

No. O&M/2927/TAC/RTC
Office of the PCDA (CC)
1, Cariappa Road
Lucknow-226002
Date: 25.05.2016

To,
The Officer-in-charge

Sub: Developing case studies for utilization in the Training at RTC.

Kindly find enclosed a proforma of case studies as **Annexure A** for preparation of standard case studies and forwarding the same to by mail/by hand/by Fax to O&M Section of PCDA (CC) through NIC mail id **debasish.sarkar.dad@gov.in** by **30.05.2016**.

In this connection, it is stated that the proforma of case studies can differ from case to case particularly case studies pertaining to discipline/court cases which could be prepared in the proforma as required of the case. However, any case studies on any format should contain the points of learning to enable participants get benefit out of that. Guidelines from other available resources may also be utilized while preparing case studies.

It is important to mention here that the courses conducted by RTCs must inter alia including in the course content of various courses the concern areas on Internal Audit Reports, Test Audit Reports, Drafts Paras, MFAI items, Court/legal/audit decisions etc. The case studies should also form an important part of course content. Individual initiative for developing case studies will be suitably rewarded. Suitable case studies developed by officers of the level AAO and above duly accepted by PCDA.

In view of the above, it is requested to forward the case studies in any in prescribed proforma in Annexure-A


Accounts Officer (O&M)

Copy to:
The Officer-in-charge : for uploading on PCDA (CC) website.
OA Cell


Accounts Officer (O&M)



*Regional Training Centre,
Pr.C.D.A. (CC), Carriappa Road, Lucknow Cantt-226002*
Phone No: 0522-2451809 Fax: 0522-2451788

Annexure-A

Proforma for developing case studies for utilization in the Training at RTC

1.	Title of the Case	
2.	Facts of the Case	
3.	Analysis of the Case	
4.	Rule provisions attracted	
5.	Conclusion/result	
6.	Points of learning	
7.	Annexure, if any	