



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

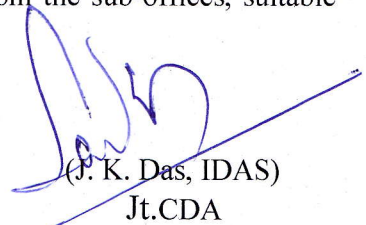
Dated: 13/07/2017

Subject: Training course on the Control and Monitoring of Defence Budget and of DAD Budget.

As per In house Training Calendar for the year 2017-18, it has been decided by the Competent Authority to conduct a Two (02) day training course on the above subject in the Training Hall, M.O. CDA Guwahati as per Annexure-A w.e.f. 28/08/2017 to 29/08/2017. 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.


 (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. 28/08/2017 to 29/08/2017 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 Thirty one (31-approx) in the Training hall from 28/08/2017 to 29/08/2017 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 Course on the control and monitoring of Defence Budget and of DAD Budget.
DATE: 28/08/2017 to 29/08/2017.

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: AAO to Clk

Date	Session	Subject	Faculty
28/08/2017	1 st Session	Mechanism of Budget- Budget formulation, Budget Estimates – preparation of detailed estimates of Receipts & Expenditure, Demands for Grants & Supplementary Grants related to defence budget, Vote on Account.	Shri Nilanjan Chakraborty, AAO 'D' Section, M.O. CDA Guwahati
	2 nd Session	To continue	-do-
	3 rd Session	Preliminary Revised Estimates, Revised Estimates, Modified Appropriation Statements, Appropriation, Re-appropriation of Funds.	Shri S C Adhikari, SAO M.O. CDA Guwahati
	4 th Session	Control of Expenditure Against Budget – Responsibilities thereof, Duties & Responsibilities of the Chief Accounting Authority.	-do-
29/08/2017	1 st Session	Preparation and submission of Budget Estimates of DAD.	Shri Dipankar Ghosal, AAO AN-III Sec., M.O. CDA Guwahati
	2 nd Session	Watching Progress of Expenditure against allotments in r/o locally controlled heads, and rendition of monthly statements of expenditure to the local controlling authorities and checking of budget estimates received from them.	Shri Gopal Saha, AAO A/Cs Section, M. O. CDA Guwahati
	3 rd Session	Exchange Accounts between CDAs, Annual Accounts & other accounts	Shri K Neog, AAO A/Cs Section, M.O. CDA Guwahati
	4 th Session	Feedback & Valediction	


Sr. Accounts Officer (O&M)

Annexure-'B'

List of Trainees for Two-day Training Course on the Control and Monitoring of Defence Budget and of DAD Budget wef 28th August to 29th August, 2017.

Sl. No.	Name & Designation	A/C No.	Section/ Sub-Office where serving
1	Shri N Roy Mazumdar, AAO	8335099	AN-III Sec
2	Shri K T Singh, AAO	8335441	AN-IV Sec
3	Shri Sanjit Kumar, AAO	8320287	A/Cs Sec
4	Smt Pinki Kumari, AAO	8340746	A/Cs Sec
5	Shri Krishna Kant Sinha, AAO	8334739	M-IV Sec
6	Shri S Marju Lamkhang, AAO	8335443	E-III C Sec
7	Shri Niraj Kumar, AAO	8339264	M-II & III Sec
8	Shri Krishan Prasad, AAO	8334780	AAO Shillong
9	Shri Sudhir Ranjan Verma, AAO	8328427	AAO AGE (I) Tawang
10	Shri Mritunjay Kumar, SA	8345599	E-III A Sec
11	Shri Rajesh Kumar, SA	8320263	AN-II GP-II
12	Shri Rajnish Kumar, SA	8344313	AN-III Sec
13	Shri Kumar Sonu, SA	8341182	AN-IV Sec
14	Shri Binod Kumar, SA	8320275	M-IV Sec
15	Shri Brahma Nand, SA	8320290	A/Cs Sec
16	Shri Gupteshwar Prasad, SA	8320300	E-I Sec
17	Smt Jyoti Singh, SA	8328837	E-III B Sec
18	Shri T Pauthansang, SA	8337671	E-III C Sec
19	Ms W P Chanu, SA	8348638	M-III Sec
20	Shri Shashi Ranjan Kumar, SA	8339828	SC-III Sec
21	Shri R Muchahary, SA	8338779	SC-V Sec
22	Shri Prakash Chandra, SA	8339824	SC-IV Sec
23	Shri Shekhar Kar, SA	8328890	AO GE Narangi
24	Shri R K Brahma, SA	832951	AO GE Guwahati
25	Shri Jitendra Kumar Sah, SA	8339801	AO GE (AF) Jorhat
26	Shri Pranjal Hazarika, SA	8326093	AO GE Jorhat
27	Shri C B Dutta, SA	8328875	AO GE Tezpur
28	Shri Birendra Kumar Yadav, SA	8339813	AO GE Dinjan
29	Shri K R Singh, SA	8334118	AO GE 869 EWS
30	Shri Lalminlun Khaute, Aud	83488697	A/Cs Sec
31	Smt. Suchitra Parida, Clerk	8339767	A/Cs Sec

Sr. Accounts Officer (O&M)