



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171

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

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File No: O&M/Trg/203/In-house/XV

Dated: 28.05.2019

(MOST IMPORTANT CIRCULAR NO-39 DATED 28.05.2019)

Subject : TRAINING FOR NEW RECRUITS: THIRD BATCH (AT SHILLONG).

This has a reference to this office Circular No. 14 dated 06.03.2019 regarding conducting of 30 days New Recruits training at Area Accounts Office Shillong, which has subsequently been postponed vide circular No 20 dated 26.03.2019 due to engagement of Officers/ Staff of Shillong area in the General Election 2019.

Now it has been decided by the competent authority to conduct the above subject training at Area Accounts Office, Shillong on the revised dates w.e.f 03.06.2019 to 16.07.2019 as per the new schedule as Annexure –A attached. Further a modified list of trainee is also annexed as Annexure-B.

All other instructions as contained in this office circular No. 14 dated 06.03.2019 remain unchanged.

The receipt of the circular may be acknowledged personally by the officer-in-Charge/ Head of the Sub-offices to the Officer-in-Charge of O&M Cell(By Name).

Enclo : Annexure-A
Annexure-B

(J. N. DOLEY) IDAS
Dy. Controller

Distribution:

1. All GOs/SAOs/AOs of MO
2. Officer-in-charge
Area Accounts Office, Shillong
Bivar Road, Shillong
3. Officer-in-Charge
PAO (ORS) ARC Shillong
Happy Valley, Shillong
4. Officer-in-Charge
PAO (ORS) 58 GTC Shillong
Happy Valley, Shillong
(Extra copies to the candidates)
5. O/i-C AN-I (A&C) Section
6. O/i-C AN-II (TADA)
7. O/i-C AN-IV Section(Local)
8. O/i-C EDP Section
9. The LAO (A) Shillong
10. The ALAO(SD) Shillong
11. The AAO BSO Shillong
12. Guard file.
13. Notice Board
14. Spare copies (5 copies)
15. PS to CDA

Along with a training Schedule as Annexure-A
(for their strict compliance) & Annexure-B.
Further both PAOs are requested to conduct on
job training as specified in schedule

For kind information and necessary action.
For kind information and necessary action.

Providing necessary fund to the AAO, Shillong
for smooth running of the training.

With a request for uploading on the CDA
Guwahati Web-site.

For conducting practical on job training
at your office as per the schedule.



(S.PAUL)

Accounts Officer (O&M Cell)

Annexure-A

**Module of 6 Weeks Induction Training for newly recruited Auditors / Clerks
(3rd Batch)**

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 : Area Accounts Office, Shillong

Date	Session No	Session	Topics	Name of the Faculty	Office
03/06/2019	I	1	Introduction of Admin Section	Shri Chayan Das, SrAO	AAO Shillong
	II	2	Introduction of Admin Section	Shri Chayan Das, SrAO	AAO Shillong
	III	3	Introduction to Miscellaneous Section	Shri Raju Thapa, AAO	MO CDA Guwahati
	IV	4	Introduction to Miscellaneous Section	-DO-	MO CDA Guwahati
04/06/2019	I	5	Introduction to Pay Section	Smt Sonila Rajesh Rao, SAO	AAO Shillong
	II	6	Introduction to Pay Section	Smt Sonila Rajesh Rao, SAO	AAO Shillong
	III	7	Introduction to R Section	Shri Amitava Mukhopadyaya, AAO	AAO Shillong
	IV	8	Medical Claims	Shri Chayan Das, SrAO	AAO Shillong
06/06/2019	I	9	APAR	Shri P K Shukla, AAO	MO CDA Guwahati
	II	10	Recruitment Rules, Promotional Avenues in DAD	Shri P K Shukla, AAO	MO CDA Guwahati
	III	11	Introduction to Fund Cell	Shri Nilanjan Chakraborty, AAO	MO CDA Guwahati
	IV	12	Expectation of Supervisory Officers and Senior Officer of Department from Auditors, Official Duties, behavior and etiquette	Shri Chayan Das, SrAO	AAO Shillong
07/06/2019	I	13	Introduction to Accounts Section	Shri Rajesh Singha, SAO	PAO(ORs) ARC Shillong
	II	14	Introduction to Accounts Section	Shri Rajesh Singha, SAO	PAO(ORs) ARC Shillong
	III	15	Introduction to Engineering Section	Shri S C Das, SAO	PAO(ORs) 58 GTC Shillong

	IV	16	Introduction to Engineering Section	Shri S C Das, SAO	PAO(ORs) 58 GTC Shillong
10/06/2019	I	17	Introduction to Store Section	Shri Rajen Lama, AAO	AAO Shillong
	II	18	Introduction to Store Section	Shri Rajen Lama, AAO	AAO Shillong
	III	19	Introduction to IFA Section, Financial Concurrence scrutiny	Shri Rajesh S Rao, SAO	IFA EAC Shillong
	IV	20	DPM, GFR-2017, DFPDS	Shri Rajesh S Rao, SAO	IFA EAC Shillong
11/06/2019	I	21	Attendance, Leave, Absent	Shri Panger AO, AAO	AAO Shillong
	II	22	Types of Leave and its entitlement.	Shri Panger AO, AAO	AAO Shillong
	III	23	Different Mechanism to check Corruption/Malpractism in Govt.	Shri Chayan Das, SrAO	AAO Shillong
	IV	24	Public Grievances and their Redress Mechanism in Govt.	Shri Chayan Das, SrAO	AAO Shillong
12/06/2019	I	25	Confirmation, Seniority & Compassionate Appointment in DAD	Shri K Bhagbhati, AO	MO CDA Guwahati
	II	26	Introduction to Transportation Section including extensive discussion on Traveling Allowance	Shri Biswajit Ghosh, SAO	MO CDA Guwahati
	III	27	Introduction to Transportation Section including extensive discussion on Traveling Allowance	Shri Biswajit Ghosh, SAO	MO CDA Guwahati
	IV	28	JCM AND Staff Association	Shri Chayan Das, SAO	AAO Shillong
13/06/2019	I	29	Introduction to O&M Cell	Shri Shibabrata Paul, AO	MO CDA Guwahati
	II	30	Handling of CAT/AFT/Court Cases and Implementation of their judgement	Shri Ratul Bayan, SA	MO CDA Guwahati
	III	31	An introduction to the important provisions of CCS CCA Rules	Shri Shibabrata Paul, AO	MO CDA Guwahati

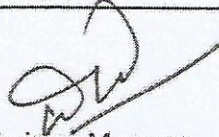
	IV	32	Suspension : An overview	Shri Shibabrata Paul, AO	MO CDA Guwahati
14/06/2019	I	33	Pay Structure in DAD at various level	Shri Sumit Kumar Mandal, AAO	AAO Shillong
	II	34	LTC, TA DA : An overview	Shri Amitava Mukhopadyaya, AAO	AAO Shillong
	III	35	Various Advances under 7 th CPC	Shri Amitava Mukhopadyaya, AAO	AAO Shillong
	IV	36	CGHS Scheme	Shri Chayan Das, SrAO	AAO Shillong
17/06/2019	I	37	Introduction to GST, GeM	Shri Swapan Barua, AO	AO GE Narangi
	II	38	Practical Session on Income Tax	Shri Swapan Barua, AO	AO GE Narangi
	III	39	Various Allowances and MACP Scheme	Smt Sonila Rajesh Rao, SAO	AAO Shillong
	IV	40	Test on AN Section	Shri Chayan Das, SrAO	AAO Shillong
18/06/2019	I	41	Accounts an Budget	Shri K Neog, AO	LAO(A) Shillong
	II	42	Budget Estimate: Various Aspect	Shri K Neog, AO	LAO(A) Shillong
	III	43	Monthly Budget, MPR/DPR	Shri M Borah, AO	Main Office CDA Guwahati
	IV	44	Control over expenditure vis-a-vis budgetary control & MIS	Shri M Borah, AO	Main Office CDA Guwahati
19/06/2019	I	45	An introduction to Defence Accounts Code	Shri Chayan Das, SAO	AAO Shillong
	II	46	Schedule-III and linking of Paid Cheque, Lost Cheque	Shri Sumit Kumar Mandal, AAO	AAO Shillong
	III	47	Role of DDO, issue of Defence cheque, NEFT, CMP	Shri Amitava Mukhopadyaya, AAO	AAO Shillong
	IV	48	Defence Proforma Account and Focal Point Branch System	Shri Sumit Kumar Mandal, AAO	AAO Shillong
20/06/2019	I	49	DEA and DIDS practicals	Shri Rajesh Singha, SAO	MO CDA Guwahati
	II	50	E-MRO Implementation	Shri Rajesh Singha, SAO	MO CDA Guwahati
	III	51	Presentation on Accounts Section	Shri Rajesh Singha, SAO	MO CDA Guwahati
	IV	52	Presentation on Accounts Section	Shri Rajesh Singha, SAO	MO CDA Guwahati

24/06/2019	I	53	Introduction of Defence Audit Code	Shri Rajesh S Rao, SAO	IFA EAC Shillong
	II	54	Introduction of Defence Audit Code	Shri Rajesh S Rao, SAO	IFA EAC Shillong
	III	55	Audit and Scrutiny of Sanctions and orders and audit of sanction to expenditure	Shri Rajen Lama, AAO	AAO Shillong
	IV	56	Audit of various types of bills and vouchers and importance of specimen signature	Shri Rajen Lama, AAO	AAO Shillong
25/06/2019	I	57	Audit of Supply Order/Purchase Order/Contract	Shri Rajesh S Rao, SAO	IFA EAC Shillong
	II	58	Audit of Ration Accounts/Store Accounts, Scheduling, linking of vouchers and credit verification an PBD voucher	Shri S B Deuri, AAO	LAO(A) Shillong
	III	59	Various Aspect of Internal Audit and Control Mechanism in form of various reports and appropriation accounts	Shri M H Laskar, SAO	MO CDA Guwahati
	IV	60	Writing skill of Audit Objections (Practical)	Shri M H Laskar, SAO	MO CDA Guwahati
26/06/2019	I	61	Various types of audit conducted in Army Units	Shri K Neog, AO	LAO(A) Shillong
	II	62	Audit of CEA, Hostel Subsidy and other personal Claim	Shri Rajesh Kumar Doley, AAO	PAO(ORs) ARC Shillong
	III	63	Practical Cases of Audit Objection/irregularities	Shri S C Das, SAO	PAO(ORs) 58 GTC Shillong
	IV	64	Statutory Audit: PS, LTAR, Draft Para and Audit Report of C&AG	Shri S C Das, SAO	PAO(ORs) 58 GTC Shillong
27/06/2019	I	65	Introduction on Pension	Shri B M Sarkar, SAO	PAO(ORs) ARC Shillong
	II	66	Introduction on NPS	Shri Rajen Lama, AAO	AAO Shillong
	III	67	Processing of Pension Paper : Preparation of LPC-CUM-DATA-SHEET	Shri B M Sarkar, SAO	PAO(ORs) ARC Shillong

	IV	68	Pension sanction and disbursement	Shri Hussain Ahmed, SAO	PAO(ORs) 58 GTC Shillong
28/06/2019	I	69	Calculation of Pension with practical	Shri K K Kalita, SAO	PAO(ORs) ARC Shillong
	II	70	General conditions governing Pension and Classes of Pension	Shri K K Kalita, SAO	PAO(ORs) ARC Shillong
	III	71	Qualifying services and emoluments and average emolument	Shri Hussain Ahmed, SAO	PAO(ORs) 58 GTC Shillong
	IV	72	Payment of Leave Encashment, CGEIS, Provisional Pension and Provisional Gratuity	Shri Rajesh Kumar Doley, AAO	PAO(ORs) ARC Shillong
01/07/2019	I	73	Family Pension with practical	Shri Amitava Mukhopadyaya, AAO	AAO Shillong
	II	74	Determination and authorisation of the amounts of pension and Gratuity	Shri Amitava Mukhopadyaya, AAO	AAO Shillong
	III	75	Functioning of PAO(ORs)	Shri Paula Gangte, AAO	PAO(ORs) 58 GTC Shillong
	IV	76	Functioning of PAO(ORs)	Shri Paula Gangte, AAO	PAO(ORs) 58 GTC Shillong
02/07/2019	I	77	Personality Developement	Smti Maryobiang Pyrtuh	To be Nominated by Meghalaya Administrative Training Institute
	II	78	Stress Management	Smti Maryobiang Pyrtuh	DO
	III	79	Etiquettes & Behaviour	Smti Christiana Wanniang	Do
	IV	80	Time Management	Smti Christiana Wanniang	DO
03/07/2019	I	81	Presentation on Pension & PD	Shri Swapan Barua, AO	AO GE Narangi
	II	82	Communication Skill	Shri Swapan Barua, AO	AO GE Narangi
	III	83	Noting and Drafting	Shri Shibabrata Paul, AO	MO CDA Guwahati
	IV	84	Various types of Communication used in DAD	Shri Shibabrata Paul, AO	MO CDA Guwahati

04/07/2019	I	85	Classroom/ hands on training on running packages and peculiar to that of Controllers office viz Tulip, Bhawan, Vishak & E-Ticketing etc(6 Participants in a Group)	Shri M H Laskar, SAO & Animesh Dhar SA Jointly	MO CDA Guwahati
	II	86			
	III	87	Sport Activities	Shri K Paula Gangte, AAO	PAO(ORs) 58 GTC Shillong
	IV	88			
05/07/2019	I	89	Classroom/ hands on training on running packages and peculiar to that of Controllers office viz Tulip, Bhawan, Vishak & E-Ticketing etc(6 Participants in a Group)	Shri M H Laskar, SAO & Animesh Dhar SA Jointly	MO CDA Guwahati
	II	90			
	III	91	Sport Activities	Shri K Paula Gangte, AAO	PAO(ORs) 58 GTC Shillong
	IV	92			
08/07/2019	I	93	Classroom/ hands on training on running packages and peculiar to that of Controllers office viz Tulip, Bhawan, Vishak & E-Ticketing etc(6 Participants in a Group)	Shri M H Laskar, SAO & Animesh Dhar SA Jointly	MO CDA Guwahati
	II	94			
	III	95	Sport Activities	Shri K Paula Gangte, AAO	PAO(ORs) 58 GTC Shillong
	IV	96			
09/07/2019	I	97	Classroom/ hands on training on running packages and peculiar to that of Controllers office viz Tulip, Bhawan, Vishak & E-Ticketing etc(6 Participants in a Group)	Shri M H Laskar, SAO & Animesh Dhar SA Jointly	MO CDA Guwahati
	II	98			
	III	99	Sport Activities	Shri K Paula Gangte, AAO	PAO(ORs) 58 GTC Shillong
	IV	100			

10/07/2019	I	101	Classroom/ hands on training on running packages and peculiar to that of Controllers office viz Tulip, Bhawan, Vishak & E-Ticketing etc(6 Participants in a Group)	Shri M H Laskar, SAO & Animesh Dhar SA Jointly	MO CDA Guwahati
	II	102			
	III	103	Visit of AO GE Shillong	Shri Panger AO, AAO	AAO Shillong
	IV	104	Visit of AAO BSO Shillong	Shri Panger AO, AAO	AAO Shillong
11/07/2019	I	105	Visit of LAO Shillong	Shri Panger AO, AAO	AAO Shillong
	II	106	Visit of ALAO Shillong	Shri Panger AO, AAO	AAO Shillong
	III	107	Visit of PAO(ORs) ARC Shillong	Shri Panger AO, AAO	AAO Shillong
	IV	108	Visit of PAO(ORs) 58 GTC Shillong	Shri Panger AO, AAO	AAO Shillong
12/07/2019	I	109	Quiz Competition	Shri Swapan Barua, AO	AO GE Narangi
	II	110	-DO-	Shri Swapan Barua, AO	AO GE Narangi
	III	111	Debate	Shri K K Kalita, SAO	PAO(ORs) ARC Shillong
	IV	112	-DO-	Shri K K Kalita, SAO	PAO(ORs) ARC Shillong
15/07/2019	I	113	Extempore Speech	Shri Rajeśh Kumar Doley, AAO	PAO(ORs) ARC Shillong
	II	114	-DO-	Shri Rajesh Kumar Doley, AAO	PAO(ORs) ARC Shillong
	III	115	Cultural Activities	Shri Panger AO, AAO	AAO Shillong
	IV	116	Cultural Activities	Shri Panger AO, AAO	AAO Shillong
16/07/2019	I to IV	117 to 120	Examination and validiction	CDA and others IDAS officers	


 Training Manager
 CDA Guwahati

Annexure-'B'

Name of the newly recruited Auditors/Clerks who have to attend Thirty (30) days Induction Training Programme (3rd batch) at Area Accounts Office, Shillong.

Sl. No.	Name	A/C No.	Desig.	Section/Office
1	Smt Rosica Kharbudon	8347618	Ty. Aud	PAO (ORs) 58 GTC, Shillong
2	Shri Harsh Rawat	8348757	Ty. Aud	PAO (ORs) 58 GTC, Shillong
3	Shri Sumer Singh Meena	8348758	Ty. Aud	PAO (ORs) 58 GTC, Shillong
4	Shri A K Chouhan	8348761	Ty. Aud	PAO (ORs) 58 GTC, Shillong
5	Shri Rajnish Kumar	8348764	Ty. Aud	PAO (ORs) 58 GTC, Shillong
6	Shri Bijay Nand Prasad	8348798	Ty. Aud	PAO (ORs) 58 GTC; Shillong
7	Shri Aniruddha Mondal	8348808	Ty. Aud	PAO (ORs) 58 GTC; Shillong
8	Shri Sanjeet Kumar	8348768	Ty. Aud	PAO (ORs) ARC, Shillong
9	Shri Neeraj Kumar	8348771	Ty. Aud	PAO (ORs) ARC, Shillong
10	Shri Madhukar Verma	8348773	Ty. Aud	PAO (ORs) ARC, Shillong
11	Shri Prahlad Kumar	8348775	Ty. Aud	PAO (ORs) ARC, Shillong
12	Shri Goutam Biswas	8348790	Ty. Aud	PAO (ORs) ARC, Shillong
13	Shri Ajit Kumar Das	8348793	Ty. Aud	PAO (ORs) ARC, Shillong
14	Shri Prasant Anand	8348800	Ty. Aud	PAO (ORs) ARC, Shillong
15	Shri Naveen	8348803	Ty. Aud	PAO (ORs) ARC, Shillong
16	Shri Mahipal Singh Jethu	8348804	Ty. Aud	PAO (ORs) ARC, Shillong
17	Shri Deepak	8348807	Ty. Aud	PAO (ORs) ARC, Shillong
18	Shri Shashank S Yadav	8348810	Ty. Aud	PAO (ORs) ARC, Shillong
19	Ms Balarilang B Kyrasian	8348716	Clerk	Area Accounts Office, Shillong
20	Miss Philaliza Sohtun	8348718	Clerk	Area Accounts Office, Shillong
21	Shri Ashok Kumar	8348777	Ty. Aud	Area Accounts Office, Shillong
22	Shri Avinash Kumar	8348776	Ty. Aud	Area Accounts Office, Shillong
23	Shri Suresh Kumar	8348779	Ty. Aud	Area Accounts Office, Shillong
24	Shri Vijay Saini	8348781	Ty. Aud	Area Accounts Office, Shillong
235	Shri Ravi Prakash	8348786	Ty. Aud	Area Accounts Office, Shillong
26	Shri Arijit Kumar Ta	8348797	Ty. Aud	Area Accounts Office, Shillong
27	Shri Nageswar Patra	8348806	Ty. Aud	Area Accounts Office, Shillong
28	Miss D Chongboi	8348817	Ty. Aud	Area Accounts Office, Shillong
29	Miss Paoginsei Simte	8348819	Ty. Aud	ALAO SD ASC Shillong
30	Ms. Msygrace Mary Chyne	8348717	Ty. Clerk	PAO (ORs) 58 GTC, Shillong
31	Shri Lamsat Singsit	8348827	Ty. Clerk	AAO BSO Shillong



(S. Paul)

Accounts Officer (O&M Cell)