



कार्यालय, रक्षा लेखा नियंत्रक
उदयान विहार, नारंगी, गुवाहाटी-781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
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No. O&M/Trg/CTC/2021-22/Vol-XI

Dated: 09/04/2021

CIRCULAR NO.- 27**Subject: In House Training Calendar 2021-22 of CDA Guwahati.**

Our department is entrusted with the responsibility of discharging the accounting, payment, audit, financial advice and other misc. functions relating to Army, Navy, Air Force and other allied organizations. It is imperative that our officers and staff always remain fully equipped to discharge these functions efficiently and effectively. Towards this end, it is essential that we regularly assess the competency gaps in all level and provide the requisite training to bridge these gaps.

To serve this purpose, In-house training is to be imparted to the DAD Officers and Staff on need based information provided by the Officer In Charge of Sub-Offices and Sections of Main Office. Therefore, it is requested to all concerned that the following information may please be provided to this office for preparation of the In House Training Calendar of CDA Guwahati for the year 2021-22.

1. Types of Training Course required to be imparted to the Officers and Staff.
2. Name of the Officers and Staff to whom training is to be imparted in a specific area.

In this regard a sample of training course calendar for Regional CDA as per DAD Training and Development Policy 2013/2019 is enclosed as Annexure-A to this letter for your guidance. In this regard DAD Training and Development Policy 2013/2019 (available on the CDGA website) may also be referred to, for better assessment of training requirement of an office and its manpower.

Keeping in view of the above to enable this office to finalize the In-house Training Calendar for the year 2021-22, Officer In- charge of Sub Offices and Sections of MO CDA Guwahati are requested to submit the relevant information to O&M Section MO CDA Guwahati latest by 16th April, 2021 through email/FAX/TTB so as to discuss the agenda points in the CTC Meeting , which has been scheduled by the competent authority on 26th April, 2021 at 11:00 AM.

The above said timeline may be strictly adhered to.

Sd/-
(Sandeep Kr. Yadav, IDAS)
By. CDA

Distribution:-

9. All GOs
10. All SAOs/AOs of M.O CDA Guwahati.
11. The Officer In Charge, AAO Shillong
12. The Officer In Charge, PAO (Ors) 58 GTC Shillong
13. The Officer In Charge, PAO (Ors) ARC Shillong
14. All the Officer In Charge of Sub-Offices
15. ✓ IT & SW
16. PS to CDA

With a request to upload on the website of CDA Guwahati.

(Maloy Ghosh)
Sr. Accounts Officer (O&M)

ANNEXURE A

Sample Training Course Calendar for Regional CDA for ensuring specific Competency Development

(Similar competency based calendar to be drawn for other specializations)

1. Training Course for developing competencies for newly posted Auditors, AAO's, AO's/Sr.AOs posted in 'M' section and 'Store' section.
2. Training for developing competencies for newly posted Auditors and AAO's posted in 'E' section and AOs/GEs offices.
3. Training for developing competencies for Auditors, AAO's/AO's posted in 'Pay and AN-Pay' section.
4. Training for developing competencies for Auditors, AAO's/AO's posted in 'T' section/dealing with such items of work.
5. Training for developing competencies for Auditors, AAO's/AO's posted in 'O & M' section.
6. Training for developing competencies for Auditors and AAO's posted in 'IA' (Internal Audit) section and LAOs.
7. Training for developing competencies for Auditors, AAO's/AO's posted in 'R' section and reception.
8. Training for developing competencies for Auditors, AAO's/AO's posted in 'EDP and A/C' section.
9. Training for developing competencies for Auditors, AAO's/AO's posted in and required for Admin. section.
10. Training for developing competencies for Auditors, AAO's/AO's posted in 'House Keeping' section.
11. Training for developing competencies for Auditors, AAO's/AO's posted in 'PAO OR'.
12. Course on General Financial Management - GER/DFRR, FRs.
13. Course on the control and monitoring of Defense budget.
14. Course on the control and monitoring of DAD budget.
15. Course on CAS Reports/draft para's/observations/MPAI/Internal Audit Reports.
16. Course on Leadership/Motivation/Morale/People Management/Communication etc. for AAO's/AO's/Sr.AOs.
17. Courses of BDP Section/Advice (3) courses/ Various projects of DAD etc.
18. Course for MTS.
19. Course on official language.
20. Training on office automation.
21. Course on anti-corruption/levyances/court cases/judgements.
22. Training course for SAS candidates.