

कार्यालय, रक्षा लेखा नियंत्रक

उदयान विहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

UDAYAN VIHAR, NARANGI, GUWAHATI-781171

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cdaguwomcell.dad@hub.nic.in



No. O&M/Trg/140/RTC/XVIII

Dated: 05/11/2020

To,

The Sr. Accounts Officer
Regional Training Centre, EM Block
Sector-V, Salt Lake
Kolkata- 700091

Subject: Online Training Course on "Noting & Drafting & Audit Decisions" for SAOs- Clks to be conducted by RTC Kolkata w.e.f. 16/12/2020 to 17/12/2020.

Reference: RTC Kolkata letter No.RTC/33/27/ Noting & Drafting/GEN/20-21dated 21/10/2020.

With reference to RTC Kolkata letter cited above, the following Officials posted under CDA Guwahati Organization have been nominated by the competent authority to participate in the subject training course which is to be conducted by RTC Kolkata on 16/12/2020 and 17/12/2020 utilizing "Google Meet App".

Sl No.	Name	Mobile No.	Office/Email Id
1.	Shri Vikash Kr. Singh AAO/8341200	6000366659	MO CDA, Guwahati vikashglittle@gmail.com
2.	Shri Subharun Basu Adr/8348724	8335992022	MO CDA Guwahati subharunbasu.dad@hub.nic.in
3.	Shri Jitendra Sigh Adr/8348739	8810601449	MO CDA Guwahati jitendrasingh10792@gmail.com
4.	Shri Anit Boro Clk/8348626	9864765549	MO CDA Guwahati anitboro@gmail.com

Sd/-
(S. Paul)

Accounts Officer (O&M)

Copy to: -

1. The Officer-in-Charge
AN-I/A & AN-I/B Sec (Local)

For information and necessary action w.r.t. the above please.

2. The Officer-in-Charge
i) AN-II GP-II (Local)
ii) Legal Cell(Local)
iii) IA Section(Local)
iv) AN-I A Section(Local)

For information please.

3. Participants:-
i) Shri Vikash Kr. Singh, AAO/8341200
ii) Shri Subharun Basu, Adr/8348724
iii) Shri Jitendra Sigh, Adr/8348739
iv) Shri Anit Boro, Clk/8348626

For compliance please. Participants are requested to join the session at the conference hall of **CDA Guwahati on 16/12/2020 and 17/12/2020** by 10:00 am. Further, the Covid-19 protocol is required to be maintained.

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

For necessary seating arrangement in the Conference Hall and also to provide Tea and Snacks for the participants.

5. The Officer-in-Charge
'R' Sec (Local)

Please provide Note pad & Ball pen to the participants for Four (04).

6. The Officer in Charge
IT & SW.

With a request to upload on the website of CDA Guwahati please.



(S. Paul)

Accounts Officer (O&M)