



File No: O&M/Trg/203/In-house/XV

Dated: 31.10.2018

(MOST IMPORTANT CIRCULAR NO 68 DATED 31.10.2018)

Subject : TRAINING FOR NEW RECRUITS: SECOND BATCH AT SHILLONG.

As per Para 2.4 of Training and Development Policy 2013, there is to be two months (8 weeks) Foundation Training for Auditors/ Clerks to be imparted by the RTCs. However it has been directed by Hqrs Office, New Delhi vide their Important Circular No 30 Dated 8th May 2018 that out of 8 weeks foundation training, 6 weeks training(30 days) will be conducted by the respective PCDA/CDA and the rest 2 weeks(10 days) Training will be conducted by the respective RTCs followed by a qualifying test to be conducted by the RTCs and the result thereof will be communicated to the PCDA/CDA by the RTCs. Successful completion of both the training has been made a pre-requisite for completion of probation in respect of New Recruits.

2. Accordingly a training for the New Recruits, who are posted in Shillong area (Second batch) has been organized in the office of Area Accounts Office, Shillong from 12th November, 2018 to 21st December 2018 (30 days), the list of the **selected trainee New Recruits is enclosed as Annexure-B**. All the new recruits listed therein will be temporarily attached to the Area Accounts Office, Shillong from 12th November, 2018 to 21st December 2018 and will have to report at Area Accounts Office Training Hall accordingly during the training.

3. The training classes for the Second Batch will start from 12th November, 2018 (9.15 am) and will conclude on 21st December, 2018 (5.15 pm). A written test will be held on 21st December, 2018.

4. The Auditors/ Clerks discharge the basic and primary functions assigned to DAD. The 30 days training module has been designed accordingly to develop their efficiency, attitude and skill for better job performance. The entire 30 days **training Schedule and name of faculties/ other conducting officers is enclosed as Annexure- A**.

5. Officer-in-Charge of the offices are requested to ensure that the selected trainee New Recruits attend classes regularly and are not sanctioned any kind of leave during the period of training.

6. The following instructions are to be strictly followed by the trainees:

- a) New –recruits will have to attend classes regularly and punctually. They are required to mark their attendance for each session separately.
 - b) New-recruits are to maintain absolute discipline during the training sessions and should not loiter outside the Training Hall.
 - c) New-recruits have to take prior permission of the Officer-in-Charge of the Training /Faculty before leaving training classes, if so required, absolutely in emergency.
7. The selected faculties as shown in Annexure-A are required to submit their “ Hand Out” to Shri Chayan Das, SAO in respect of their assigned classes strictly 7 days before their scheduled class for making photocopies thereof in a planned manner and eventual distribution to the trainees. While preparing Hand Out, faculties may also contact O&M Cell for any assistance regarding materials already available with the Cell. Further faculties are requested to make Power point Presentation while taking their respective classes.
8. The Area Accounts Officer, Shillong is further requested to ascertain Training Hall facilities for 30 participants, necessary seating arrangement/action regarding hygienic washroom facility/ White Board/Projector/ Executive Training File/ Note Pad, pen to 30 candidates and also for arrangement of Tea and snacks to the participant and faculty member during Tea-Break. Further a photo session will have to be conducted. For all these purpose necessary fund may be obtained from CDA Guwahati.
9. Shri Michael K. Touthang, IDAS, DCDA will be the overall in-charge of the training and Shri Chayan Das, SAO of Area Accounts Office, Shillong has been nominated as Co-ordinator of the training course.
10. TADA is authorized for outside faculties and where admissible as per extant rules.
11. The contents of this circular are to be got noted by all concerned for strict compliance.
12. The receipt of the circular may be acknowledged personally by the officer-in-Charge/ Head of the Sub-offices to the Officer-in-Charge of O&M Cell(By Name).

Enclo : Annexure-A
Annexure-B


(Dr. K. Lalbiakchung) IDAS
GO (O&M Cell)

Distribution:

1. All GOs/SAOs/AOs of MO
2. IFA Hqrs EAC IAF Shillong
Nonglyer, Shillong
3. Officer-in-charge
Area Accounts Office, Shillong
Bivar Road, Shillong
4. Officer-in-Charge
PAO (ORS) ARC Shillong
Happy Valley, Shillong
5. Officer-in-Charge
PAO (ORS) 58 GTC Shillong
Happy Valley , Shillong
(Extra copies to the candidates)
6. All Faculties / other
Conducting officers (By Name)
7. O/i-C AN-I (A&C) Section
8. O/i-C AN-II (TADA)
9. O/i-C AN-IV Section(Local)
10. O/i-C EDP Section
11. The LAO (A) Shillong
12. The ALAO(SD) Shillong
13. The AO GE Shillong
14. Guard file.
15. Spare copies (5 copies)
16. PS/PA to CDA/Jt.CDA

Along with a training Schedule as Annexure-A
(for their strict compliance) & Annexure-B.

For kind information and necessary action.

For kind information and necessary action.

Providing necessary fund to the AAO, Shillong
for smooth running of the training.

With a request for uploading on the CDA
Guwahati Web-site.

For conducting practical on job training
at your office as per the schedule.



(S.PAUL)

Accounts Officer (O&M Cell)

**Module of 8 Weeks Induction Training for newly recruited Auditors / Clerks
(2nd Batch)**

There will be four sessions everyday 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 : Area Accounts Office, Shillong

DAY	DATE	SESSION	TOPICS	FACULTY/ Conducting Officer
1	12-11-2018 (09.45 hrs)		Inaguration	Shri Michael K Touthang, IDAS, DCDA Dr K Lalbiakchhunga, IDAS Training Manager
	12-11-2018 Session- I	1	Introduction to Admin Section	Shri Chayan Das, SAO
	Session- II	2	do	do
	Session-III	3	Introduction to Accounts Section	Shri K Neog, AAO
	Session -IV	4	do	do
2	13-11-2018 Session- I	5	Introduction to Pay Section	Smt Sonila Rajesh Rao, SAO
	Session- II	6	do	do
	Session-III	7	Introduction to R Section	Shri P. K Limboo, AAO
	Session -IV	8	Medical claims	Shri Chayan Das, SAO
3	14-11-2018 Session- I	9	Introduction to O & M Cell	Shri Shibabrata Paul,AO
	Session- II	10	Introduction to Fund Cell	Shri Nilanjan Chakraborty, AAO
	Session-III	11	An introduction to the important provisions of CCS CCA Rules	Shri Shibabrata Paul,AO
	Session -IV	12	Suspension: An Overview	do
4	15-11-2018 Session-I	13	Introduction to Misc Section	Shri Raju Thapa, AAO
	Session-II	14	do	do
	Session-III	15	Introduction to Engineering Section	Shri S.C Das, SAO
	Session-IV	16	do	do
5	16-11-2018 Session-I	17	Introduction to store Section	Shri Rajen Lama, AAO
	session-II	18	do	do
	Session-III	19	Introduction to IFA Section, Financial concurrence Scrutiny	Shri Rajesh S Rao, SAO
	Session-IV	20	DPM, GFR-2017 & DFPDS	do
6	19-11-2018 Session-I	21	Attendance-Hours of attendance, grant of leave, absence-regularisation.	Shri Panger Ao, AAO

	Session-II	22	Types of leave and its entitlement	do
	Session-III	23	Different Mechanisms to check Corruption/Malpractices in Govt.	Shri P K Dey, AO
	Session-IV	24	Public Grievances and their Redress Mechanism in Govt.	Shri P K Dey, AO
7	20-11-2018 Session-I	25	Confirmation, Seniority & Compassionate Appointment in DAD	Shri K Bhagabati, AO
	Session-II	26	Introduction to Transport Section including extensive discussion on Travelling allowances	Shri Biswajit Ghosh, SAO
	Session-III	27	do	do
	Session-IV	28	JCM and Staff Association.	Shri K Bhagabati, AO
8	22-11-2018 Session-I	29	Annual Performance Appraisal Report: various important aspects	Shri P K Shukla, AAO
	Session-II	30	Recruitment Rules-cum-Promotional avenues in DAD	do
	Session-III	31	Handling of CAT/AFT/Court Cases and implementation of their judgements	Shri Shibabrata Paul, AO
	Session-IV	32	Expectations of supervisory officers and Senior Officers of Department from Auditors, official duties, behaviour & Etiquettes	Shri Chayan Das, SAO
9	26-11-2018 Session-I	33	Pay structure in DAD at various level	Shri Sumit Kumar Mandal, AAO
	Session-II	34	Leave Travel Concession & TA/DA: An Overview	Shri Amitabh Mukhapadhyaya, AAO
	Session-III	35	Various advances (as per 7th CPC)	do
	Session-IV	36	CGHS Scheme	Shri Chayan Das, SAO
10	27-11-2018 Session-I	37	Introduction to GST, GeM	Shri Swapan Barua, AAO
	Session-II	38	Various allowances and MACP Scheme	Smt Sonila Rajesh Rao, SAO
	Session-III	39	Practical session (Income Tax Calculation)	Shri Swapan Barua, AAO
	Session-IV	40	Test on AN Section	Shri Chayan Das, SAO
11	28-11-2018 Session-I	41	Accounts & Budget	Shri K Neog, AAO
	Session-II	42	Budget Estimates: Various aspects	Shri K Neog, AAO
	Session-III	43	Monthly Budget, MPR/DPR etc	Shri Pankaj Barman, SAO
	Session-IV	44	Control over expenditure vis-a-vis budgetary control & MIS	Shri Pankaj Barman, SAO
12	29-11-2018 Session-I	45	An introduction to Defence Accounts Code	Shri K Neog, AAO
	Session-II	46	Schedule III & Linking of Paid Cheques and procedures to be followed in case of lost cheque	Shri Sumit Kumar Mandal, AAO
	Session-III	47	Role of DDO, issue of Defence Cheques, NEFT & CMP	Shri Amitabh Mukhapadhyaya, AAO
	Session-IV	48	Defence Proforma Account & Focal Point Branch System	Shri Sumit Kumar Mandal, AAO

13	30-11-2018 Session-I	49	Defence Exchange Account & DIDS with practicals	Shri Sumit Kumar Mandal, AAO
	Session-II	50	E-MRO implementation	Shri Amitabh Mukhapadhyaya, AAO
	Session-III	51	Presentations on Account sections	Shri Niraj Kumar, AAO
	Session-IV	52	-Do-	do
27 (A)	01-12-2018 Session-I & Session II	105	Visit to LAO Shillong/ AO GE Shillong, AAOBSO Shillong (15 participants will form a group)	Shri Panger Ao, AAO
		106		
14	03-12-2018 Session-I	53	Introduction of Defence Audit Code	Shri Salil Singha, SAO
	Session-II	54	-Do-	Shri Salil Singha, SAO
	Session-III	55	Audit and scrutiny of Sanctions and orders and audit of sanction to Expenditure	Shri S. B Deuri, AAO
	Session-IV	56	Audit of various types of bills and vouchers & importance of Specimen Signature	Shri S. B Deuri, AAO
15	04-12-2018 Session-I	57	Audit of Supply Order/Purchase Order/Contracts	Shri Rajesh S Rao, SAO
	Session-II	58	Audit of Ration Accounts/Store Accounts, Scheduling, linking of vouchers and credit verification & PBD vouchers	Shri S.B Deuri, AAO
	Session-III	59	Various aspects of Internal Audit & Control mechanism in form of various reports and appropriation Accounts	Shri M.H. Laskar, SAO
	Session-IV	60	Writing skill of Audit Objections (Practical)	Shri M.H. Laskar, SAO
16	05-12-2018 Session-I	61	Various types of audit conducted in Army Units	Shri M.H. Laskar, SAO
	Session-II	62	Audit of CEA, Hostel Subsidy and other perusal claims	Shri Rajesh Kumar Doley, AAO
	Session-III	63	Practical cases of Audit Objections/irregularities	Shri S.C Das, SAO
	Session-IV	64	Statutory Audit: PS, LTAR , Draft Para and Audit Report of C&AG	Shri S.C Das, SAO
17	06-12-2018 Session-I	65	Introduction on Pension	Shri Hussain Ahemed, SAO
	session-II	66	Inroduction on NPS	Shri Hussain Ahemed, SAO
	Session-III	67	Processing of Pension papers: preparation of LPC-CUM-DATA SHEET	Shri Pankaj Barman, SAO
	Session-IV	68	Pension sanction and Disbursement	Shri Pankaj Barman, SAO
18	07-12-2018 Session-I	69	Calculation of Amounts of Pensions with practicals	Shri Salil Singha, SAO
	session-II	70	General conditions governing Pension and Classes of pensions and conditions governing it	Shri Salil Singha, SAO
	Session-III	71	Qualifying services and Emoluments & Average Emoluments	Shri Hussain Ahemed, SAO

	Session-IV	72	Payment of Leave Encashment, CGEIS, Provisional Pension and Provisional Gratuity	Shri Hussain Ahemed, SAO
27 (B)	08-12-2018 Session-I	107	Visit to LAO Shillong/ AO GE Shillong, AAOSBO Shillong (15 participants will form a group)	Shri Panger Ao, AAO
	Session-II	108		
19	10-12-2018 Session-I	73	Family Pension with practicals	Shri P K Limboo, AAO
	Session-II	74	Determination and authorisation of the amounts of pension and Gratuity	Shri P K Limboo, AAO
	Session-III	75	Functioning of PAO(ORs)	Shri B M Sarkar, SAO
	Session-IV	76	DO	Shri B M Sarkar, SAO
20	11-12-2018 Session-I	77	Personality development	To be notified
	Session-II	78	Stress Management	DO
	Session-III	79	Etiquettes and Behaviour	DO
	Session-IV	80	Time Management	DO
21	12-12-2018 Session-I	81	Presentation on Pension & PD	Shri Swapan Barua, AAO
	Session-II	82	Communication Skill	Shri Swapan Barua, AAO
	Session-III	83	Noting & Drafting	Shri Shibabrata Paul, AO
	Session-IV	84	Various types of Communication used in DAD(Letter, Office Memorendum,Circular, DO, Office Note, Etc.)	Shri Shibabrata Paul, AO
22	13-12-2018 Session-I	85	Classroom/ hands on training on running packages and peculiar to that of Controllers office viz Tulip, Bhawan, Vishak & E-Ticketing etc(6 Participants in a Group)	Shri S S Dev Roy, SAO Shri Animesh Dhar,SA
	Session-II	86		
	Session_III	87	Sports Activities viz Carrom/Table Tennis, Badminton, Volleyball etc.	Shri Rajen Lama, AAO Miss Lilofer Lyngdoh, SA
	Session-IV	88		
23	14-12-2018 Session-I	89	Classroom/ hands on training on running packages and peculiar to that of Controllers office viz Tulip, Bhawan, Vishak & E-Ticketing etc(6 Participants in a Group)	Shri S S Dev Roy, SAO Shri Animesh Dhar,SA
	Session-II	90		
	Session-III	91	Sports Activities viz Carrom/Table Tennis, Badminton, Volleyball etc.	Shri Rajen Lama, AAO Miss Lilofer Lyngdoh, SA
	Session-IV	92		
24	15-12-2018 Session-I	93	Classroom/ hands on training on running packages and peculiar to that of Controllers office viz Tulip, Bhawan, Vishak & E-Ticketing etc(6 Participants in a Group)	Shri S S Dev Roy, SAO Shri Animesh Dhar,SA
	Session-II	94		
	Session-III	95	Sports Activities viz Carrom/Table Tennis, Badminton, Volleyball etc.	Shri Rajen Lama, AAO Miss Lilofer Lyngdoh, SA
	Session-IV	96		

25	17-12-2018 Session-I	97	Classroom/ hands on training on running packages and peculiar to that of Controllers office viz Tulip, Bhawan, Vishak & E-Ticketing etc(6 Participants in a Group)	Shri S S Dev Roy, SAO Shri Animesh Dhar,SA
	Session-II	98		
	Session-III	99	Sports Activities viz Carrom/Table Tennis, Badminton, Volleyball etc.	Shri Rajen Lama, AAO Miss Lilofer Lyngdoh, SA
	Session-IV	100		
26	18-12-2018 Session-I	101	Classroom/ hands on training on running packages and peculiar to that of Controllers office viz Tulip, Bhawan, Vishak & E-Ticketing etc(6 Participants in a Group)	Shri S S Dev Roy, SAO Shri Animesh Dhar,SA
	Session-II	102		
	Session-III	103	Sports Activities viz Carrom/Table Tennis, Badminton, Volleyball etc.	Shri Rajen Lama, AAO Miss Lilofer Lyngdoh, SA
	Session-IV	104		
27	Session -I	105	Adjusted on 01.12.2018 (Saturday 1st half)	
	Session-II	106		
	Session-III	107	Adjusted on 08.12.2018 (Saturday 1st half)	
	Session-IV	108		
28	19-12-2018 Session-I	109	Quiz Competition	Shri Swapan Barua, AAO
	Session-II	110		
	Session-III	111	Debate	Shri K K Kalita, SAO Shri Rajesh Kumar Doley, AAO
	Session-IV	112		
29	20-12-2018 Session-I	113	Extempore	Shri Raju Thapa, AAO Shri Rajesh Kumar Doley, AAO
	Session-II	114		
	Session-III	115	Cultural Programme	Shri Panger Ao, AAO Smt Carolyne Pyngrope, SA
	Session-IV	116		
30	21-12-2018 Session-I	117	Exam (At 10.00 hours)	Training Manager of CDA Guwahati
	Session-II	118		
	Session-III	119	Validiction	CDA/ Jt CDA Training Manager Other Officers
	Session-IV	120		


 (Training Manager)
 CDA Guwahati

ANNEXURE-B

Sl No	Name of Office	Name	Grade	A/C No	Dt of Joining
1	AAO SHILLONG	SHRI ROHITASHWA DASH	AUDITOR	8348780	23-05-18
2	AAO SHILLONG	SHRI MANISH KUMAR	AUDITOR	8348816	21-05-18
3	AAO SHILLONG	SHRI AKASH KUMAR	AUDITOR	8348785	28-05-18
4	AAO SHILLONG	SHRI DINESH CHOWDHURY	AUDITOR	8348782	25-05-18
5	AAO SHILLONG	SHRI VIVEK KUMAR GUPTA	AUDITOR	8348784	28-05-18
6	AAO SHILLONG	SHRI RONALD K ABONMEI	AUDITOR	8348787	11-06-18
7	AAO SHILLONG	SHRI ANJEEV K MAURYA	AUDITOR	8348812	10-07-18
8	AAO SHILLONG	SHRI KANHU C SAHOO	AUDITOR	8348820	10-08-18
9	PAO (ORs) ARC SHILLONG	SHRI ADINO RONGONG	AUDITOR	8348767	21-05-18
10	PAO (ORs) ARC SHILLONG	SHRI BINAYA B MOHAPATRA	AUDITOR	8348769	23-05-18
11	PAO (ORs) ARC SHILLONG	SHRI RAJIB DAS	AUDITOR	8348805	20-06-18
12	PAO (ORs) ARC SHILLONG	SHRI JOY BANERJEE	AUDITOR	8348801	19-06-18
13	PAO (ORs) ARC SHILLONG	SHRI ARKADEEP PAUL	AUDITOR	8348802	19-06-18
14	PAO (ORs) ARC SHILLONG	SHRI AJIT KUMAR DAS	AUDITOR	8348793	13-06-18
15	PAO (ORs) ARC SHILLONG	SHRI RAJEEV	AUDITOR	8348792	11-06-18
16	PAO (ORs) ARC SHILLONG	SHRI GOUTAM BISWAS	AUDITOR	8348790	01-06-18
17	PAO (ORs) ARC SHILLONG	SHRI SUBHANSHU KUMAR	AUDITOR	8348774	29-05-18
18	PAO (ORs) ARC SHILLONG	SHRI PROSENJIT SEN	AUDITOR	8348770	25-05-18
19	PAO (ORs) ARC SHILLONG	SHRI SHIVANKAR MISHRA	AUDITOR	8348772	28-05-18
20	PAO (ORs) ARC SHILLONG	SHRI DEEPAK KUMAR	AUDITOR	8348811	10-07-18
21	PAO (ORs) 58 GTC SHILLONG	SHRI DEEPAK KUMAR	AUDITOR	8348760	23-05-18
22	PAO (ORs) 58 GTC SHILLONG	SHRI MANOJ KUMER MEENA	AUDITOR	8348759	23-05-18
23	PAO (ORs) 58 GTC SHILLONG	SHRI SOURAV MUKHERJEE	AUDITOR	8348763	25-05-18
24	PAO (ORs) 58 GTC SHILLONG	SHRI GYANENDU KUMAR	AUDITOR	8348762	25-05-18
25	PAO (ORs) 58 GTC SHILLONG	SHRI BIJAY NAND PRASAD	AUDITOR	8348798	18-06-18
26	PAO (ORs) 58 GTC SHILLONG	SHRI IBNE MASUD SADDAM	AUDITOR	8348765	01-06-18
27	PAO (ORs) 58 GTC SHILLONG	SHRI LOVKUSH PATEL	AUDITOR	8348799	26-06-18
28	PAO (ORs) 58 GTC SHILLONG	SHRI RAVINDRA KUMAR	AUDITOR	8348789	11-06-18
29	PAO (ORs) 58 GTC SHILLONG	SHRI DEVAJYOTI MUKHERJEE	AUDITOR	8348788	11-06-18
30	PAO (ORs) 58 GTC SHILLONG	SHRI AJAY KISKU	AUDITOR	8348766	05-06-18


 AO(O&M)