



कार्यालय, रक्षा लेखा नियंत्रक  
उदयान विहार, नारंगी, गुवाहाटी-781171  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
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No. O&M/Trg/140/RTC/XVI I

Dated: 09/01/2020

(CIRCULAR NO : 127 of 09/01/2020)

Sub: Induction course for newly recruited Auditors and Clerks: Training Calendar 2020-21.

Ref: RTC Kolkata letter No. RTC/33/TRG MISC/ VOL-V dated 08/01/2020.

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According to the new training calendar (2020-21), duly approved by Chairman TAC and intimated by RTC Kolkata, an induction course (two weeks) is going to be conducted in upcoming months for newly recruited Auditors and Clerks at RTC Kolkata. Therefore it is requested to furnish the names of the newly recruited Auditors and Clerks who have to undergo the induction training. Further, it is also requested to furnish the names of the Clerks promoted from MIS (after having qualified in the recently held departmental exam), as well as Clerks and Auditors appointed on compassionate ground, who are yet to undergo the induction training.

The name of Auditors and Clerks who are fulfilling the above criteria may please be forwarded to this office as soon as possible through return Fax/e-Mail to enable this office to forward the same to RTC Kolkata latest by 20/01/2020.

A NIL report is required to be furnished.

(S. Paul)  
Accounts Officer (O&M)

**Distribution: -**

1. All Sections of M.O. For information & further action, please.
2. All the Officers-in-Charge of Sub Offices For information & further action, please.
3. The Officer-in-Charge IT & SW (Local) For Uploading on CDA Guwahati Website.

(S. Paul)  
Accounts Officer (O&M)