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|  | <p>कार्यालय, रक्षा लेखा नियंत्रक उदयान विहार, नारंगी, गुवाहाटी- 781171 OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS UDAYAN VIHAR, NARANGI, GUWAHATI-781171 Tel No. 0361-2640394, 2641142 Fax No .0361-2640204 Email-cdaguwomcell.dad@hub.nic.in</p> |  |
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No. O&M/Trg/CTC/23-24/Vol-XII

Dated: 20/01/2023

CIRCULAR NO - 07

Sub: In House Training Calendar 2023-24 of CDA Guwahati.


Our department is entrusted with the responsibility of discharging the accounting, payment, audit, financial advice and other misc. functions relating to Army, Navy, Air Force and other allied organizations. It is imperative that our Officers and staff always remain fully equipped to discharge these functions efficiently and effectively. Towards this end, it is essential that we regularly assess the competency gaps in all level and provide the requisite training to bridge these gaps.

To serve this purpose, In-house training to be imparted to the DAD Officers and staff on need based information provided by the Officer-in-Charge of Sub-Offices and sections of Main Office. Therefore, it is requested all concerned that the following information may please be provided to this office for preparation of the In-house Training calendar of CDA Guwahati for the year 2023-24.

1. Types of Training Courses required to be imparted to the Officers and Staff.
2. Name of the Officers and Staff to whom training is to be imparted in a specific area.

In this regard DAD Training and Development Policy 2013 & 2019 (available in the CGDA website) may also be referred to, for better assessment of training requirement of an office and its manpower.

Keeping in view of the above to enable this office to finalise the In-house Training calendar for the year 2023-24, Officer-in-Charge of Sub-Office and section of MO are requested to submit the relevant information to O&M Section MO CDA Guwahati latest by 31st January 2023 through email (cdaguwomcell.dad@hub.nic.in)/FAX/TTB.


(R N Sarkar, IDAS)
Dy. CDA

Copy to:

1. All Group Officers
2. All SAOs/AOs of M.O. CDA Guwahati
3. The Officer-in-Charge, AAO Shillong
4. The Officer-in-Charge, PAO(Ors) 58 GTC Shillong
5. The Officer-in-Charge, PAO(Ors) ARC Shillong
6. All the Officer-in-Charge of Sub-Offices
7. EDP Section: Please upload this circular on CDA Guwahati website.


(Ranadhir Seal)
Sr.Accounts Officer