

	<b>कार्यालय, रक्षा लेखा नियंत्रक</b> <b>उदयान विहार, नारंगी, गुवाहाटी-781171</b> <b>OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS</b> <b>UDAYAN VIHAR, NARANGI, GUWAHATI-781171</b> <b>Tel No. 0361-2640394, 2641142 Fax No .0361-2640204</b> <b>Email-cdaguwomcell.dad@hub.nic.in</b>	
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No. O&amp;M/TRG/203/In House/Vol-XIX

Dated: 02/01/2023

To

**The AO GE (AF)**  
**Tezpur , Salonibari**  
**Tezpur-784104.**

**Subject: In-House Training Course on "Accounts Section".****Ref : (i) O&M/TRG/203/In House/Vol-XIX Dated: 26/12/2022.****(ii) A/GE//AF/TEZ/Estt/1/Vol-XLV Dated: 30/12/2022.**

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The following amendments are carried out under Annexure "C" with reference to above :-

SL.No.	FOR	READ
1.	Shri. Rajesh Singha, SAO/8331592 Office – AO GE (AF) Tezpur Mo.No. - 8486667736	Shri. Prakash Dhanuk, Aud/8348686 Office – AO GE (AF) Tezpur Mo.No. - 7399978973

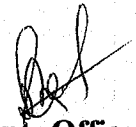
GO has seen.

sd-

Sr. Accounts Officer (O&amp;M)

Copy to: -

1. Faculty members : For information please.
2. The Officer-in-Charge : For information please.  
AN-IA, AN-IB (Local)
3. The Officer-in-Charge : For information please.  
IT&SW (Local)



Sr. Accounts Officer (O&amp;M)

	<b>कार्यालय, रक्षा लेखा नियंत्रक</b> <b>उदयान विहार, नारंगी, गुवाहाटी-781171</b> <b>OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS</b> <b>UDAYAN VIHAR, NARANGI, GUWAHATI-781171</b> <b>Tel No. 0361-2640394, 2641142 Fax No .0361-2640204</b> <b>Email-cdaguwomcell.dad@hub.nic.in</b>	
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No. O&amp;M/TRG/203/In House/Vol-XIX

Dated: 26/12/2022

To

The Officer-in-Charge Accounts Section (Local)	The Officer-in-Charge M-II/III Section (Local)	The Officer-in-Charge SC-III Section (Local)	The Officer-in-Charge AN-III Section (Local)
The Officer-in-Charge GeM Cell (Local)	The Officer-in-Charge Store Audit Section (Local)	The Officer-in-Charge AN-II Gp-II Section (Local)	The AO GE (AF) Tezpur
The AO GE Tezpur	The AO AGE (I) Agartala	The AO AGE (I) Kumbhirgram	The AO GE (AF) Shillong
The AO GE (AF) Chabua	The AO GE Shillong	The AO GE 868 EWS	The AO GE Jorhat
The AO GE Narangi	The AO GE Dinjan	The AO GE (AF) Borjhar	The AO GE (AF) Jorhat
The AO GE 859 EWS	The AO GE 872 EWS	The AO GE Guwahati	

**Subject: In-House Training Course on "Accounts Section".**

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It has been decided by the Competent Authority to conduct a two days in-house training on the above subject from 10/01/2023 to 11/01/2023 at the Training Hall of MO CDA Guwahati, in offline mode for officers/staff of Main Office and in online mode for officers/staff of Sub-offices.

The Course module of the training programme is enclosed as Annexure "A".

List of the officers/staff nominated for the ibid training is enclosed as Annexure "B" and "C".

The Officer-in-Charges are requested to ensure participation of nominated officers/officials without fail on the scheduled date of the training. A link to join the training will be shared for the online participants through the registered email/mobile No. before commencement of the training.

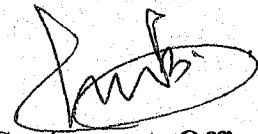
Enclosure: As above.

-sd-

**Sr. Accounts Officer (O&M)**

**Copy to: -**

1. **Faculty members** : For information please. They are requested to prepare handouts/lecture notes and PPTs for the training.
2. **The Officer-in-Charge AN-IA, AN-IB (Local)** : For information please.
3. **The Officer-in-Charge AN-IV (Local)** : For necessary seating arrangement in the Training Hall of MO CDA Guwahati and to provide tea and snacks during tea break.
- ✓ 4. **The Officer-in-Charge IT&SW (Local)** : With a request to provide logistic support for the ibid training and to upload this circular on the Website of CDA Guwahati please. Further, you are requested to provide the link to join the training for the online participants, list enclosed as Annexure "C".



**Sr. Accounts Officer (O&M)**

Course Module

**Course:** - Online & Offline Training Course on Accounts Section: 1<sup>st</sup> batch from 10/01/23 to 11/01/23

**Venue:-** Training Hall M.O. CDA Guwahati for Offline course.

Session	Time	Topic	Faculty
	10:00 AM to 10:15 AM	Interaction with GO Accounts.	
1 <sup>st</sup> Session	10:15 AM to 11:30 AM	<b>Adjustment of OMRO/e-MRO by audit sections</b> <ol style="list-style-type: none"> <li>1. Noting of Credit Scroll (DMRO)</li> <li>2. Linking of OMRO with DMRO</li> <li>3. Downloading of e-MRO from SBI CMP e-MRO Portal and scheduling to concerned audit section.</li> </ol>	Shri. Puranjan Roy, SAO
Tea Break from 11:30 AM to 11:45 AM			
2 <sup>nd</sup> Session	11:45 AM to 01:00 PM	<b>1. SBI- CMP Payment</b> <ol style="list-style-type: none"> <li>(a) SBI-CMP payment scroll- downloading from SBI-CMP fast plus portal.</li> <li>(b) Reconciliation of SBI-CMP Scroll with Sectional Compilation</li> <li>(c) Reconciliation of wise balance received from RBI with SBI-CMP Scroll &amp; adjustment thereof.</li> </ol>	Shri. Hareswar Deka, SAO
3 <sup>rd</sup> Session	2:30 PM to 3:45 PM	<ol style="list-style-type: none"> <li>(d) Compilation of SBI-CMP rejected transactions &amp; monitoring of repayment of rejected transaction by concerned Audit Section.</li> <li>(e) Reflection of o/s rejected transactions in AROB</li> </ol>	Shri. Hareswar Deka, SAO
Tea Break from 3:45 PM to 4:00 PM			
4 <sup>th</sup> Session	4:00 PM to 5:15 PM	<b>Inter-Departmental Transaction</b> <ol style="list-style-type: none"> <li>(a) Transactions with Railways</li> <li>(b) Transactions with Assam Rifles</li> <li>(c) Transactions with MEA</li> <li>(d) Transactions with MHA</li> <li>(e) Transaction with Indian Postal Department</li> </ol>	Shri. Hareswar Deka, SAO

**Day 1 (10/01/2023)**

Day 2 (11/01/2023)

Session	Time	Topic	Faculty
5 <sup>th</sup> Session	10:15 AM to 11:30 AM	<ol style="list-style-type: none"><li>1. DID Schedule (Origination/Responding)</li><li>2. Linking of Paid Cheques (Debit Scroll) with Schedule-III.</li><li>3. MRO- Creation of suspense Head (00/020/80, 93/020/80) and its clearance.</li><li>4. MRO- on account of ..... and adjustment sections</li><li>5. Maintenance of DHR.</li></ol>	Shri. Puranjan Roy, SAO
Tea Break from 11:30 Am to 11:45 AM			
6 <sup>th</sup> Session	11:45 AM to 01:00 PM	<b>SBI-CMP Payment</b> <ol style="list-style-type: none"><li>1. Activities performed by Audit Section</li><li>2. Role &amp; Responsibilities of 'D' Section/Authoriser</li><li>3. Downloading of DMS &amp; Daily Scroll by audit section/Authoriser/'D' Section</li><li>4. Identification of rejected transaction- - downloading of Minus Debit Scroll from SBI-CMP Fast plus portal</li><li>5. Intimation of rejected transactions by "D" section in case of Main office</li><li>6. Processing of re-payment through IAFZ CDA-13</li><li>7. Reconciliation of DV Register with Sectional Compilation and rendition of Review of Sectional Compilation</li><li>8. Discrepancy in compilation is to be compiled /adjusted immediately by audit section/ sub office</li></ol>	Shri. Hareswar Deka, SAO
7 <sup>th</sup> Session	2:30 PM to 3:45 PM	<ol style="list-style-type: none"><li>(a) Recovery of GPF Subscription, NPS Contribution, GST, Labour Welfare Cess &amp; Payment thereof to the respective authority/Agency and reconciliation of Schedule thereof and ensuring correctness of compilation in NCS.</li><li>(b) Creation of Suspense Account &amp; clearance thereof – reflection of o/s amount in AROB.</li><li>(c) Uploading of fund</li><li>(d) Issue of Unit ID, Section Code, LAC</li></ol>	Shri. Hareswar Deka, SAO
Tea Break from 3:45 PM to 4:00 PM			
8 <sup>th</sup> Session	4:00 PM to 5:15 PM	Validation & Practical Session.	Shri. Hareswar Deka, SAO

  
Sr. Accounts Officer (O&M)

## Annexure "B"

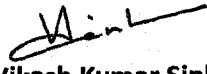
SL. No.	Name	Desig.	Account No.	Office	Mob.No.	Mode of course
1	LALIT MAJUMDAR	AAO	8340803	CDA Guwahati_Accounts	9083102761	Offline
2	SACHIN KUMAR	AAO	8343560	CDA Guwahati_Accounts	9038133074	Offline
3	BATESH KUMAR	AAO	8339900	CDA Guwahati_Accounts	8968683347	Offline
4	JAY PRAKASH UPADHAYA	AAO	8333657	CDA Guwahati_M II	8100277995	Offline
5	ABIRA BARMAN	AAO	8337900	CDA Guwahati_SC III	8335978932	Offline
6	KALYAN PAUL	AAO	8336886	CDA Guwahati_AN III	9650037020	Offline
7	SUSHIL KUMAR SINGH	AAO	8346107	CDA Guwahati_GeM Cell	9810575842	Offline
8	PROSANTA DAS	AAO	8336930	CDA Guwahati_SA Section	8902753594	Offline
9	SATYAJIT BISWAS	SrAdr	8335311	CDA Guwahati_Accounts	7908890525	Offline
10	ZAVED KHAN	SrAdr	8334152	CDA Guwahati_Accounts	9435114996	Offline
11	PARESH CHANDRA ROY	SrAdr	8337258	CDA Guwahati_Accounts	9874440527	Offline
12	SANJAY BABU	SrAdr	8347134	CDA Guwahati_Accounts	7839296946	Offline
13	SHALINI KUMARI	Adr	8348854	CDA Guwahati_Accounts	7004265284	Offline
14	MANISHA SHAW	Adr	8355931	CDA Guwahati_Accounts	9733400401	Offline
15	SANJEEV KUMAR	Adr	8342489	CDA Guwahati_GeM Cell	7058445235	Offline
16	NAWAL KUMAR	Adr	8345614	CDA Guwahati_M II	9032363502	Offline
17	CHANDRA KANTA ROY	Adr	8348859	CDA Guwahati_AN II GP II	7002282976	Offline
18	ARJUN SARKAR	SrAdr	8339806	CDA Guwahati_AN III	7278281622	Offline
19	RAMESH KUMAR	SrAdr	8339218	CDA Guwahati_SC III	8688897077	Offline
20	SANJAY SARKAR	CLK	8338930	CDA Guwahati_Accounts	7278688386	Offline

  
(Vikash Kumar Sinha)

Assistant Accounts Officer (O&M)

## Annexure "C"

SL. No.	Name	Desig.	Account No.	Office	Mob.No.	Mode of course
1	RAJESH SINGHA	SrAO	8331592	AO GE (AF) Tezpur	8486667736	Online
2	AMIT KUMAR	SrAO	8336407	AO GE Tezpur	9706840177	Online
3	K L PAULA GANGTE	SrAO	8335440	AO AGE (I) Agartala	9862288030	Online
4	NANDAN KUMAR DAS	SrAO	8331619	AO AGE (I) Kumbhirgram	9435556309	Online
5	L NEHSIAL	SrAO	8334085	AO GE (I) AF Shillong	9436333023	Online
6	NAJRUL ISLAM	SrAO	8335369	AO GE (AF) Chabua	9678139558	Online
7	KAMALENDU BHAGABATI	SrAO	8331642	AO GE Shillong	9864348873	Online
8	UMESH CHANDRA DEY	SrAO	8321341	AO GE 868 EWS	9581052905	Online
9	SHANKHIL MARJU LAMKANG	SrAO	8335443	AO GE Jorhat	9619446618	Online
10	SUDIP DAS	SrAO	8331712	AO GE Narangi	7628071148	Online
11	AJAY KR MISHRA	AO	8335964	AO GE Dinjan	9013228366	Online
12	CHANDRIKA YADAV	SrAdr	8342236	AO GE (AF) Borjhar	9506808686	Online
13	ANIMESH DHAR	SrAdr	8337474	AO GE Shillong	9085679418	Online
14	NADIM ASHRAF	SrAdr	8337687	AO GE (AF) Jorhat	9717341445	Online
15	CHITTARANJAN MAHTO	SrAdr	8346248	AO GE Narangi	8407974712	Online
16	KALI SHANKAR DAS	SrAdr	8344374	AO GE Guwahati	8334956326	Online
17	PRITIMA DEKA	Adr	8348679	AO GE Jorhat	8255055355	Online
18	FIRDUS AHMED ARIF	Adr	8348688	AO GE (AF) Chabua	8876940683	Online
19	AMRIT SUNWAR	Adr	8348683	AO GE 872 EWS	9954952340	Online
20	THANGKHOSAT HAOKIP	Adr	8341302	AO GE 859 EWS	9402989896	Online

  
**(Vikash Kumar Sinha)**  
**Assistant Accounts Officer (O&M)**