



IMPORTANT CIRCULAR NO. 13

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/Insp/203/In House/Vol-XIII

Dated: 04/05/2017

Subject: Training Course on Project Bhawan and Vishwak for AAO to Clks.

As per In house Training Calendar for the year 2017-18, it has been decided by the Competent Authority to conduct 03 (Three) days training course on the above subject in the Training Hall, M.O. CDA Guwahati as per Annexure-A from 22/05/2017 to 24/05/2017. The participants of MO Guwahati & sub-offices as per Annexure-B are detailed to attend the training course.

In case it is not possible to relive the nominated official from the sub-offices, suitable replacement may invariably be nominated to attend the training course.

TA/DA as per rule is authorized.

-sd-

(J. K. Das, IDAS)

Dy. CDA

Copy to:-

1. The Officer- in- Charge

For information with the request to detail the nominated official to attend the above training course from **22/05/2017** to **24/05/2017** 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 Sec (Local)

For information please.

4. The Officer in Charge AN-II (Gp-II) Sec (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 **29 Trainees** (approx) in the Training hall on **22/05/2017** to **24/05/2017** and also provide **Tea and Snacks** to the participants and faculty members during Tea Break. Accommodation may also be arranged for outstation officials.

✓ 6. The Oi/c EDP Cell - For uploading on CDA Website.



(MOLOY GHOSH)

Sr. Accounts Officer (O&M)

Annexure 'A'

COURSE TITLE:- Training course on Training on Project Bhawan & Project Vishwak.

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

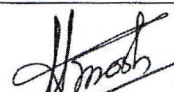
Session III - : 14.30 hrs to 15.45 hrs, Session IV - : 16.00 hrs to 17.15 hrs

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

VENUE:- Training Hall, MO CDA Guwhati.

TRAINING SESSION: The training will be conducted on 22/05/2017 to 24/05/2017.

Date	Session	Subject and Topics	Faculty
22/05/2017	I	Introduction-Working of BSO and AAO BSO, Background of creation of Project Bhawan.	Shri S. Bose, SAO AO GE (AF) Borjhar
	II	Installation of system software viz., Wamp Server, Mozilla FireFox and Application Software in respect of Project Bhawan with hands on practice by the participants.	-do-
	III	Master Entry: Premise, Location, Unit, Building, Employee Electric and water Charges etc.	Shri Animesh Dhar, SA MO CDA Guwahati
	IV	General Entry: Allotment, Occupation, vacation, recovery of allied charges and bill generation of Service Officers with special emphasis on Army Officers.	Shri J. Nayak, AAO AAO BSO Narangi
23/05/2017	I	General Entry: Allotment, Occupation, vacation, recovery of allied charges and bill generation of the Defence Civilians and DAD.	Shri J. Nayak, AAO AAO BSO Narangi
	II	General Entry: Allotment, Occupation, vacation, recovery of allied charges and bill generation of the JCOs/Ors/Air Men.	Md. Sabir Alam, AAO MO CDA Guwahati
	III	General Entry: Allotment, Occupation, vacation, recovery of allied charges and bill generation of the private parties.	-do-
	IV	Revision and doubt clearing of the previous session's programme and hands on practice by the participants from the actual bill of BSOs. Procedure of generation and rendition of softcopies of data of Army Officers to Pr CDA (Officers) Pune.	Shri S. Bose, SAO AO GE (AF) Borjhar
24/05/2017	I	Project Vishwak & related issues	Shri Animesh Dhar, SA MO CDA Guwahati
	II	Revision and doubt clearing of the previous session's programme and hands on practice by the participants from the actual bill of BSOs.	-do-
	III	Taking and Restoration of backups of the Project.	-do-
	IV	Examination/Feedback & Valediction.	


 Sr. Accounts Officer (O&M)

Annexure-'B'

List of Trainees for three days Course on "Project Bhawan & Project Vishwak" from 22nd May to 24th May 2017.

Sl. No.	Name & Designation	A/C No.	Section/ Sub-Office where serving
1	Shri P K Panda, AAO	8333246	AAO BSO Tezpur
2	Shri Rakesh Kumar, SA	8320294	AAO BSO Narangi
3	Shri R K Brahma, SA	8325951	AO GE Guwahati
4	Shri Shekhar Kar, SA	8328890	AO GE Narangi
5	Shri H Chakraborty, SA	8331582	AO GE (AF) Borjhar
6	Shri Debanjan Sarkar, SA	8348639	AO GE Shillong
7	Shri Bijay Rabha, SA	8348634	AO GE Jorhat
8	Shri U C Sharma, SA	8328842	AAO BSO (AF) Jorhat
9	Shri Raghwendra Prasad, Clerk	8348668	AO GE Tezpur
10	Shri Dipen Kaman, SA	8335389	AAO BSO Tezpur
11	Shri D K Sarkar, Auditor	8337509	AO GE Silchar
12	Shri M K Thakur, SA	8320007	AAO BSO Silchar
13	Shri S C Sinha, SA	8335427	AO GE Missamari
14	Shri Jitendra Kumar, SA	8339772	AAO BSO Missamari
15	Shri Birendra Kumar Yadav, SA	8339813	AO GE Dinjan
16	Shri Tarashankar Khanra, Aud.	8348678	AO GE 859 EWS
17	Shri P Vaiphei, Clerk	8348621	AO GE 868 EWS
18	Shri K R Singh, SA	8334118	AO GE 869 EWS
19	Shri J Biswas, SA	8339776	AO GE 872 EWS
20	Shri Dipak Chandrs Das, SA	8334100	AO AGE (I) Rangiya
21	Shri R Kumar, SA	8339781	AO AGE (I) Agartala
22	Shri Protim Shome, SA	8337532	AO AGE (I) Kumbhigram
23	Shri S Roy, SA	8337446	AO AGE (I) Lekhapani
24	MD. Shahid, Clerk	8339774	AO GE (AF) Chabua
25	Shri Rajesh Kumar, Clerk	8348614	AO GE (P) Shillong