



कार्यालय, रक्षा लेखा नियंत्रक

उदयान विहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
UDAYAN VIHAR, NARANGI, GUWAHATI-781171

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No. O&M/TRG/203/In House/Vol-XVII

Dated: 06/10/2020

**MOST IMPORTANT CIRCULAR NO.-112**

**Subject:- Training Course on “Project Tulip & CMP” on 08<sup>th</sup> October, 2020.**

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As per approved In house Training Calendar for the year 2020-21 (Srl No.03), it is decided to conduct one (01) day Training Course on the above subject in the Training Hall of M.O. CDA Guwahati as per course module **Annexure-A** on **08<sup>th</sup> October, 2020**. The participants of MO CDA Guwahati as per **Annexure-B** are detailed to attend the ibid training course.

(N K Biswas) IDAS  
Dy. Controller

**Copy to: -**

- |   |  |
|---|--|
| 1. The Officer- in- Charge<br>AN-I/A & AN-IB Sec. (Local) | For information please.  |
| 2. The Officer in Charge                                  | For information with a request to detail the nominated participants to attend the above training course on <b>08<sup>th</sup> October, 2020</b> .  |
| 3. Faculty Member   | For information. You are requested to prepare hand outs /lecture notes and PPT on the subject assigned . The assigned course module is attached as per <b>Annexure-A</b> .   |
| 4. The Officer in Charge<br>R-Sec (Local)                 | Please provide Note pad & Ball pen to the participants for Twelve (12-approx) .  |
| 5. The Officer in Charge AN-IV Sec (Local)                | For necessary seating arrangement maintaining Covid-19 protocol in the Training hall on <b>08<sup>th</sup> October, 2020</b> and also to provide Tea and Snacks to the participant and faculty members during Tea Break. |
| 6. The Officer in Charge EDP Sec (Local)                  | With a request to upload on the Website of CDA Guwahati please.  |

(S Paul)

Accounts Officer (O&M)



**ANNEXURE-A**


COURSE TITLE:- Training on “Project Tulip and CMP” on 08<sup>th</sup> October, 2020.

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: - Training Hall, MO CDA Guwahati.**

Date	Session	Subject	Faculty
<b>08/10/2020 THURSDAY</b>	1 <sup>st</sup> Session	Introduction of Tulip System, Menus & option available in Tulip	<b>Shri Somnath Biswas, AAO</b>
	2 <sup>nd</sup> Session	Bill Processing inTulip, advantage & utility	<b>Shri Nilajan Chakraborty, AAO</b>
	3 <sup>rd</sup> Session	e-Work Book, Dak distribution, Disposal of Dak, utility specific to admin-I,II,III Section	<b>Shri Somnath Biswas, AAO</b>
	4 <sup>th</sup> Session	CMP	<b>Shri Nilajan Chakraborty, AAO</b>

  
(S Paul)  
Accounts Officer (O&M)



Annexure-‘B’

The Name of officers/staff nominated for the Training on “Project Tulip and CMP” on 08<sup>th</sup> October, 2020

Sl. No.	Name	A/c No.	Desig	Section/Office
1.	Shri Vijay Kr. Seth	8335938	AAO	SC-III Sec, MO CDA Guwahati
2.	Shri Rajesh Kr. Singh	8335161	AAO	‘D’ Sec MO CDA Guwahati
3.	Shri Vikash Kr. Singh	8341200	AAO	AN-II GP-II MO CDA Guwahati
4.	Miss Nazareen Sungte	8348721	Aud	AN-III Sec MO CDA Guwahati
5.	Miss Rajashree Giri	8348729	Aud	AN-II GP-I MO CDA Guwahati
6.	Smt Tanushree Bhar	8348753	Aud	AN-II GP-II MO CDA Guwahati
7.	Shri Ankit Kumar	8348751	Aud	AN-IV Sec MO CDA Guwahati
8.	Shri Rajeev Kr Singh	8348814	Aud	D Sec MO CDA Guwahati
9.	Shri Pawan Kr Singh	8348813	Aud	IFA Sec MO CDA Guwahati
10.	Shri Abhishek Kr. Singh	8348728	Aud	AN V Sec MO CDA Guwahati
11.	Shri Navdeep Singh	8348809	Aud	A/Cs Sec MO CDA Guwahati
12.	Shri Nitesh Kr. Singh	8348731	Aud	A/Cs Sec MO CDA Guwahati



(S Paul)

Accounts Officer (O&M)