



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/XVI II

Dated: 25/09/2020

To,

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

Subject: Online Training programme on "Official Language" for SAO- Clerks: to be conducted by RTC, Kolkata on 29/09/2020.

Reference: RTC Kolkata letter No.RTC/33/23/ Official Language / GEN/20-21 dated 24/09/2020.

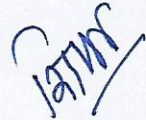
With reference to RTC Kolkata letter cited under reference, the following Staff posted under CDA Guwahati Organization have been nominated to participate in the subject training course which is to be conducted by RTC, Kolkata on 29/09/2020 utilizing "Google Meet App".

Sl No.	Name	Mobile No.	Office/Email Id
1.	Shri W Rojeet, SA/8348687	8132928772	MO CDA Guwahati wrojeet.dad@hub.nic.in
2.	Shri Ayan Basu, Adr/8348726	9832028139	MO CDA Guwahati ayanbasu.dad@hub.nic.in
3.	Shri Subharun Basu, Adr/8348724	8335992022	MO CDA Guwahati subharunbasu.dad@hub.nic.in

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 AN-IV Sec (Local) For necessary seating arrangement and to provide Note pad & Ball pen to the participants in the Conference Hall and also to provide Tea and Snacks for the participants of CDA Guwahati.
3. The Officer-in-Charge
i) AN-V Sec (Local)
ii) O&M Cell (Local)
iii) Legal Cell (Local) For information please.
4. Participants:-
i) Shri W Rojeet, SA/8348687
ii) Shri Ayan Basu, Adr/8348726
iii) Shri Subharun Basu, Adr/834872 For compliance please. Participants are requested to join the session at the conference hall of **CDA Guwahati on 29/09/2020** by 10:00 am.
5. The Officer in Charge
IT & SW. With a request to upload on the website of CDA Guwahati and provide technical support during the meeting please **on 29/09/2020** at conference hall.



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