

By Hand/TTB



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.



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Dated: 06.03.2019

(MOST IMPORTANT CIRCULAR NO 14 DATED 06.03.2019)

**Subject : TRAINING FOR NEW RECRUITS: THIRD BATCH (AT SHILLONG).**

As per Para 2.4 of Training and Development Policy 2013, there is to be two months (8 weeks) Foundation Training for Auditors/ Clerks to be imparted by the RTCs. However it has been directed by Hqrs Office, New Delhi vide their Important Circular No 30 Dated 8<sup>th</sup> May 2018 that out of 8 weeks foundation training, 6 weeks training(30 days) will be conducted by the respective PCDA/CDA and the rest 2 weeks(10 days) Training will be conducted by the respective RTCs followed by a qualifying test to be conducted by the RTCs and the result thereof will be communicated to the PCDA/CDA by the RTCs. Successful completion of both the training has been made a pre-requisite for completion of probation in respect of New Recruits.

2. Accordingly a training (Third batch) for the New Recruits, who are posted in Shillong area has been organized in the office of Area Accounts Office, Shillong from 27<sup>th</sup> March, 2019 to 10<sup>th</sup> May, 2019 (30 days) and the list of the **nominated trainee New Recruits to be undergone training is enclosed as Annexure-B**. All the new recruits listed therein will be temporarily attached to the Area Accounts Office, Shillong from 27<sup>th</sup> March, 2019 to 10<sup>th</sup> May, 2019 and they will have to report at Area Accounts Office Training Hall accordingly during the training.

3. The training classes for the Third Batch will start from 27<sup>th</sup> March , 2019 (9.15 am) and will conclude on 10<sup>th</sup> May, 2019 (5.15 pm). A written test will be held on 10<sup>th</sup> May, 2019.

4. It is imperative to mention here that Auditors/ Clerks discharge the basic and primary functions assigned to DAD. The 30 days training module has been designed accordingly to develop their efficiency, attitude and skill for better job performance. The entire 30 days **training Schedule and name of faculties/ other conducting officers is enclosed as Annexure- A**.

5. Officer-in-Charge of the offices are requested to ensure that the selected trainee New Recruits attend classes regularly and are not sanctioned any kind of leave during the period of training.

6. The following instructions are to be strictly followed by the trainees:
- a) New –recruits will have to attend classes regularly and punctually. They are required to mark their attendance for each session separately.
  - b) New-recruits are to maintain absolute discipline during the training sessions and should not loiter outside the Training Hall.
  - c) New-recruits have to take prior permission of the Officer-in-Charge of the Training /Faculty before leaving training classes, if so required, absolutely in emergency.
7. The selected faculties as shown in Annexure-A are required to submit their “ Hand Out” to Shri Chayan Das, SAO in respect of their assigned classes strictly 7 days before their scheduled class for making photocopies thereof in a planned manner and eventual distribution to the trainees. While preparing Hand Out, faculties may also contact O&M Cell for any assistance regarding materials already available with the Cell. Further faculties are requested to make Power point Presentation while taking their respective classes.
8. The Area Accounts Officer, Shillong is further requested to ascertain Training Hall facilities for 29 participants, necessary seating arrangement/action regarding hygienic washroom facility/ White Board/Projector/ Executive Training File/ Note Pad, pen to the participants and also for arrangement of Tea and snacks to the participant and faculty member during Tea-Break. Further a photo session will have to be conducted. For all these purpose necessary fund may be obtained from CDA Guwahati.
9. Shri Michael K. Touthang, IDAS, Dy.CDA will be the overall in-charge of the training and Shri Chayan Das, SAO of Area Accounts Office, Shillong has been nominated as coordinator of the training course.
10. TADA is authorized for outside faculties and where admissible as per extant rules.
11. The contents of this circular are to be got noted by all concerned for strict compliance.
12. The receipt of the circular may be acknowledged personally by the officer-in-Charge/ Head of the Sub-offices to the Officer-in-Charge of O&M Cell(By Name).

Encl : Annexure-A  
Annexure-B

  
(Dr. K. Lalbiakhnunga) IDAS  
GO (O&M Cell)

Distribution:

1. All GOs/SAOs/AOs of MO
2. IFA Hqrs EAC IAF Shillong  
Nonglyer, Shillong
3. Officer-in-charge  
Area Accounts Office, Shillong  
Bivar Road, Shillong
4. Officer-in-Charge  
PAO (ORS) ARC Shillong  
Happy Valley, Shillong
5. Officer-in-Charge  
PAO (ORS) 58 GTC Shillong  
Happy Valley, Shillong  
(Extra copies to the candidates)
6. AO GE Narangi
7. All Faculties / other  
Conducting officers (By Name)

Along with a training Schedule as Annexure-A  
(for their strict compliance) & Annexure-B.  
Further both PAOs are requested to conduct on  
job training as specified in schedule

8. O/i-C AN-I (A&C) Section
9. O/i-C AN-II (TADA)
10. O/i-C AN-IV Section(Local)

For kind information and necessary action.  
For kind information and necessary action.

11. O/i-C EDP Section

With a request for uploading on the CDA  
Guwahati Web-site.

12. The LAO (A) Shillong
13. The ALAO(SD) Shillong
14. The AO GE Shillong
15. The AAO BSO Shillong
16. Guard file.
17. Spare copies (5 copies)
18. PS to CDA

For conducting practical on job training  
at your office as per the schedule.



(S.PAUL)

Accounts Officer (O&M Cell)

## Annexure-A

Module of 6 Weeks Induction Training for newly recruited Auditors / Clerks  
(3rd Batch)

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

Tea Break : 11.30 hrs to 11.45 hrs & 15.45 hrs to 16.00 hrs

Venue : Area Accounts Office, Shillong

Date	Session No	Session	Topics	Name of the Faculty	Office
27/03/2019	I	1	Introduction of Admin Section	Shri Chayan Das, SrAO	AAO Shillong
	II	2	Introduction of Admin Section	Shri Chayan Das, SrAO	AAO Shillong
	III	3	Introduction to Accounts Section	Shri Niraj Kumar, AAO	MO CDA Guwahati
	IV	4	Introduction to Accounts Section	Shri Niraj Kumar, AAO	MO CDA Guwahati
28/03/2019	I	5	Introduction to Pay Section	Smt Sonila Rajesh Rao, SAO	AAO Shillong
	II	6	Introduction to Pay Section	Smt Sonila Rajesh Rao, SAO	AAO Shillong
	III	7	Introduction to R Section	Shri Amitava Mukhopadyaya, AAO	AAO Shillong
	IV	8	Medical Claims	Shri Chayan Das, SrAO	AAO Shillong
29/03/2019	I	9	APAR	Shri P K Shukla, AAO	MO CDA Guwahati
	II	10	Recruitment Rules, Promotional Avenues in DAD	Shri P K Shukla, AAO	MO CDA Guwahati
	III	11	Introduction to Fund Cell	Shri Nilanjan Chakraborty, AAO	MO CDA Guwahati
	IV	12	Expectation of Supervisory Officers and Senior Officer of Department from Auditors, Official Duties, behavior and etiquette	Shri Chayan Das, SrAO	AAO Shillong
01/04/2019	I	13	Introduction to Misc Section	Shri Raju Thapa, AAO	PAO(ORs) ARC Shillong
	II	14	Introduction to Misc Section	Shri Raju Thapa, AAO	PAO(ORs) ARC Shillong

01/04/2019	III	15	Introduction to Engineering Section	Shri S C Das, SAO	PAO(ORs) 58 GTC Shillong
	IV	16	Introduction to Engineering Section	Shri S C Das, SAO	PAO(ORs) 58 GTC Shillong
02/04/2019	I	17	Introduction to Store Section	Shri Rajen Lama, AAO	AAO Shillong
	II	18	Introduction to Store Section	Shri Rajen Lama, AAO	AAO Shillong
	III	19	Introduction to IFA Section, Financial Concurrence scrutiny	Shri Rajesh S Rao, SAO	IFA EAC Shillong
	IV	20	DPM, GFR-2017, DFPDS	Shri Rajesh S Rao, SAO	IFA EAC Shillong
03/04/2019	I	21	Attendance, Leave, Absent	Shri Panger AO, AAO	AAO Shillong
	II	22	Types of Leave and its entitlement.	Shri Panger AO, AAO	AAO Shillong
	III	23	Different Mechanism to check Corruption/Malpractism in Govt.	Shri Chayan Das, SrAO	AAO Shillong
	IV	24	Public Grievances and their Redress Mechanism in Govt.	Shri Chayan Das, SrAO	AAO Shillong
04/04/2019	I	25	Confirmation, Seniority & Compassionate Appointment in DAD	Shri K Bhagbhati, AO	MO CDA Guwahati
	II	26	Introduction to Transportation Section including extensive discussion on Traveling Allowance	Shri Biswajit Ghosh, SAO	MO CDA Guwahati
	III	27	Introduction to Transportation Section including extensive discussion on Traveling Allowance	Shri Biswajit Ghosh, SAO	MO CDA Guwahati
	IV	28	JCM AND Staff Association	Shri Chayan Das, SAO	AAO Shillong
05/04/2019	I	29	Introduction to O&M Cell	Shri Shibabrata Paul, AO	MO CDA Guwahati
	II	30	Handling of CAT/AFT/Court Cases and Implementation of their judgement	Shri Ratul Bayan, SA	MO CDA Guwahati

	III	31	An introduction to the important provisions of CCS CCA Rules	Shri Shibabrata Paul, AO	MO CDA Guwahati
	IV	32	Suspension : An overview	Shri Shibabrata Paul, AO	MO CDA Guwahati
08/04/2019	I	33	Pay Structure in DAD at various level	Shri Sumit Kumar Mandal, AAO	AAO Shillong
	II	34	LTC, TA DA : An overview	Shri Amitava Mukhopadhyaya, AAO	AAO Shillong
	III	35	Various Advances under 7 <sup>th</sup> CPC	Shri Amitava Mukhopadhyaya, AAO	AAO Shillong
	IV	36	CGHS Scheme	Shri Chayan Das, SrAO	AAO Shillong
09/04/2019	I	37	Introduction to GST, GeM	Shri Swapan Barua, AO	AO GE Narangi
	II	37	Practical Session on Income Tax	Shri Swapan Barua, AO	AO GE Narangi
	III	38	Various Allowances and MACP Scheme	Smt Sonila Rajesh Rao, SAO	AAO Shillong
	IV	40	Test on AN Section	Shri Chayan Das, SrAO	AAO Shillong
10/04/2019	I	41	Accounts an Budget	Shri K Neog, AO	LAO(A) Shillong
	II	42	Budget Estimate: Various Aspect	Shri K Neog, AO	LAO(A) Shillong
	III	43	Monthly Budget, MPR/DPR	Shri M Borah, AO	Main Office CDA Guwahati
	IV	44	Control over expenditure vis-a-vis budgetary control & MIS	Shri M Borah, AO	Main Office CDA Guwahati
11/04/2019	I	45	An introduction to Defence Accounts Code	Shri Chayan Das, SAO	AAO Shillong
	II	46	Schedule-III and linking of Paid Cheque, Lost Cheque	Shri Sumit Kumar Mandal, AAO	AAO Shillong
	III	47	Role of DDO, issue of Defence cheque, NEFT, CMP	Shri Amitava Mukhopadhyaya, AAO	AAO Shillong
	IV	48	Defence Proforma Account and Focal Point Branch System	Shri Sumit Kumar Mandal, AAO	AAO Shillong
12/04/2019	I	49	DEA and DIDS practicals	Shri Niraj Kumar, AAO	MO CDA Guwahati
	II	50	E-MRO Implementation	Shri Niraj Kumar, AAO	MO CDA Guwahati
	III	51	Presentation on Accounts Section	Shri Niraj Kumar, AAO	MO CDA Guwahati

	IV	52	Presentation on Accounts Section	Shri Niraj Kumar, AAO	MO CDA Guwahati
16/04/2019	I	53	Introduction of Defence Audit Code	Shri Rajesh Rao, SAO	IFA EAC Shillong
	II	54	Introduction of Defence Audit Code	Shri Rajesh Rao, SAO	IFA EAC Shillong
	III	55	Audit and Scrutiny of Sanctions and orders and audit of sanction to expenditure	Shri Rajen Lama, AAO	AAO Shillong
	IV	56	Audit of various types of bills and vouchers and importance of specimen signature	Shri Rajen Lama, AAO	AAO Shillong
18/04/2019	I	57	Audit of Supply Order/Purchase Order/Contract	Shri Rajesh S Rao, SAO	IFA EAC Shillong
	II	58	Audit of Ration Accounts/Store Accounts, Scheduling, linking of vouchers and credit verification an PBD voucher	Shri S B Deuri, AAO	LAO(A) Shillong
	III	59	Various Aspect of Internal Audit and Control Mechanism in form of various reports and appropriation accounts	Shri M H Laskar, SAO	MO CDA Guwahati
	IV	60	Writing skill of Audit Objections (Practical)	Shri M H Laskar, SAO	MO CDA Guwahati
22/04/2019	I	61	Various types of audit conducted in Army Units	Shri K Neog, AO	LAO(A) Shillong
	II	62	Audit of CEA, Hostel Subsidy and other personal Claim	Shri Rajesh Kumar Doley, AAO	PAO(ORs) ARC Shillong
	III	63	Practical Cases of Audit Objection/irregularities	Shri S C Das, SAO	PAO(ORs) 58 GTC Shillong
	IV	64	Statutory Audit: PS, LTAR, Draft Para and Audit Report of C&AG	Shri S C Das, SAO	PAO(ORs) 58 GTC Shillong
	I	65	Introduction on Pension	Shri B M Sarkar, SAO	PAO(ORs) ARC Shillong
	II	66	Introduction on NPS	Shri Rajen Lama, AAO	AAO Shillong

23/04/2019	III	67	Processing of Pension Paper : Preparation of LPC-CUM- DATA-SHEET	Shri B M Sarkar, SAO	PAO(ORs) ARC Shillong
	IV	68	Pension sanction and disbursement	Shri Hussain Ahmed, SAO	PAO(ORs) 58 GTC Shillong
24/04/2019	I	69	Calculation of Pension with practical	Shri K K Kalita, SAO	PAO(ORs) ARC Shillong
	II	70	General conditions governing Pension and Classes of Pension	Shri K K Kalita, SAO	PAO(ORs) ARC Shillong
	III	71	Qualifying services and emoluments and average emolument	Shri Hussain Ahmed, SAO	PAO(ORs) 58 GTC Shillong
	IV	72	Payment of Leave Encashment, CGEIS, Provisional Pension and Provisional Gratuity	Shri Rajesh Kumar Doley, AAO	PAO(ORs) ARC Shillong
25/04/2019	I	73	Family Pension with practical	Shri Amitava Mukhopadyaya, AAO	AAO Shillong
	II	74	Determination and authorisation of the amounts of pension and Gratuity	Shri Amitava Mukhopadyaya, AAO	AAO Shillong
	III	75	Functioning of PAO(ORs)	Shri Paula Gangte, AAO	PAO(ORs) 58 GTC Shillong
	IV	76	Functioning of PAO(ORs)	Shri Paula Gangte, AAO	PAO(ORs) 58 GTC Shillong
26/04/2019	I	77	Personality Development	Smti Maryobiang Pyrtuh	To be Nominated by Meghalaya Administrative Training Institute
	II	78	Stress Management	Smti Maryobiang Pyrtuh	DO
	III	79	Etiquettes & Behaviour	Smti Christiana Wanniang	Do
	IV	80	Time Management	Smti Christiana Wanniang	DO
29/04/2019	I	81	Presentation on Pension & PD	Shri Swapan Barua, AO	AO GE Narangi
	II	82	Communication Skill	Shri Swapan Barua, AO	AO GE Narangi
	III	83	Noting and Drafting	Shri Shibabrata Paul, AO	MO CDA Guwahati



	IV	84	Various types of Communication used in DAD	Shri Shibabrata Paul, AO	MO CDA Guwahati
30/04/2019	I	85	Classroom/ hands on training on running packages and peculiar to that of Controllers office viz Tulip, Bhawan, Vishak & E-Ticketing etc(6 Participants in a Group)	Shri M H Laskar, SAO & Animesh Dhar SA Jointly	MO CDA Guwahati
	II	86			
	III	87	Sport Activities	Shri K Paula Gangte, AAO	PAO(ORs) 58 GTC Shillong
	IV	88			
01/05/2019	I	89	Classroom/ hands on training on running packages and peculiar to that of Controllers office viz Tulip, Bhawan, Vishak & E-Ticketing etc(6 Participants in a Group)	Shri M H Laskar, SAO & Animesh Dhar SA Jointly	MO CDA Guwahati
	II	90			
	III	91	Sport Activities	Shri K Paula Gangte, AAO	PAO(ORs) 58 GTC Shillong
	IV	92			
02/05/2019	I	93	Classroom/ hands on training on running packages and peculiar to that of Controllers office viz Tulip, Bhawan, Vishak & E-Ticketing etc(6 Participants in a Group)	Shri M H Laskar, SAO & Animesh Dhar SA Jointly	MO CDA Guwahati
	II	94			
	III	95	Sport Activities	Shri K Paula Gangte, AAO	PAO(ORs) 58 GTC Shillong
	IV	96			
03/05/2019	I	97	Classroom/ hands on training on running packages and peculiar to that of Controllers office viz Tulip, Bhawan, Vishak & E-Ticketing etc(6 Participants in a Group)	Shri M H Laskar, SAO & Animesh Dhar SA Jointly	MO CDA Guwahati
	II	98			

	III	99	Sport Activities	Shri K Paula Gangte, AAO	PAO(ORs) 58 GTC Shillong
	IV	100			
06/05/2019	I	101	Classroom/ hands on training on running packages and peculiar to that of Controllers office viz Tulip, Bhawan, Vishak & E-Ticketing etc(6 Participants in a Group)	Shri M H Laskar, SAO & Animesh Dhar SA Jointly	MO CDA Guwahati
	II	102			
	III	107	Visit of AO GE Shillong	Shri Panger AO, AAO	AAO Shillong
	IV	103	Visit of AAO BSO Shillong	Shri Panger AO, AAO	AAO Shillong
07/05/2019	I	105	Visit of LAO Shillong	Shri Panger AO, AAO	AAO Shillong
	II	106	Visit of ALAO Shillong	Shri Panger AO, AAO	AAO Shillong
	III	104	Visit of PAO(ORs) ARC Shillong	Shri Panger AO, AAO	AAO Shillong
	IV	108	Visit of PAO(ORs) 58 GTC Shillong	Shri Panger AO, AAO	AAO Shillong
08/05/2019	I	109	Quiz Competition	Shri Swapan Barua, AO	AO GE Narangi
	II	110	Quiz Competition	Shri Swapan Barua, AO	AO GE Narangi
	III	111	Debate	Shri K K Kalita, SAO	PAO(ORs) ARC Shillong
	IV	112	Debate	Shri K K Kalita, SAO	PAO(ORs) ARC Shillong
09/05/2019	I	113	Extempore Speech	Shri Rajesh Kumar Doley, AAO	PAO(ORs) ARC Shillong
	II	114	Extempore Speech	Shri Rajesh Kumar Doley, AAO	PAO(ORs) ARC Shillong
	III	115	Cultural Activities	Shri Panger AO, AAO	AAO Shillong
	IV	116	Cultural Activities	Shri Panger AO, AAO	AAO Shillong
10/05/2019	I to IV	117 to 120	Examination and validation	CDA and others IDAS officers	

  
 Training Manager  
 CDA Guwahati

Annexure-B

Name of the newly recruited Auditors/Clerks who have to attend Six (06) weeks Induction Training Programme (3<sup>rd</sup> batch) at Area Accounts office Shillong.

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Sl. No.	Name	A/C No.	Desig.	Section/Office
1	Smt Rosica Kharbudon	8347618	Ty. Aud	PAO (ORs) 58 GTC, Shillong
2	Shri Harsh Rawat	8348757	Ty. Aud	PAO (ORs) 58 GTC, Shillong
3	Shri Sumer Singh Meena	8348758	Ty. Aud	PAO (ORs) 58 GTC, Shillong
4	Shri A K Chouhan	8348761	Ty. Aud	PAO (ORs) 58 GTC, Shillong
5	Shri Rajnish Kumar	8348764	Ty. Aud	PAO (ORs) 58 GTC, Shillong
6	Shri Bijay Nand Prasad	8348798	Ty. Aud	PAO (ORs) 58 GTC, Shillong
7	Shri Aniruddha Mondal	8348808	Ty. Aud	PAO (ORs) 58 GTC, Shillong
8	Shri Sanjeet Kumar	8348768	Ty. Aud	PAO (ORs) ARC, Shillong
9	Shri Neeraj Kumar	8348771	Ty. Aud	PAO (ORs) ARC, Shillong
10	Shri Madhukar Verma	8348773	Ty. Aud	PAO (ORs) ARC, Shillong
11	Shri Prahlad Kumar	8348775	Ty. Aud	PAO (ORs) ARC, Shillong
12	Shri Goutam Biswas	8348790	Ty. Aud	PAO (ORs) ARC, Shillong
13	Shri Ajit Kumar Das	8348793	Ty. Aud	PAO (ORs) ARC, Shillong
14	Shri Prasant Anand	8348800	Ty. Aud	PAO (ORs) ARC, Shillong
15	Shri Naveen	8348803	Ty. Aud	PAO (ORs) ARC, Shillong
16	Shri Mahipal Singh Jethu	8348804	Ty. Aud	PAO (ORs) ARC, Shillong
17	Shri Deepak	8348807	Ty. Aud	PAO (ORs) ARC, Shillong
18	Shri Shashank S Yadav	8348810	Ty. Aud	PAO (ORs) ARC, Shillong
19	Ms Balarilang B Kyrasian	8348716	Clerk	PAO (ORs) ARC, Shillong
20	Miss Philaliza Sohtun	8348718	Clerk	Area Accounts Office, Shillong
21	Shri Ashok Kumar	8348777	Ty. Aud	Area Accounts Office, Shillong

Sl. No.	Name	A/C No.	Desig.	Section/Office
22	Shri Avinash Kumar	8348776	Ty. Aud	Area Accounts Office, Shillong
23	Shri Suresh Kumar	8348779	Ty. Aud	Area Accounts Office, Shillong
24	Shri Vijay Saini	8348781	Ty. Aud	Area Accounts Office, Shillong
25	Shri Ravi Prakash	8348786	Ty. Aud	Area Accounts Office, Shillong
26	Shri Arijit Kumar Ta	8348797	Ty. Aud	Area Accounts Office, Shillong
27	Shri Nageswar Patra	8348806	Ty. Aud	Area Accounts Office, Shillong
28	Miss D. Chongboi	8348817	Ty. Clerk	Area Accounts Office, Shillong
29	Miss Paoginsei Simte	8348819	Ty. Clerk	ALAO SD ASC Shillong

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6/13

Accounts Officer(O&M)

*Handwritten initials and date*  
01/03