

IMPORTANT CIRCULAR NO. -27



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: 28/05/2018

Subject:- Training for Developing Competencies for Officials Posted in AN-II TA/DA, "T" Section and Area Account Offices.

As per In house Training Calendar for the year 2018-19 (Srl No.11), 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. 11/06/2018 to 13/06/2018. 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. 11/06/2018 to 13/06/2018 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 Fifteen (15-approx) in the Training hall from 11/06/2018 to 13/06/2018 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)

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

Annexure-A

COURSE TITLE:- Training for developing competencies for officials posted in AN/II TA/DA, 'T' Sec and Area Accounts Office wef 11/06/2018 to 13/07/2018.

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
Tea Break: 11.30 hrs to 11.45 hrs & 15.45 hrs to 16.00 hrs.

VENUE:- Training Hall MO CDA Guwahati.

PARTICIPANTS FOR TRAINING COURSE: Auditors to Clerks.


Date	Session	Subject and Topics	Faculty
11/06/2018	I	Objectives & General Duties of Pay Section: Pay bills of Civillian Officers of Def. Services, Cantt. Executive officers of Def. Estate Service, Supplementary pay bills and Civilian establishment, Advances from GPF & others and Demands.	Shri G. Bhowmik, AAO
	II	To Continue	-do-
	III	Last Pay Certificate in r/o Officers transferred within India, Officers proceeding out of India and Civilian Staff, audit of pay bills of the DAD-Officers & Establishment	Shri Gulam Abedin, AAO
	IV	Leave Salary, Medical Claim, Verification of Service for pension in r/o Non-Gazetted Civilians and Service Books of Civilian Gazetted Officers	-do-
12/06/2018	I	Final Settlement of GPF, CGEIS Payment, I.R. payment, Leave encashment, Provisional Pension, Death Gratuity, CEA Claim, etc.	Shri Moloy Ghosh, Sr. Accounts Officer
	II	Scrutiny and countersignature of travelling allowance claims of officers & Estt., advances of pay travelling allowance on transfer	-do-
	III	Leave salary and Pension contribution in r/o Pension lent to and from the Defence Accounts Department.	Shri S. Baruah AAO
	IV	Application for outside employment, Scheduling of vouchers of consuming units received from LAOs and other CDAs	-do-
13/06/2018	I	Objectives & Duties of 'T' Section, Verification of Specimen Signature in case of sanction for expenditure issued by MOD including DDPS & DRDO, Advances of TA & LTC and their adjustments	Shri B. Ghosh, Sr. Accounts Officer
	II	To continue	-do-
	III	Scope of audit of Bills & Concession Vouchers, Audit Procedure, Permanent duty or transfer & ty. Duty or tour claims	Shri Gulam Abedin, AAO
	IV	Valediction	


Accounts Officer (O&M)

Annexure-‘B’

List of Trainees for Three days Training Course for Developing Competencies for officials posted in AN-II TA/DA, ‘T’ Section and Area Accounts Offices.

Sl. No.	Name & Designation	A/C No.	Section/ Sub-Office where serving
1	SHRI MRITUNJAY KUMAR, SA	8320192	AN-II (GP-II)
2	SHRI SUNIL KUMAR, SA	8340129	AN-II (GP-II)
3	SHRI S R CHOUDHURY, SA	8319864	‘T’ Section
4	SHRI SUJOY BOSE, SA	8328832	‘T’ Section
5	SHRI M HUSSAIN, SA	8320339	‘T’ Section
6	SHRI SOMNATH BISWAS, SA	8344381	AN-III Sec
7	SHRI UTTAL CHAKRABORTY, SA	8336793	AN-III Sec
8	SHRI SANJEEV KUMAR, SA	8339467	AN-III Sec
9	SHRI PRANESH KUMAR, SA	8331703	AAO SHILLONG
10	SHRI ARUP MONDAL, SA	8347417	AAO SHILLONG
11	SHRI SUNIL KUMAR, SA	8333968	AAO SHILLONG
12	SHRI L TUOLOR, SA	8337463	AAO SHILLONG
13	SHRI RONALD LALTHLANGLAWM HMAR, SA	8347572	AAO SHILLONG
14	SHRI N C RABHA, CLERK	8331665	AAO SHILLONG
15	SHRI R K BISWAS, CLERK	8331675	‘T’ Section


Accounts Officer (O&M)