

IMPORTANT CIRCULAR NO. 29



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



Tel. 0361-2640394/2641142

FAX 0361-2640204/2640810/2641143.

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

Dated:29/04/2019

Subject: - Training Course for MTS 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 03/05/2019. The participants of MO Guwahati & Sub-Offices as per Annexure-'B' are detailed to attend the aforesaid training course.

— sd —
(Dr. K. Lalbiakchhunga, IDAS)
Dy. Controller

Copy to: -

1. The Officer- in- Charge

For information with a request to detail the nominated officials to attend the above training course on 03/05/2019 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)

For information please.

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

For necessary seating arrangement/ Checking up of A.C & Projector/Note pad & Ball pen to the participants for Twenty (20-approx) in the Training Hall on 03/05/2019 and also provide Tea and Snacks to the participant and faculty members during Tea Break.

5. The Officer in Charge EDP Sec (Local)

For Uploading on CDA Guwahati Website.

(S. Paul)
Accounts Officer (O&M)

ANNEXURE-A

Subject: Training Module of the training course for MTS on "Discipline, Administrative matter and their role, charter of duties and responsibilities" to be held on 03/05/2019.

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
03/05/2019	1 st Session	Charter of duties & Responsibilities of MTS.	Shri K. T. Singh, AAO
	2 nd Session		
	3 rd Session	Discipline & Administrative matter.	Shri Anand Kumar, AAO
	4 th Session		



AO (O&M)

ANNEXURE-B

Course Title: Training Module of the training course for MTS on "Discipline, Administrative matter and their role, charter of duties and responsibilities" to be held on 03/05/2019.

Sl. No.	Name	A/C No.	Desig.	Section/Office
1	SHRI BISWAJIT DEY	8335400	MTS	AN-II (GP-I), SECTION
2	SHRI J DAS	8331673	MTS	AN-1A, SECTION
3	SHRI DIPANKAR KR GUPTA	8348689	MTS	AN-II (GP-I), SECTION
4	SHRI P RAJAK	8320458	MTS	AN-IV, SECTION
5	SHRI T J SANGMA	8331611	MTS	AN-IV, SECTION
6	SHRI N C ROY	8335403	MTS	AN-IV, SECTION
7	SHRI U C KALITA	8335378	MTS	LAO 222 ABOD
8	SHRI S C DEB	8331660	MTS	AN-IV (WET CANTEEN)
9	SHRI B C MEDHI	8335407	MTS	LAO (A) NARANGI
10	SHRI M C NATH	8334077	MTS	E-III, SECTION
11	SHRI L G SANGMA	8335406	MTS	SC-I, SECTION
12	SMT B R CHOUDHURY	8334080	MTS	R, SECTION
13	SHRI H P SHARMA	8335377	MTS	M-I & IV, SECTION
14	SHRI T K DEKA	8331661	MTS	IA CELL
15	SHRI NARAYAN DAS	8337488	MTS	EDP SECTION
16	SHRI K S BENGI	8335399	MTS	ACCOUNTS SECTION
17	SMT JANATA BALA HAJONG	8348622	MTS	AN-IV SECTION
18	SHRI BIJOY THAKURIA	8348712	MTS	'R' SECTION
19	SHRI B C SWARGIARY	8335382	MTS	AN-III SECTION
20	SHRI DIP DAS	8348719	MTS	O&M CELL


Accounts Officer (O&M)