



COLLEGE OF DEFENCE MANAGEMENT

JOINING INSTRUCTIONS

MANAGEMENT DEVELOPMENT PROGRAMME DEFENCE ACQUISITION MANAGEMENT - 25 22 SEP 25 TO 04 OCT 25

PART I - GENERAL

The College

1. The College of Defence Management (CDM) (erstwhile Institute of Defence Management) was established at Secunderabad in December 1970. It is a joint services training establishment, which imparts management training to select officers from the Armed Forces, Para Military Forces, MoD and officers from friendly foreign countries. The in-house programs include a flagship 44-week Higher Defence Management Course (HDMC) for Colonels/ equivalent ranks, a four-week long Senior Defence Management Course (SDMC) for Brigadiers/ equivalent ranks and Defence Management Course of two weeks duration. In addition, a number of Management Development Programs (MDPs) are conducted on various subjects varying from Strategic Management, Resource Management and Big Data Analytics as per schedule available at <https://cdm.gov.in/wp-content/uploads/2025/06/Schedule.pdf> . The training programs are oriented towards application of management concepts and techniques in defence strategy formulation, operations, maintenance, administration, resource and logistics management.

2. The College is a member of All India Management Association (AIMA), the Apex Body for management in India as well as of International Project Management Associates (IPMA). The College is affiliated to the Osmania University, Hyderabad for award of various academic degrees. CDM web portal hosted at <http://cdm.gov.in> provides elaborate information on facilities and learning resource available at CDM.

PART II – COURSE CONDUCT

Overview

3. Management Development Programme on Defence Acquisition Management Course (MDP DAM) - 25 is scheduled to be conducted at CDM (on campus) from 22 Sep to 04 Oct 25 at College of Defence Management, Secunderabad.

4. **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-2016) etc, so as to enable them to operationalize responsive and efficient supply chains for the three services in a collaborative tri-services environment.

5. **Objectives.**

5.1 To develop sound understanding of SCM concepts and contemporary supply chain philosophies.

5.2 To familiarize with various organizations and procedures related to weapon and equipment acquisition in the armed forces.

5.3 To expose participants to updated provisions of DAP and DPM.

5.4 To develop knowledge and skill levels towards effectively operationalizing DAP and DPM at various levels.

5.5 To understand nuances and legalities of contract management and e-procurement.

6. **Qualitative Requirement (QR).** The QR for the course is officers of the rank of Lt Col/ Col and equivalent from other services. Officers who have already attended HDMC are not eligible and must not be detailed on the course. Further, to meet course objectives, it is necessary that the nominating authorities of three services should make an endeavor to nominate those officers who are either employed on procurement related appointments or are likely to tenure such appointments in near future.

Course Design

7. **Subjects.** The participants will be exposed to following subjects of DAM: -

7.1. Financial Management (FM).

7.2. Supply Chain Management (SCM).

8. **Syllabus.** The Detailed Syllabus for the course is placed at **Appendix A**. Books recommended for reading as a part of the pre-course preparation are listed at **Appendix B**.



9. **Course Capacity.** The course is designed for 35 participants, wherein officers from **Army, Navy, Air Force** and **IHQ shall be attending the same.**
10. **Course Duration.** The duration of the MDP DAM is **two weeks.**
11. **Working Hours.** Working hours will be from **0800h to 1430h** in the morning session. There will be four sessions conducted each day except on Wednesday when there will be additional evening sessions from **1530h to 1700 h.**
12. **Programme.** The programme begins on the first day i.e. **22 Sep 25** at **0815 h.** All officers are requested **to be seated at Chanakya by 0800h.** The course programme and study material for the duration of the course will be issued to the participants on the first day.
14. **Study Material.**
- 14.1. CDM has a well-established College Wide Network (CWN) and virtually all aspects of the course curriculum including day to day passage of instructions, study material, individual assignments and dissemination of additional learning material are part of Learning Management System.
- 14.2. Reading material and General Instructions may be downloaded from CDM website at <https://cdm.gov.in>.
- 14.3. Participants will also be issued a Tablet containing all learning considered essential.
- 14.4. Library. CDM has a vibrant and an exclusive library with a diverse collection of books and research material on various disciplines.



PART III - COORDINATION AND ADMINISTRATION

15. Arrival / Reception / Dispersal.

15.1. Arrival. Participant officers are to report between 20 Sep 25 (AN) / 21 Sep 25 (FN). All participant officers are requested to fill arrival details form using link at Appendix C by 30 Jun 2025 positively. Any queries can be addressed to the Course Basic DS at ds24.ids@gov.in.

15.2. Reception. A reception centre will be established at CDM Officers' Mess. Upon arrival at CDM, officers are requested to report to the reception for completion of arrival formalities.

15.3. Dispersal. The dispersal from College on termination of the course may be planned only after 1600 hour on 19 Jul 25.

15.4. Cab Services. Officers may use cab services from the airport to reach CDM and claim the cost of transportation from airport to CDM accordingly. Prepaid cabs operated by the RTO, Meru Cab, Sky Cab apart from Ola and Uber are available at the airport. Alternately, services of Tushar Cabs (9849211941), a private cab service may also be availed if participants want a cab ready at the airport on landing. The distance from airport is approximately 42km (1½ hr). Cab drivers may be routed towards Secunderabad - Trimulgherry - Sainikpuri route. Google Map showing route from Airport to CDM is placed at Appendix D.

16. Administration.

16.1. Documentation. All service participants must be in possession of their Course Nomination Letter, Movement Order and Identity Card.

16.2. Documentation: International Participants. The following documents need to be produced on arrival: -

16.2.1. Passport. 15.2.2. VISA.



16.2.3. National ID (Should specify home address which is required for issue of SIM Card, if required).

16.2.4. Country Security Assurance from respective Embassy.

16.2.5. Four Passport size photographs

16.3. **Accommodation.** All participants of the DMC course will be accommodated in the Single Officers Accommodation of the College which is located inside the College premises. List of facilities provided in guest room is attached as Appendix E. Spouse and young children of officers can accompany, if permission is sought in advance.

16.4. **Messing.** Officers will be dining at CDM Officers Mess, Kalpavriksha and standard daily messing rates will be charged for dining. Bills may also be paid by credit/debit cards.

16.5. **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. Eligible International Participants under Indian Technical and Economic Cooperation (ITEC) under the aegis of Ministry of External Affairs, Govt of India will draw their allowances from IP Cell of CDM. The allowance will be calculated based on the number of days of the duration of course.

16.6. **Dress.** Summer uniform will be worn on first day and last day/or on specific occasions including course photograph. The routine dress is formal trousers and shirt with pocket for name tab (issued at CDM). Officers are advised to be in possession of neck ties for formal occasions.

16.7. **Banking Facilities.** ICICI and SBI ATM is located within the College campus. SBI, No 1 EME Centre is located close to the College. In addition, ATMs of most of the major banks are available in near vicinity.

16.8. **Medical Facilities.** MI Room facilities are available in CDM premises. Military Hospital, Secunderabad is located at a distance of five kms from CDM. Military Dental Centre, Bolarum is located three kms from CDM.



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

17. **Sports and Recreation.** CDM offers the following sports and pastime activities :-

17.1. **Tennis and Squash.** Tennis and squash facilities are available at CDM.

17.2. **Gymnasium.** A well-equipped gymnasium is available in the CDM Officers' Mess.

17.3. **Golf.** Two 18-hole golf courses, viz Bison Ecology Park and Training Area (BEPTA) and Eagle Environmental Park and Training Area (EEPTA) are in close vicinity. Participants may play by paying green fees. Limited number of Golf Sets are available in CDM.

17.4. **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

18. **Academic Activities.** Directing Staff Coordination (DS Coord) at CDM will coordinate all the academic activities with respect to the MDP. The undermentioned officers can be contacted with respect to the training activities of the course:-

- | | | | |
|------|---------------------------|---|---|
| 18.1 | DS Coord | - | 040-27115741
6624 (Army)
dscoord.ids@gov.in |
| 18.2 | OIC Foreign Officers Cell | - | ds24.ids@gov.in |
| 18.3 | Basic DS | - | ds24.ids@gov.in . |

19. **Administrative Activities.** The undermentioned officers may be contacted with respect to the administrative arrangements during the course:-



7

19.1 Colonel Administration - 040-27111731
Army – 6615
ssoadm.ids@gov.in

19.2 CDM Duty Clerk - 040-27111731

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

21.1 **Postal** : College of Defence Management
Sainikpuri PO,
Secunderabad – 500 094

21.2 **Fax** : 040-27116451

21.3 **e-mail** : ssoadm.ids@gov.in

21.4 **CDM Web site** : <https://cdm.gov.in>

21.5 **ASIGMA** : coladm_cdm



Appendix A

(Refers to Para 8 of
Joining Instructions)

DETAILED SYLLABUS: MDP DAM - 25

Ser	Broad Topic
1.	<ul style="list-style-type: none"> • Supply Chain Management (SCM) Overview & Sup Chain Divers. • Achieving strategic fit. • Inventory management. • Life Cycle Costing of equipment. • Contemporary Supply Chain practices.
2.	<ul style="list-style-type: none"> • Acquisition Organisation & Intro to DAP 2020. • RFI & SQR Formulation & Preparation. • AoN, SoC & Categorisation. • RFP & Case Study on RFP Formulation. • Trials, TEC & CNC. • Make & innovate. • Strategic Partnerships. • Fast Track Procedures. • IGA (Incl FMS) & Offsets. • Leasing & OCPP. • IR & D Projects (Make/iDex/TDF). • Costing & Benchmarking. • Syndicate Presentation SQR
3.	<ul style="list-style-type: none"> • Revenue Procurement Processes. • Government e-Marketplace (GeM). • Contract Mgt & International Commercial Terms (INCOTERMS).
4.	<ul style="list-style-type: none"> • Economics of Defence. • Financial Administration in Defence Services (FADS), General Financial Rules and Delegation of Financial Powers in Defence Services (DFPDS-21). • Time Value of Money principles. • Capital Budgeting.

**Appendix B**

(Refers to Para 8 of
Joining Instructions)

RECOMMENDED READING MATERIAL FOR MDP DAM - 25**References**

S. No	Title	Author	Publisher
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 C

(Refers to 14.1 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 Habits : Vegetarian/Non-Vegetarian

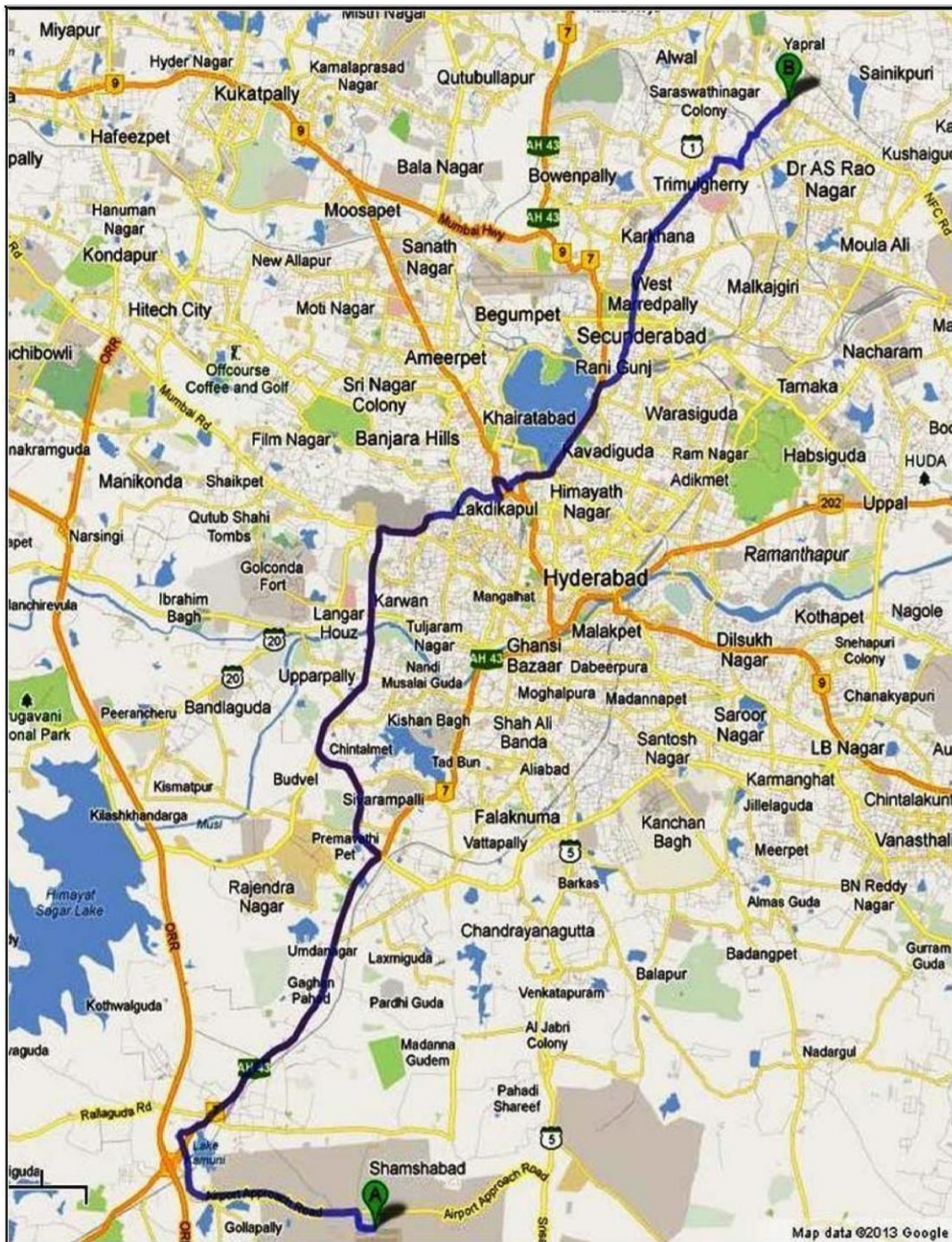
Dated:

(Signature of the Officer)



Appendix D
(Refers to Para 14.4 of
Joining Instructions)

ROUTE MAP RAJIV GANDHI INTERNATIONAL AIRPORT TO CDM





Appendix E (Refers to
Para 15.3 of Joining
Instructions)

**LIST OF ITEMS AVAILABLE AT SINGLE OFFICERS' ACCOMMODATION CDM
OFFICERS' MESS**

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.