

IMPORTANT CIRCULAR NO.-23



रक्षा लेखा नियंत्रक कार्यालय , गुवाहाटी, उदयन विहार, नारंगी, गुवाहाटी -781171  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS,  
GUWAHATIUDAYAN VIHAR, NARANGI, GUWAHATI-781 171



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No. O&M/Trg/203/In House/Vol-XV

Dated:- 04/04/2019

**Subject: - Training Programme on GeM & GST (Including Uploading Etc. on GST/GeM Portal).**


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Presently the GFR- 2017 has made the use of GeM platform mandatory for public procurement and GeM 3.0 is now operational. The implementation of GST has also been made mandatory for all procurement & supplies.

As per training calender 2019-20, it has been decided by the Competent Authority to conduct one (01) day Training cum workshop on the above subject in the Community Hall of M.O. CDA Guwahati on 09/04/2019 as per Annexure-'A'. The workshop will facilitate implementation of GeM for procurement & supplies explaining theory as well as practical session. GST session will also cover TDS on GST, TDS Return submission with practical session.

Guest faculties on GeM & GST will conduct the subject workshop. The nominated participants of MO CDA Guwahati as per Annexure-'B' are to attend the subject training course.

The HQrs.51 Sub Area is requested to depute officers/ JCOs and others who are dealing with GeM/GST to attend the course as per schedule 'A' attached on 09/04/2019.

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

Contd..

Copy to: -

1. The Officer- in- Charge

For information with request to detail the nominated officers & staff as mentioned in Annexure-'B' to attend the said training course on 09/04/2019 in the Community Hall of M.O. CDA Guwahati

2. Col GS ( Training)  
Hqrs. 51 Sub Area

Kindly refer to this office letter of even No. dated 01/04/2019. The nominated Officer/JCO/Others may be directed to attend the training as per the schedule as Annexure-'A'.

3. Faculty Members

For information. You are requested to prepare hand outs/lecture notes on the subject assigned and may please be sent to this section well in advance to distribute the same amongst the trainees. The assigned course module is attached as per Annexure-A.

4. The Officer in Charge  
AN-I/A & AN-IC Sec. (Local)

For information please.

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

For necessary seating arrangement at Community Hall MO CDA Guwahati / arrangement of Cleaning of sanitary facility/ Checking up of A.C/ Collar microphone/ Mic/ Audio & Video System / File, Note book & Ball pen/ White board/ Marker & Printed Certificate to the participants for forty five (45-approx) and also arrange Tea, Snacks and Working Lunch for the participants and faculty members during Tea and Lunch Break in the Community Hall of MO CDA Guwahati on 09/04/2019.

6. The Officer in Charge EDP Sec (Local)

For Uploading on CDA Guwahati Website please.  
You are also requested for arrangement of Computer Projector with Pointer & Internet facility in the Community Hall of MO CDA Guwahati on 09/04/2019.



(S. Paul)

Accounts Officer (O&M)

ANNEXURE-A

**Training Programme on GeM & GST (Including Uploading Etc. on GST/GeM Portal)**

There will be four sessions 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.

Working Lunch: 13.00 hrs. to 14.15 hrs.

Tea break : 11.30 hrs. to 11.45 hrs. & 15.45 hrs. to 16.00 hrs.

**Venue: Community Hall MO CDA Guwahati.**

Date	Session	Subject / Topics	Faculty
09/04/2019		<u>Registration</u>	<u>9:30 AM</u>
	I	An Overview of GST with special emphasis on the Role of DDO and deduction of TDS and their uploading etc.	Shri Debashis Banarjee Superintendent of GST CGST Commissionerate Guwahati.
	II	Practical session on uploading of TDS on GST, TDS Return submission procedure, TDS certificate etc.	Shri Surjit Singh Chandam, Superintendent CGST Commissionerate Guwahati.
	III	An overview of GeM 3.0	Shri Niraj Nikunj GeM Business Facilitator - North East.
	IV	Practical Session on GeM 3.0 on GeM portal followed by a question answer session	-----do-----
		<b>Question &amp; Answer Session (Valediction)</b>	<b>17.15 hrs.</b>

  
Accounts Officer(O&M)

Annexure-B

List of Officers/Staff for the Training Programme on GeM & GST (Including Uploading Etc. on GST/GeM Portal) which is to be held at Training hall of MO CDA Guwahati on 09/04/2019.

Sl No.	Name	A/C No.	Desig.	Section/Office
1	Shri M H Laskar	8331721	SAO	MO Ghy
2	Shri Mahendra Bora	8326108	AO	MO Ghy
3	Shri Shibabrata Paul	8334121	AO	MO Ghy
4	Shri P K Shukla	8316192	AAO	O&M
5	ShriRajendra Prasad	8340808	AAO	SC/I
6	Shri Partha Das	8335365	AAO	SC/II
7	Shri Dipankar Ghoshal	8333194	AAO	SC/III
8	Shri R Darngawn	8335431	AAO	M/I&IV
9	Shri Sandilya Kumar	8339822	AAO	M/II&III
10	Shri K T Singh	8335441	AAO	E/I&II
11	Shri K K Prasad	8335936	AAO	E/III B
12	Shri S M Lamkhang	8335443	AAO	E/III C
13	Shri Somnath Biswas	8344381	AAO	EDP Sec
14	Shri Poran Goswami	8334098	AAO	IA Sec
15	Shri R Pachani	8326071	AAO	AN/IV
16	ShriBhushanChaudhary	8319820	SA	SC/II
17	Shri B B Dey	8337541	SA	SC/III
18	Shri Kuntal Tapaswi	8320357	SA	SC/IV
19	Shri B Baruah	8331651	SA	SC/V
20	Shri Dipankar Boro	8347608	SA	M/II&III
21	Shri Kumar Sonu	8341182	SA	-DO-
22	Shri Sharvan Kumar	8339223	SA	IA Sec
23	Shri M R Das	8331724	SA	AN/IV

*RATW*

Accounts Officer (O&M)