

IMPORTANT CIRCULAR NO.-09



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-XV

Dated:-25/02/2019

Subject: - Training on "Project Tulip and CMP" on 28/02/2019.

As per the In-house training calendar 2019-20, it has been decided by the Competent Authority to conduct one (01) day Training programme for SAOs to Adr on the above subject in the Training Hall of M.O. CDA Guwahati as per Annexure-'A' on 28/02/2019. The participants of MO Guwahati as per Annexure-'B' are detailed to attend the training course.


(K. Lalbiakchunga, IDAS)
DCDA

Copy to: -

1. The Officer- in- Charge

For information with request to detail the nominated officials to attend the above training course on 28/02/2019 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 of / Checking up of A.C & Projector/Note pad & Ball pen to the participants for Twenty one(21-approx) in the Training Hall on 28/02/2019 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 please.



(S. Paul)

Accounts Officer (O&M)

ANNEXURE-A

Subject: Training on "Project Tulip and CMP" on 28/02/2019.

There will be four session every day 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 at CDA Guwahati.

Date	Session	Subject / Topics	Faculty
28/02/2019	I	Introduction of Tulip System, Menus & option available in Tulip	Shri M. H. Laskar, SAO/8331721
	II	Bill Processing in Tulip, advantage & utility.	Shri Animesh Dhar, SA/8337474
	III	e Work Book, Dak distribution, Disposal of Dak, utility specific to admin-I,II,III Section	Shri Somnath Biswas, AAO/8344381
	IV	CMP	Shri Sandilya Kumar, AAO/8339822


Accounts Officer(O&M)

ANNEXURE-B

Name of the Trainees who have to attended Training on "Project Tulip and CMP" on 28/02/2019 at Training Hall of MO CDA, Guwahati.

Sl. No.	Name	A/C No.	Desig.	Section/Office
1.	Shri SD Choudhury	8334154	SA	AN-I Section, MO Guwahati
2	Shri Diwakar Singh	8339356	AAO	AN-II Section, MO Guwahati
3	Shri Chandrika Yadav	8342236	SA	AN-II Section, MO Guwahati
4	Shri G C Saha	8331640	AAO	AN/III Section, MO Guwahati
5	Shri Pradeep Biswas	8328877	SA	AN/III Section, MO Guwahati
6	Shri Partha Das	8335365	AAO	SC/II Section, MO Guwahati
7	Shri Bhushan Chaudhary	8319820	SA	SC/II Section, MO Guwahati
8	Shri Nilanjan Chakraborty	8340808	AAO	SC/IV Section, MO Guwahati
9	Shri Sanjeev Kumar	8339986	SA	SC/IV Section, MO Guwahati
10	Shri Ravindra Kumar	8334752	AAO	SC/V Section, MO Guwahati
11	Shri B Baruah	8331651	SA	SC/VSection, MO Guwahati
12	Shri K K Prasad	8335936	AAO	E/III Section, MO Guwahati
13	Smt Seema Gond	8320390	SA	E/III Section, MO Guwahati
14	Smt Alice L. Haokip	8348673	SA	M-II Section, MO Guwahati
15	Shri B.C. Mondal	8339348	SA	M-III Section, MO Guwahati
16	Shri Jomba Padu	8348725	Adr	E-I Section, MO Guwahati
17	Smt S. Rajashree	8334090	SA	E-I Section, MO Guwahati
18	Shri Gopal Jee	8337598	SA	"R" Section, MO Guwahati
19	Shri Nihar Ranjan Biswas	8340144	SA	"R" Section, MO Guwahati
20	Shri Nitesh Kumar Singh	8348731	Adr	"R" Section, MO Guwahati
21	Shri Sunny Prakash	8348755	Adr	O&M Cell MO Guwahati


Accounts Officer(O&M)