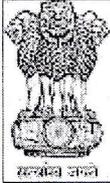


IMPORTANT CIRCULAR NO.50

E-mail /FAX/SPEED POSTT.T.B.



रक्षा लेखा नियंत्रक कार्यालय , गुवाहाटी, उदयन विहार, नारंगी, गुवाहाटी -781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS,
GUWAHATIUDAYAN VIHAR, NARANGI, GUWAHATI-781 171

Tel. 0361-2640394/2641142

FAX 0361-2640204/2640810/2641143.

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

Dated: 25/09/2017

Subject: Training Course on "Official Language, Office Communication, Noting & Drafting Skills" w.e.f. 16/10/2017 to 17/10/2017..

As per In house Training Calendar for the year 2017-18, it has been decided by the Competent Authority to conduct a Two (02) day Training cum workshop on the above subject in the Training Hall, M.O. CDA Guwahati as per Annexure-A w.e.f. 16/10/2017 to 17/10/2017. The participants of MO Guwahati & Sub-Offices as per Annexure-B are detailed to attend the training course.

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. 16/10/2017 to 17/10/2017 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-five (**25-approx**) in the Training hall from **16/10/2017 to 17/10/2017** 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)

Sr. Accounts Officer (O&M)

Annexure – ‘A’

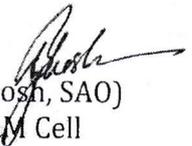
COURSE TITLE:- Training on official language, office communication, Noting & Drafting Skills, Discipline, Administrative matter and their role charter of duties and responsibility on 16/10/2017 to 17/10/2017.

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

VENUE:- Training Hall of CDA Guwahati.

Date	Session	Subject and Topics	Faculty
16/10/2017	I	Office Communication	Shri K Basumatary, AAO
	II	-do-	
	III	Noting & Drafting	Shri S Bannerjee, AAO
	IV	-do-	
17/10/2017	I	Discipline, Administrative matter	Ms Durba Bhattacharya, AAO
	II	-do-	
	III	Charter of Duties & Responsibilities on Official Language	Shri Anand Kumar, AAO
	IV	-do-	


(B. Ghosh, SAO)
O&M Cell

Annexure - 'B'

Course Title:- Training on Official language, Office communication, Noting & Drafting Skills, Discipline, Administrative matter and their role charter of duties and responsibility on 16/10/2017 to 17/10/2017.

Sl. No.	Name & Designation	A/C No.	Section/ Sub-Office where serving
1	Smt. S Rajashree, SA	8334090	AN-1B Sec
2	Shri Sanjeet Kumar, SA	8320302	AN-II GP-I
3	Shri Rajnish Kumar, SA	8344313	AN-III Sec
4	Shri Jayanta Biswas, SA	8339776	AN-IV Sec
5	Shri Kuntal Tapaswi, SA	8320357	AN-V Sec
6	Shri Prem Chand Gupta, SA	8338782	O&M Cell
7	Shri Abhay Kumar, SA	8320288	ORs Cell
8	Shri Prashant Kumar, SA	8342999	LAO (A) Narangi
9	Shri Umesh Kumar, SA	8320222	'T' Sec
10	Shri Shiv Shankar Prasad, SA	8341248	LAO 222 ABOD
11	Shri Alok Kumar Sinha, SA	8320345	AAO BSO Narangi
12	Shri P N Jha, SA	8320343	AAO Shillong
13	Shri C S Azad, SA	8320314	PAO (ORs) ARC
14	Shri Mantu Das, SA	8331616	LAO (A) Tezpur
15	Shri N K Singh, SA	8320344	AAO Shillong
16	Shri Rahul Kumar Roy, Aud	8348685	M-I Sec
17	Shri K Purkayastha, Aud	8348699	AN-1A Sec
18	Shri Arvind Kumar, Aud	8348703	'D' Sec
19	Smt Runkur Pegu, Aud	8344490	'T' Sec
20	Smt K Jennipher Devi, Aud	8348672	EDP Sec
21	Shri K M Gopal, Aud	8348711	PAO (ORs) ARC
22	Shri Mridul Biswas, Aud	8320380	ALAO 1 ABW
23	Smt Anima Sonowal, Clerk	8339839	AN-II GP-II
24	MD Sonali Shekh, Clerk	8348604	'R' Sec
25	Shri N N Singh, Clerk	8337483	ALAO FSD Rangiya
26	Md Mainul Haque, Clerk	8335384	PAO (ORs) 58 GTC


(B GHOSH, SAO)
O&M Cell