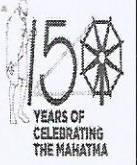




कार्यालय, रक्षा लेखा नियंत्रक
उदयान विहार, नारंगी, गुवाहाटी-781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
UDAYAN VIHAR, NARANGI, GUWAHATI-781171
Tel No. 0361-2640394, 2641142 Fax No .0361-2640204 Email – cda-
guw@nic.in

Uploaded
T.T.B.




No. O&M/TRG/203/In House/Vol-XVII

Dated:22/10/2020

MOST IMPORTANT CIRCULAR NO.-116


Subject:- Training Course on effective communication (verbal & Non verbal) and Noting and Drafting on 04th November, 2020.

As per approved In house Training Calendar for the year 2020-21 (Srl No.06), it is decided to conduct one (01) day Training Course on the above subject in the Training Hall of M.O. CDA Guwahati as per course module **Annexure-A** on **04th November, 2020**. The participants of MO CDA Guwahati and its sub-office as per **Annexure-B** are detailed to attend the ibid training course.


(N K Biswas) IDAS
Dy. Controller

Copy to: -

1. The Officer- in- Charge
AN-I/A & AN-IB Sec. (Local) For information please.
2. The Officer-in-Charge For information with a request to detail the nominated participants to attend the above training course on **04th November , 2020** as per **Annexure-B**.
3. Faculty Member For information. You are requested to prepare hand outs /lecture notes and PPT on the subject assigned . The assigned course module is attached as per **Annexure-A**.
4. The Officer-in-Charge
R-Sec (Local) Please provide Note pad & Ball pen to the participants for Eleven (11-approx) .
5. The Officer-in-Charge
AN-IV Sec (Local) For necessary seating arrangement maintaining Covid-19 protocol in the Training hall on **04th November, 2020** and also to provide Tea and Snacks to the participant and faculty members during Tea Break.
6. The Officer-in-Charge
IT & SW (Local) With a request to upload on the Website of CDA Guwahati please.


(S Paul)
Accounts Officer (O&M)

ANNEXURE-A

COURSE TITLE:- Training on “effective communication (verbal & Non Verbal” and Noting and Drafting on 04th November, 2020.

TRAINING SCHEDULE:- There will be 4 sessions every day each for 75 minutes 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, MO CDA Guwahati.

Date	Session	Subject	Faculty
04/11/2020 Wednesday	1 st Session	Effective communication (verbal & Non verbal)	Shri Swapan Barua, AO AO GE Narangi
	2 nd Session	-----DO-----	
	3 rd Session	Noting and Drafting	Shri S. Paul, AO
	4 th Session	Various types of Office Communication	



(S Paul)

Accounts Officer (O&M)

Annexure-‘B’

The Name of Participants for the Training on “effective communication (verbal & Non Verbal” and Noting and Drafting on 04th November, 2020

Sl. No.	Name	A/c No.	Desig	Section/Office
1.	Shri Ankit Kumar	8348751	Aud	AN-IV Sec MO CDA Guwahati
2.	Shri Rajeev Kr Singh	8348814	Aud	D Sec MO CDA Guwahati
3.	Shri Pawan Kr Singh	8348813	Aud	IFA Sec MO CDA Guwahati
4.	Shri Navdeep Singh	8348809	Aud	A/Cs Sec MO CDA Guwahati
5.	Shri Nitesh Kr. Singh	8348731	Aud	A/Cs Sec MO CDA Guwahati
6.	Miss Aayushi Kumari	8348815	Aud	SC-I Sec, MO CDA Guwahati
7.	Shri Vinay Kr. Maurya	8348743	Aud	LAO 222 ABOD
8.	Shri Mukesh Sharma	8348833	Aud	DDP Sec, MO CDA Guwahati
9.	Miss Swastika Roy	8348723	Aud	AN-III Sec MO CDA Guwahati
10.	Shri Suman Dasgupta	8348832	Aud	AN-II Gp-II MO CDA Guwahati
11.	Smt Pranita Devi Hazarika	8348715	Clerk	AN-II Gp-I MO CDA Guwahati



(S Paul)

Accounts Officer (O&M)