



## **COLLEGE OF DEFENCE MANAGEMENT**

### **JOINING INSTRUCTIONS**

### **MANAGEMENT DEVELOPMENT PROGRAMME**

### **DEFENCE ACQUISITION MANAGEMENT**

**(25 SEP 23 TO 07 OCT 23)**

### **PART I - TRAINING**

#### **General**

1. Management Development Programme - Defence Acquisition Management (**MDP - DAM**) will be conducted at the **College of Defence Management (CDM)**, Secunderabad from **25 Sep 23 to 07 Oct 23**.

#### **Aim, Objectives and Eligibility**

2. **Aim.** To make the participants aware of various Supply Chain Management (SCM) concepts, management of inventory, Defence Acquisition Procedure (DAP), Defence Procurement Manual (DPM), Delegated Financial Powers for Defence Services (DFPDS-2021) etc, so as to enable them to operationalize responsive and efficient supply chains and provide them knowledge of procurement procedures for the three services in a collaborative tri-services environment.
3. **Objectives.**
  - (a) To develop sound understanding of SCM concepts and contemporary supply chain philosophies.
  - (b) To familiarise with various organizations and procedures related to weapon and equipment acquisition in the armed forces.
  - (c) To expose participants to updated provisions of DAP and DPM.
  - (d) To develop knowledge and skill levels towards effectively operationalising DAP and DPM at various levels.
  - (e) To understand nuances and legalities of contract management and e-procurement.
4. **Qualitative Requirement (QR).** The QR for the course is officers of the rank of Col/ Brig and equivalent from other services. Officers who have attended HDMC



earlier are not eligible to undergo this course and hence should not be detailed on the course. Further, to meet course objectives, it is desirable that the nominating authorities of three services should make an endeavour to nominate officers who are either employed on procurement related appointments or are likely to tenate such appointments in near future.

### **Course Design**

5. **Course Capacity.** The course is designed for 35 participants, wherein offrs from **Army, Navy, Air Force** and **IHQ** shall be attending the same.
6. **Course Duration.** The duration of the MDP DAM is **two weeks.**
7. **Working Hours.** Working hours will be from **0830 hr to 1430 hr in the morning session.** There will be four sessions conducted each day except on Wednesdays when there will be additional evening session from **1530 hr to 1650 hr.**
8. **Programme.** The programme begins on the first day on 25 Sep 23 at 0815 hr. All officers are requested **to be seated at Chanakya / Vyas Hall by 0810 hr.** The course programme and study material for the duration of the course will be issued to the participants on the first day.
9. **Training Pedagogy.** The pedagogy of teaching at the College has been designed to be dynamic with focus on participative and interactive learning, for a productive and intellectually stimulating learning experience. Keeping into consideration the vide service experience of the course participants, adequate emphasis will be laid on the peer learning.
10. **Syllabus & References.** Syllabus for the MDP and suggested reference books are attached at **Appendix A.**
11. **Study Material.**
  - (a) All instructional material related to the course will be issued by the college. Soft copies of all precis and other study material required by participant officers are uploaded on the College Wide Network (CWN), access to which will be provided on arrival of the participants at the college campus.
  - (b) Participants will not be issued with the hard copies of a precis / handouts.
  - (c) Participants are advised to go through suggested reference material, especially the Gol publications prior to coming for the course.



(d) CDM has a well-established CWN and virtually all aspects of the course curriculum including day to day passage of instructions, class room teaching, submission of solutions where required, issue of training programme are carried out online. *It is therefore essential that you are reasonably proficient in your Information Technology related skills.*

(e) **Library.** CDM has a vibrant and an exclusive library with a diverse collection of books and research material on various disciplines.

## **PART II - COORDINATION AND ADMINISTRATION**

### 12. **Arrival / Reception / Dispersal.**

(a) **Arrival.** All participant officers are required to report on **23 Sep 23 (FN)**. All participant officers are requested to send their arrival information as per **Appendix B** and **personal particulars** as per **Appendix C** to **Col Adm**, College of Defence Management by **Fax / AWAN**. The same may also be shared with the **Basic DS, Col BS Duhan** by SMS or WhatsApp on mobile No **9999784257**.

(b) **Reception.** A reception centre will be established at CDM Officers' Mess / Sekhon Block. Upon arrival at CDM, officers are requested to report to the reception for completion of arrival formalities and for further instructions.

(c) **Dispersal.** The dispersal from College on termination of the course may be planned **only after 1400 hour on 07 Oct 23**.

(d) **Reaching CDM from Airport.** Officers may use cab services from the airport to reach CDM and claim the expenses for transportation from airport to CDM accordingly. Pre-paid cabs such as Ola, Uber, and Sky Cab are available at airport. The distance from airport is approximately 45 km (1½ hr). Cab drivers may be routed towards Secunderabad – Trimulgherry route. CDM is located near Ammuguda Bus Stop (Yapral). **Nearest Landmark is Bhavans School, Sainikpuri** Google Map showing route from Airport to CDM is placed at **Appendix D**.

### 13. **Administrative Arrangements.**

(a) **Documents.** All service participants must be in possession of their **Course Detailment Letter, Movement Order** and **Identity Card**.



(b) **Accommodation.** All participants of the MDP course will be accommodated under the aegis of CDM, Secunderabad. List of facilities provided at CDM, Secunderabad accommodation is attached as **Appendix E.**

(c) **Messing.** Officers dining at CDM Officers Mess, **Kalpavriksha** and are requested **not to carry their LRC as flat rates will be charged for dining in the CDM Officers Mess.** Bills may be paid by cash / credit / debit cards.

(d) **Financial Arrangements.** Service officers are requested to draw their TA/DA in advance before coming for the course. No TA/DA will be drawn by the College on their behalf.

(e) **Dress.** The dress is open collar with full sleeves shirts and name tab (issued at CDM). **Summer uniform** will be worn on first day and last day / or on specific occasions including course photograph, which will be specified. Officers are advised to be in possession of neckties for formal occasions.

(f) **Medical Support.** MI Room facilities are available in CDM premises. MI Room of No 1 EME Centre is also located very near to the College. Military Hospital, Secunderabad and Military Dental Centre, Bolarum is located within five kms from CDM.

(g) **Banking Facilities.** SBI & ICICI ATMs are located within the College campus. In addition, ATMs of other major banks are available in the near vicinity.

(h) **Leave.** No leave is permitted during the course. Only specific cases may be considered on extreme compassionate grounds with approval of the Commandant.

14. **Sports and Pastime Activities.** Details of sports and pastime activities available at the College are as given below:-

(a) **Tennis, Badminton & Squash.** Facilities for Tennis, Badminton and Squash are available at CDM.

(b) **Gym.** A well-equipped gym is available at CDM Officers' Mess.



(c) **Golf.** There are two 18-hole golf courses, namely the Bison Ecology Park and Training Area (BEPTA) and Eagle Environmental Park and Training Area (EEPTA). Officers can play on payment of green fee.

(d) **Rajendra Singhji Institute (RSI).** RSI is located about 1.5 km from the College. Officers may use facilities on cash payment basis. CDM Mess Secretary will facilitate temporary membership.

### **Contact Persons**

15. **Training Activities.** Training Branch at CDM will coordinate all the training activities with respect to the MDP. **Basic DS may be contacted for any further clarifications.** The undermentioned officers may be contacted with respect to the training activities of the course:-

- |                                   |  |
|-----------------------------------|--|
| (a) Col Prashant Misra, DS Coord  | 9419220768, 3614 (Army)<br>dscoord.ids@gov.in  |
| (b) Col Abhishek Arora, Trg Coord | 7080666444, 3615 (Army)<br>trgcoord.ids@gov.in |
| (c) Col BS Duhan, (Basic DS)      | 9999784257, 3669 (Army)<br>ds33.ids@gov.in     |

16. **Administrative Activities.** The undermentioned officers may be contacted with respect to the administrative activities of the course:-

- |                                 |   |
|---------------------------------|---|
| (a) Col Chetan Masoan, Col Adm  | - 8800772656, Army - 3621<br><a href="mailto:ssoadm.ids@gov.in">ssoadm.ids@gov.in</a> |
| (b) Lt Col Ashutosh Jha, AA&QMG | - 7093895314, Army- 3623  |
| (c) CDM Duty Clerk              | - 040-27111731.   |

17. **Address.** The postal address of CDM is as follows:-

- |                 |   |  |
|-----------------|---|--|
| (a) Postal      | : | College of Defence Management<br>Sainikpuri PO<br>Secunderabad - 500 094 |
| (b) Telegraphic | : | CDM Secunderabad - 500 094   |
| (c) Fax         | : | DS Coord : 040-27115741  |



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Col Adm : 040-27111731

(d) E-mail : ssoadm.ids@gov.in

(e) CDM Website : <https://cdm.telangana.nic.in>

**Appendix A**(Refers to Para 10 of  
Joining Instructions)**MDP: DEFENCE ACQUISITION MANAGEMENT****Syllabus**

<b><u>S No</u></b>	<b><u>Broad Topics</u></b>
1	Supply Chain Management - Overview & Drivers
2	Achieving Strategic Fit & Inventory Management
3	3PL & Outsourcing
4	Contemporary SCM practices & E-Procurement
5	Make & Innovate
6	Acquisition Organisations, Intro to DAP
7	Capital and Revenue Procurement process
8	Strategic Partnerships, Leasing & OCPP
9	Contract management & INCO Terms

**References**

<b><u>S. No</u></b>	<b><u>Title</u></b>	<b><u>Author</u></b>	<b><u>Publisher</u></b>
1	Supply Chain Management	BS Sahay PhD	Macmillan India Limited – 2002 ISBN 0333 933397
2	Logistics and Supply Chain Management	G Raghuram N Rangaraj	Macmillan – 2000 ISBN 0333 933427
3	Law of Contract	Justice PS Narayana SRC Nayar	Gogia Law Agency – 2003 – 04.
4	Integral Logistics Management	Paul Schonsleben	St Lucie Press 2003
5	GFR 2017 and FR	Gol Publications	
6	DAP 2020	Gol Publications	
7	DPM 2009 & Amdts 2010; DFPDS	Gol Publications	



**Appendix B**

(Refers to Para 12(a) of  
Joining Instructions)

**ARRIVAL INFORMATION SLIP: MDP (DAM)**

1. Number, Rank and Name : \_\_\_\_\_
2. Substantive Rank with Date : \_\_\_\_\_
3. Acting Rank with Date : \_\_\_\_\_
4. Mode of Travel : \_\_\_\_\_
5. Flight / Train Number : \_\_\_\_\_
6. Date & Time of Arrival : \_\_\_\_\_
7. Mobile Number : \_\_\_\_\_
8. E-mail ID : \_\_\_\_\_
9. Food Preference : Vegetarian/Non-Vegetarian

\_\_\_\_\_

Dated:

(Signature of the Officer)





**Appendix C**  
(Refers to Para 12(a) of  
Joining Instructions)

**PERSONAL AND SERVICE PARTICULARS: MDP (DAM)**

1. Name (in Block Capitals) :
2. Personal No :
3. Rank.
  - (a) Substantive with Date : Rank\_\_\_\_\_ Date\_\_\_\_\_
  - (b) Acting with date : Rank\_\_\_\_\_ Date\_\_\_\_\_
4. Regiment/Corps/Branch :
5. Decorations :
6. Date of Commission/Seniority :
7. Date of Birth :
8. CDA/ Pay Account No :
9. Bankers & Account No :
10. Identity Card No :
11. Blood Group :
12. NoK and Relationship :
13. e mail ID :
14. Unit and Address :
  
15. Contact Number :
16. Academic Qualifications :

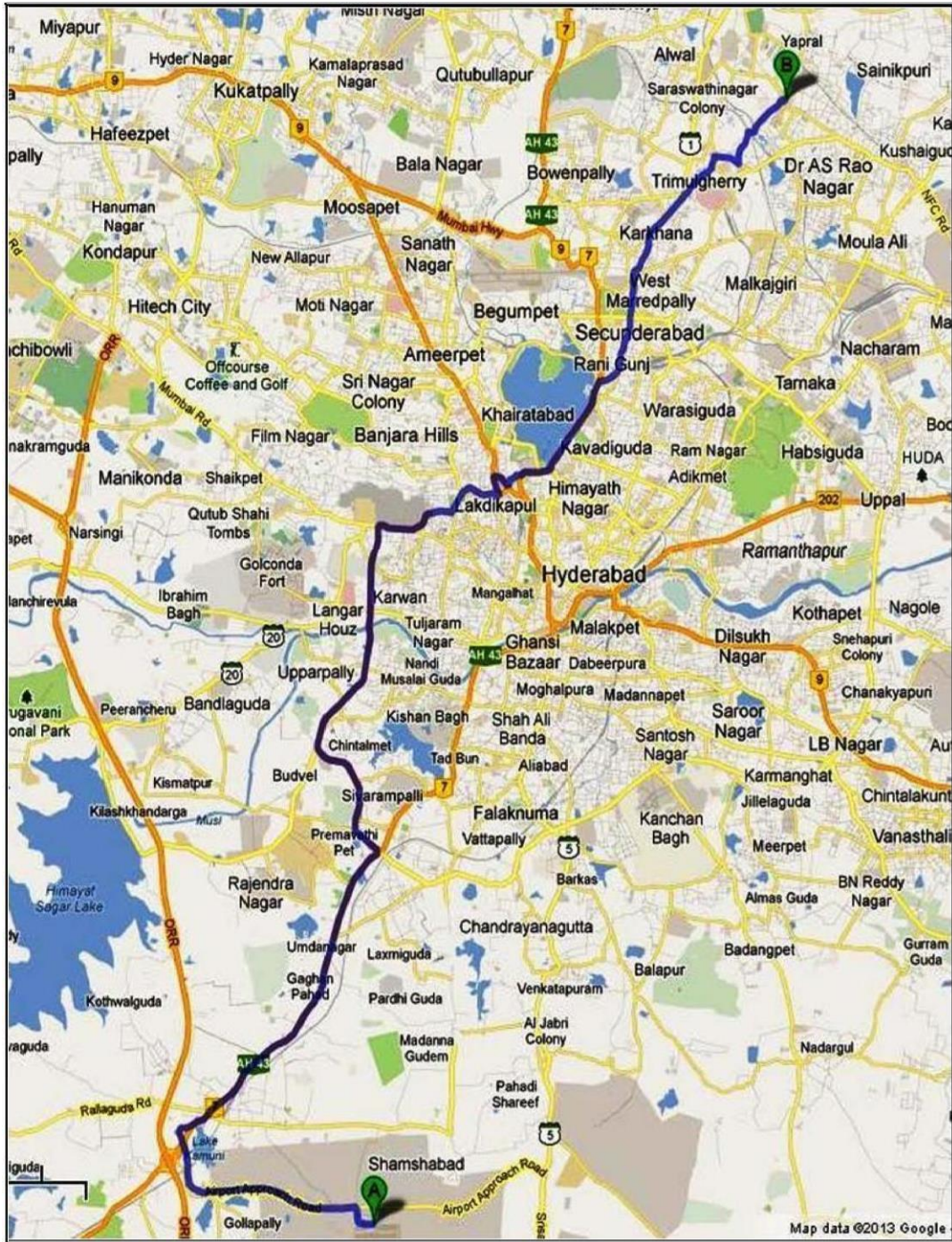
Place:

Date:

(Signature of Officer)



**ROUTE MAP RAJIV GANDHI INTERNATIONAL AIRPORT TO CDM**





**Appendix E**  
**(Refers to Para 13(b) of**  
**Joining Instructions)**

**LIST OF ITEMS AVAILABLE AT CDM OFFICERS' MESS ACCOMODATION**

1. Air-conditioned bedrooms with requisite bedding, linen & blankets.
2. Refrigerator.
3. LCD TV with various channels.
4. Electric kettle with items for making tea.
5. Electric iron.
6. Newspaper.
7. Welcome hamper.
8. Basic toiletries.
9. Welcome card with important telephone numbers.