

IMPORTANT CIRCULAR NO. 64



रक्षा लेखा नियंत्रक कार्यालय, गुवाहाटी, उदयन विहार, नारंगी, गुवाहाटी -781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS,
GUWAHATIUDAYAN VIHAR, NARANGI, GUWAHATI-781 171



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No. O&M/Trg/203/In House/Vol-XV

Dated: 08/10/2018

Subject: - Training Course on "Discipline, Administrative matter and their role, charter of duties and responsibilities".

It has been decided by the Competent Authority to conduct one (01) day Training programme for MTS on the above subject in the Training Hall of M.O. CDA Guwahati as per Annexure-'A' on 29/10/2018. The participants of MO Guwahati & Sub-Offices as per Annexure-'B' are detailed to attend the training course.

Sd/-
(K. Lalbiakchhunga, IDAS)
Asstt. Controller

Copy to: -

1. The Officer- in- Charge

EDP cell

For information with request to detail the nominated officials to attend the above training course on 29/10/2018 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 & AN-IC Sec. (Local)

4. The Officer in Charge AN-II (Gp-II) (Local)

} For information please.

5. The Officer in Charge AN-IV Sec (Local)

For necessary seating arrangement/ Cleaning of sanitary facility/ Checking up of A.C & Projector/Note pad & Ball pen to the participants for Twenty (20-approx) in the Training Hall on 29/10/2018 and also provide Tea and Snacks to the participant and faculty members during Tea Break.

6. The Officer in Charge EDP Sec (Local)

For Uploading on CDA Guwahati Website.

S. Paul

(S. Paul)

Accounts Officer (O&M)

ANNEXURE-'A'

Subject: Training Module of the training course on "Discipline, Administrative matter and their role, charter of duties and responsibilities" to be held on 29/10/2018.

There will be four session for 75 minutes each 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.

Venue: Training Hall at CDA Guwahati.

Date	Session	Subject/Topic	Faculty
29/10/2018	1 st Session	Discipline & Administrative matter.	Shri S. Paul, AO
	2 nd Session		
	3 rd Session	Charter of duties & Responsibilities.	Shri K.T. Singh, AAO
	4 th Session		



AO (O&M)

Annexure - 'B'

Course Title:- Training course on Discipline, Administrative matter and their role, charter of duties and responsibilities on 29/10/2018.

Sl. No.	Name & Designation	A/C No.	Section/ Sub-Office where serving
1	SHRI BIJOY THAKURIA, MTS	8348712	O & M CELL
2	SHRI ANIT BORO, MTS	8348626	AN 1A SECTION
3	SHRI AKHIL KR DAS, MTS	8348600	IFA CELL
4	SHRI MAHADEV DAS, MTS	8348608	ACCOUNTS SECTION
5	SHRI S M ALI, MTS	8331668	AN III SECTION
6	SHRI NARAYAN DAS, MTS	8337488	EDP SECTION
7	SHRI MANOJ DAS, MTS	8348602	AN IV SECTION
8	SHRI DIMBESWAR MEDHI, MTS	8337486	E-III SECTION
9	SHRI P DAS, MTS	8339794	AN IV SECTION
10	SHRI AMRIT SUNWAR, MTS	8348683	R SECTION
11	SHRI DIKAN DEKA, MTS	8348611	AN IV SECTION
12	SMT BINITA DAS, MTS	8348694	AN IV SECTION
13	SHRI RATAN MAZUMDAR, MTS	8348601	SC II SECTION
14	SHRI T C DAS, MTS	8335396	SC III SECTION
15	MD J HUSSAIN, MTS	8337481	AN IV SECTION
16	SHRI ARVIND KUMAR RAY, MTS	8348606	SC IV SECTION
17	SHRI BHUPEN DAS, MTS	8348605	AN IV SECTION
18	SHRI SUSHANT KR KARN, MTS	8348684	T-SECTION
19	SHRI P BISWAS, MTS	8337485	LAO (A) GUWAHATI
20	SHRI K DEKA, MTS	8335408	LAO (A) NARANGI



Accounts Officer (O&M)