



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

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

Dated: 26/10/2022

To

**Officer-in-Charge**  
**HQ 3 Corps GS (FP Cell)**  
**Pin-908503**  
**C/o 99 APO**

**Subject: Conduct of Defence Financial MGT Cadre for JCOs/OR**

**Reference: Your letter No. 10604/Course/FP Cell, dated 27/09/2022.**

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With reference to the letter cited above, it is intimated that Officers (mentioned in Annexure-'A') have been nominated by the Competent Authority to conduct the subject training programme at **HQ 3 Corps on 11/11/2022.**

For training on topics on 10/11/2022 under the aegis of IFA 3 Corps you are requested to liaise with IFA 3 Corps to detail suitable instructors.

Enclosure: As stated above

- sd -  
**(Gautam Doley)**  
**Assistant Controller**

Copy to:-

**1. The Officer- in- Charge**  
**IFA HQ 3 Corps, C/o 99 APO**  
**PIN - 908 503, Dimapur**

With reference to the above, it is requested to provide suitable instructors for the training course on 10.11.2022.

**2. The Officer- in- Charge**  
**AN-I/A , AN-IB Sec &**  
**AN-II Gp-II Sec (Local)**

For information please.

TA/DA is authorized as per extant rule.

**3. The Officer- in- Charge**  
**(As Annexure-A)**

For information please. It is requested to relieve the nominated Officers accordingly with a direction to report to HQ 3 Corps to conduct of subject training course on the scheduled date.

**4. Nominated Officers:**  
**(As Per Annexure-A)**

For compliance please with a request to forward your travel plan to the addressee.

TA/DA is authorized as per extant rule.

**5. The Officer-in-Charge**  
**IT & SW (Local)**

It is requested to upload this letter on the CDA Guwahati Website please.

*Gautam Doley*

**(Gautam Doley)**  
**Assistant Controller**

Date (11<sup>th</sup> Nov 2022)

Sl No.	Topic	Faculty	Duration	Remarks
1.	• Maintenance of cash book, handling of audit objections	Under aegis of CDA, Guwahati	0830-0945 Hr	Shri. Jayanta Borah, AO, LAO 222 ABOD Mob: 7637827151.
2.	• Process for post audit cases & LAOs		0945-1100 Hr	Shri. Swapan Barua ,AO , AAO Shillong Mob: 8910135498.
3.	• Pre audit of misc bills & store bills		1115-1300 Hr	Shri. Chayan Das,SAO, AO GE Missamari Mob: 8638189746.



(Ranadhir Seal)  
Sr. Accounts Officer (O&M)