

DRAFT IN-HOUSE TRAININGS COURSES FOR THE YEAR 2015-16

Sl No.	Training Course	Level	Days	Location	Dates
1	Training Course on Project Vishwak for AO GE Offices	Ty Aud & Clerks	03 day	MO CDA Guwahati	25 to 27 May 2015
2	Training course on Sys Admin of PAOs	Ty Aud	02 days	PAO(ORS) 58 GTC Shillong	22/05/2015 & 25/05/2015
3	Training course on Functioning of PAOs	AAO to Clk	02 days	PAO(ORS) ARC Shillong	04/06/2015 & 05/06/2015
4	Training Course on Discipline, Administrative matter and their role charter of duties and responsibilities.	MTS	01 day	MO CDA Guwahati	4/6/2015
5	Training Course on Discipline, Administrative matter and their role charter of duties and responsibilities.	Ty Aud & Clerks	01 day	MO CDA Guwahati & AO Shillong	5/6/2015
6	HRD Leadership, Motivation & Communication skills	AAO to Auds	02 days	MO CDA Guwahati	25/06/2015 & 26/06/2015
7	Training on Office communication, Noting & Drafting skills.	Sr Aud to Clk	01 day	AAO Shillong	11/12/2015
8	New Delegation of Financial Powers 2015	SAOs & AAOs in station.	01 days	MO CDA Guwahati	10/7/2015
9	Advance Course on Computer (New recruits)	Ty Aud & Clerks	02 days	MO CDA Guwahati	23/07/2015 & 24/07/2015
10	Internal Audit, C&AG Report, Draft Para, MFAI	AAO to Clks	01 day	MO CDA Guwahati	21/08/2015
11	Course on Taxation, VAT, CST, IT and Excise	AAO to Clks	01 days	MO CDA Guwahati	4/9/2015
12	Training Course on Project Bhawan (For CDA (BR) Guwahati)	SAOs to Clerks	03 days	MO CDA Guwahati	06 to 08/07/2015
13	Training course for JCOs & ORS from Army units	JCOs & ORS	02 days	MO CDA Guwahati	05/10/2015 & 06/10/2015
14	Training course on Functioning of PAOs	AAO to Clk	02 days	PAO(ORS) ARC Shillong	08/10/2015 & 09/10/2015
15	Training cum Workshop on Accounts Matter, Clearance of Suspense, DIDs & PM.	AAO to Clks	02 days	MO CDA Guwahati	05/11/2015 & 06/11/2015
16	Working of AO GE Offices & E-Section	AAO to Clks	05 days	MO CDA Guwahati	16 to 20/11/2015
17	Training on Office communication, Noting & Drafting skills.	Sr Aud to Clk	01 day	MO CDA Guwahati	11/12/2015
18	Training course on Functioning of PAOs	AAO to Clk	02 days	PAO(ORS) ARC Shillong	11/02/2016 & 12/02/2016