

IMPORTANT CIRCULAR NO.37

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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: 03/07/2017

Subject: Training for New Recruits Including Newly Promoted Auditors & Clerks.

As per In house Training Calendar for the year 2017-18, it has been decided by the Competent Authority to conduct a Nine (09) day training course on the above subject in the Training Hall, M.O. CDA Guwahati as per Annexure-A w.e.f. 17/07/2017 to 27/07/2017. The participants of MO Guwahati & Sub-Offices as per Annexure-B are detailed to attend the training course.

In case it is not possible to relieve 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)
Jt.CDA

Copy to: -

1. The Officer- in- Charge

For information with the request to detail the nominated official to attend the above training course w.e.f. 17/07/2017 to 27/07/2017 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.

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 Ten (10-approx) in the Training hall from 17/07/2017 to 27/07/2017 and also provide **Tea and Snacks** to the participants and faculty members during Tea Break.

6. The Officer in Charge EDP Sec (Local)

For Uploading on CDA Guwahati Website.


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

ANNEXURE 'A'

Course Title: -Training Programme for New Recruits including newly promoted Clerks for the year 2017-18 at Training Hall, CDA Guwahati. W.e.f. 17/07/2017 to 27-07-2017.

There will be four sessions in every day each for 75 minutes as under.

Session I : 10.15 hrs to 11.30 Session II : 11.45 hrs to 13.00

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

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

Date	Session	Time	Subject	Name of Faculty Members
17/07/2017		10.00 Hrs	Inauguration	Training Manager
	Session I	10.15-11.30 hrs	Organization of the DAD, Function and duties of the controllers	Shri H B Dutta, Sr.AO MO CDA Ghy
	Session II	11.45-13.00 hrs	-do-	Shri H B Dutta, Sr.AO
	Session III	14.30-15.45 hrs	Function and duties of Admin-I & II section	Shri Debashish De, Sr.AO, M O Ghy
	Session IV	16.00-17.15 hrs	Function and duties of AN/III Section	Shri Debashish De, Sr.AO, M O Ghy
18/07/2017	Session I	10.15-11.30 hrs	Function and duties of AN/IV & V section	Shri Chayan Das, Sr.AO M O Ghy
	Session II	11.45-13.00 hrs	Function and duties of Records Section	Shri Rajesh Singha, Sr.AO, M O Ghy
	Session III	14.30-15.45 hrs	Function and duties of Accounts Section	Shri Kishloy Neog, AAO, M O Ghy
	Session IV	16.00-17.15 hrs	-do-	Shri Kishloy Neog, AAO, M O Ghy
19/07/2017	Session I	10.15-11.30 hrs	Function and duties of 'E' Section	Shri Sujit De Sarkar, Sr.AO, M O Ghy
	Session II	11.45-13.00 hrs	Function and duties of SA Section	Shri S. Adhikari, AAO SA Section, M O Ghy
	Session III	14.30-15.45 hrs	Function and duties of 'M' Section	Shri Niraj Kumar, AAO M Section, M O Ghy
	Session IV	16.00-17.15 hrs	Function and duties of 'D' Section	Shri N Chakraborty, AAO, D Section
20/07/2017	Session I	10.15-11.30 hrs	Function and duties of SC Section	Shri P K Sinha, AAO SC-II Sec. M O Ghy
	Session II	11.45-13.00 hrs	Function and duties of 'T' Section	Shri R Pegu, AAO T Section, M O Ghy
	Session III	14.30-15.45 hrs	Function and duties of Pay -Tech Section	Shri B B Dam, SAO M O Ghy
	Session IV	16.00-17.15 hrs	Function and duties of ORs Cell	Shri Rajesh Singha, SAO, M O Ghy
21/07/2017	Session I	10.15-11.30 hrs	Function and duties of IA Section	MS D. Bhattacharjee, AAO, IA Section
	Session II	11.45-13.00 hrs	Function and duties of IFA Cell	Shri S. Banarjee, AAO IFA Section
	Session III	14.30-15.45 hrs	Function and duties of LAO/ALAO	Shri Gulam Abedin, AAO, LAO 222 ABOD
	Session IV	16.00-17.15 hrs	Function and duties of AO GE/EP	Shri Ganesh Rai, SAO AO GE Guwahati
	Session I	10.15-11.30 hrs	Function and duties of AAO BSO/AAO DEO	Shri J. Nayak, AAO AAO BSO Narangi

24/07/2017	Session II	11.45-13.00 hrs	Function and duties of PAO(ORs)	Shri Sudip Das, SAO AAO Shillong
	Session III	14.30-15.45 hrs	Function and duties of Area Accounts Office	Shri Sudip Das, SAO AAO Shillong
	Session IV	16.00-17.15 hrs	Function and duties of DDP Cell/NPS Cell	Shri K Majhi, AAO DDP Cell
25/07/2017	Session I	10.15-11.30 hrs	Function and duties of O&M Cell	Shri Moloy Ghosh, SAO, M O Ghy
	Session II	11.45-13.00 hrs	Function and duties of EDP Centre	Shri S S Dev Roy, SAO M O Ghy
	Session III	14.30-15.45 hrs	Basic computer training, ability to work on computer, MS Word	Shri Animesh Dar, SA EDP Section
	Session IV	16.00-17.15 hrs	-do-	
26/07/2017	Session I	10.15-11.30 hrs	Elementary Knowledge of MS Excel	Shri Manoj Buzar Baruah, DEO EDP Centre.
	Session II	11.45-13.00 hrs	-do-	
	Session III	14.30-15.45 hrs	Elementary Knowledge of Power Point and sending of e-mail	Shri S S Dev Roy, SAO M O Ghy
	Session IV	16.00-17.15 hrs	-do-	
27/07/2017	Session I		Written Test	
	Session II			
	Session III		Valediction	
	Session IV			


 Sr.AO (O&M Cell)

Annexure-B

Sub: Training Programme for New Recruits including newly promoted clerks for the year 2017-18 at Training Hall, CDA Guwahati w.e.f. 17.07.2017 to 27.07.2017.

SL No.	Name & Designation	A/c No.	Section/Sub-Office where serving
1.	Shri S. K. Chouhan, Clerk	8335397	ALAO 482 COY ASC (Sup)
2.	Shri N N Singh, Clerk	8337483	ALAO FSD Rangiya
3.	Miss Renu Borah, Clerk	8331671	ALAO SD Bhalukmara
4.	Md. Mainul Haque, Clerk	8335384	O&M Cell, Main Office
5.	Mrs. Anima Sonowal, Clerk	8339839	AN-II, Gp-II, Main Office
6.	Md. Sonali Shekh, Clerk	8348604	'R' Section, Main Office
7.	Shri David Rakavei S., Ty. Aud	8348713	AAO BSO Shillong
8.	Smt. Devi Bhandari, Clerk	8339757	ORs Cell, Main Office
9.	Miss Rashmi Rekha Das, Clerk	8348625	M-I Section, Main Office
10.	Smt. Neihoieung Lhouvum, Clerk	8348623	PAO (ORs) 58 GTC Shillong


Sr.AO (O&M Cell)