	Banglore
148	Devranjan Pathak	8340748	SA	CDA Jabalpur	CDA Jabalpur	Banglore
149	Suresh Chand Meena	8340951	SA	CDA Jabalpur	CDA Jabalpur	Banglore
150	Bhanu Pratap	8340970	SA	AO GE (MES) Gwalior	CDA Jabalpur	Banglore
151	Chandra Bhushan	8334536	SA	CDA Jabalpur	CDA Jabalpur	Banglore
152	Vimlesh Kumar Yadav	8332304	SA	CDA(CSD) Mumbai	CDA(CSD) Mumbai	Pune
153	Midhilesh Sunder V	8341307	SA	PAO (ORs) DSC Kannur	CDA Chennai	Banglore
154	Geetha Subhash	8338432	Aud	AO GE (Army) Trivandrum	CDA Chennai	Banglore
155	Bhavani R	8339447	Aud	DPDO Trivandrum	CDA Chennai	Banglore
156	Santosh Kumar Kushwaha	8340235	SA	PCDA(P) Allahabad	PCDA(P) Allahabad	Lucknow



157	Abhishek Pandey	8342216	SA	PCDA(P) Allahabad	PCDA(P) Allahabad	Lucknow
158	Saurabh Gupta	8342221	SAS(A)	PCDA(P) Allahabad	PCDA(P) Allahabad	Lucknow
159	Jainendra Kumar Rai	8332227	SA	PCDA (P) Allahabad	PCDA(P) Allahabad	Lucknow
160	Brijesh Kumar	8338007	SA	PCDA (P) Allahabad	PCDA(P) Allahabad	Lucknow
161	Gaurav Kumar Verma	8338027	SA	PCDA (P) Allahabad	PCDA(P) Allahabad	Lucknow
162	Arvind Kumar Shukla	8342182	SA	PCDA (P) Allahabad	PCDA(P) Allahabad	Lucknow
163	Kaushal Kishor Jha	8342006	SA	PCDA (P) Allahabad	PCDA(P) Allahabad	Lucknow
164	Vijendra Kumar	8339212	SA	PCDA (P) Allahabad	PCDA(P) Allahabad	Lucknow
165	Ashok Kumar	8336080	SA	PCDA (P) Allahabad	PCDA(P) Allahabad	Lucknow
166	Saurabh Tiwari	8340591	SA	PCDA (P) Allahabad	PCDA(P) Allahabad	Lucknow
167	Indrajeet Kumar Singh	8344082	Clk	PCDA (AF) Dehradun	PCDA(AF) Dehradun	Meerut
168	Rajendra Kumar	8344003	SA	PCDA (AF) Dehradun	PCDA(AF) Dehradun	Meerut
169	Vivek Dagar	8344100	Aud	PCDA(AF) Dehradun	PCDA(AF) Dehradun	Meerut
170	Asit Kumar Pradhan	8344095	Aud	ALAO (AF) Borjhar	PCDA(AF) Dehradun	Meerut
171	Apratim Mukherjee	8338042	SA	PCDA(AF) Dehradun	PCDA(AF) Dehradun	Meerut
172	Saurabh Chamoli	8339029	SA	PCDA(AF) Dehradun	PCDA(AF) Dehradun	Meerut
173	Pandey Manoj Kripashankar	8339138	SA	PCDA (R&D) New Delhi	PCDA(R&D) New Delhi	OTI Gurgaon
174	Dewan Singh Saloni	8348106	SA	PCDA(SWC) Jaipur	PCDA(SWC) Jaipur	Meerut
175	Vivekanand Upadhyay	8348138	SA	PCDA(SWC) Jaipur	PCDA(SWC) Jaipur	Meerut
176	Suresh Chand Regar	8339682	SA	PCDA(SWC) Jaipur	PCDA(SWC) Jaipur	Meerut
177	Ram Roop Meena	8339238	SA	AO GE Aohar	PCDA(SWC) Jaipur	Meerut
178	Ashok Kumar	8339095	SAS(A)	PCDA(R&D) New Delhi	PCDA(R&D) New Delhi	OTI Gurgaon

- a) RTC Pune = 32 candidates  
b) RTC Bangalore = 34 candidates  
c) RTC Meerut = 37 candidates  
d) RTC Kolkata = 33 candidates  
e) RTC Lucknow = 27 candidates  
f) OTI Gurgaon = 15 candidates  
Total = 178 candidates

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**REGIONAL TRAINING CENTRE (SR), BANGALORE**  
**ORIENTATION COURSE FOR AAOS**

WEEK - I				
DAY	SESSION	SUBJECT	HQRS COURSE SCHEDULE REFERENCE	REMARKS
DAY- I				
<b>LEADERSHIP AND TEAM BUILDING &amp; DISCIPLINE</b>				
	1 <sup>ST</sup>	INAUGURATION <b>Overview of Organization</b>	1 <sup>st</sup> Week day 1 1 <sup>st</sup> session Added by RTC(SR)	
	2 <sup>nd</sup>	Role of AAOs as Supervisory Officers Team Leader and Enabler in the Group	1 <sup>st</sup> Week day 1 2 <sup>nd</sup> session	
	3 <sup>rd</sup>	Leadership and Team building at Supervisory Level	1 <sup>ST</sup> WEEK DAY 5 3 <sup>RD</sup> SESSION	
	4 <sup>th</sup>	<b>Overview of CCS(Conduct) Rule ,CCS(CCA) Rule and Central Administrative Tribunal</b>	Added by RTC(SR)	
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<b>INTERNAL AUDIT AND PLANNING OF AUDIT</b>				
DAY 2	1 <sup>ST</sup>	Present System and Structure of Internal Audit	3 <sup>RD</sup> WEEK DAY 3 FIRST SESSION	
	2 <sup>nd</sup>	Planning and conducting of Audit-Selection of Topics, Entry Conference, Approach to Audit ,analysis of findings, Collection of audit evidence and Exit conference	3 <sup>RD</sup> WEEK DAY 3 3 <sup>RD</sup> SESSION	
	3 <sup>rd</sup>	Key focus areas in IA in DAD MFAI.IAR and Appropriation Accounts	3 <sup>RD</sup> WEEK DAY 3 2 <sup>ND</sup> SESSION	
	4 <sup>th</sup>	Introduction to Risk based Internal Audit (RBIA) Audit findings as a management tool for executives based on risk analysis.	3 <sup>RD</sup> WEEK DAY 3 4 <sup>TH</sup> SESSION	
<b>RTI, RECORD MANAGEMENT AND APAR</b>				
DAY 3	1 <sup>ST</sup>	Overview of RTI Act,Objectives,Application of RTI Act, Role of PIOs/APIOs Record Management :System of filing and classification of records	1 <sup>ST</sup> WEEK DAY1, 3 <sup>RD</sup> AND 4 <sup>TH</sup> SESSION	---
	2 <sup>nd</sup>			---
	3 <sup>rd</sup>	<b>Introduction to Recruitments Rule/Promotion Avenue in DAD etc.</b>	Added by RTC(SR)	--
	4 <sup>th</sup>	Writing of Self-Appraisal of APAR and Report writing at Supervisory Level – Bench Mark for Promotions etc.	1 <sup>ST</sup> WEEK, DAY 2 1 <sup>ST</sup> AND SECOND SESSIONS	--
<b>NOTING AND DRAFTING</b>				
DAY 4	1 <sup>ST</sup>	Office Communication its types formats and usage	1 <sup>ST</sup> WEEK DAY 3 1 <sup>ST</sup> SESSION	
	2 <sup>nd</sup>	Noting and Drafting –Theory and Practical	1 <sup>ST</sup> WEEK DAY 3 2 <sup>ND</sup> SESSION	
	3 <sup>rd</sup>	Exercise for noting/drafting Precise writing –Theory and Practice	1 <sup>ST</sup> WEEK DAY 3 3 <sup>rd</sup> SESSION &1 <sup>st</sup> week Day 5 1 <sup>st</sup> session	
	4 <sup>th</sup>	Essay writing skills Comprehension (written &Oral) with practical exercise	1 <sup>st</sup> week Day 4 4 <sup>th</sup> session&1 <sup>st</sup> week Day 5 2 <sup>nd</sup> session	
<b>PRESENTATION SKILLS</b>				
DAY 5	1 <sup>ST</sup>	Power point skills and exercise	1 <sup>st</sup> week day 3 4 <sup>th</sup> session	
	2 <sup>nd</sup>	-do-		
	3 <sup>rd</sup>	Group Discussion on various topics Public Speaking and discussion	1 <sup>st</sup> week day 4	
	4 <sup>th</sup>	-do-	2 <sup>nd</sup> and 3 <sup>rd</sup> sessions	

WEEK 2				
DAY	SESSION	SUBJECT	HQRS COURSE SCHEDULE REFERENCE	REMARKS
<b>AUDIT REPORT WRITING AND FOLLOW UP ACTION ON AUDIT OBJECTIONS</b>				
DAY 1	1 <sup>ST</sup>	Audit Report writing –Steps to write a clear and readable audit report with case studies	3 <sup>RD</sup> WEEK DAY 4 1 <sup>ST</sup> SESSION	
	2 <sup>nd</sup>	-DO-	-DO-	
	3 <sup>rd</sup>	Follow upon audit objection Approach to audit conferences ,conclaves and Audit committees	3 <sup>RD</sup> WEEK DAY 4 3 <sup>RD</sup> SESSION	
	4 <sup>th</sup>	Practical session	3 <sup>RD</sup> WEEK DAY 4 4 <sup>TH</sup> SESSION	
<b>ACCOUNTS AND BUDGETING</b>				
DAY 2	1 <sup>ST</sup>	Budgeting and Accounting System <ul style="list-style-type: none"> <li>• Concepts of Budgeting in GOI</li> <li>• Concepts in MOD</li> <li>• Cash Accounting Vs Accrual Accounting</li> </ul>	3 <sup>RD</sup> WEEK DAY 1 1 <sup>ST</sup> SESSION	
	2 <sup>nd</sup>	<b>Accounting in Ministry of Defence</b> Charged Expenditure cash assignments and Deposits	3 <sup>RD</sup> WEEK DAY 1 3 <sup>RD</sup> SESSION	
	3 <sup>rd</sup>	Maintenance of Defence Ledger and Verification of Balances ,Advance & Suspense Adjustments of Foreign Transactions	3 <sup>RD</sup> WEEK DAY 1 4 <sup>TH</sup> SESSION	
	4 <sup>th</sup>	Concepts in Cost Accounting Different types of Cost Accounting Importance of Standard Costing Life Cycle cost	3 <sup>RD</sup> WEEK DAY 1 2 <sup>ND</sup> SESSION	
<b>ACCOUNTS AND BUDGETING(contd..)</b>				
DAY 3	1 <sup>ST</sup>	Concepts and relevance of Defence Proforma Accounts and Defence Exchange Accounts	3 <sup>RD</sup> WEEK DAY 2 1 <sup>ST</sup> SESSION	
	2 <sup>nd</sup>	Practical exposure of handling DID schedules	3 <sup>RD</sup> WEEK DAY 2 2 <sup>ND</sup> SESSION	
	3 <sup>rd</sup>	Reconciliation and clearance of RBI suspense Heads	3 <sup>RD</sup> WEEK DAY 2 3 <sup>RD</sup> SESSION	
	4 <sup>th</sup>	Preparation of AROB and Appropriation Accounts	3 <sup>RD</sup> WEEK DAY 2 4 <sup>TH</sup> SESSION	
ACCOUNTS AND BUDGETING(contd..)				
DAY 4	1 <sup>ST</sup>	Budgeting/Accounting of DAD Budget including Office Contingency works	1 <sup>ST</sup> WEEK DAY 2 3 <sup>RD</sup> SESSION	
	2 <sup>nd</sup>	Estate Management in DAD ,Quartering Committee and allocation of Quarters to Officers and Staff.	1 <sup>ST</sup> WEEK DAY 2 4 <sup>TH</sup> SESSION	
	3 <sup>rd</sup>	Open House –Quiz		
	4 <sup>th</sup>	-do-		
<b>WORKS</b>				
DAY 5	1 <sup>ST</sup>	Inclusion of the case in the AMWP and Preparation of Statement of the Case for according admin approval	4 <sup>TH</sup> WEEK DAY 1 1 <sup>ST</sup> SESSION	
	2 <sup>nd</sup>	Important Provision of DWP/MESR,Scale of Accommodation 2009& SSR 2010	4 <sup>TH</sup> WEEK DAY 1 2 <sup>ND</sup> SESSION	
	3 <sup>rd</sup>	Scrutiny of the Proposal for according of Admin approval and vetting of AEs	4 <sup>TH</sup> WEEK DAY 1 3 <sup>RD</sup> SESSION	
	4 <sup>th</sup>	Scrutiny of Proposal of Revised Admin approval(RAA) and according of Financial concurrence	4 <sup>TH</sup> WEEK DAY 1 4 <sup>TH</sup> SESSION	

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WEEK 3				
DAY	SESSION	SUBJECT	HQRS COURSE SCHEDULE REFERENCE	REMARKS
<b>PAY AND ACCOUNTING FUNCTION :SERVICES</b>				
DAY 1	1 <sup>ST</sup>	General Information on pay accounting system prevailing in Army for Officers /JCOs/ORs	4 <sup>TH</sup> WEEK DAY 2 ,1 <sup>ST</sup> SESSION	
	2 <sup>ND</sup>	Organisation and Functions of PCDA(O) and PAO(ORs)	4 <sup>TH</sup> WEEK DAY 2 ,2 <sup>ND</sup> SESSION	
	3 <sup>RD</sup>	Pay and Accounting System :Indian Air Force	4 <sup>TH</sup> WEEK DAY 2 ,3 <sup>RD</sup> SESSION	
	4 <sup>TH</sup>	Pay and Accounting System Indian Navy	4 <sup>TH</sup> WEEK DAY 2 ,4 <sup>TH</sup> SESSION	
<b>PAY AND ACCOUNTING FUNCTION :DEFENCE CIVILIANS</b>				
DAY 2	1 <sup>ST</sup>	<ul style="list-style-type: none"> <li>General Rule governing the pay and allowances of Defence Civilians viz pay structure allowances etc</li> <li>Preparation of establishment Pay bills</li> <li>Procedure for release of Pay and Allowances of Defence civilians: Gazetted and non-Gazetted (Industrial /non industrial)</li> </ul>	4 <sup>TH</sup> WEEK DAY 3 1 <sup>ST</sup> SESSION	
	2 <sup>ND</sup>	Basics of Pay fixation ,NPS,Uploading data of NPS	4 <sup>TH</sup> WEEK DAY 3 2 <sup>ND</sup> SESSION	
	3 <sup>RD</sup>	Income Tax ,TDS ,Filing of IT returns(Form 26/24) Practical Session: Case Study (ARMY/AIRFORCE/NAVY/Defence Civilians	4 <sup>TH</sup> WEEK DAY 3 3 <sup>RD</sup> AND 4 <sup>TH</sup> SESSION	
	4 <sup>TH</sup>	Perspective of working in Defence Accounts Department <ul style="list-style-type: none"> <li>Role of DAD in broader national security management</li> </ul> Let a Jawan focus on his work not finance Customer orientation in Service and dealing with the client representative	4 <sup>TH</sup> WEEK DAY 4 1 <sup>ST</sup> 2 <sup>ND</sup> AND 3 <sup>RD</sup> SESSIONS	
<b>PROCUREMENT</b>				
DAY 3	1 <sup>ST</sup>	DPM 2009 and DPP 2016 and Role of IFA in procurement	3 <sup>RD</sup> WEEK DAY 5 3 <sup>RD</sup> SESSION	
	2 <sup>ND</sup>	Mock participation in procurement committees	1 <sup>ST</sup> week day 4 4 <sup>TH</sup> session	
	3 <sup>RD</sup>	Negotiation Skills <ul style="list-style-type: none"> <li>For Finance Role</li> <li>For Audit Role</li> </ul>	4 <sup>TH</sup> WEEK DAY 4 3 <sup>RD</sup> SESSION	
	4 <sup>TH</sup>			
<b>PROCUREMENT(contd..)</b>				
DAY 4	1 <sup>ST</sup>	Bench Marking of Prices for Procurement Proposals	3 <sup>RD</sup> WEEK DAY 5 4 <sup>TH</sup> SESSION	
	2 <sup>ND</sup>	Delegation of Financial Powers(Defence Services) 2015	3 <sup>RD</sup> WEEK DAY 5 1 <sup>ST</sup> AND 2 <sup>ND</sup> SESSIONS	
	3 <sup>RD</sup>	-do-		
	4 <sup>TH</sup>	Role Play in Negotiation and Client Management	4 <sup>TH</sup> WEEK DAY 4 4 <sup>TH</sup> SESSION	
<b>PROCUREMENT(contd..)</b>				
DAY 5	1 <sup>ST</sup>	Market Research Analysis : An Introduction .Its significance in DAD Functions	2 <sup>ND</sup> WEEK DAY 5 1 <sup>ST</sup> SESSION	Requires a re-orientation. 4 session may not be necessary as at AAO Level of involvement does not require market research and analysis
	2 <sup>ND</sup>	Sources of Data for Defence Procurements <ul style="list-style-type: none"> <li>Primary &amp; Secondary Sources</li> <li>Data for Revenue and Capital Procurements</li> </ul>	2 <sup>ND</sup> WEEK DAY 5 2 <sup>ND</sup> SESSION	
	3 <sup>RD</sup>	Techniques of Data Analysis	2 <sup>ND</sup> WEEK DAY 5 3 <sup>RD</sup> SESSION	
	4 <sup>TH</sup>	Practical Applications of Market Research Data Analysis	2 <sup>ND</sup> WEEK DAY 5 4 <sup>TH</sup> SESSION	

WEEK 4				
DAY	SESSION	SUBJECT	HQRS COURSE SCHEDULE REFERENCE	REMARKS
<b>Information Technology</b>				
DAY 1	1 <sup>ST</sup>	Govt.IT Policy and Guidelines	2 <sup>ND</sup> WEEK DAY 3 3 <sup>RD</sup> SESSION	
	2 <sup>nd</sup>	Introduction to IT Hardware/Software and System Administration	2 <sup>ND</sup> WEEK DAY 1 1 <sup>ST</sup> SESSION	
	3 <sup>rd</sup>	E Office management	2 <sup>ND</sup> WEEK DAY 1 2 <sup>ND</sup> SESSION	
	4 <sup>th</sup>	Brief on various IT initiatives of DAD	2 <sup>ND</sup> WEEK DAY 1 ,3 <sup>RD</sup> AND 4 <sup>TH</sup> SESSIONS	
<b>Customized in house software initiatives</b>				
DAY 2	1 <sup>ST</sup>	DAD Services Interface ILMS,SSMS,ICMS IMMOLs,ADOL,ATC,ARPAN,Dakghar	2 <sup>ND</sup> WEEK DAY 2 1 <sup>ST</sup> SESSION	
	2 <sup>nd</sup>	DAD Services Interface e-audit e-concurrence	2 <sup>ND</sup> WEEK DAY 2 2 <sup>ND</sup> SESSION	
	3 <sup>rd</sup>	Cyber Security Cyberspace environment & its characteristics Cyberspace operations	2 <sup>ND</sup> WEEK DAY 2 3 <sup>RD</sup> SESSION	
	4 <sup>th</sup>	Use of WAN in Intra DAD Communications	2 <sup>ND</sup> WEEK DAY 2 4 <sup>TH</sup> SESSION	
<b>Audit through IT</b>				
DAY 3	1 <sup>ST</sup>	IS Audit and Computer aided audit techniques	2 <sup>ND</sup> WEEK DAY 3 1 <sup>ST</sup> SESSION	
	2 <sup>nd</sup>	Use of MS EXCEL for audit report writing	2 <sup>ND</sup> WEEK DAY 3 2 <sup>ND</sup> SESSION	
	3 <sup>rd</sup>	Preparation for presentation by the participants		
	4 <sup>th</sup>	-do-		
<b>E Procurements</b>				
DAY 4	1 <sup>ST</sup>	E procurement in Government of India: An introduction ,Agencies for handling E procurement	2 <sup>ND</sup> WEEK DAY 4 1 <sup>ST</sup> SESSION	
	2 <sup>nd</sup>	Procedures and Processes in E procurement <ul style="list-style-type: none"> <li>• E publishing of Tenders</li> <li>• Bidding /Tendering</li> <li>• TEC on E procurement</li> <li>• CST on E Procurement Platform</li> </ul>	2 <sup>ND</sup> WEEK DAY 4 2 <sup>ND</sup> SESSION	
	3 <sup>rd</sup>	E Procurement Platform of DGS&D Rule 141A of GFR	2 <sup>ND</sup> WEEK DAY 4 3 <sup>RD</sup> SESSION	
	4 <sup>th</sup>	Practical exercises on E procurement	2 <sup>ND</sup> WEEK DAY 4 4 <sup>TH</sup> SESSION	
DAY 5	1 <sup>ST</sup>	Future Learning Resources and Suggestive Courses on Public Procurement/Financial Administration	4 <sup>TH</sup> WEEK DAY 5 1 <sup>ST</sup> SESSION	
	2 <sup>nd</sup>	Book review and Analysis	1 <sup>ST</sup> week Day 5 4 <sup>th</sup> session	
	3 <sup>rd</sup>	Presentation by the Participants	4 <sup>th</sup> week day 5 2 <sup>nd</sup> and 3 <sup>rd</sup> session	
	4 <sup>th</sup>	Valediction and Open House	4 <sup>th</sup> week day 5 2 <sup>nd</sup> and 4 <sup>th</sup> session	