

E-mail /FAX/By Hand



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



No. O&M/Trg/CGDA/OTI/Vol-VII

Dated: 15/03/2021

To,

1. Shri Ranjan Kumar, SAO
LAO (A), Guwahati
2. Shri Jayanta Borah, AO
LAO (A), Narangi

Subject: Online Training Course on “Role and Functions of LAOs, Internal Audit of Units, writing Audit Report, MFAI, IAR, AAC, Financial Advice and Audit Para etc” for SAOs/AOs/AAOs posted in LAO Offices (Batch-II).

Reference: This Office letter No. O&M/Trg/CGDA/OTI/Vol-VII dated 21/01/2021 and OTI Gurgaon letter No.OTI/CGN/Trg. 2020-21/LAOs dated 12/03/2021

With reference to the letters No. cited above, OTI Gurugram has intimated that the ibid online training programme will be conducted from 17th March, 2021 to 19th March, 2021 through NIC video-conferencing.

In view of the above, you are requested to join the online training session at Conference Hall of MO CDA, Guwahati on the scheduled dates. The training module and feedback form as received from OTI, Gurugram are enclosed herewith for ready reference.

(Moloy Ghosh)
Sr. Accounts Officer (O&M)

Copy to: -

1. Shri M K Bhat
SAO (Trg/Faculty)
Officers Training Institute (OTI)
Plot No. 53, Sector-44
Gurugram- 122003.

For information please.

2. The Officer-in-Charge
AN-I/A & AN-I/B Sec (Local)

For information and necessary action w.r.t. the
above please.

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

For necessary seating arrangement in the Conference
Hall and also to provide Tea and Snacks to the
nominated officers..

4. The Officer-in-Charge
'R' Sec (Local)

Please provide Note pad & Ball pen to the
participants for Two(02).

5. The Officer in Charge
IT & SW.

With a request to upload on the website of CDA
Guwahati please.

(Moloy Ghosh)
Sr. Accounts Officer (O&M)