

IMPORTANT CIRCULAR NO. 21



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-XIII

Dated: 04/05/2018

Subject:- Training Course for Developing Competencies for Auditors Posted in AO GE Offices & E-Section.

As per In house Training Calendar for the year 2018-19, it has been decided by the Competent Authority to conduct a Three (03) day Training Course on the above subject in the Training Hall, M.O. CDA Guwahati as per Annexure-A w.e.f. 14/05/2018 to 16/05/2018. 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.


(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. 14/05/2018 to 16/05/2018 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.

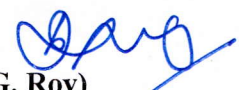
4. The Officer in Charge AN-II (Gp-II) (Local)

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

For necessary seating arrangement and provide Note pad & Ball pen to the participants for Twenty-six (26- approx) in the Training hall from 14/05/2018 to 16/05/2018 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.


(G. Roy)
Accounts Officer (O&M)

Annexure-A

COURSE TITLE:- Training Course for Developing Competencies for Auditors Posted in of AO GE Offices & E-Section.

DATE: 14/05/2018 to 16/05/2018.

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: - Community Hall MO CDA Guwahati.

PARTICIPANTS FOR TRAINING COURSE: Sr. Auditors to Clerks.

Date	Session	Subject	Faculty
14/05/2018	1 st Session	MES Organisation and its function, Role of DAD towards MES Organisation and Salient features of DWP –2007- Role of DAD.	Shri Moley Ghosh, SAO
	2 nd Session	Classification of works- Original works (Authorized Works& Special Works, Maintenance Services, Accounting and Audit Cover, Objective and function of Assistant Accounts Officer of M.E.S. formation. Items of work dealt with in AAO of MES formation: Scrutiny of Sanctions and Orders An overview of MES administrative, financial and technical controls.	-do-
	3 rd Session	To Continue...	-do-
	4 th Session	Allotment of Funds, Cash Assignment & linkage thereof, Cash Requisition. ARMES, Scrutiny of MER.	Shri U C Dey, AO
15/05/2018	1 st Session	Measurement Books, Register of USR BOOK, Following points are to be watched in issue of USR, Audit Scrutiny of Supply Orders, Local Purchase Bills, Transfer Entries & Local Audit of Store Accounts by AO GEs.	Shri Ganesh Rai, SAO
	2 nd Session	Vetting of AES, SSR, Scale of accommodation etc. Scrutiny of Admn. Approval/ Technical sanction.	-do-
	3 rd Session	Construction Account, TBOs, Examination of TEs, Adjustments of CP vouchers, Abstract of Receipt & charges and preparation of PM, Suspense Heads Register-Monitoring & Maintenance.	Shri U C Dey, AO
	4 th Session	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 S D Sarkar, SAO
16/05/2018	1 st Session	Earnest Money and Security Deposit, Bank Guarantee Bond for Security Deposits and their importance. Security Deposits-SSD, ISD, ASD, SD for ATT, WPT, Spl Condition. Procedure for Refund/Release of Securities.	Shri Swapan Baruah, AAO
	2 nd Session	Final bills: Audit of Final Bills- documents are to be attached with the final bill, Certificates to be verified, Percentage Checks in E section & it audit, Compensation.	Shri S D Sarkar, SAO
	3 rd Session	Recovery of contractors demand: Recovery of overpayments from contractors (Section 26 of Manual on Contracts-2007). Arbitration awards & payment of claims, provisional payments. Authorising provisional payment in respect of charged Expenditure.	-do-
	4 th Session	Function of AAO BSO, Scrutiny of Revenue Ledgers, Occupation & Vacation Returns, Return of Recoveries, Issue of LF Bills (Automation of AAO BSO),	Shri J Nayak, AAO


Accounts Officer (O&M)

Annexure-‘B’

List of Trainees for Three days Training Course on “Training and Developing Competencies for Auditors Posted in AO GE Offices & ‘E’ Section” from 14th May to 16th May 2018.

Sl. No.	Name & Designation	A/C No.	Section/ Sub-Office where serving
1	SHRI JOYDEEP DEY, SR. AUDITOR	8331699	E-I Sec, MO
2	SHRI C K TALUKDAR, SR. AUDITOR	8331625	E-III A Sec, MO
3	SHRI MRITUNJAY KUMAR, SR. AUDITOR	8345599	E-III B Sec, MO
4	SHRI SHANTANU BISWAS, SR. AUDITOR	8334169	E-III C Sec, MO
5	SHRI R K BRAHMA, SR. AUDITOR	8325951	AO GE Guwahati
6	SHRI SHEKHAR KAR, SR. AUDITOR	8328890	AO GE Narangi
7	SHRI P MECH, SR. AUDITOR	8331585	AO GE (AF) Borjhar
8	SHRI RAJESH KUMAR, CLERK	8348614	AO GE (P) Shillong
9	SHRI SUDHIR KR VERMA, SR. AUDITOR	8320359	AO GE Shillong
10	SHRI ZAVED KHAN, SR. AUDITOR	8334152	AO GE (AF) Shillong
11	SHRI DWARIKA PRASAD, SR. AUDITOR	8319996	AO GE (AF) Jorhat
12	SHRI PRANJAL HAZARIKA, SR. AUDITOR	8326093	AO GE Jorhat
13	SHRI K GOYARI, SR. AUDITOR	8335349	AO GE (AF) Tezpur
14	SHRI D K RABHA, SR. AUDITOR	8331643	AO AGE (I) Rangiya
15	SHRI SUBHASHIS ROY, SR. AUDITOR	8337446	AO AGE (I) Lekhapani
16	SHRI PROTIM SHOME, Sr. AUDITOR	8337532	AO AGE (I) Kumbhigram
17	SHRI SAUMITRA PAUL, Sr. AUDITOR	8334132	AO GE Silchar
18	SHRI HERALD DKHAR, Sr. AUDITOR	8335411	AO GE Missamari
19	SHRI BIRENDRA KUMAR YADAV, Sr. AUDITOR	8339813	AO GE Dinjan
20	SHRI LALMINLUN KHAUTE, AUDITOR	8348697	AO GE 859 EWS
21	SHRI N LONGKUMAR, Sr. AUDITOR	8331719	AO GE 868 EWS
22	SHRI PFOKREHE PF, AUDITOR	8348698	AO GE 869 EWS
23	SHRI SUMAN PRADHAN, AUDITOR	8325920	AO GE 872 EWS
24	SHRI DEEPAK KUMAR, SR. AUDITOR	8320330	AO AGE (I) Agartala
25	SHRI ANSHU KUMAR, SR. AUDITOR	8345576	AO GE (AF) Chabua
26	SHRI C B DUTTA, SR AUDITOR	8328875	AO GE Tezpur

Accounts Officer (O&M)