



**IMPORTANT CIRCULAR NO. 04**

रक्षा लेखा नियंत्रक कार्यालय , गुवाहाटी, उदयन विहार, नारंगी, गुवाहाटी -781171  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI  
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No. O&M/Trg/203/In House/Vol-IX

Dated: - 08/01/2016

To

The Officer In Charge, AAO Shillong  
The Officer In Charge, PAO (ORS) 58 GTC Shillong  
The Officer In Charge, PAO(ORS) ARC Shillong  
All Group Officers  
All SAOs/AOs  
MO CDA Guwahati  
All the Officer- In- Charge of Sub-offices

Subject: In House and RTC training.

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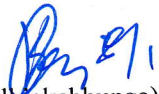
In terms of HQrs Inspection team report it has been enjoined upon that In -house training is to be imparted to the Officers and Staff on need based information provided by the Officer In Charge of Sub-Office and Section of Main Office. Therefore it is requested to all concerned that the following information may please be provided to this office for preparation of the In House Training Calendar for CDA Guwahati for the year 2016-17.

1. 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 this respect the sample of training course calendar for Regional CDA as per DAD Training and Development Policy 2013 is enclosed for your guidance please as **Annexure A**. Also the DAD Training and Development Policy 2013 (available in the CGDA website) may kindly be referred to while nominating the names of the trainees.

In view of the exigency of framing the In-house Training calendar for the year 2016-17, the Officer In-Charge of Sub Office and Section of MO are requested to submit the relevant report to O&M Section MO CDA Guwahati latest by **31<sup>st</sup> January 2016**.

Officer In-Charge of Sub Office is requested to submit the report through e-mail/fax.

  
(K Lalbrakchhunga)  
ACDA & Training Manager

**Sample Training Course Calendar for Regional CDA for ensuring specific  
Competency Development**

(Similar competency based calendars be drawn for other specializations)

1. Training Course for developing competencies for newly posted auditors, AAO's, AO's/Sr.AOs posted in 'M' section and 'Store' section.
2. Training for developing competencies for newly posted auditors and AAO's posted in 'E' section and AO GE's offices.
3. Training for developing competencies for auditors, AAO's/AO's posted in 'Pay and AN-Pay' section.
4. Training for developing competencies for auditors, AAO's/AO's posted in 'T' section/ dealing with such items of work.
5. Training for developing competencies for auditors, AAO's/AO's posted in 'O & M' section.
6. Training for developing competencies for auditors and AAO's posted in 'FA' (Internal Audit) section and LAOs.
7. Training for developing competencies for auditors, AAO's/AO's posted in 'R' section and reception.
8. Training for developing competencies for auditors, AAO's/AO's posted in EDP and 'A/Cs' section.
9. Training for developing competencies for auditors, AAO's/AO's posted in and required for 'Admin' section.
10. Training for developing competencies for auditors, AAO's/AO's posted in 'House Keeping' section.
11. Training for developing competencies for auditors, AAO's/AO's posted in 'PAO ORs'.
12. Course on General Financial Management – GFR/DFPRs, FRs
13. Course on the control and monitoring of Defence budget
14. Course on the control and monitoring of DAD budget
15. Course on CAG Reports/draft paras/observations/MFAI/Internal Audit Reports
16. Course on Leadership/Motivation/Morale/People Management/Communication etc for AAOs/AOs/Sr.AOs.
17. Courses on EDP Section/Advance IT courses/ Various projects of DAD.
18. Course for MTS.
19. Course on official language.
20. Training on office automation.
21. Course on anti-corruption/grievances/court cases/judgements.
22. Training course for SAS candidates.