



रक्षा लेखा नियंत्रक कार्यालय, गुवाहाटी, उदयन विहार, नारंगी, गुवाहाटी -781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS,
GUWAHATI UDAYAN VIHAR, NARANGI, GUWAHATI-781 171

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No. O&M/Trg/203/In House/Vol-XV

Dated:09/05/2019

Subject: Training Programme for the Candidated appearing in SAS Part-I examination to be held from 27th May to 31st May, 2019.

As per In house Training Calendar for the year 2019-20, it has been decided by the Competent Authority to conduct a Five (05) days training classes on the above subject in the Community Hall, M.O. CDA Guwahati as per Annexure-A w.e.f. 27/05/2019 to 31/05//2019. The participants of MO Guwahati & Sub-Offices as per Annexure-B are detailed to attend the training course.

TA/DA as per extant rules is authorized.

— sd —
(Dr. K. Lalbiakhhunga, IDAS)
Dy. CDA

Copy to: -

1. The Officer- in- Charge

For information with a request to detail the nominated official to attend the above training course w.e.f. 27/05/2019 to 31/05//2019 in MO CDA Guwahati as per **Annexure-B**.

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)

4. The Officer in Charge AN-II (Gp-II) Sec (Local)

5. The Officer in Charge AN-IV Sec (Local)

} For information please.

For necessary seating arrangement/ Checking up of A.C & Projector/Note pad & Ball pen to the participants for Thirty (30-approx) in the Community Hall from 27/05/2019 to 31/05/2019 and also to arrange Tea and Snacks to the participant and faculty members during Tea Break.

6. The Officer in Charge EDP Sec (Local)

For uploading on CDA Guwahati Website please.

(S. Paul)

Accounts Officer (O&M)

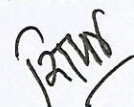
TRAINING SCHEDULE: There will be 4 sessions every day each for 75 minutes as under:-
 Session I - : 10.15 hrs to 11.30 hrs. Session II - : 11.45 hrs to 13.00 hrs
 Session III - : 14.30 hrs to 15.45 hrs. Session IV - : 16.00 hrs to 17.15 hrs
 Tea Break: 11:30 hrs to 11:45 hrs & 15:45 hrs to 16:00 hrs

VENUE: - COMMUNITY HALL, MAIN OFFICE CDA, GUWAHATI.

Date	Session	Subject and Topics	Faculty
27.05.2019	I	<p><u>Organisation, Role & Function, Duties & Responsibilities of:-</u></p> <ul style="list-style-type: none"> - Ministry of Defence and Defence Finance. - Defence Accounts Department - Controller General of Defence Accounts - Different Pr.CsDA/PCA (Fys)/CsDA Including CDA (BR) and PAO (GREF)/CF&A (Fys.)/ CDA Funds). - Army, Air Force & Navy (including Services HQrs. and their Command & Control Structure). Inter - Service Organisations - Other Agencies like GREF, Coast Guard Organisations, DRDO etc. dealt with by the DAD - OM Part-I (except chapter-II) DSE & DSR (Army regulations Part-I (chapter-I) 	Shri M Ghosh, SAO
	II	<p>Functions of Pay Accounts Office under Ministry of Defence. Organisation and work dealt with by various Sections of a Controller's Office. General Principles regarding working of Controllers offices including PCDA, New Delhi. General Duties of Group Officers, ACDA-in-charge/SAS/AO/Hindi officer/AO/SO (A) Role and Functions of the Controller General of Accounts. Duties & Power of Comptroller & Auditor General of India.</p>	Shri M H Laskar, SAO
	III	<u>Defence Audit Code</u>	Shri Nilanjan Chakraborty, AAO
	IV	CCS (Conduct) Rules CCS (CCA) Rules, Right to Information Central Information Commission.	Shri S. Paul, AO
28.05.2019	I	<u>Defence Accounts Code Receipts and Payments Rules:</u>	Shri G C Saha, AAO
	II	<u>An Introduction to Indian Govt Accounts and Audit</u>	Shri M Borah, AO
	III	<u>Financial Regulations Part I</u>	Shri K K Prasad, AAO
	IV	<u>Financial Regulations Part- II</u>	Shri K T Singh, AAO

29.05.2019	I	<u>Accountancy : Final Accounts</u>	Shri B. Gosh, SAO
	II	<u>Accountancy : Theory</u>	Shri Sandilya Kumar, AAO
	III	<u>Accountancy : Problems</u>	-DO-
	IV	<u>Accountancy : Costing</u>	-DO-
30.05.2013	I	<u>Section-I Pay & Allowances (Civil)</u> Standard Pay scale & Fixation of pay, Stepping up of pay, Anomalies, Increments D A, HRA, CCA, Transport Allowance, Washing Allowance, Cycle Allowance, Over Time Allowance, Fee and Honorarium. Joining time.	Smt Sonila R Rao, SAO
	II	Children's Educational Allowance, Central Government Health Scheme for Serving Employees and Pensioners CGE Group - Insurance Scheme. Medical Attendance Other Service Matters - Service Book etc. Interest Free and Interest Bearing Advance - General Conditions- Travelling Allowance - Leave Travel Concession: Income Tax - Government Quarters -	-DO-
	III	<u>Provident Fund and Pension (CIVIL)</u> Pension - Authorisation of Pension and Gratuity - Payment of Pension -	Shri Swapn Barua, AO
	IV	<u>PENSION ARMY</u> Pension Regulation for Services (Part-I) - General - Commissioned Officers - JCOs/ORs. NCs (E) - Regulations for Services (Part-II) - General Regulations - grant of Pension and Gratuities	-Do-
31.05.2019	I	<u>PAY & ALLOWANCES OF ARMY</u> P & A Regulations (ORs) & Officers. Leave Rules for the Services Volume I (Army)	Md. Hussain Ahmed, SAO
	II	Provisions of Travel Regulations peculiar to the Services Army Group Insurance Scheme OM Part IX & X	-DO-
	III	Discussion/Query about any problems	Training Manager
	IV	-DO-	

Note:- Training should be imparted as per syllabus of SAS Part-I Exam in r/o all the books and manuals as mentioned in OM Part-I & syllabus notified in CGDA Circular dt. 26/03/2019.



(S. Paul)

Accounts Officer (O&M Cell)

Participants for Training Course on "Training Course for SAS Part-I Candidates" w.e.f. 27/05/2019 to 31/05/2019.

Sl. No.	Name	A/C No.	Designation	Section/ Sub-Office where serving
1	SHRI ABHINANDAN PRASAD	8340131	SA	MO CDA GUWAHATI
2	SHRI SUNIL KUMAR	8340129	SA	MO CDA GUWAHATI
3	SHRI NAND LAL PRADHAN	8337508	ADR	AO GE (AF) BORJHAR
4	SHRI VIKASH KUMAR SINGH	8341200	SA	MO CDA GUWAHATI
5	SHRI DEEPAK KUMAR	8320330	SA	AO AGE(I) AGARTALA
6	SHRI KUMAR HIMALAYA	8339382	SA	ALAO (SD) SILCHAR
7	SHRI ROHIT KUMAR	8320271	SA	LAO (A) SILCHAR
8	SHRI ABHIJIT PRASAD	8342479	SA	MO CDA GUWAHATI
9	SHRI ACHINTYA DAS	8337009	SA	MO CDA GUWAHATI
10	SHRI SHYAM SUNDAR	8339383	SA	ALAO SD PANITOLA
11	SHRI S R CHOUDHARY	8335149	SA	PAO (ORs) 58 GTC
12	SHRI PRAMOD KUMAR	8320361	SA	ALAO SD SHILLONG
13	SHRI RAJEEV KUMAR RANJAN	8341251	SA	MO CDA GUWAHATI
14	SHRI T PAUTHANSANG	8337671	SA	MO CDA GUWAHATI
15	SHRI SHARVAN KUMAR	8339223	SA	MO CDA GUWAHATI
16	SHRI MUNESHWAR KUMAR	8339023	SA	MO CDA GUWAHATI
17	MD NADIM ASHRAF	8337687	SA	AO GE (AF) TEZPUR
18	MD SHAHNAWAZ	8340246	STENO-II	MO CDA GUWAHATI
19	SHRI CHANDRADHAN VIYOGI	8339817	SAS (App)	PAO (ORs) 58 GTC
20	SHRI DHIRAJ KUMAR	8340082	SA	AO GE TEZPUR

	SHRI NEELEEN KUMAR LAKRA	8348623	SA	MO CDA GUWAHATI
22	SHRI PRAVEEN KUMAR LAKRA	8344040	SA	MO CDA GUWAHATI
23	SMT BARSHA BARUAH	8348630	SA	MO CDA GUWAHATI
24	SHRI NIHAR RANJAN BISWAS	8340144	SA	MO CDA GUWAHATI
25	SHRI LALAN KUMAR	8342963	SA	MO CDA GUWAHATI
26	SHRI PRASHANT KUMAR	8342999	SA	LAO (A) NARANGI
27	SHRI CHANDRIKA YADAV	8342236	SA	MO CDA GUWAHATI
28	SHRI RAJESH KUMAR DEO	8334261	SA	AO BSO DINJAN
29	SHRI KRISHAN KANT KUMAR	8339386	SA	LAO (A) JORHAT
30	SHRI RAKESH KUMAR SINHA	8339349	SA	LAO (A) JORHAT



(S. Paul)
Accounts Officer (O&M)