

IMPORTANT CIRCULAR NO. 30



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



Tel. 0361-2640394/2641142

FAX 0361-2640204/2640810/2641143.

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

Dated:30/04/2019

Subject: - Training Course on “Effective Communication (Verbal & Non Verbal) and Noting & Drafting.”

It has been decided by the Competent Authority to conduct one (01) day Training programme for AAOs to Clerks on the above subject in the Training Hall of M.O. CDA Guwahati as per Annexure-‘A’ on 21/05/2019. The participants of MO Guwahati & Sub-Offices as per Annexure-‘B’ are detailed to attend the aforesaid training course.

— sd —

(Dr. K. Lalbiakchhunga, IDAS)
Dy. Controller

Copy to: -

1. The Officer- in- Charge

For information with a request to detail the nominated officials to attend the above training course on 21/05/2019 in MO CDA Guwahati.

2. Faculty Members

For information. You are requested to prepare hand outs/lecture notes on the subject assigned and the same 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-IV Sec (Local)

For necessary seating arrangement/ Checking up of A.C & Projector/Note pad & Ball pen to the participants for Twenty-Two (22-approx) in the Training Hall on 21/05/2019 and also to arrange Tea and Snacks to the participant and faculty members during Tea Break.

5. The Officer in Charge EDP Sec (Local)

For Uploading on CDA Guwahati Website.

— sd —

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

Subject: Training Course on "Effective Communication (Verbal & Non Verbal) and Noting & Drafting" on 21/05/2019.

There will be four session 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	Faculty
21/05/2019	1 st Session	Effective communication (Verbal & Non Verbal)	SHRI SWAPAN BARUA, AO
	2 nd Session	DO	
	3 rd Session	Noting & Drafting	SHRI S. PAUL, AO
	4 th Session	Various types of Office Communicatin.	



Accounts Officer (O&M Cell)

ANNEXURE-'B'

Course Title: Training Course on "Effective Communication (Verbal & Non Verbal) and Noting & Drafting" on 21/05/2019.

Sl. No.	Name	A/C No.	Desig.	Section/Office
1	SHRI DIWAKAR SINGH	8339356	AAO	AN-II GP-I
2	SHRI PORAN GOSWAMI	8334098	AAO	IA , CELL
3	SHRI SOMNATH BISWAS	8344381	AAO	EDP & DDP (Add. Charge)
4	SMT SUCHITRA PARIDA	8339767	AAO	ACCOUNTS SECTION
5	SHRI BASUDEV HAZARIKA	8335354	AAO	E-III A, SECTION
6	SHRI ABHIJIT DEY	8339787	AAO	IA, CELL
7	SHRI L. NEHSIAL	8334085	AAO	ORs CELL
8	SHRI VIKASH KUMAR SINHA	8334905	AAO	PAY TECH
9	SHRI N ROY MAZUMDAR	8335065	AAO	STORE SECTION
10	SHRI AMAR PREM KHARWAR	8334836	AAO	LAO 222 ABOD
11	SHRI S NAND TRIPATHI	8338020	AAO	AN-III, SECTION
12	SHRI P N JHA	8320343	AAO	AN-IV, SECTION
13	SHRI SANJAY KUMAR		AAO	RECORD SECTION
14	SHRI D K SINGH		AAO	'T' SECTION
15	SHRI P K SHUKLA	8316192	AAO	O & M CELL
16	SHRI ADARSH VIVEK	8348733	ADR	O & M CELL
17	SHRI SUNNY PRAKASH	8348755	ADR	O & M CELL
18	SHRI JYOTIRMOY SHARMA	8348722	ADR	AN-III, SECTION
19	SHRI ABHISHEK K. SINGH	8348728	ADR	AN-V, SECTION
20	SHRI D CHAKROBORTY	8348747	ADR	AN-IC, SECTION
21	SHRI ANKIT KUMAR	8348751	ADR	ORs CELL
22	SHRI MAYUR KUMAR	8348750	ADR	PAY TECH

Signature

Accounts Officer (O&M)