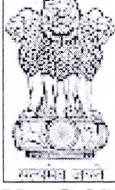


IMPORTANT CIRCULAR NO.56



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

Tel. 0361-2640394/2641142

FAX 0361-2640204/2640810/2641143.



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

Dated: 17/11/2017

Sub: Training course on "Project Bhawan and Vishwak" w.e.f. 04/12/2017 to 05/12/2017.

As per In house Training Calendar for the year 2017-18, it has been decided by the Competent Authority to conduct a Two (02) days Training Course on the above subject in the Training Hall, M.O. CDA Guwahati as per Annexure-A w.e.f. 04/12/2017 to 05/12/2017. The faculty members and the participants of MO Guwahati & Sub-Offices as mentioned in Annexure- A & B enclosed are directed to attend the above mentioned training course without fail.

TA/DA as per extant rules is authorized.

-sd/-
(J. K. Das, IDAS)
Jt.CDA

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. 04/12/2017 to 05/12/2017 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)

4. The Officer in Charge
AN-II (Gp-II) (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 Twenty-three (23-approx) in the Training hall from 04/12/2017 to 05/12/2017 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.

B. Ghosh
(B. GHOSH)
Sr. Accounts Officer (O&M)

Annexure 'A'

COURSE TITLE:- Training course on Training on Project Bhawan & Project Vishwak.

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

VENUE:- Training Hall, MO CDA Guwhati.

PARTICIPANTS FOR TRAINING COURSE: AAOs to Clks.

TRAINING SESSION: The training will be conducted on 04/12/2017 to 05/12/2017.

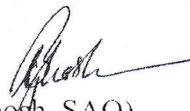
| Date | Session | Subject and Topics | Faculty |
|------------|---------|--|---------------------------------------|
| 04/12/2017 | I | Introduction-Working of BSO and AAO BSO, Background of creation of Project Bhawan. | Shri J. Nayak, AAO AAO BSO Narangi |
| | II | Installation of system software viz.. Wamp Server, Mozilla FireFox and Application Software in respect of Project Bhawan with hands on practice by the participants. Origin & necessity of Project Vishwak | Shri S S Dev Roy, SAO |
| | III | Master Entry: Premise, Location, Unit, Building, Employee Electric and water Charges etc. | Shri Animesh Dhar, SA MO CDA Guwahati |
| | IV | General Entry: Allotment, Occupation, vacation, recovery of allied charges and bill generation of Service Officers with special emphasis on Army Officers and JCOs/ORs/Airmen. | Shri J. Nayak, AAO AAO BSO Narangi |
| 05/12/2017 | I | General Entry: Allotment, Occupation, vacation, recovery of allied charges and bill generation of the Defence Civilians and DAD and of the private parties | Shri J. Nayak, AAO AAO BSO Narangi |
| | II | Project Vishwak & related issues | Shri Animesh Dhar, SA MO CDA Guwahati |
| | III | Revision and doubt clearing of the previous session's programme about project Vishwak & Bhawan and hands on practice by the participants from the actual bill of BSOs & GES. | -do- |
| | IV | Taking and Restoration of backups of the Project. | -do- |


Sr. Accounts Officer (O&M)

Annexure-'B'

List of Trainees for three days Course on "Project Bhawan & Project Vishwak" from 4th Dec to 5th Dec 2017.

| Sl. No. | Name & Designation | A/C No. | Section/ Sub-Office where serving |
|---------|-------------------------------|---------|-----------------------------------|
| 1 | Shri Santanu Singha, AAO | 8334103 | AAO BSO Dinjan |
| 2 | Shri Alok Kumar Sinha, SA | 8320345 | AAO BSO Narangi |
| 3 | Shri Sudhir Kumar Verma, SA | 8320359 | AO GE Shillong |
| 4 | Shri G K Nath, SA | 8331576 | AO GE (I) (AF) Shillong |
| 5 | Md Nadim Ashraf, SA | 8337687 | AO GE (AF) Tezpur |
| 6 | Shri Rajesh Kumar, SA | 8320227 | AAO BSO Shillong |
| 8 | Shri H P Upadhyay, SA | 8320362 | AAO BSO Jorhat |
| 9 | Shri Anshu Kumar, SA | 8345576 | AO GE (AF) Chabua |
| 10 | Shri Rohit Kumar, SA | 8345571 | AO GE (AF) Chabua |
| 11 | Shri S C Sinha, SA | 8335427 | AO GE Missamari |
| 12 | Shri Pranab Kumar Paul, SA | 8320379 | AAO BSO Missamari |
| 13 | Shri Pradip Kumar, SA | 8320009 | AO GE Dinjan |
| 14 | Shri L P Singh, SA | 8339765 | AO GE 868 EWS |
| 15 | Shri K R Singh, SA | 8334118 | AO GE 869 EWS |
| 16 | Shri Bipradas Naskar, Aud | 8348677 | AO AGE (I) Agartala |
| 17 | Shri Protim Shome, SA | 8337532 | AO AGE (I) Kumbhigram |
| 18 | Shri D Lienthang, SA | 8335435 | AO AGE (I) Lekhapani |
| 19 | Shri N L Pradhan, Aud | 8337508 | AO GE (AF) Borjhar |
| 20 | Ms Ninia Julia, Aud | 8347638 | AAO BSO Tezpur |
| 21 | Shri D K Sarkar, Aud | 8337509 | AO GE Silchar |
| 22 | Md. Sahid, Clerk | 8339774 | AAO BSO Jorhat |
| 23 | Shri Raghwendra Prasad, Clerk | 8348668 | AO GE Tezpur |


(B Ghosh, SAO)
O & M Cell