



रक्षा लेखा नियंत्रक कार्यालय , गुवाहाटी, उदयन विहार, नारंगी, गुवाहाटी -781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS,
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Date: -24/12/2018

CIRCULAR NO -84 OF 24.12.2018

Sub: In House Training calendar 2019-20 of CDA Guwahati.

Our department is entrusted with the responsibility of discharging the accounting, payment, audit, financial advice and other misc. functions relating to Army, Navy, Air force and other allied organizations. It is imperative that our officers and staff always remain fully equipped to discharge these functions efficiently and effectively. Towards this end, it is essential that we regularly assess the competency gaps in all level and provide the requisite training to bridge these gaps.

To serve this purpose, In-house training is to be imparted to the DAD Officers and Staff on need based information provided by the Officer In Charge of Sub-Offices and Sections of Main Office. Therefore, it is requested all concerned that the following information may please be provided to this office for preparation of the In House Training Calendar of CDA Guwahati for the year 2019-20.

1. Types of Training Courses required to be imparted to the Officers and Staff.
2. Name of the Officers and Staff to whom training is to be imparted in a specific area.

In this regard a sample of training course calendar for Regional CDA as per DAD Training and Development Policy 2013 is enclosed as **Annexure A** to this letter for your guidance. In this regard DAD Training and Development Policy 2013 (available in the CGDA website) may also be referred to, for better assessment of training requirement of an office and its manpower.

Keeping in view of the above to enable this office to finalise the In-house Training calendar for the year 2019-20, Officer In-charge of Sub Office and Section of MO are requested to submit the relevant information to O&M Section MO CDA Guwahati latest by **11th January 2019** through email/FAX/TTB.

J. N. Doley

(J. N. Doley)
ACDA

Distribution:-

1. All Group Officers
2. All SAOs/AOs of M.O CDA Guwahati
3. The Officer in Charge, AAO Shillong
4. The Officer in Charge, PAO (ORS) 58 GTC Shillong
5. The Officer in Charge, PAO (ORS) ARC Shillong
6. All the officer-in-charge of Sub Offices
7. EDP Section : With a request to upload on the CDA Guwahati website.
8. PS to CDA

S. Paul

(S. Paul)
Accounts Officer

ANNEXURE A

Sample Training Course Calendar for Regional CDA for ensuring specific Competency Development

(Similar competency based calendars be drawn for other specializations)

1. Training Course for developing competencies for newly posted Auditors, AAO's, AO's/Sr.AOs posted in 'M' section and 'Store' section.
2. Training for developing competencies for newly posted Auditors and AAO's posted in 'E' section and AO GE's offices.
3. Training for developing competencies for Auditors, AAO's/AO's posted in 'Pay and AN-Pay' section.
4. Training for developing competencies for Auditors, AAO's/AO's posted in 'T' section/ dealing with such items of work.
5. Training for developing competencies for Auditors, AAO's/AO's posted in 'O & M' section.
6. Training for developing competencies for Auditors and AAO's posted in 'FA' (Internal Audit) section and LAOs.
7. Training for developing competencies for Auditors, AAO's/AO's posted in 'R' section and reception.
8. Training for developing competencies for Auditors, AAO's/AO's posted in EDP and 'A/Cs' section.
9. Training for developing competencies for Auditors, AAO's/AO's posted in and required for Admin' section.
10. Training for developing competencies for Auditors, AAO's/AO's posted in 'House Keeping' section.
11. Training for developing competencies for Auditors, AAO's/AO's posted in 'PAO ORs'.
12. Course on General Financial Management - GFR/DFPRs, FRs
13. Course on the control and monitoring of Defence budget
14. Course on the control and monitoring of DAD budget
15. Course on CAG Reports/draft paras/observations/MFAI/Internal Audit Reports
16. Course on Leadership/Motivation/Morale/People Management/Communication etc for AAOs/AOs/Sr.AOs.
17. Courses on EDP Section/Advance IT courses/ Various projects of DAD.
18. Course for MTS.
19. Course on official language.
20. Training on office automation.
21. Course on anti-corruption/grievances/court cases/judgements.
22. Training course for SAS candidates.