



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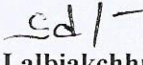


No. O&M/TRG/203/In House/Vol-XV

Dated:29 /07/2019


MOST IMPORTANT CIRCULAR NO.-60**Subject:- Training for Sparrow for implementation of online APAR on 13/08/2019.**

As per In house Training Calendar for the year 2019-20 (Srl No.14), it has been decided by the Competent Authority to conduct a One (01) day Training Course on the above subject in the Training Hall, M.O. CDA Guwahati as per **Annexure-A** on 13/08/2019. The participants of MO CDA Guwahati and sub offices as per **Annexure-B** are detailed to attend the training course.


 (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 13/08/2019 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-IV Sec (Local) | For necessary seating arrangement and provide Note pad & Ball pen to the participants for Twenty (20-approx) in the Training hall on 13/08/2019 and also to provide 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 please. |


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

ANNEXURE-A

MODULE of Training on Sparrow for implementation of online APAR.

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: - Training Hall, MO CDA Guwahati.

DATE	SESSION	SUBJECT	FACULTY
13/08/2019 Tuesday	1 st	An Introduction to APAR	Shri S Paul, AO
	2 nd	Preperation of roles by CDA & their Functions. Role of E.M.D & Function thereof.	Shri Anand Kumar, AAO
	3 rd	Role of PAR Manager, Custodian and alternate custodian.	Shri Anand Kumar, AAO
	4 th	Practical/ Inhand training.	Shri Nilajan Chakraborty, AAO



(S Paul)

Accounts Officer (O&M)

Annexure-‘B’

The Name of officers/staff for the Training for Sparrow for implementation of online APAR on 13/08/2019.

Sl. No.	Name	A/c No.	Desig	Section/Office
1.	Shri P K Shukla	8316192	AAO	IFA Cell, MO CDA Ghy
2.	Shri Arvind Kumar	8320180	AAO	Pay Tech, MO CDA Ghy
3.	Shri Rajesh Kumar Singh	8335161	AAO	D- Section, MO CDA Ghy
4.	Shri U Poddar	8326074	AAO	A/Cs Section, MO CDA Ghy
5.	Shri N K Singh	8334626	AAO	A/Cs Section, MO CDA Ghy
6.	Shri J P Upadhaya	8333657	AAO	A/Cs Section, MO CDA Ghy
7.	Shri S N Tripathi	8338020	AAO	AN-III Section, MO CDA Ghy
8.	Shri P N Jha	8320343	AAO	AN-IV Section, MO CDA Ghy
9.	Shri Diwakar Singh	8339356	AAO	AN-II Section, MO CDA Ghy
10.	Shri Vikash Kumar Sinha	8334905	AAO	T-Section, MO CDA Ghy
11.	Shri Somnath Biswas	8344381	AAO	EDP Section, MO CDA Ghy
12.	Smt Suchitra Parida	8339767	AAO	A/Cs Section, MO CDA Ghy
13.	Shri Abhijit Dey	8339787	AAO	IA Cell, MO CDA Ghy
14.	Shri Dipankar Ghoshal	8333194	AAO	SC-III Section, MO CDA Ghy
15.	Shri Nilanjan Chakraborty	8340808	AAO	SC-IV Section, MO CDA Ghy
16.	Shri V K Seth	8335938	AAO	LAO 222ABOD
17.	Shri Amar Prem Kharwar	8334836	AAO	LAO 222ABOD
18.	Shri Peeyush Kumar	8340253	AAO	ALAO 1 ABW
19.	Shri Abodh Kumar	8334606	AAO	LAO (A) Narangi
20.	Shri K Basumatary	8331621	AAO	E-I&II Section, MO CDA Ghy



(S Paul)
Accounts Officer (O&M)