



**//URGENT//**

 <p>आज़ादी का अमृत महोत्सव</p>	<p>कार्यालय, रक्षा लेखा नियंत्रक, नं. 1, स्टाफ रोड, सिकंदराबाद – 500009 <b>OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS</b> No.1, STAFF ROAD, SECUNDERABAD-500009 दूरभाष/TELE: 040-27847957 EX: 315 फैक्स/FAX:040-27810499 ई-मेल/Email: <a href="mailto:secd-ansn-cda@nic.in">secd-ansn-cda@nic.in</a></p>	
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No. AN/I/1143/Misc Corr

Date: 12.06.2023

**CIRCULAR**  
**(Through Website)**

To

1. The CDA, IT&SDC Secunderabad
2. The Jt.CDA I/c, PAO(ORs)EME Secunderabad
3. The DCDA I/c, PAO(ORs)AOC Secunderabad
4. The DCDA I/c, AAO(Army) Vizag
5. All Sub-Offices
6. All GOs in Main Office.

**Sub: Maintenance of Data Base of IT Qualified/Trained/Self-Trained/  
Oriented SAOs/AOs/AAOs and Sr.Auditors/Auditors in DAD- Reg  
Ref : HQrs letter No. AN/II/2153/Trf Policy/2023; dated 09.06.2023**

\* \* \* \* \*

Please find enclosed herewith HQrs office letter referred above on the subject wherein it is endeavoured to develop a database of IT Qualified/Trained/Self-Trained/oriented professionals working in the department so as to utilize them in IT&S and to frame a separate policy for management of IT personnel in DAD.

In this regard, the contents of the HQrs office letter may be brought to the notice of all the Officers and Staff for information. Willing officials may fill up the details in the proforma enclosed and forward the same to this office by 12/06/2023.

Encl : As above.

  
(M Subhash Kumar)  
ACDA (AN)

Copy to:

The IT Section, Local - For uploading the same in the website.

  
(K. Ramakrishna)  
Accounts Officer (AN)



रक्षा लेखा महानियंत्रक  
**Controller General of Defence Accounts**  
उलन बटार रोड, पालम, दिल्ली छावनी-110010  
**Ulan Batar Road, Palam, Delhi Cantt.-110010**  
Ph: 011-25665568, Fax : 25674806 e-mail : admnx.cgda@nic.in



No. AN/II/2153/Trf Policy/2023,

Dated: 09 .06.2023

To

**The PCsDA/CsDA/PCA (Fys)/PIFAs/IFAs**

**Subject:** Maintenance of Data Base of IT Qualified/Trained/Self-Trained/Oriented SAOs/AOs/AAOs and Sr. Auditors/Auditors in DAD.

In recent time main focus and emphasis of Government is on e-governance. Information Technology holds great promise in delivery of prompt and efficient services to the citizens. The Defence Accounts Department pioneered in adaptation and use of Information Technology in almost every function carried out by the department. Defence Accounts Department has implemented various IT related projects and modules viz SPRASH, e-Ticketing, Tulip, NCS, Project Bhawan, Project Nidhi e-office, Sparrow etc. Therefore, it has become imperative to promote and identify personnel working in the IT Projects in the department and create a talent pool of IT professional for promotion of IT in the department and gradual up-gradation of skills of this talent pool. This is an endeavor to develop a database of IT qualified/trained/self-trained/oriented professionals working in the department so as to utilize them in IT & S and to frame a separate policy for management of IT personnel in DAD

2. The following will be the objectives of the policy:

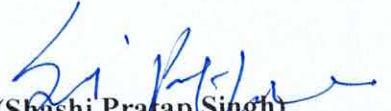
- i. To attract willing officials to work in IT Projects of the department through provision of stability in tenure and protection from frequent dislocation as well as flexibility in work profile.
- ii. To develop competent IT professionals and experienced personnel to successfully deliver and maintain IT systems in DAD.
- iii. To enable development of Core IT teams in CGDA HQ/IT&SDC/PCsDA/CsDA to tackle various challenges of IT project management and IT security.

iv. To enable evolution of IT&SDC Secunderabad as Centre of Excellence for IT System development and IT&SDC Delhi for maintenance of various IT systems of DAD focusing on system audit, cyber security, data mining and data analytics.

3. The Policy will be applicable from Auditors to Senior Accounts Officers. Only in exceptional circumstances it can be extended to Clerks on strong recommendation of PCDA/CDA with due reasons. However, before formulating a policy it has been decided to collect information of the eligible and willing officials and prepare a central Data-Base of such official. Admin-II Section of this HQrs Office will be custodian of the Data Base centrally.

5. Accordingly, a proforma is enclosed in which officials may fill up the details and send it directly to Admin-II Section of this HQrs Office through email at [hqan2.cgda@gov.in](mailto:hqan2.cgda@gov.in) with a copy to PCsDA/CsDA concerned. The PCsDA/CsDA are required to furnish verification report along with their recommendation to this HQrs Office in respect of the information furnished by the official. It will be mandatory for those who are presently working on IT system in PCsDA/CsDA/PAOs/AAOs to fill the proforma and submit it to this HQrs Office.

This issues with the approval of the FA (DS)/CGDA.

  
(Shashi Pratap Singh)  
Sr.ACGDA (Admin)

**Copy to:**

1 IT &S Wing (Local)  
HQrs Office

} For uploading on CGDA's web-site please.

2 Admin-IV Section (Local)  
HQrs Office

} For information and necessary action please.

  
(Shashi Pratap Singh)  
Sr.ACGDA (Admin)

### Enlisting of IT Professionals in the DAD

Sl. No.	Details particulars																	
1.	Name																	
2.	Designation and A/c No.																	
3.	Qualification																	
4.	Present office and Organization																	
5.	Role Opted for (Developer/Programmer, Operator & Maintainer, System Administrator and Cyber Specialist/Security Audit Specialist)																	
6.	Whether presently deployed in any IT project/task																	
(i)	If yes, please give brief details thereof with the specific role assigned in the said project/task (i.e as Developer/Programmer or as Operator/ Maintainer)																	
(ii)	Period from which deployed																	
7.	Whether deployed in any IT projects/tasks in the past																	
(i)	If yes, please give period with the specific role assigned in the said projects/tasks (i.e as Developer/Programmer or as Operator/ Maintainer)																	
(ii)	Period of deployment																	
8.	If Developer/Programmer, please state the followings																	
	(a) Area of expertise in the programming viz Data Base/System Architecture (web based technology or JZEE or Framework etc)/Language/JAVA/PHP/COBOL etc																	
	(b) How the expertise acquired viz through formal training given by the department OR by outside agency OR by self learning																	
9	If applied as Operator & Maintainer, System Administrator, Cyber Specialist/Security Audit Specialist please state the followings																	
	(a) How the expertise/knowledge acquired i.e through formal training given by the department, or by outside agency, or by self learning																	
10	Training Provided																	
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Imparted by	Subject	Year	Duration															
CGDA																		
PCDA/CDA																		
Other																		
11	Preferred place of posting																	

**Signature of the official**

It is certified that the above information furnished by the official have been duly verified from the record available in the office and found correct. Accordingly, the official is recommended by the PCDA/CDA for enlisting him/her as IT Professional in DAD.

**Group Officer (Admin)  
With office Seal**