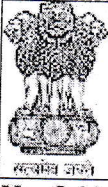


Important Circular No.45

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: 25/08/2017

**Subject: Training course on Leadership/ Motivation/ Morale/ People Management/ Communication etc.**

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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 classes on the above subject in the Training Hall, M.O. CDA Guwahati as per Annexure-A w.e.f. 04/09/2017 to 05/09/2017. 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.

*- SA/-*  
(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. 04/09/2017 to 05/09/2017 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) Sec (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-six (26-**approx**) in the Training hall from 04/09/2017 to 05/09/2017 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*  
(B. GHOSH)  
Sr. Accounts Officer (O&M)

Annexure 'A'

COURSE TITLE:- Training Course on Leadership/Motivation/Morale/People Management/Communication etc.  
DATE: 04/09/2017 to 05/09/2017.

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 AAO

Date	Session	Subject	Faculty
04/09/2017	1 <sup>st</sup> Session	Leadership – Personality Development, Organisational Development, Team Building	Shri H B Dutta, SAO AO CCE Dinjan
	2 <sup>nd</sup> Session	Contd...	-do-
	3 <sup>rd</sup> Session	Motivation – Concept & Application, Work as duty	Shri M H N Singh, SAO MO CDA Guwahati
	4 <sup>th</sup> Session	Morale – Human behavior in Organisation	-do-
05/09/2017	1 <sup>st</sup> Session	People Management – Interpersonal Relations, Transactional Analysis, Time Management, Stress Management, Conflict Management, Decision Making	Shri M H N Singh, SAO MO CDA Guwahati
	2 <sup>nd</sup> Session	Contd...	-do-
	3 <sup>rd</sup> Session	Communication	Shri H B Dutta, SAO AO CCE Dinjan
	4 <sup>th</sup> Session	Feedback and Vaediction	



**List of Trainees for Two-day Training Course on Leadership/Motivation/Morale/People Management/Communication etc.**

**DATE:** 04/09/2017 to 05/09/2017.

Sl. No.	Name & Designation	A/C No.	Section/ Sub-Office where serving
1	Shri S S Dev Roy, SAO	8319763	EDP CELL (Local)
2	Shri P D Sharma, SAO	8328844	M O CDA, Guwahati
3	Shri Rajesh Singha, SAO	8331592	M O CDA, Guwahati
4	Shri Amit Kumar, SAO	8336407	AO GE 868 EWS
5	Shri Biswajit Ghosh, SAO	8335352	M O CDA, Guwahati
6	Shri Ganesh Rai, AO	8331740	AO GE Guwahati
7	Md Hussain Ahmed, SAO	8334120	AO GE (P) Shillong
8	Shri S Roy Chowdhury, AO	8327221	AO GE Shillong
9	Shri Nagina Singh, AO	8333956	AO GE Silchar
10	Shri J P Singh, AO	8321357	AO AGE (I) Lekhapani
11	Shri J Nayak, AAO	8323725	AAO BSO Narangi
12	Shri Subhasish Singha, AAO	8334129	AAO BSO Silchar
13	Shri D K Kalita, AAO	8328888	LAO (A) Guwahati
14	Shri Manoj Kumar, AAO	8320293	O & M Cell (Local)
15	Shri Sanjit Kumar, AAO	8320287	A/cs Sec (Local)
16	Md Sabir Alam, AAO	8320326	AN-V (Local)
17	Smt Pinki Kumari, AAO	8340746	A/cs Sec (Local)
18	Ms Durba Bhattacharya, AAO	8340020	IA Sec (Local)
19	Shri Kamlesh Majhi, AAO	8337065	'D' Sec (Local)
20	Shri Gulam Abedin, AAO	8326069	LAO 222 ABOD
21	Shri Sanjay Hazarika, AAO	8334147	LAO 222 ABOD
22	Shri Partha Das, AAO	8335365	LAO (A) Narangi
23	Shri M Boro, AAO	8331644	ALAO FSD RANGIYA
24	Shri Krishan Prasad, AAO	8334780	AAO Shillong
25	Shri Jayanta Borah, AAO	8331688	ALAO 313 COY ASC (SUP)