
	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-cdaguwomcell.dad@hub.nic.in	
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No. O&M/TRG/203/In House/Vol-X IX

Dated: 13/01/2022

To

Col FP
 HQ EC
 PIN- 908542
 C/O 99APO

Subject:- Online Training Course on GeM & GST on 1st February & 2nd February, 2022.

Reference:- HQ Eastern Command letter NO. 106028/GeM/FP Cell dated 01/12/2021.

With reference to the letter cited above, it is intimated that the competent authority has accepted the proposal for imparting online training to unit/formation under EC Kolkata on the half yearly basis. Accordingly, it has been decided by the competent authority to organize two days Online Training Programme for the first half year of the calendar year 2022, on various aspects of GeM & GST utilizing “Google Meet App” as per course module (as per Annexure-A) on 1st February & 2nd February, 2022.

A link to join the training session will be shared to Col FP HQ EC before commencement of the session.

sdl
 (Sandeep Kr. Yadav) IDAS
 Dy. Controller

Copy to: -

1. The Officer- in- Charge
 AN-I/A & AN-IB Sec. (Local)

For information please.

2. Faculty Members

For information. You are requested to prepare hand outs /lecture notes and PPTs on the training module. The assigned course module is attached as per Annexure-A.

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

For necessary seating arrangement in the Training Hall of MO CDA Guwahati on 1st & 2nd February, 2022 and also to provide Tea and Snacks to the faculty members during Tea Break.

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

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

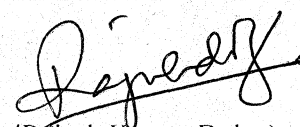
Rajesh
 (Rajesh Kumar Doley)
 Accounts Officer (O&M)

Subject:-Online Training Course on GeM & GST on 1st February & 2nd February, 2022.**Training Module: 01/02/2022**

Session (Date & Time)	Participants	Subject	Faculty
01/02/2022 10:45 hrs – 11:30 hrs	Officials from HQ 3 Corps and Units/Formation s under HQ 3 Corps	Introduction, Gem Overview, Rules & Regulations of GeM, Tender Enquiry Process on GeM Portal, Vendor Assessment on GeM Portal, Bid Management on GeM Portal.	Shri Sandeep Kumar Yadav, IDAS, DCDA
01/02/2022 11:30 hrs- 12:15 hrs		M- Section Issues (Preparation and processing of Bills pertaining to M-Section) & Common observation observed during Post Audit.	Shri N K Biswas, IDAS Dy. CDA
01/02/2022 12:15 hrs – 01:00 hrs		Store Contract Section Issues (Preparation and processing of Bills pertaining to Store Contract Section) & Common observation observed during Post Audit.	Shri Hareshwar Deka AO

Training Module : 02nd February, 2022

02/02/2022 10:45 hrs – 11:30 hrs	Officials from HQ 4 Corps and Units/Formation s under HQ 4 Corps	Introduction, Gem Overview, Rules & Regulations of GeM, Tender Enquiry Process on GeM Portal, Vendor Assessment on GeM Portal, Bid Management on GeM Portal.	Shri Sandeep Kumar Yadav, IDAS, DCDA
02/02/2022 11:30 hrs- 12:15 hrs		M- Section Issues (Preparation and processing of Bills pertaining to M-Section) & Common observation observed during Post Audit.	Shri N K Biswas, IDAS Dy. CDA
02/02/2022 12:15 hrs – 01:00 hrs		Store Contract Section Issues (Preparation and processing of Bills pertaining to Store Contract Section) & Common observation observed during Post Audit.	Shri Hareshwar Deka AO



(Rajesh Kumar Doley)
Accounts Officer (O&M)