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No. O&M/Trg/203/In-house/XII

Dated: 22/03/2017

To

The Officer In Charge
EDP Centre (Local)
MO CDA Guwahati

Subject: - Uploading of Annual In-House Training Calendar 2017-18.


In house training calendar for the year 2017-18 is forwarded herewith for your kind uploading in the CDA Guwahati website.

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

IN-HOUSE TRAININGS COURSES FOR THE YEAR 2017-18

Sl No.	Training Course	Level	Days	Location	Dates
1	Training of SAS Part-I Candidates	Sr Aud to Clk	05 days	MO CDA Guwahati	17/04/2017 to 21/04/2017
2	Training Course on Discipline, Administrative matter and their role charter of duties and responsibilities.	MTS	01 day	MO CDA Guwahati	24-04-2017
3	Training course for JCOs & ORS from Army units	JCOs & ORS	02 day	Limakhong	08-05-2017 to 09/05/2017
4	Training course for JCOs & ORS from Army units dealing with S&S Imprest Accounts	JCOs & ORS	02 days	Guwahati	15-05-2017 to 16/05/2017
5	Training course for JCOs & ORS from Army units	JCOs & ORS	02 day	Dinjan	15-05-2017 to 16/05/2017
6	Training course for JCOs & ORS from Army units	JCOs & ORS	02 day	Tezu	17-05-2017 to 18/05/2017
7	Training course for JCOs & ORS from Army units	JCOs & ORS	02 day	Tezpur	19-05-2017 to 20/05/2017
8	Pay fixation : On promotion & MACP, stepping up, 7CPC, anomalies etc.	AAO to Clk	02 days	MO CDA Guwahati	15/05/2017 to 16/05/2017
9	Training Course on Pay & Allowances entitlements of PBORs and Project Dolphin.	AAO to Clk	02 days	PAO(ORS) ARC Shillong	22-05-2017 to 23/05/2017
10	Training on Project Bhawan & Vishwak	AAO to Clks	03 days	MO CDA Guwahati	22/05/2017 to 24/05/2017
11	Training Course on C&AG Reports, Draft Paras, MFAI, Internal Audit Reports, Performnce Audit, Writing & Settlement of Audit objection, preparation of Appropriation Accounts, Scheduling or vrs in r/o Book Debit Units, Linking & Pairing of Vr. Including Process thereof, etc.	AAO to Clk	5 Days	MO CDA Guwahati	05/06/2017 to 09/06/2017
12	Training on Project Tulip & E-ticketing	AAO to Clks	01 day	MO CDA Guwahati	12-06-2017
13	Training for developing competencies for auditors Posted in of AO GE Offices & E-Section.	Auds to Clks	03 days	MO CDA Guwahati	19/06/2017 to 21/06/2017
14	Training and developing competencies for newly posted Aos/Sr. AOs in AO GE Office.	Sr. AOs/AOs	03 days	MO CDA Guwahati	28/06/2017 to 30/06/2017
15	Training for developing competencies for Auditors/ AAO's Posted in AN-Pay & AN-II TA/DA and 'T' Section.	AOs to Auds	03 days	MO CDA Guwahati	10/07/2017 to 12/07/2017
16	Training for new recruits including newly promoted Clks.	Clks/Auditors	09 days	MO CDA Guwahati	17/07/2017 to 27/07/2017
17	Training Cum Workshop on audit of revenue accounts by BSO & AO GEs.	AAO to Clk	02 days	MO CDA Guwahati	31/07/2017 to 01/08/2017

18	Training cum Workshop on Accounts Matter, Clearance of Suspense, DIDs & PM for A/Cs Section and sub offices.	AAO to Clks	03 days	MO CDA Guwahati	07/08/2017 to 09/08/2017
19	Training Course on General Financial Management- GFR/DFPRs, FRs.	AAO to Clk	02 days	MO CDA Guwahati	21/08/2017 to 22/08/2017
20	Training Course on the control and monitoring of Defence Budget and of DAD Budget.	AAO to Clk	02 days	MO CDA Guwahati	28/08/2017 to 29/08/2017
21	Training Course on Leadership/ Motivation/ Morale/ People Management/Communication etc.	Sr. AOs to AAOs	02 days	MO CDA Guwahati	04/09/2017 to 05/09/2017
22	Training Course on anti-corruption/Public grievances/Court cases/Judgements/ RTI.	Sr. AOs to Auditors	02 days	MO CDA Guwahati	11/09/2017 to 12/09/2017
23	Training cum Workshop on structure Function and Audit of AOC/ASC/EME/Military Firm Accounts/ Cantonment Board.	AAOs to Clk	03 days	MO CDA Guwahati	18/09/2017 to 20/09/2017
24	Training classes for SAS Part-II Candidates	For SAS Part-I Pass Candidates	05 days	MO CDA Guwahati	09/10/2017 to 13/10/2017
25	Training Course on Official Language, Office communication, Noting & Drafting skills.	Sr Aud to Clk	02 days	MO CDA Guwahati	16/10/2017 to 17/10/2017
26	Training Course on Contract Management	SAO to AAO	02 days	MO CDA Guwahati	30/10/2017 to 31/10/2017
27	Training Course on e-filing of TDS (24G & 24Q/26Q), CMP and on NPS	AAO to Clk	02 days	MO CDA Guwahati	06/11/2017 to 07/11/2017
28	Training Course on Scale of Accomodtion, Standard Schedule of Rates, Scrutiny of Admin Approval & Tech. Sanction(AE-I & II) and Scrutiny of Contracts, D.O. etc.	AAOs to Clk	03 days	MO CDA Guwahati	13/11/2017 to 15/11/2017
29	Training on Project Bhawan & Vishwak	AAO to Clk	02 days	MO CDA Guwahati	04/12/2017 to 05/12/2017
30	Training Course on Pay & Allowances entitlements of PBORs and Project Dolphin	AAO to Clk	02 day	PAO(ORS) ARC Shillong	04/12/2017 to 05/12/2017
31	Training on Project Tulip & E-ticketing	AAO to Clks	01 day	MO CDA Guwahati	12-06-2017
32	DFMC 2016	Army Officers	05 days	51 Sub Area	15/01/2018 to 19/01/2018


(MOLOY GHOSH)
SAO (O&M Cell)