



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
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(CIRCULAR NO: 96 of 27.08.2020)

**Subject: TRAINING CALENDAR FOR THE YEAR 2020-21 IN RESPECT OF THE CDA GUWAHATI.**

It is brought to the notice of all concerned that the Training Calendar of the organization of CDA Guwahati has been approved by the competent authority as per the Annexure-A (enclosed). The officer in-charge of sub offices/sections of main office are therefore requested to identify the training needs of the officer/staff under them and forward their names for the consideration against a particular training.

Due to the Covid-19 situations a considerable nos. of trainings could not be included in the In-house Training calendar and it has been decided that trainings will be mostly tried to be conducted on online mode which can be attended remotely.

The Area Accounts Office, Shillong is requested to send the proposal along with training Module, faculties, and list of nominated officials in respect of the courses to be conducted as cited in SI No 5&9 in the Training calendar for the approval of the competent authority in advance. Similarly the PAO(ORs) ARC Shillong in consultation with PAO(ORs) 58 GTC is to send proposals in respect of the courses cited in SI No 8,13 & 16 for according similar approvals. Until the Covid-19 situation is not improved, these trainings may be conducted strictly under the guidelines issued on the matter from time to time following all the norms and keeping participants level to a bare minimum.

*Sd/-*  
(N.R Biswas)IDAS  
Jt. Controller

(File No: O&M/Trg/203/In-house/Vol-XVII)

Distribution:

1. All GOs
2. SAO/AO/Asstt. Dir (OL) of Main Office
3. All the Sections Main Office
4. Officer-in-Charge Sub Offices(As per Std list) **(Through e-mail)**
5. PS to CDA/Jt.CDA
6. EDP Sec : With a request to upload the same on the web-site of CDA Guwahati.

**OFFICE OF THE CDA GUWAHATI**  
**IN HOUSE TRAINING CALENDAR FOR THE YEAR 2020-21**

SL No	Training Course	Level	Days	Location	Dates	Remarks
1	Training of SAS Part II Candidates for preparation of Exam	SA to Clerk	5 days	MO CDA Guwahati	Sep-20	
2	Training on E-Suchena, conducting of online classes and work from home	AAO to Adr	1 day	MO CDA Guwahati	Sep-20	
3	Training on Project Tulip & CMP	AAO to Adr	1 day	MO CDA Guwahati	Sep-20	
4	Training Programme on GeM & GST( Including uploading etc on GST Portal)	AAO to Ard	1 days	MO CDA Guwahati	Oct-20	
5	Pay Fixation : on promotion, MACP, Implementation of 7th CPC, Stepping up cases/Work related to Pay & Allowances Def Civilians/Post Audit M Section/TADA	SA to Clerks	3 days	Area Accounts Office Shillong	Oct-20	Proposal alongwith module, faculties and list of trainee to be forwarded to MO for approval
6	Training courses on effective communication(verbal & Non verbal) and Noting & Drafting	SA to Clerks	1 days	MO CDA Guwahati	Oct-20	
7	6 weeks New Recruits Training for Auditor/Clerk	Auditors & Clerk	30 days	MO CDA Guwahati	Nov-20	
8	Training Course on Dolphin System	AAO to Adr	2days	PAO (ORS) ARC Shillong	Nov-20	Proposal alongwith module, faculties and list of trainee to be forwarded to MO for approval
9	Taining course on Leadership/ Communication/ HR Management	AAO to Sr.AO	2 days	Area Accounts Office Shillong	Nov-20	Proposal alongwith module, faculties and list of trainee to be forwarded to MO for approval
10	Training cum Workshop on A/Cs Matter, Clearance of Suspense, DIDs, PM for A/Cs Section and sub offices	SA to Clerks	3 days	MO CDA Guwahati	Dec-20	

11	Training for Sparrow for implementation of online APAR	AAO to Clerks	1 day	MO CDA Guwahati	Jan-21	
12	HRD Training for AAO: Delegation of work, Time Management, Setting Priorities and Target; effective supervision of Tasks/Transactional Analysis	AAO	2 days	MO CDA Guwahati	Jan-21	
13	Training Course on Pay & Allowances entitlements of PBORs (Including TA) Settlement of Final Accounts, Rejection of DO-II, Project Dolphin	SA to Clerks	3 days	PAO (ORS) ARC Shillong	Feb-21	Proposal alongwith module, faculties and list of trainee to be forwarded to MO for approval
14	Handling of Grievances cases, RTI, Vigilance and Court cases	AAO to SA	1 days	MO CDA Guwahati	Feb-21	
15	Training courses on effective communication(verbal & Non verbal) and Noting & Drafting	SA to Clerks	1 days	Area Accounts Office Shillong	Feb-21	
16	Training course on Tax matters, TDS and IT, Service tax, GST etc.	AAO to Adr	2 days	PAO (ORS) ARC Shillong	Mar-21	Proposal alongwith module, faculties and list of trainee to be forwarded to MO for approval

(Approved by CDA Guwahati)



(S.PAUL)  
AO(O&M)