



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/Insp/203/In House/Vol-XIII

Dated: 05/05/2017

Subject: Training and Developing Competencies for Newly Posted Sr.AOs /AOs in AO GE Offices.

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As per In house Training Calendar for the year 2017-18, it has been decided by the Competent Authority to conduct 03 (Three) days training course on the above subject in the Training Hall, M.O. CDA Guwahati as per Annexure-A from 28/06/2017 to 30/06/2017. The participants of AO GE offices as per Annexure-B are detailed to attend the training course.

In case it is not possible to relive the nominated official from the sub-offices, suitable replacement may invariably be nominated to attend the training course.

TA/DA as per rule is authorized.

- Sd-

(J. K. Das, IDAS)  
Dy. CDA

Copy to:-

1. The Officer- in- Charge  
For information with the request to detail the nominated official to attend the above training course from **28/06/2017 to 30/06/2017** 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.  
For information please.
3. The Officer in Charge AN-I/A Sec (Local)  
For information please.
4. The Officer in Charge AN-II (Gp-II) Sec (Local)  
For information please.
5. The Officer in Charge AN-IV Sec (Local)  
For necessary seating arrangement and provide **note pad & ball pen** to the participants for **19 Trainees** (approx) in the Training hall on **28/06/2017 to 30/06/2017** and also provide **Tea and Snacks** to the participants and faculty members during Tea Break. Accommodation may also be arranged for outstation officials.
6. The Officer in Charge EDP Sec(Local)  
For Uploading on CDA Guwahati Website.

(MOLOY GHOSH)  
Sr. Accounts Officer (O&M)

COURSE TITLE:- Training for developing competencies for newly posted AOs/SAOs in AO GE Offices.

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

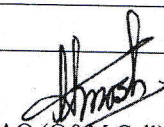
Session III - : 14.30 hrs to 15.45 hrs, Session IV - : 16.00 hrs to 17.15 hrs

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: Officers from AO GE Offices.


Date	Session	Subject and Topics	Lecturer
28/06/2017	I	MES Organization and its function, Role of DAD towards MES Organization, Salient features of DWP-2007- Role of DAD.	Shri S Paul, AO AO GE 859 EWS
	II	To continue	-do-
	III	Classification of works, Vetting of AEs, Scale of Accommodation etc. Scrutiny of Admn. Approval/Technical Sanction. Overview of Operational Works Procedure, Difference between DWP & DGMAP Works Role of DAD.	Shri S D Sarkar, SAO MO CDA Guwahati
	IV	To continue	-do-
29/06/2017	I	Allotment of Funds, Cash Assignment & Linkage thereof, Cash Requisition, ARMES, Scrutiny of MER and Construction Account, TBO's Examination of Tes. Adjustment of CP vouchers, Abstract of Receipt & Charges and preparation of PM, Suspense Heads Register-Monitoring & Maintenance.	Shri S C Adhikari, SAO MO CDA Guwahati
	II	To continue	-do-
	III	Scrutiny of CST, Specification & Special conditions of Contract Agreement, Escalation/Price variation clause related documents/Bank Guarantee/SD/Scrutiny of Aas/TS/Deviation Order/Amendments.	Shri S D Sarkar, SAO MO CDA Guwahati
	IV	To continue	-do-
30/06/2017	I	Scrutiny of Work Order, Deviation orders, Job orders, Amendment to Contract, Audit of MBs, Audit, Payment & Accounting of Works Expenditure under different works procedure	Shri Biswajit Ghosh, SAO MO Cda Guwahati
	II	To continue.	-do-
	III	RAR Payment-linkage with related documents/Provisional payment. Escalation payments, Recovery of demands, Final Bills-related documents, Scheduling of vouchers, Arbitration awards & payment of claims, Provisional Payments, Contract Ledgers	Shri S Bose, SAO AO GE (AF) Borjhar
	IV	Function of AAO BSO, Scrutiny of Revenue Ledgers, Occupation & Vacation Returns, Return of Recoveries, Issue of LF Bills (Automation of AAO BSO),	-do-
		Feedback & Valediction	

  
Sr. AO (O&M Cell)



List of Trainees for Three days Training Course on "Training and Developing Competencies for newly posted SAOs/AOs in AO GE Offices" from 28<sup>th</sup> June to 30<sup>th</sup> June 2017.

Sl. No.	Name & Designation	A/C No.	Section/ Sub-Office where serving
1	Shri U C Dey, AO	8321341	AO GE Narangi
2	Shri S Roy Chowdhury, AO	8327221	AO GE Shillong
3	Shri A Bandyopadhyay, AO	8335329	AO GE (I) AF Shillong
4	Shri Md Hussain Ahmed, SAO	8334120	AO GE (P) Shillong
5	Shri Sandip Kumar Rana, AO	8333946	AO GE (AF) Chabua
6	Shri Pijush Kanti Dey, AO	8335350	AO GE Missamari
7	Shri S Paul, AO	8334121	AO GE 859 EWS
8	Shri Mahendra Bora, AO	8326108	AO GE Tezpur
9	Shri Nagina Singh, AO	8333956	AO GE Silchar
10	Shri Krishan Kumar, AO	8324370	AO GE Dinjan
11	Shri Ashok Kumar Jha, AO	8335051	AO GE Jorhat
12	Shri M I A LOBO, SAO	8329791	AO GE 869 EWS
13	Shri Dipak Sarma, AO	8328884	AO GE 872 EWS
14	Shri Sanjay Kumar Soni, AO	8333955	AO AGE (I) Rangiya
15	Shri J P Singh, AO	8321357	AO AGE (I) Lekhapani
16	Shri N Islam, AO	8335369	AO AGE (I) Kumbhigram
17	Shri Ganesh Rai, AO	8331740	AO GE Guwahati
18	Shri R K Singh, SAO	8333983	AO GE (AF) Tezpur

  
Sr. Accounts Officer (O&M)