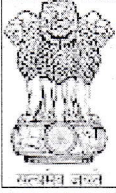


7

**IMPORTANT CIRCULAR NO.51**

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



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

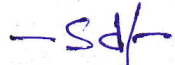
Dated:03/10/2017

**Subject: Training Course on “e-filing of TDS (24G & 24Q/26Q), CMP and on NPS” w.e.f. 06/11/2017 to 07/11/2017.**

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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. **06/11/2017 to 07/11/2017**. The participants of MO Guwahati & Sub-Offices as mentioned in Annexure-B enclosed are detailed to attend the training course.

TA/DA as per extant rules is authorized.

  
(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. **06/11/2017 to 07/11/2017** 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)


5. The Officer in Charge AN-IV Sec (Local)

For information please.

✓ 6. The Officer in Charge EDP Sec (Local)

For necessary seating arrangement and provide Note pad & Ball pen to the participants for Twenty-seven (**27-approx**) in the Training hall from **06/11/2017 to 07/11/2017** and also provide Tea and Snacks to the participants and faculty members during Tea Break.

For Uploading on CDA Guwahati Website.

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

**Annexure 'A'**

Subject : Training Course on e-filing of TDS (24G & 24Q/26Q), CMP and on NPS w.e.f 06/11/2017 to 07/11/2017

**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

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

**VENUE:** - Community Hall MO CDA Guwahati.

**PARTICIPANTS FOR TRAINING COURSE:** SAO to Aud

Date	Session	Subject	Name of Faculty
06/11/2017	1 <sup>st</sup> Session	e-filing of TDS (24G & 24Q/26Q)	Shri P D Sharma, SAO
	2 <sup>nd</sup> Session	To Continue	-do-
	3 <sup>rd</sup> Session	SBI CMP	Shri S S Devroy, SAO
	4 <sup>th</sup> Session	To continue	-do-
07/11/2017	1 <sup>st</sup> Session	Introduction; structure and overview of NPS, Registration of PAO, DDO & Subscriber; Exit from NPS. Reset of I-Pin and navigation through NPSCAN etc.	Shri Nilanjan Chakraborty, AAO
	2 <sup>nd</sup> Session	Pay bill recovery, booking and processing of subscriber's contribution through NPSCAN and remittance of fund of trustee bank/common error in uploading. Preparation of Strength & Status report.	-do-
	3 <sup>rd</sup> Session	Maintenance and updation of subscriber's data by PAO/process to carry out changes/flagging of subscriber's details, online view of various report, functionality of Error Rectification Module (ERM) and Employee Mechanism (EEM) which can be carried out by PAO. Processing of the cases in case of transfer/resignation etc.	Shri Rajesh Singha, SAO
	4 <sup>th</sup> Session	Valediction.	


  
Sr. Accounts Officer (O&M)



**Annexure - 'B'**

**Course Title:- Training Course on 'e-filing on TDS (24G & 24Q/26Q), CMP and on NPS' wef 06/11/2017 to 07/11/2017.**

Sl. No.	Name & Designation	A/C No.	Section/ Sub-Office where serving
1	Shri S M A Chiste, SAO	8334114	PAO (ORs) ARC Shillong
2	Shri Dipankar Ghosal, AAO	8333194	AN-III Sec
3	Shri Kamlesh Manjhi, AAO	8337065	'D' Sec
4	Shri Thomas Tigga, AAO	8338667	E-IIIA Sec
5	Shri K K Sinha, AAO	8334739	M-IV Sec
6	Shri Manoj Kumar, AAO	8320293	O&M Cell
7	Shri Amrendra Kumar, SA	8339203	AN-1B Sec (Local)
8	Shri Ramesh Kumar, SA	8339218	AN-II GP-II (Local)
9	Shri T C Borah, SA	8337495	AN-III Sec (Local)
10	Shri Joydeep Dey, SA	8331699	E-I Sec (Local)
11	Shri Rajesh Kumar, SA	8320263	E-IIIC Sec
12	Shri Mritunjay Kumar, SA	8345599	E-IIIB Sec
13	Shri Kumar Sonu, SA	8341182	M-III Sec
14	Shri A K Pandey, SA	8320303	SC-I Sec
15	Shri P S Rajan, SA	8331768	SA Sec
16	Ms Sashmita Borah, SA	8348628	SC-II Sec
17	Shri Shashi Ranjan Kumar, SA	8339828	SC-III Sec
18	Shri R Muchahary, SA	8338779	SC-V Sec
19	Shri L Tuolor, SA	8337463	AAO Shillong
20	Shri Rajesh Kumar Deo, SA	8334261	PAO (ORs) 58 GTC
21	Shri Biswarup Majumdar, SA	8348645	PAO (ORs) ARC
22	Shri Jitendra Kumar, SA	8320299	EDP Sec
23	Shri A M Lakra, SA	8339758	DDP Cell
24	Shri Arvind Kumar, Aud	8348703	'D' Sec
25	Shri Bipradas Naskar, Aud	8348677	AO AGE (I) Agartala
26	Shri W Rojeet, Aud	8348687	AO GE 859 EWS
27	Md Riyasat Ali, Aud	8348702	M-I Sec

  
( B GHOSH, SAO )  
O&M Cell