

	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-XIX

Dated: 24/01/2022

MOST IMPORTANT CIRCULAR NO.-10
(Through CDA Guwahati website)

Subject:- Offline In House Training for New Recruits 2021 batch on 27th , 28th and 31st January, 2022 at Community Hall of MO CDA Guwahati.

It is intimated that the competent authority has decided to conduct Three days Offline Training programme for all New Recruits, who joined this organisation recently and posted at Guwahati station. The course module and its faculties are enclosed herewith as **Annexure-A**.

It is directed that all the New Recruits 2021 Batch shall attend the training course positively on the scheduled dates and time (10:30AM). Further, the Officer-In-Charge are requested to ensure the participation of the New Recruits posted at their offices.

Sd/-
 (Sandeep Kr. Yadav) IDAS
 Dy. Controller

Copy to: -

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| 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 Community Hall of MO CDA Guwahati w.e.f. 27/01/2022 to 31/01/2022 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. |

Sd/-
 (Abhijit Chakraborty)
 Sr. Accounts Officer (O&M)

COURSE MODULE

Course: Offline In-house Training Course for New Recruits on 27.01.2022, 28.01.2022 and 31.01.2022 by 10:30 hrs to 13:00 hrs.

Schedule: There will be 2 sessions in all as under:-

Session I: 11.00 hrs to 12.00 hrs

Session II: 12.00 hrs to 13.00 hrs

Venue: Community Hall, MO CDA Guwahati.

Date	Session	Subject	Faculty
27/01/2022	10:45 AM to 11:00 AM	Interaction with CDA	
	1 st Session	Introduction to department – DAD, Functional & Regional Controller's office set up.	Shri Sandeep Kr. Yadav IDAS, Dy. CDA
	2 nd Session	Pay & Allowances, Salary Slip & other entitlements – TA/DA, LTC, Medical facilities, CGEIS, Earned Leave, Casual Leave, Benefits of NE posting etc.	Shri Bimal Rajbongshi, SAO
28/01/2022	1 st Session	Promotion, transfers, opportunities, probation period, confirmation, APAR, SPARROW etc.	Shri N.K. Biswas, IDAS, DCDA
	2 nd Session	Conduct Rules – Disciplinary Issues – Major & Minor Penalties, Property Return, etc.	Shri Debapriya Das, AO
31/01/2022	1 st Session	Expectation from New Recruits, etiquette, Dress, behavior etc.	Shri Shibabrata Paul, AO
	2 nd Session	Introduction to client – Indian Army, Indian Navy, IAF, DRDO, BRO, MES etc. and expectation of client from DAD.	Shri Abhijit Chakraborty SAO


(Abhijit Chakraborty)
Sr. Accounts Officer (O&M)