

Two Weeks New Recruits Induction Training Module – Auditors
Batch 4: From 29.10.2018 to 09.11.2018

Date	Session	Topic	Faculty
Day 1	1	Etiquettes, manners and behavior	Col. R.K. Pawah (Retd.) Guest Faculty
	2	Conduct & Discipline	
29.10.18	3	Structure and functions of MOD, MOD (Fin)	CDA (Trg.)/Director NADFM
	4	Defence Accounts Department and Structure & functions of CGDA (H.Qrs. Office)	
Day 2	1	Perspective of working in DAD Role of DAD in Broader National Security	CDA (Trg.)/Director NADFM
	2	DAD Organizational Structure, Regional CDA, Functional CDA, IFA, CFA, DAD Hierarchy	
	3	Regional Controllers: Role and Functions	
	4	Various Codes and Manuals applicable in DAD	
Day 3	1	Various Functional Controllers: Role and functions	Shri Raja Bhattacharjee, IDAS, Addl. Director
	2	Indian Armed Forces: An Organizational Overview	
	3	An Introduction to the General Financial Regulations	Sh. S.K. Mohanty, AAO (Trg.)
	4	An introduction to Defence Procurement Manual and Defence Procurement Procedures	
Day 4	1	An Introduction to Office Manual Part – I	Shri Raja Bhattacharjee, IDAS, Addl. Director
	2	An Introduction to Office Manual Part – II	
	3	Part I and Part II Office Orders, Circular, Reminders followed by Practical	Sh. Mukesh Kumar Jha, AAO (Trg.)
	4	Record Management and Retrieval	
Day 5	1	Types of Office Communication	Ms. SheelaChakravarthy, SAO (Trg.)
	2	D.O. Letter: Theory and Practical	
	3	Office Note: Theory and Practical	Sh. S.K. Menon, SAO (Trg.)
	4	Initiation and Movement of Files at different level: Various aspects, flagging and T-Linking	Smt. Neela S. Kumar, SAO (Trg.)
	5	New Pension Scheme: Various aspects and important provisions including Role of DDO & NSDL	Sh. Mukesh Kumar Jha, AAO (Trg.)
Day 6	1	Maintenance of Work Book, Progress	Sh. Mukesh Kumar Jha,

05.11.18		Report/Control Chart and adherence of prescribed provisions: Various aspects	AAO (Trg.)
	2	MS Word: Basic formatting text, paragraph etc.	Ms. SheelaChakravarthy, SAO (Trg.)
	3	e-mail and Mail Merging etc.	
	4	Role and functions of PAO	Smt. Babita Singh, AO (Trg.)
	5	Official Language Act (Rajbhasha) : Important provisions	Sh. M.S. Gaikwad, SHT
Day 7	1	An Introduction to Financial Regulations Part I & Part II	Sh. S.K. Mohanty, AAO (Trg.)
06.11.18	2	Role and functions of IFA	
	3	Project Dolphin & Project Tulip	Smt. Babita Singh, AO (Trg.)
	4	IT initiatives of DAD & Projects	
	5	Noting and Drafting in Hindi	Sh. M.S. Gaikwad, SHT
Day 8	1	RTI Act, 2005	Sh. S.K. Menon, SAO (Trg.)
08.11.18	2	Role and functions of AOGE	Sh. K.V.S. Kumar, AAO (Trg.)
	3	Duties and functions of LAO & RAO	Smt. Neela S. Kumar, SAO (Trg.)
	4	Roles and functions of Controller of Fys.	
	5	Roles and functions of CDA (CSD) Mumbai	Sh. K.V.S. Kumar, AAO (Trg.)
Day 9	1	MS Excel: Basic, Cell Formatting & Formula	Sh. S.K. Menon, SAO (Trg.)
09.11.18	2	MS Power Point – Basic, Slides	
	3	Test/Exam	RTC Faculty
	4	Valediction	CDA (Trg.)

From 29.10.2018 to 01.11.2018 & 09.11.2018:

Session 1 : 10:00 a.m. – 11:15 a.m.	Session 2 : 11:45 a.m. – 01:00 p.m.
Session 3 : 02:00 p.m. – 03: 15 p.m.	Session 4 : 03:45 a.m. – 05:00 p.m.
Tea Break : 11:15 a.m. – 11:45 a.m.	Lunch Break : 01.00 p.m. – 02:00 p.m.

From 02.11.18 to 08.11.2018: No change in the Morning Sessions

Session 3: 02:00 p.m. – 03:15 p.m.	Tea Break: 03:15 to 03:30 p.m.
Session 4: 03:30 p.m. - 04:45 p.m.	
Session 5: 04:45 p.m. – 06:00 p.m.	

Dress Code: - Male Participants : Formal Trouser, Shirt (Collar), Formal Shoes
Female participants: Saree/Salwar Kameez/Other formal wear

Mobile phone to be switched off during the training sessions

Late attendance will be viewed seriously