



कार्यालय, रक्षा लेखा नियंत्रक

उदयान विहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
UDAYAN VIHAR, NARANGI, GUWAHATI-781171

Tel No. 0361-2640394, 2641142 Fax No .0361-2640204

Email - cda-guw@nic.in



Dated:-16/10/2019

No. O&M/21/CIRCULAR/VII

CIRCULAR NO.94

Subject:- Thirty (30) days Induction Training Course for Newly Recruited Auditors/Clerks.

As per this office in house training calendar for 2018-19 and 2019-20, thirty (30) days Induction Training Programme for Newly Recruited Auditors/Clerks have already been conducted in three batches by MO CDA Guwahati and Area Accounts Office, Shillong. In this regard, this office is organizing the 4th and the last batch of the ibid training during December 2019 in MO CDA Guwahati to cover all the left over participants.

Therefore, you are requested to sponsor the names of the new recruits who are yet to undergo the ibid training or left over candidates. The participants would also include newly promoted Clerks/Auditors, who have not attended such training.

An early action is requested to enable to conduct the ibid course on the scheduled month. A "NIL" report is also required. The report is requested to be forwarded positively by 25/10/2019.

(S Paul)

Accounts Officer (O & M)

Distribution:-

1. All SAOs/AOs of MO Guwahati
2. All Sections of MO Guwahati
3. All Sub-Offices of MO Guwahati

4. IT & SW(Local) :- With a request to upload on the Website of CDA Guwahati please.