



**IMPORTANT CIRCULAR NO. 51**

रक्षा लेखा नियंत्रक कार्यालय , गुवाहाटी, उदयन विहार, नारंगी, गुवाहाटी -781171

**OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI  
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Subject: Observation of DAD “Training and Development week –2016

The Training & Development policy of our Department envisages observing first week of December each year as “Training & Development week” of that year. It has been decided by the Hqrs Office (training Division) to observe 5<sup>th</sup> to 09<sup>th</sup> December, 2016 as “Training & Development Week 2016”.

In view of the above, it has been decided to conduct following activities in MO,

Guwahati:

Sl No.	Date, Venue & Time	Events	Committee	Remarks
1.	05/12/2016 Training Hall At 1500 hours	Essay Writing on:- 1. Aadhar No. Its importance in near future.	1. Shri J K Das, DCDA. 2. Shri Debasis De, SAO.	Not more than <u>250</u> words
2.	06/12/2016 Community Hall At 1500 hours	Debate Competition on:- 1.GST	1. Shri J K Das, DCDA. 2. Shri Ganesh Rai, AO.	All AOs/SAOs of MO GHY to attend the debate competition
3.	07/12/2016 Community Hall At 1500 hours	Panel Discussion on:- 1. Performance Audit Conducted by staff of Sub Offices and measures adopted by Main office/Hq Office to safeguard.	1. Shri K. Lalbiakchhunga, ACDA. 2. Shri S C Adhikari, SAO.	All AAOs/AOs/SAOs of MO GHY to attend the debate competition
4.	08/12/2016 Community Hall At 1500 hours	Elocution Competition on :- 1.Effect of Liberalization of Indian Economy and society.	1. Shri K. Lalbiakchhunga, IDAS ACDA. 2. Shri H B Dutta, SAO.	All AAOs MO to attend the elocution competition.
5	09/12/2016	Prize Distribution	By CDA	Community Hall at 1600 hours

It is, therefore, requested to participate in the programme and intimate the names of the participants to **“O&M” Cell latest by 30<sup>th</sup> Nov, 2016**. The Officer-in charge, AN /IV Section and the Secretary, DARC (Local) are requested to provide all logistic support in organizing and smooth conducting of the programme and arrange still HD Photography and videography to enable this section to send a report to the HQ Office on all the activities conducted during the week. Further the officer-in-charge AN/IV Section is requested to arrange a Certificate and a Trophy appropriate for each of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> prize winner in each of the above events out of the office contingency.

No. O&M/Trg/201/Trg-Dev/III dated 21/10/2016

S.M.

(I M Sarkar)

Sr. Accounts Officer (O&M)

Distribution:

1. All GOs/SAOs/AOs of MO
2. All Sections of MO
3. All Sub Offices
4. The PS to CDA.
5. The General Secretary DARC (Local)
6. Notice Board.
7. EDP Cell

For information.

With the request to upload the circular in the CDA Ghy website.



(I M Sarkar)

Sr. Accounts Officer (O&M)