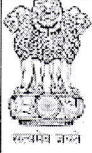


IMPORTANT CIRCULAR NO. 72



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



Tel. 0361-2640394/2641142

FAX 0361-2640204/2640810/2641143.

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

Dated: 26/11/2018

Subject: - Training Course on Sparrow for Implementation of APAR.

It has been decided by the Competent Authority to conduct one (01) day training programme for AAOs on the above subject in the Training Hall of M.O. CDA Guwahati as per Annexure-'A' on 03/12/2018. The participants of MO Guwahati & Sub-Offices as per Annexure-'B' are detailed to attend the training course.

(K. Lalbiakchhunga, IDAS)
Asstt. Controller

Copy to: -

1. The Officer- in- Charge

For information with request to detail the nominated officers to attend the above training course on 03/12/2018 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 & AN-IC Sec. (Local)

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

} For information please.

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

For necessary seating arrangement/ Cleaning & Checking up of A.C & Projector/Note pad & Ball pen to the participants for Twenty-five (25-approx) in the Training Hall on 03/12/2018 and also provide 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.

(S. Paul)

Accounts Officer (O&M)

ANNEXURE-A

MODULE of Training on Sparrow for implementation of APAR.

There will be four Sessions for 75 minutes each 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: Training Hall, CDA Guwahati

DATE	SESSION	SUBJECT	FACULTY
03/12/2018 MONDAY	1 st	An Introduction to APAR	Shri Anand Kumar, AAO
	2 nd	Preperation of roles by CDA & their Functions. Role of E.M.D & Function thereof.	Shri Nilanjan Chakraborty, AAO
	3 rd	Role of PAR Manager, Custodian and alternate custodian.	-----DO-----
	4th	Practical/ Inhand training.	Shri S.S. Devroy, SAO


15/11
AO(O&M)

ANNEXURE-B

Names of the Trainees for the Training on Sparrow for implementation of APAR.

Sl No.	OFFICE/SECTION	NAME	DESIGNATION	A/C NO
1	AN-IA & AN-IC	SHRI K BASUMATARY	AAO	8331621
2	LAO 222 ABOD	SHRI SANJAY HAZARIKA	AAO	8334147
3	LAO (A) NARANGI	SHRI ABODH RAUT	AAO	8334606
4	LAO (A) GUWAHATI	SHRI D K KALITA	AAO	8328888
5	SC-V	SHRI RAVINDRA KUMAR	AAO	8334752
6	ACCOUNTS	SHRI SANJIT KUMAR	AAO	8320287
7	E-III A	SHRI THOMAS TIGGA	AAO	8338667
8	AN-II	SHRI PARTHA DAS	AAO	8335365
9	IA CELL	SHRI T C DAS	AAO	8331687
10	IFA CELL	SHRI GAUTAM BHAUMIK	AAO	8331737
11	D SECTION & LEGAL CELL	SHRI MANOJ KUMAR	AAO	8320293
12	M-I & M-IV	SHRI R DARNGAWN	AAO	8335431
13	ACCOUNTS SECTION	SHRI NIRAJ KUMAR	AAO	8339264
14	PAY TECH	SHRI VIKASH KUMAR SINHA	AAO	8334905
15	R SECTION	SHRI KAMALESH MAJHI	AAO	8337065
16	ACCOUNTS	SMT PINKI KUMARI	AAO	8340746
17	SC-I	SHRI RAJENDRA PRASAD	AAO	8320083
18	SC-II	SHRI PRAVIR KUMAR SINHA	AAO	8321331
19	ACCOUNTS	MD SABIR ALAM	AAO	8320326
20	AN-III	SHRI PORAN GOSWAMI	AAO	8334098
21	AAO BSO NARANGI	SHRI SUBHASISH BANERJEE	AAO	8336921
22	AN-V	SHRI SANTANU SINGHA	AAO	8334103
23	AN- III	SHRI G C SAHA	AAO	8331640
24	E-I & E-II	SHRI K T SINGH	AAO	8335441
25	O&M CELL	SHRI P.K. SHUKLA	AAO	8316192


AO(O&M)