

**IMPORTANT CIRCULAR NO.47**



रक्षा लेखा नियंत्रक कार्यालय , गुवाहाटी, उदयन विहार, नारंगी, गुवाहाटी -781171  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS,  
GUWAHATIUDAYAN VIHAR, NARANGI, GUWAHATI-781 171



Tel. 0361-2640394/2641142

FAX 0361-2640204/2640810/2641143.

No. O&M/Trg/203/In House/Vol-XV

Dated: 16/08/2018

**Subject:- Training Course on “Official Language,Office Communication, Noting & Drafting Skills, Discipline and Administrative matter”.**

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It has been decided by the Competent Authority to conduct a Two (02) day Training Course for AAOs to Clks on the above subject in the Training Hall of M.O. CDA Guwahati as per Annexure-A w.e.f. 27/08/2018 to 28/08/2018. The participants of MO Guwahati & Sub-Offices as per Annexure-B are detailed to attend the training course.

TA/DA as per extant rules is authorized.

*Sd-*  
(K. Lalbiakchhunga, IDAS)  
Asstt. Controller

Copy to: -

1. The Officer- in- Charge

For information with request to detail the nominated officials to attend the above training course w.e.f. 27/08/2018 to 28/08/2018 in MO CDA Guwahati.

2. Faculty Members

For information. You are requested to prepare hand outs /lecture notes on the subject assigned and may please be sent to this section well in advance to distribute the same amongst the trainees. The assigned course module is attached as per Annexure-A.

3. The Officer in Charge

AN-I/A & AN-IC Sec. (Local)

} For information please.

4. The Officer in Charge AN-II (Gp-II) (Local)

5. The Officer in Charge AN-IV Sec (Local)

For necessary seating arrangement/ Cleaning of sanitary facility/ Checking up of A.C & Projector/Note pad & Ball pen to the participants for Twenty two (22-approx) in the Community hall on 27/08/2018 & 28/08/2018 and also provide Tea and Snacks to the participant and faculty members during Tea Break.

6. The Officer in Charge EDP Sec (Local)

For Uploading on CDA Guwahati Website.

*S. Paul*  
(S. Paul)

Accounts Officer (O&M)

Annexure A

**COURSE TITLE:-** Training on Official language, Office communication, Noting & Drafting skills, Discipline and Administrative matter w.e.f. 27/08/2018 to 28/08/2018.

**TRAINING SCHEDULE :-** There will be 4 sessions every day each for 75 minutes as under:-

Session I - : 10.15 hrs to 11.30 hrs, Session II - : 11.45 hrs to 13.00 hrs  
Session III - : 14.30 hrs to 15.45 hrs, Session IV - : 16.00 hrs to 17.15 hrs

**VENUE:-** Training Hall MO CDA Guwahati.

**PARTICIPANTS FOR TRAINING COURSE:** AAO to Clerks

Date	Session	Subject and Topics	Faculty
27/08/2018	I	Official Language	Smt. Panna Dey Sr. HT/ 8334082
	II	-do-	-do-
	III	Office Communication	Shri Swapan Baruah, AAO
	IV	-do-	-do-
28/08/2018	I	Discipline, Administrative matter	Shri Abodh Raut, AAO
	II	-do-	-do-
	III	Noting & Drafting	Shri S. Paul, AO
	IV	-do-	-do-

  
Accounts Officer (O&M)

Annexure - 'B'

**Course Title:- Training on Official language, Office communication, Noting & Drafting Skills, Discipline and Administrative matter on 27/08/2018 & 28/08/2018.**

Sl.	Name & Designation	A/C No.	Section/ Sub-Office where
1	SHRI ABHIJIT DEY, AAO	8339787	AN-III Sec
2	SHRI VIJAY KUMAR SETH, AAO	8335938	LAO 222 ABOD
3	SHRI S BHATTACHARJEE, SA	8331637	LAO (A) NARANGI
4	MS ALICE LHAINIHOI HAOKIP, SA	8348673	AN - IA Sec
5	SHRI RAJNISH KUMAR, SA	8344313	AN IB Sec
6	SHRI SANJEET KUMAR, SA	8320302	AN II GP I
7	SHRI AWADHESH KR SINGH, SA	8320332	AN-V Sec
8	SHRI JAYANTA BISWAS, SA	8339776	AN-IV Sec
9	SHRI DHIRAJ KUMAR, SA	8340082	AN-III Sec
10	SHRI HIMANKAR BISWAS, SA	8339831	M-II Sec
11	SHRI SANJEEV KUMAR, SA	8339986	LAO (A) GUWAHATI
12	SHRI NIRMAL KUMAR, SA	8339770	PAO (ORs) ARC SHILLONG
13	SHRI N MISHRA, SA	8339750	AO GE SHILLONG
14	SHRI BIJAY RABHA, SA	8348634	AO GE JORHAT
15	SHRI BIPRADAS NASKAR, SA	8348677	AO AGE (I) AGARTALA
16	SHRI N K SINGH, SA	8320344	AAO SHILLONG
17	SHRI MANGCHA GANGTE, SA	8348641	AO GE NARANGI
18	SHRI JIBAN KUMAR LOYING, SA	8348644	AO GE DINJAN
19	SHRI PAUTHIANLAL VAIPHEI, CLERK	8348621	AO GE 868 EWS
20	MS RASHMI REKHA DAS, CLERK	8348625	M-I Sec
21	SMT ANIMA SONOWAL, CLERK	8339839	AN-1A Sec
22	MD MAINUL HAQUE, CLERK	8335384	PAO (ORs) 58 GTC HILLONG



Accounts Officer (O&M)