

EDP

Centre For Training & Development (CENTRAD)
Controller General of Defence Accounts Brar Square,
Delhi Cantt-110010

Phone No. 011-25694268, 25694298
No.:- TD/3331/Circular/2014-15

Fax No. 25694308
Dated:-16th March,2015

Important Circular No.22

To
All PCsDA/PIFAs/CsDA/IFAs/CsDFA (Fys)/Controller RTCs/NADFM/DPTI/DTC

Subject:- Training in relation to duties of higher post in different grades.

As per Recruitment Rules notified by Ministry of Defence Vide SRO 58 dated 11.09.2013 and Gazettee Notification in part-II Sec. 41 dated 21.09.2013 for the post of sr. Auditor, it is laid down that Auditor in the scale of pay of Rs 5200-20200 plus grade pay of Rs 2800 in Pay Band-1 with six years in the grade rendered after appointment there to on regular basis and successful completed two week "training in relation to the duties of higher posts" imparted at various Regional Training Centers (RTCs) functioning under the Department will be eligible of promotion to the grade of Sr. Auditor. Also as per recruitment rules notified vide SRO 68 dated 21.10.2013 and Gazettee notification dated 21.11.2013 and SRO 17 dated 24.02.2014, Gazettee notification dated 08.03.2014 for the post of Senior Translator and Private Secretary respectively promoted from the feeder posts ie. Junior translator and steno grapher grade-I, the similar provision has also been incorporated in the RRs for the said posts.

2. Accordingly two week training "in relation to the duties of higher post" for Auditors, steno grade -1 and Junior translators is to be imparted by the RTCs for the above categories in respect of staff of their Client Controllers. The approximate number of people who are to be trained under different categories are to be obtained from the respective client controllers by the RTCs.

1. Steno Grade-1
2. Junior Translators
3. Auditors

3. The Departmental Candidates in the Zone of Promotion should be qualified to take up responsibility of the higher post, and the time schedule of this training, henceforth, should be chalked out in such a manner that the same may be imparted before 31st December each year. The controllers thereafter can hold the DPCs and send the DPC Proceeding of eligible candidates to HQr for approval so that promotion of eligible

candidates may be effective from 1st April. Further, if officials who were in the Zone of Promotion and had undergone the training programme but could not be promoted in the subsequent year, on any grounds, may not be included in the subsequent training programme conducted for the said promotional post.

4. It has also been decided by the competent authority that the training of Stenographer grade-1 and Junior Translators will be imparted by RTC Meerut and for Auditors the training will be imparted in all the respective RTCs. All the RTCs will include this training in their Annual Course Calendars. The requisite slots will be intimated by the RTCs to their client controllers for nominating of eligible staff to be imparted 2 weeks training fulfilling the conditions as per Recruitment Rules.

5. The following RTCs have been assigned to prepare the 2 weeks module on "training in relation to duties of higher post" in respect of Auditors, junior Translator and Steno grade-1 and forward the same immediately to this HQrs office for our approval and circulating to all RTCs to have uniform module for imparting training to the above categories.

1.	RTC Meerut	Auditors (for promotion to Senior Auditors)
2.	RTC Pune	Junior Translator (for promotion to Senior Translators)
3.	RTC Bangalore	Steno grade -1(for promotion to private Secretary)

6. All the Controllers are requested to take necessary action for imparting the two weeks training by the RTCs in respect of eligible candidates in the stipulated time frame.

7. RTC Meerut will also conduct the two weeks "**training in relation to the duties of higher post**" in respect of steno grapher grade-1 and junior Translator in addition to training for eligible Auditors.

This may be accorded '**Priority**'.

Sd/xxxxx
(Mustaq Ahmad)
Sr. ACGDA (Trg)

File no:- TD/3150/RTCs/2014-15/II

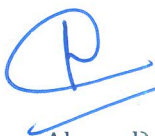
Dated:-16th March,2015

1.0 I/C AN-XI/AN-VIII

✓ 2. EDP centre (Local)

-for information please.

-with a request to upload the circular on the CGDA website.


(Mustaq Ahmad)
Sr. ACGDA (Trg)