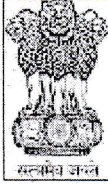


IMPORTANT CIRCULAR NO.49

E-mail /FAX/SPEED POSTT.T.B.



रक्षा लेखा नियंत्रक कार्यालय , गुवाहाटी, उदयन विहार, नारंगी, गुवाहाटी -781171  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS,  
GUWAHATIUDAYAN VIHAR, NARANGI, GUWAHATI-781 171



Tel. 0361-2640394/2641142

FAX 0361-2640204/2640810/2641143.

No. O&M/Trg/203/In House/Vol-XIII

Dated: 22/09/2017

**Subject:** Training Course on "Contract Management" w.e.f. 30/10/2017 to 31/10/2017.

\*\*\*\*\*

As per In house Training Calendar for the year 2017-18, it has been decided by the Competent Authority to conduct a Two (02) day Training cum workshop on the above subject in the Training Hall, M.O. CDA Guwahati as per Annexure-A w.e.f. 30/10/2017 to 31/10/2017. The participants of MO Guwahati & Sub-Offices as per Annexure-B are detailed to attend the training course.

TA/DA as per extant rules is authorized.

— SA/—

(J. K. Das, IDAS)  
Jt.CDA

Copy to: -

1. The Officer- in- Charge

For information with request to detail the nominated officials to attend the above training course w.e.f. 30/10/2017 to 31/10/2017 in MO CDA Guwahati.

2. Faculty Members

For information. You are requested to prepare hand outs /lecture notes on the subject assigned and may please be sent to this section well in advance to distribute the same amongst the trainees. The assigned course module is attached as per Annexure-A.

3. The Officer in Charge

AN-I/A & AN-IC Sec. (Local)

4. The Officer in Charge AN-II (Gp-II) (Local)

} For information please.

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

For necessary seating arrangement and provide Note pad & Ball pen to the participants for Twenty-six (**26-approx**) in the Training hall from 30/10/2017 to 31/10/2017 and also provide Tea and Snacks to the participants and faculty members during Tea Break.

✓ 6. The Officer in Charge EDP Sec (Local)

For Uploading on CDA Guwahati Website.

  
(B. GHOSH)

Sr. Accounts Officer (O&M)

**Annexure 'A'**

**COURSE TITLE:-** Training Course on Contract Management.

**DATE:** 30/10/2017 to 31/10/2017.

**TRAINING SCHEDULE:-** There will be 4 sessions every day each for 75 minutes as under:-

Session I - : 10.15 hrs to 11.30 hrs, Session II - : 11.45 hrs to 13.00 hrs

Session III - : 14.30 hrs to 15.45 hrs, Session IV - : 16.00 hrs to 17.15 hrs

Tea Break: 11.30 hrs to 11.45 hrs & 15.45 hrs to 16.00 hrs.

**VENUE:** - Community Hall MO CDA Guwahati.

**PARTICIPANTS FOR TRAINING COURSE:** SAO to AAO

Date	Session	Subject	Faculty
30/10/2017	1 <sup>st</sup> Session	<b>Contract Management:</b> Legal Requirements, Types of Contract Agreements. Term Contracts and Contracts for Periodical Services, Specialized Consultancy Contracts, Contracts with T&Q Bids, Supply of Stores & Material, Handling Contract.	Shri Nazrul Islam, AO
	2 <sup>nd</sup> Session	<b>Scrutiny of Contract:</b> Scrutiny of CST, Specifications & Special and General Conditions of Contract Agreement. Importance of List of Buildings in CAs. Sch-B & C Stores. Escalation/ Price variation clause in Contracts.	-do-
	3 <sup>rd</sup> Session	Deviation Order/Amendments. DO limit, AIP, Amendment to Contract. Points to seen during scrutiny of DO & Amendments.	Shri U C Dey, AO
	4 <sup>th</sup> Session	Scrutiny of Work Register, Scrutiny & Audit of MBs, Payment Accounting & Audit of Work Expenditure under different works procedure.	-do-
31/10/2017	1 <sup>st</sup> Session	RAR payment-linkage with related documents/Provisional payment. Retention Money, RAR under compensation, BGB in lieu of retention money, measures to avoid overpayments in RARs & audit of Final bills.	Shri N Islam, AO
	2 <sup>nd</sup> Session	Escalation Payments: Conditions to be seen, Calculations.	Shri Sujit Dey Sarkar, SAO
	3 <sup>rd</sup> Session	Recovery of contractors demand: Recovery of overpayments from contractors (Section 26 of Manual on Contracts-2007). Arbitration awards & payment of claims, provisional payments. Authorising provisional payment in respect of charged Expenditure.	-do-
	4 <sup>th</sup> Session	Valediction	

-Sd/-

Sr. Accounts Officer (O&M)

Annexure - 'B'

**Course Title:- Training Course on "Contract Management" wef 30/10/2017 to 31/10/2017.**

Sl. No.	Name & Designation	A/C No.	Section/ Sub-Office where serving
1	Shri Rajesh Singha, SAO	8331592	M.O. CDA Guwahati
2	Shri Amit Kumar, SAO	8336407	AO GE 868 EWS
3	Shri Ganesh Rai, AO	8331740	AO GE Guwahati
4	Shri Jayanta Chakraborty, AO	8331630	AO GE (AF) Chabua
5	Shri Sudip Das, AO	8331712	AAO Shillong
6	Shri A K Paul, AO	8334101	AO GE (AF) Jorhat
7	Shri M Borah, AO	8326108	AO GE Tezpur
8	Shri Rameshwar Singh, SAO	8316195	AO GE Silchar
9	Shri D K Roy, AO	8334148	AO AGE (I) Rangiya
10	Shri Sanjit Kumar, AAO	8320287	A/Cs Sec
11	Shri Kamalesh Majhi, AAO	8337065	'D' Sec
12	Shri Thomas Tigga, AAO	8338667	E-III A Sec
13	Shri K K Prasad, AAO	8335936	E-III B Sec
14	Shri S B Deuri, AAO	8331726	IFA Cell
15	Shri Niraj Kumar, AAO	8339264	M-II & M-III Sec
16	Shri K K Sinha, AAO	8334739	M-IV Sec
17	Shri Anand Kumar, AAO	8320198	SC-I Sec
18	Shri Ravindra Kumar, AAO	8334752	SC-V Sec
19	Shri Sanjay Hazarika, AAO	8334147	LAO 222 ABOD
20	Shri D K Kalita, AAO	8328888	LAO (A) Guwahati
21	Shri Amit Roy, AAO	8335778	LAO (A) Jorhat
22	Shri Samiran Nag, AAO	8339352	PAO (ORs) ARC Shillong
23	Shri Sudhir Ranjan Verma, AAO	8328457	AO AGE (I) Tawang

-Sd/-  
( B GHOSH, SAO )  
O&M Cell