

IMPORTANT CIRCULAR NO.14

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**

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No. O&M/Inspn/140/Trg/SAS/12-13

Dated: 20/03//2018

Subject: Special In- House Training Course for SAS Apprentice w.e.f 2nd April to 06th April 2018.

It has been decided by the Competent Authority to conduct 05 (Five) days Special In- House training programme for those SAS Apprentices who have not qualify SAS Part-I Examination and appearing in the forthcoming SAS Part-I Exam 2018 (which is scheduled to be held w.e.f. 16/04/2018 to 20/04/2018) is to be conducted at Training Hall of MO CDA, Guwahati as per Annexure-A w.e.f. 02nd April to 06th April 2018. The participant of LAO(A) Shillong as per Annexure-B is detailed to attend the training course.

TA/DA as per extant rules is authorized.

-Sol-
(K. Lalbiakchhunga, IDAS)
Asstt. Controller

Copy to: -

1. The Officer- in- Charge
LAO (A) Shillong
PO:- Bivar Road
Shillong:- 793001

For information with request to detail the nominated officials to attend the above training course w.e.f. 02/04/2018 to 06/04/2018 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)

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 for Only **One (01)** in the Training hall from 02/04/2018 to 06/04/2018 and also provide **Tea and Snacks** to the participant 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: - In house-training on "Training Course for SAS Part-I Candidates" w.e.f. 02/04/2018 to 06/04/2018.

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, MAIN OFFICE, CDA, GUWAHATI.

Date	Session	Subject and Topics	Faculty
02/04/2018	I	<u>Organisation, Role & Function, Duties & Responsibilities of:-</u> Ministry of Defence and Defence Finance. - Defence Accounts Department - Controller General of Defence Accounts - Different Pr.CsDA/PCA (Fys)/CsDA including CDA (BR) and PAO (GREF)/CF&A (Fys.)/ CDA (Funds). - Army, Air Force & Navy (including Services HQrs. and their Command & Control Structure). - Inter - Service Organisations - Other Agencies like GREF, Coast Guard Organisations, DRDO etc. dealt with by the DAD. OM Part-I (except chapter-II), DSE and DSR (Regulations for Army Part-I Chapter-I)	Shri Nilanjan Chakraborty, AAO
	II	Functions of Pay Accounts Office under Ministry of Defence. Organisation and work dealt with by various Sections of a Controller's Office. General Principles regarding working of Controllers offices including PCDA, New Delhi. Role and Functions of the Controller General of Accounts. Duties & Power of Comptroller & Auditor General of India. OM Part-II Vol-I	Shri Sabir Alam, AAO
	III	Defence Audit Code	Ms Durba Bhattacharjee, AAO
	IV	CCS (Conduct) Rules CCS (CCA) Rules RTI Act- 2005 and amendments there to	Shri Gulam Abedin, SAO
03/04/2018	I	<u>Defence Accounts Code</u>	Shri Gopal Saha, AAO
	II	<u>Introduction of Indian Govt Accounts and Audit (Chapter 6,7,8,15 to 18)</u> <u>Receipts and Payment Rules-(Part-III Section-I)</u>	Shri K Basumatary, AAO
	III	<u>Financial Regulations Part I</u>	Shri K K Prasad, AAO
	IV	<u>Financial Regulations Part- II</u>	Shri K T Singh, AAO

04/04/2018	I	<u>Accountancy : Final Accounts</u>	Shri Shri B Ghosh, SAO
	II	<u>Accountancy : Theory</u>	Shri Sandilya Kumar, AAO
	III	<u>Accountancy : Problems</u>	Shri Subhasish Banerjee, AAO
	IV	<u>Accountancy : Costing</u>	-do-
05/04/2018	I	<u>Section-I Pay & Allowances (Civil)</u> Standard Pay scale & Fixation of pay, Stepping up of pay, Anomalies, Increments, DA, HRA, CCA, Transport Allowance, Washing Allowance, Cycle Allowance, Over Time Allowance, Fee and Honorarium.	Shri Dipankar Ghosal, AAO
	II	Children's Educational Allowance, Central Government Health Scheme for Serving Employees and Pensioners CGE Group - Insurance Scheme. Medical Attendance Other Service Matters - Service Book etc. Interest Free and Interest Bearing Advance - General Conditions- Travelling Allowance, Leave Travel Concession: Income Tax, Government Quarters -	-do-
	III	<u>Provident Fund and Pension (CIVIL)</u> Pension - Authorisation of Pension and Gratuity - Payment of Pension	Shri Swapan Baruah, AAO
	IV	<u>PENSION ARMY</u> Pension Regulation for Services (Part-I) - General - Commissioned Officers - JCOs/ORs. NCs (E) - Regulations for Services (Part-II) - General Regulations - grant of Pension and Gratuities, New Pension Scheme.	-do-
06/04/2018	I	<u>PAY & ALLOWANCES OF ARMY</u> P & A Regulations (ORs)& Officers Leave Rules for the Services Volume I (Army)	Shri Niraj Kumar, AAO
	II	Provisions of Travel Regulations peculiar to the Services Army Group Insurance Scheme, O.M. Part-IX OM Part X	Shri N R Mazumdar, AAO
	III	Discussion/Query about any problems	
	IV	-do-	

Note :- Training should be imparted as per syllabus of SAS Part-I Exam in respect of all the Books and manuals as mentioned in O.M. Part-I Page 96 to 115.

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(B Ghosh)
SAO (O&M)

ANNEXURE-B

Sl. No.	Name	Designation	A/c. No.	Office where Posted
1	Shri C Viyogi	SAS Apprentice	8339817	LAO(A) Shillong