

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



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

Dated: 18/06/2018

Subject:- Training cum Workshop on "Accounts Matter, Clearance of Suspense, DIDs & PM for A/Cs Section and sub offices.

As per In house Training Calendar for the year 2018-19 (Srl No.12), it has been decided by the Competent Authority to conduct a Three (03) days Training Course on the above subject in the Training Hall, M.O. CDA Guwahati as per Annexure-A w.e.f. 02/07/2018 to 04/07/2018. 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 —

(K. Lalbiakchhunga, IDAS)
Asstt. Controller

Copy to: -

✓ 1. The Officer- in- Charge

For information with request to detail the nominated officials to attend the above training course w.e.f. 02/07/2018 to 04/07/2018 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)

} For information please.

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

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

For necessary seating arrangement and provide Note pad & Ball pen to the participants for Twenty(20-approx) in the Training hall from 02/07/2018 to 04/07/2018 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)

COURSE TITLE:- Training cum Workshop on “Accounts Matter, Clearance of Suspense, DIDs & PM for A/Cs Section & Sub offices” w.e.f. 02/07/2018 to 04/07/2018.


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

VENUE: - Training Hall MO CDA Guwahati.

PARTICIPANTS FOR TRAINING COURSE: AAO & Staff form A/c Section MO CDA and from Sub-Offices also as per Annexure-B.

Date	Session	Subject and Topics	Faculty
02/07/2018	I	General Principles & Methods of Accounts	Shri N.G. Bhadra, Ex-Sr. AO
	II	-do-	-do-
	III	General Rules and Procedure applicable to Defence Proforma Account & Detailed Accounting Procedure regarding the adjustment of transaction relating to Defence Proforma Account.	Shri K Basumatary. AAO
	IV	-do-	-do-
03/07/2018	I	Mechanical Compilation of Accounts, Preparation of Punching Medium, Transfer Entry, TBOs and its adjustment	Shri G.C.Saha, AAO
	II	-do-	-do-
	III	Clearance of Suspense Heads/Accounts and maintenance of debt head register, Review of Balance	Shri Rajesh Singha, SAO
	IV	-do-	-do-
04/07/2018	I	Exchange Accounts between CDAs and DID Schedules.	Shri S C Adhikari, SAO
	II	-do-	-do-
	III	Review of Compilation and transfer entries	Smt. Pinki Kumari, AAO
	IV	Valediction & Feedback	


Accounts Officer (O&M)

Annexure - 'B'

Course Title:- Training cum Workshop on 'Accounts Matter, Clearance of Suspense, DIDs & PM for A/Cs Section and sub offices' w.e.f. 02/07/2018 to 04/07/2018.

Sl. No.	Name & Designation	A/C No.	Section/ Sub-Office where serving
1	SHRI MANOJ KUMAR, AAO	8320293	A/Cs Sec
2	SHRI T C DAS, AAO	8331687	AN-I B Sec
3	SMT SEEMA GOND, SA	8320390	A/Cs Sec
4	SHRI SHAMBHU MANDAL, SA	8305276	A/Cs Sec
5	SHRI S J BHUYAN, SA	8339759	'D' Sec (Local)
6	SHRI PRÁTIK KUMAR BHATTACHARYA, SA	8320191	LAO 222 ABOD
7	SHRI PRAMOD KUMAR BIBHUTI, SA	8320333	'R' Sec
8	SHRI A K SINHA, SA	8328474	SA Sec
9	SHRI AMIT KUMAR PANDEY, SA	8320303	SC-I Sec
10	SHRI DIWAKAR SINGH	8339356	IA Sec
11	SHRI JOYDEEP BHATTACHARJEE, SA	8346830	A/Cs Sec
12	NAZAREEN SUNGTE, AUD	8348721	A/Cs Sec
13	SHRI ASHUTOSH KUMAR, SA	8320373	Pay Tech
14	SHRI PREM CHANDRA GUPTA, SA	8338732	O&M Cell
15	ANAND KUMAR AGRAHARI, AUD	NYA	A/Cs Sec
16	SHRI GOVIND, AUD	8339355	A/Cs Sec
17	SHRI SANJEEV KUMAR, SA	8339986	LAO (A) Guwahati
18	SMT SUKLASREE ROY CHOUDHURY, SA	8331715	LAO 222 ABOD
19	SHRI B C DAS, Clerk	8331659	A/Cs Sec
20	SHRI J C NAMASUDRA, Clerk	8331678	LAO (A) TEZPUR


Accounts Officer (O&M)