



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/Insp/203/In House/Vol-XIII

Dated: 12/05/2017

Subject: **Training cum Workshop on Audit of revenue accounts by BSO & AO GEs. for AAO's to Clks.**

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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 02 (Two) days training course on the above subject in the Training Hall, M.O. CDA Guwahati as per Annexure-A w.e.f. 31/07/2017 to 01/08/2017. The participants of BSO & AO GEs offices as per Annexure-B are detailed to attend the training course.

In case it is not possible to relieve the nominated official from the sub-offices, suitable replacement may invariably be nominated to attend the training course.

**TA/DA as per rule is authorized.**

- Sd-

(J. K. Das, IDAS)

Dy. CDA

Copy to: -

1. The Officer- in- Charge

For information with the request to detail the nominated official to attend the above training course w.e.f. 31/07/2017 to 01/08/2017 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)

For information please.

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 25 Twenty-five (approx) in the Training hall on 31/07/2017 to 01/08/2017 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.

(MOLOY GHOSH)

Sr. Accounts Officer (O&M)

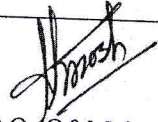
Offices.  
DATE: 31/07/2017 to 01/08/2017.

**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:** - Training Hall, MO CDA Guwahati.


**PARTICIPANTS FOR TRAINING COURSE:** AAO to Clk

Date	Session	Subject	Faculty
31/07/2017	1 <sup>st</sup> Session	Function of AAO BSO, Ledgers and Accounts – Revenue Ledgers, L.F. Assessment Ledger	Shri Ganesh Rai, AO
	2 <sup>nd</sup> Session	Occupation & Vacation Returns, Return of recoveries, Annual Occupation Returns.	-do-
	3 <sup>rd</sup> Session	Allotment of Accomodation, Scale of Accomodation, Vacant building statements, Water & electricity and Furniture	Shri S D Sarkar, SAO
	4 <sup>th</sup> Session	To continue...	-do-
01/08/2017	1 <sup>st</sup> Session	Issue LF Bills, O/s LF bills – action thereof.	Shri J Nayak, AAO
	2 <sup>nd</sup> Session	Financial Accounts and Construction Account, Allotment of Funds, Cash Assignment & linkage thereof, Cash Requisition. ARMES, Scrutiny of MER.	-do-
	3 <sup>rd</sup> Session	Register of Buildings, Hiring of Buildings	-do-
	4 <sup>th</sup> Session	Feedback and Valediction.	

  
Sr. AO (O&M Cell)

List of Trainees for two days Training Course cum Workshop on audit of Revenue Accounts by BSO  
& AO GE Offices from 31<sup>st</sup> July to 1<sup>st</sup> August 2017.

Sl. No.	Name & Designation	A/C No.	Section/ Sub-Office where serving
1	Shri Subhasish Singha, AAO	8334129	AAO BSO Silchar
2	Shri Ashish Kumar, SA	8320269	AAO BSO Narangi
3	Shri, S D Choudhury, SA	8334154	AO GE (AF) Borjhar
4	Shri G Acharjee, SA	8328361	AO GE Narangi
5	Shri G K Nath, SA	8331576	AO GE (AF) Shillong
6	Shri Shantanu Biswas, SA	8334169	AAO BSO Shillong
7	Shri Shambhu Mandal, SA	8305276	AO GE Jorhat
8	Shri D Konwar, SA	8319835	AAO BSO (AF) Jorhat
9	Shri S J Bhuyan, Clerk	8339759	AO GE Tezpur
10	Shri Dipen Kaman, SA	8335389	AAO BSO Tezpur
11	Shri Debajit Bhattacharjee, SA	8328858	AO GE Silchar
12	Shri M K Thakur, SA	8320007	AAO BSO Silchar
13	Shri Herald Dkhar, SA	8335411	AO GE Missamari
14	Shri Kanhiya Lal Swami, Aud	8348691	AAO BSO Missamari
15	Shri Jiban Kumar Loying, SA	8348644	AO GE Dinjan
16	Shri Alok Chakraborty, SA	8339773	AO GE 859 EWS
17	Shri L C Neihial, Auditor	8337527	AO GE 868 EWS
18	Shri Y Haokip, SA	8335434	AO GE 869 EWS
19	Shri G N Bora, SA	8326205	AO GE 872 EWS
20	Shri D K Rabha, SA	8331643	AO AGE (I) Rangiya
21	Shri A R Choudhury, SA	8331725	AO AGE (I) Kumbhigram
22	Shri D Lienthang, SA	8335435	AO AGE (I) Lekhapani
23	Shri Arun Kumar Naskar, SA	8339808	AO GE (AF) Chabua
24	Shri Ramesh Joshi, SA	8319871	AO GE (P) Shillong
25	Shri Rakesh Kumar, SA	8320294	AAO BSO Narangi

  
Sr. A O (O&M Cell)