



कार्यालय रक्षा लेखा महानियंत्रक
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS

प्रशिक्षण एवं विकास केन्द्र (सेन्ट्रड)

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

No/TD/3370/AAOs/18

Date: 30th Oct, 2018

To

All the Controllers /RTCs / OTI

Subject: Conducting of Induction Course for new AAOs (SAS passed candidates of September, 2018): reg.

475 Candidates were declared successful in the SAS Part-II Examination held in September, 2018 vide HQ Office letter No. AN/SAS/16102/SAS-II/Sept/2018/Result, dated 10/10/2018.

2. All the successful candidates will undergo two weeks (12 days – including Saturdays) induction course as approved by competent authority in RTCs /OTI Gurugram of the Department as per the jurisdiction / area of RTCs/OTI Gurgram after provisioning of candidates. 12 days schedule is annexed.

3. It is requested to follow the detailed instructions issued vide HQ letter No. TD/3370/AAOs/15-16 dated 29/12/2016 except duration of the course which is now 2 weeks (12 days – including Saturdays).

4. All RTCs are requested to conduct the 2 weeks (12 days) residential Programme for the AAOs of Sept. 2018 after provisioning.


(Hari Har Mishra)
Jt. CGDA (HRD)

Copy to:

1. Sr. Dy. CGDA (AN) : for information and necessary action please.
2. IT & S Wing : for uploading on the website.


(Hari Har Mishra)
Jt. CGDA (HRD)

“Induction/Orientation Course for SAS Passed Candidates”

Duration (02 weeks):

(Week- 01)

| Day | Session | Time | Subject | Faculty |
|----------------|---------|------------------|--|---------------------|
| I Monday | I | 1000-1115 | INAUGURATION Overview of organization Role of AAOs as Supervisory officers team leader and enabler in the Group | |
| | II | 1145-1300 | Leadership & team building at Supervisory level | |
| | III | 1400-1515 | Overview of CCS Conduct Rules and Central Administrative Tribunal | |
| | IV | 1545-1700 | ---Continued--- | |
| II Tuesday | | 0700-0815 | Yoga Session | Yoga Trainer |
| | I | 1000-1115 | Present system and structure of internal audit, | |
| | II | 1145-1300 | Key focus areas in internal audit in DAD,MFAI, IAR etc | |
| | III | 1400-1515 | Planning & conduction of internal audit, selection of topics, introduction to risk based audit. | |
| III Wed. | IV | 1545-1700 | Audit findings as a management tool for executives based on risk analysis | |
| | | 0700-0815 | Yoga Session | Yoga Trainer |
| | I | 1000-1115 | Accounts & budgeting -Concepts of budgeting in GOI, Concepts in MOD -Cash accounting V/s accrual system of accounting | |
| | II | 1145-1300 | Concepts of cost accounting ,Maintenance of defence ledger and verification of balances , charged expenditure, cash assignment & deposits etc | |
| IV Thursday | III | 1400-1515 | Budgeting/accounting of DAD budget including office contingency works etc | |
| | IV | 1545-1700 | Estate management in DAD Quartering committee and allocation of quarters to officers/staff | |
| | | 0700-0815 | Yoga Session | Yoga Trainer |
| | I | 1000-1115 | DPM 2009 and DPP 2016 and Role of IFA in procurement. | |
| V Friday | II | 1145-1300 | Mock participation in procurement committees. | |
| | III | 1400-1515 | Negotiation skill • For Finance Role. | |
| | IV | 1545-1700 | Negotiation skill • For Audit Role. | |
| | | 0700-0815 | Yoga Session | Yoga Trainer |
| VI Saturday | I | 1000-1115 | General rules governing the pay & allowances of defence civilians and pay structure and allowances etc | |
| | II | 1145-1300 | Preparation of establishment pay bills , procedure for release of P&A of defence civilians , gazetted/non-gazetted, Industrial & Non-industrial | |
| | III | 1400-1515 | Income Tax TDs filing, filing of IT returns Form 26/24 Practical session | |
| | IV | 1545-1700 | Basics of pay fixation, NPS, uploading of NPS data | |
| VI Saturday | | 0700-0815 | Yoga Session | Yoga Trainer |
| | I | 1000-1115 | Defence Procurement -Market Research Analysis: An Introduction & its significance in DAD Functions. | |
| | II | 1145-1300 | Sources of data for defence procurement , primary and secondary sources, Data for capital & revenue procurement, Techniques/Practical application of market research data analysis | |
| | III | 1400-1515 | Delegation of Financial Powers (Defence Services) 2016 | |
| | IV | 1545-1700 | -----Do----- | |

(Week- 02)

| Day | Session | Time | Subject | Faculty |
|----------------|---------|-----------|---|---------------------|
| I Monday | | 0700-0815 | Yoga Session | Yoga Trainer |
| | I | 1000-1115 | Works, Imp provision of DWP/MESR, scale accommodations etc | |
| | II | 1145-1300 | Scrutiny of proposals for according Admin approvals, RAAs & financial concurrence | |
| | III | 1400-1515 | An introduction, to E- procurement in Govt. of India, Agencies for handling & procurement etc | |
| | IV | 1545-1700 | Procedure & processes in E- procurement ,e- publishing of Tenders , Bidding/Tendering, TEC on e -procurement CST etc. | |
| II Tuesday | | 0700-0815 | Yoga Session | Yoga Trainer |
| | I | 1000-1115 | Govt IT policy & guidelines, Introduction to IT hardware/software and system administration | |
| | II | 1145-1300 | E- office management , Brief on IT projects of DAD | |
| | III | 1400-1515 | Power point skill & exercise on presentation etc | |
| | IV | 1545-1700 | Group discussion on various topics, public speaking and discussion etc | |
| III Wed. | | 0700-0815 | Yoga Session | Yoga Trainer |
| | I | 1000-1115 | Overview of RTI Act 2005, objectives , Application of RTI Act, | |
| | II | 1145-1300 | Role of PIOs/APIOs etc, Record management, system of filing and classification of records | |
| | III | 1400-1515 | Concepts and relevance of defence Proforma Accounts and defence exchange accounts, Practical exposure of handling DID schedules | |
| | IV | 1545-1700 | Reconciliation and clearance of RBI suspense accounts, Preparation of AROB & Appropriation accounts | |
| IV Thursday | | 0700-0815 | Yoga Session | Yoga Trainer |
| | I | 1000-1115 | Introduction to Recruitment Rules/promotion avenues in DAD etc | |
| | II | 1145-1300 | Writing of self appraisal of APAR and report writing at supervisory level, Benchmark for promotions | |
| | III | 1400-1515 | General system of pay accounting system in Army for Officers/JCOs/OR -Organisation & functions of PCDA(O) & PAO(ORs) | |
| | IV | 1545-1700 | Pay & accounting system in Air Force, & Navy | |
| V Friday | | 0700-0815 | Yoga Session | Yoga Trainer |
| | I | 1000-1115 | DAD Services interface ILMS, SSMS, ICMS IMMOLs, ADOL, ATC, ARPAN, Dakghar. | |
| | II | 1145-1300 | DAD Services Interface:- e-audit, e-concurrence. | |
| | III | 1400-1515 | Cyber Security Cyberspace environment & its characteristics. Cyberspace operations. | |
| | IV | 1545-1700 | Use of WAN in Intra DAD Communications. | |
| VI Saturday | | 0700-0815 | Yoga Session | Yoga Trainer |
| | I | 1000-1115 | Office communication & its types & formats | |
| | II | 1145-1300 | Noting & drafting , Precs writing (Theory & practical) | |
| | III | 1400-1515 | Presentation by the participants | |
| | IV | 1545-1700 | Valediction | |

Tea Time: 1115 to 1145 hrs & 1515 to 1545 hrs
Lunch: 1300 hrs to 1400 hrs