

IMPORTANT CIRCULAR NO. 12

E-mail/FAX/SPEED POST/T.T.B.

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/Insp/203/In House/Vol-XIII

Dated: 04/05/2017

Subject: Training Course on C & AG Reports, Draft Paras, MFAI, Internal Audit Reports, Performance Audit objection, Preparation of Appropriation Accounts, Scheduling of Vrs in r/o Book Debit Units, Linking & Pairing of Vrs Including Process thereof etc. for AAO to Clks.

As per In house Training Calendar for the year 2017-18, it has been decided by the Competent Authority to conduct 05 (five) days training course on the above subject in the Training Hall, M.O. CDA Guwahati as per Annexure-A from 05/06/2017 to 09/06/2017. The participants of MO Guwahati & sub-offices as per Annexure-B are detailed to attend the training course.

In case it is not possible to relive the nominated official from the sub-offices, suitable replacement may invariably be nominated to attend the training course.

TA/DA as per rule is authorized.

-sd-

(J. K. Das, IDAS)
Dy. CDA

Copy to:-

1. The Officer- in- Charge For information with the request to detail the nominated official to attend the above training course from **05/06/2017 to 09/06/2017** 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 Sec (Local) For information please.
4. The Officer in Charge AN-II (Gp-II) Sec (Local) For information please.
5. The Officer in Charge AN-IV Sec (Local) For necessary seating arrangement and provide **note pad & ball pen** to the participants for 28 Trainees (approx) in the Training hall on **05/06/2017 to 09/06/2017** and also provide **Tea and Snacks** to the participants and faculty members during Tea Break. Accommodation may also be arranged for outstation officials.
6. The Oi/c EDP Cell - For uploading on CDA Guwahati Website.



(MOLOY GHOSH)
Sr. Accounts Officer (O&M)

ANNEXURE-A

COURSE TITLE: - Training course on C&AG Report, Draft Paras, MFAI, Internal Audit Report, Performance Audit objection, Preparation of Appropriation Accounts, Scheduling of vrs in r/o Book Debit Units, Linking & Pairing of Vrs. Including Process thereof etc for AAOs to Clks.

TRAINING SCHEDULE: - There will be 4 sessions everyday 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

Tea Break: 11.30 Hrs to 11.45 Hrs & 15.45 Hrs to 16.00 Hrs.

Date	Session	Subject & Topics	Faculty
05/06/2017	I	Audit of Store Accounts of Units & Formation: General Duties and Responsibilities of Local Audit Officers and their staff.	Shri Rantu Saikia, Sr.AO
	II	To continue	-do-
	III	General Rules for the Conduct of Local Audit	Shri K Bhagawati, Sr.AO
	IV	General Rules for the Audit of Store Accounts of Supply and store Depot	-do-
06/06/2017	I	Internal audit conducted by AO GE & AAO BSO	Shri Ganesh Rai, Sr.AO
	II	Draft Para and Internal Audit Report	Shri Biswajit Ghosh,
	III	MFAI & Higher Audit	-do-
	IV	Case Study on MFAI & IAR	Shri S D Sarkar
07/06/2017	I	Delegation of Financial Powers- Concept of Delegation and its importance in management of financial service. DFPDS-2015	Shri Chayan Das, Sr.AO
	II	To continue	-do-
	III	Performance Audit: Its concept & purpose. Case study on Performance Report	Shri M H Laskar, Sr.AO
	IV	Rule and Regulations of Performance Audit	-do-
08/06/2017	I	Scheduling of vrs in r/o Book Debit Units	Shri Gulam Abedin
	II	To continue	-do-
	III	Linking & Pairing of Vr. Including Process	-do-
	IV	Preparation of Appropriate Accounts	Shri S C Adhikari
09/06/2017	I	Writing & Settlement of Audit objection	Shri S C Adhikari
	II	To continue	-do-
	III	Open Discussion	
	IV	Valediction	


Sr.AO (O&M Cell)

Annexure-'B'

List of Participants for Five days Course on "C&AG Reports, Draft Paras, MFAI, Internal Audit Reports, Performance Audit Objection, Preparation of Appropriation Accounts, Scheduling of Vrs. in r/o Book Debit Units, Linking & Pairing of Vrs. Including Process thereof, etc " from 05th June to 09th June 2017.

Sl. No.	Name & Designation	A/C No.	Section/ Sub-Office where serving
1	Shri Gulam Abedin, AAO	8326069	LAO 222 ABOD
2	Shri Sanjay Hazarika, AAO	8334147	LAO 222 ABOD
3	Shri D K Kalita, AAO	8328888	LAO (A) Guwahati
4	Shri Partha Das, AAO	8335365	LAO (A) Narangi
5	Shri K Nath, AAO	8338472	LAO (A) Tezpur
6	Shri Rajesh Kumar Doley, AAO	8337339	AAO Shillong
7	Shri Dipankar Dutta, Sup(A/cs)	8319809	ALAO 1 ABW
8	Shri Basudev Hazarika, AAO	8335354	ALAO FSD Panitola
9	Shri B K Verma, SA	8337539	A/cs Sec., MO
10	Shri R R Marring, SA	8335439	IA Sec., MO
11	Shri Anil Kumar, SA	8320226	SA Sec, MO
12	Shri Prabodh Kumar Singh, SA	8320159	LAO 222 ABOD
13	Shri Prashant Kumar, SA	8342999	LAO (A) Narangi
14	Shri M Bora, SA	8331631	LAO (A) Guwahati
15	Shri Pranjal Adhikary, SA	8329845	LAO (A) Shillong
16	Shri Sunil Kumar, SA	8333968	AAO Shillong
17	Smt V Marbaniang, SA	8331747	ALAO SD Shillong
18	Shri S K Paul, SA	8328246	ALAO FSD Missamari
19	Shri L L Singh, SA	8331701	ALAO FSD Rangiya
20	Shri T P Luwang, SA	8337470	ALAO SD Dimapur
21	Shri R K Dhar, SA	8331710	ALAO 482 COY ASC (Sup)
22	Shri Awadhesh Kr Singh, SA	8320332	ALAO 313 COY ASC (Sup)
23	Shri N L Pradhan, Auditor	8337508	AO GE (AF) Borjhar
24	Shri Biprada Naskar, Auditor	8348677	LAO (A) Jorhat
25	Smt Renu Bora, Clerk	8331671	ALAO SD Bhalukmara
26	Shri J C Namasudra, Clerk	8331678	LAO (A) Tezpur
27	Shri S N Purkayastha, SA	8319913	LAO (A) Silchar
28	Shri B Choudhury, SA	8319880	ALAO SD Silchar

Sr. AO (O & M Cell)