



कार्यालय रक्षा लेखा महानियंत्रक
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS
प्रशिक्षण एवं विकास केन्द्र (सेन्ट्रड)
CENTRE FOR TRAINING AND DEVELOPMENT (CENTRAD)
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**Important Circular
(Through CGDA Website)**

No. TD/3331/Circular/2018-19

Dated: 8th May, 2018

CIRCULAR NO. 30

To,

1. All Controllers
2. All RTCs / NADFM / OTI Gurugram

Subject: - Induction Training of Newly Recruited Auditors / Clerks.

As per Para 2.4 of Training and Development Policy 2013, there is to be "Two months (8 weeks) Foundational Training for Auditors / Clerks to be imparted by the RTCs".

2. As per Para 2 of Ministry of Personnel Public Grievances and Pensions (Department of Personnel & Training) OM dated 30.10.2014, "in all cases of direct recruitment there should be a mandatory induction training of atleast two weeks duration. Successful completion of the training may be made a pre-requisite for completion of probation".

3. The Auditors / Clerks discharge basic and primary functions assigned to DAD and in their efficiency, attitude and skills rests the image and effectiveness of the DAD as a whole. For making the work force of the DAD fully geared to meet the challenges being faced by the department, the newly recruited Auditors / Clerks should undergo a detailed foundational course.

4. It has been ascertained that there are bulk of Auditors being recruited in the department and 2 months training in the RTCs may be difficult to accommodate all the participants.

5. In view of above, it has been decided by the competent authority that henceforth there will be two weeks induction training (10 days i.e. 40 session) in the respective RTCs and remaining six weeks induction training (30 days) will be conducted by the respective Controllers as in-house training both classroom training and on job training (OJT). A qualifying test at the end of two weeks training should be conducted by the

RTCs as per practice in vogue and result thereof be communicated to the concerned controllers. The probation period of Auditors / Clerks should be cleared after completion of two weeks training in RTCs. A valediction will also be conducted by the respective Controller after completion of 30 days in-house training at Controller level.

6. Two weeks module for training in RTCs and six weeks module (classroom + OJT) for in-house training at Controllers level are annexed.

7. All the Controllers and training institutes are requested to take action accordingly.

This issues with the approval of CGDA

File No. TD/3150/RTCs/TP-2013/2018

Dated: 8th May, 2018



(T. Kabilan)

Sr. Dy. CGDA (HRD)

Copy to:

1. Dy. CGDA (AN)
CGDA, Delhi Cantt

2. O I/c AN – IV
O I/c AN – VIII
O I/c AN – XI

3. O I/c (IT & S Wing)

For information and necessary
action

for uploading the circular on
the website of CGDA



(T. Kabilan)

Sr. Dy. CGDA (HRD)

Module of Two Weeks for RTCs for newly recruited Auditors / Clerks

| Date | Session | Topics | Faculty |
|-------|---------|---|---------|
| Day 1 | 1. | Structure & Functions of MoD, MoD (Fin.) | |
| | 2. | Defence Accounts Department and Structure & Functions of CGDA (HQrs office) | |
| | 3. | DAD Organisational Structure, Regional CDA, Functional CDA, IFA, CFAs, DAD Hierarchy | |
| | 4. | Regional Controllers: Role & Functions | |
| Day 2 | 5. | Various Functional Controllers: Role & Functions | |
| | 6. | Indian Armed Forces: An organisational overview | |
| | 7. | Various Codes and Manuals applicable in DAD | |
| | 8. | An Introduction to the General Financial Regulations | |
| Day 3 | 9. | An Introduction to Financial Regulations Part I & Part-II | |
| | 10. | An Introduction of Defence Procurement Manual and Defence Procurement Procedures | |
| | 11. | An Introduction to the Office Manual Part I | |
| | 12. | An Introduction to the Office Manual Part II | |
| Day 4 | 13. | Types of Office Communication | |
| | 14. | Office Note: Theory & Practical | |
| | 15. | D O Letter: Theory & Practical | |
| | 16. | Part I and Part II Office Order, Circular, Reminders followed by practical | |
| Day 5 | 17. | Record Management and Retrieval | |
| | 18. | Initiation & Movement of files at different level: Various aspects, flagging and T-linking | |
| | 19. | Maintenance of Work Book, Progress Report/Control Chart and adherence of prescribed provisions: Various aspects | |
| | 20. | Visit of PCDA/PCFA/CDA office | |

Module of Two Weeks for RTCs for newly recruited Auditors / Clerks

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|---------------|-----|--|--|
| Day 6 | 21. | Breaking the Ice, Using the mouse/keyboard | |
| | 22. | Microsoft Windows Basic Window Managing files and folders in Windows | |
| | 23. | MS Word : Basic, Formatting text, paragraph etc | |
| | 24. | MS Word : Basic, Formatting text, paragraph etc | |
| Day 7 | 25. | MS Excel : Basic, Cell formatting & Formula | |
| | 26. | -Do- | |
| | 27. | MS Power Point – Basic, Slides | |
| | 28. | -Do- | |
| Day 8 | 29. | IT Initiatives of DAD & Projects | |
| | 30. | Project Dolphin and Project Tulip | |
| | 31. | Duties and functions of LAO & RAO | |
| | 32. | Role and Functions of AOGE | |
| Day 9 | 33. | New Pension Scheme : Various aspects and important provisions including role of DDO & NSDL | |
| | 34. | Official Language Act (Rajbhasha): Important Provisions | |
| | 35. | Noting and Drafting in Hindi | |
| | 36. | Role and Functions of IFA | |
| Day 10 | 37. | Role and Functions of PAO | |
| | 38. | RTI Act 2005 | |
| | 39. | Test / Exam | |
| | 40. | Valediction | |

**MODULE OF SIX WEEKS FOR CONTROLLERS (IN-HOUSE) TRAINING
SCHEDULE FOR NEWLY RECRUITED AUDITORS / CLERKS**

| Date | Session No. | Topics | Faculty |
|----------------|-------------|---|---------|
| Day 1 to Day 5 | 1 to 20 | Introduction to various sections of Controllers offices (Admin, Accounts, Pay, R, O&M Cell, Transport, Store, Misc, Engineering and Fund Cell)- 2 session on each section. Total 20 sessions | |
| Day 6 | 21. | Attendance-Hours of attendance, grant of leave, absence-regularisation. | |
| | 22. | Types of leave and its entitlement | |
| | 23. | Annual Performance Appraisal Report: various important aspects | |
| | 24. | Recruitment Rules-cum-Promotional avenues in DAD | |
| Day 7 | 25. | Confirmation, Seniority & Compassionate Appointment in DAD | |
| | 26. | An introduction to the important provisions of CCS CCA Rules | |
| | 27. | Suspension: An Overview | |
| | 28. | JCM and Staff Association. | |
| Day 8 | 29. | Different Mechanisms to check Corruption/Malpractices in Govt. | |
| | 30. | Public Grievances and their Redress Mechanism in Govt. | |
| | 31. | Handling of CAT/AFT/Court Cases and implementation of their judgements | |
| | 32. | Expectations of supervisory officers and Senior Officers of Department from Auditors, official duties, behaviour & Etiquettes | |

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SCHEDULE FOR NEWLY RECRUITED AUDITORS / CLERKS**

| | | | |
|--------|-----|---|--|
| Day 9 | 33. | Pay structure in DAD at various level | |
| | 34. | Leave Travel Concession & TA/DA: An Overview | |
| | 35. | Various advances (as per 7 th CPC) | |
| | 36. | CGHS Scheme | |
| Day 10 | 37. | Medical claims | |
| | 38. | Various allowances and MACP Scheme | |
| | 39. | Practical session (Income Tax Calculation) | |
| | 40. | Test on AN Section | |
| Day 11 | 41. | Accounts & Budget | |
| | 42. | Budget Estimates: Various aspects | |
| | 43. | Monthly Budget, MPR/DPR etc | |
| | 44. | Control over expenditure vis-a-vis budgetary control & MIS | |
| Day 12 | 45. | An introduction to Defence Account Code | |
| | 46. | Schedule III & Linking of Paid Cheques and procedures to be followed in case of lost cheque | |
| | 47. | Role of DDO, issue of Defence Cheques, NEFT & CMP | |
| | 48. | Defence Proforma Account & Focal Point Branch System | |
| Day 13 | 49. | Defence Exchange Account & DIDS with practicals | |
| | 50. | E-MRO implementation | |
| | 51. | Presentations on Account sections | |
| | 52. | -Do- | |

**MODULE OF SIX WEEKS FOR CONTROLLERS (IN-HOUSE) TRAINING
SCHEDULE FOR NEWLY RECRUITED AUDITORS / CLERKS**

| | | | |
|--------|-----|---|--|
| Day 14 | 53 | Introduction of Defence Audit Code | |
| | 54. | -Do- | |
| | 55. | Audit and scrutiny of Sanctions and orders and audit of sanction to Expenditure | |
| | 56. | Audit of various types of bills and vouchers & importance of Specimen Signature | |
| Day 15 | 57. | Audit of Supply Order/Purchase Order/Contracts | |
| | 58. | Audit of Ration Accounts/Store Accounts, Scheduling, linking of vouchers and credit verification & PBD vouchers | |
| | 59. | Various aspects of Internal Audit & Control mechanism in form of various reports and appropriation Accounts | |
| | 60. | Writing skill of Audit Objections | |
| Day 16 | 61. | Various types of audit conducted in Army Units | |
| | 62. | Audit of CEA, Hostel Subsidy and other perusal claims | |
| | 63. | Practical cases of Audit Objections/irregularities | |
| | 64. | Statutory Audit: PS, LTAR, Draft Para and Audit Report of C&AG | |
| Day 17 | 65. | Introduction of Pension & NPS | |
| | 66. | -Do- | |
| | 67. | Processing of Pension papers: preparation of LPC-CUM-DATA SHEET | |
| | 68. | Pension sanction and Disbursement | |

**MODULE OF SIX WEEKS FOR CONTROLLERS (IN-HOUSE) TRAINING
SCHEDULE FOR NEWLY RECRUITED AUDITORS / CLERKS**

| | | | |
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| Day 18 | 69. | Calculation of Amounts of Pensions with practicals | |
| | 70. | General conditions governing Pension and Classes of pensions and conditions governing it | |
| | 71. | Qualifying services and Emoluments & Average Emoluments | |
| | 72. | Payment of Leave Encashment, CGEIS, Provisional Pension and Provisional Gratuity | |
| Day 19 | 73. | Family Pension with practicals | |
| | 74. | Determination and authorisation of the amounts of pension and Gratuity | |
| | 75. | Presentation on Pension & PD | |
| | 76. | -Do- | |
| Day 20 | 77. | Personality development | |
| | 78. | Stress Management | |
| | 79. | Etiquettes and Behaviour | |
| | 80. | Time Management | |
| Day 21 to Day 30 | 81 to 100 | (i) Classroom / hands on training on running packages and peculiar to that of Controllers office | |
| | | (ii) Controller office – Cultural Activities and Open House may also be conducted in this duration | |
| | | (iii) Last day – Exam & Valediction at Controllers level | |