



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/Trg/203/In House/Vol-XIII

Dated: 02/07/2018

Subject:- In-house Training Course for Departmental Examination for Promotion of Graduate Clerks and Graduate MTS to Auditor grade Candidates.

It has been decided by the Competent Authority to conduct a Two (02) day Training Course on the above subject in the Training Hall, M.O. CDA Guwahati as per Annexure-A w.e.f. 09/07/2018 to 10/07/2018. 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 -
(K. Lalbiakchhunga, IDAS)
Asstt. Controller

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. 09/07/2018 to 10/07/2018 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)

} For information please.

4. The Officer in Charge AN-II (Gp-II) (Local)

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

For necessary seating arrangement and provide Note pad & Ball pen to the participants for Twenty (20-approx) in the Training hall from 09/07/2018 to 10/07/2018 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.

S. Paul
(S. Paul)
Accounts Officer (O&M)

ANNEXURE-A

PROGRAMME FOR TRAINING CASSES FOR CLERKS & MTS TO AUDITORS
DEPARTMENTAL EXAMINATION 2018

There will be four session every day for 75 minutes each 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 at CDA Guwahati.

Date	Session	Subject / Topics	Faculty
09/07/2018	I	OM PART-I	Shri S. Banerjee, AAO
	II	OM PART-II	Shri Nilanjan Chakraborty, AAO
	III	DO	-----DO-----
	IV	AUDIT CODE	Smt. Durba Bhattacharjee, AAO
10/07/2018	I	A/Cs CODE	Shri K. Neog, AAO PAO ORS (ARC) Shillong.
	II	COMPREHENSION & WRITING ABILITY OF ENGLISH	Shri A. Hussain, Retd. ACDA
	III	APENDIX 'A' TO DSE	Sri Niraj Kumar, AAO
	IV	ELIMENTARY KNOWLEDGE OF COMPUTERS	Shri Animesh Dhar, SA



Accounts Officer(O&M)

ANNEXURE-B

The participants of MO Guwahati & Sub-Offices.

Sl No.	Name	A/C No.	Desig.	Office where serving
1	Md. Shahid	8339774	Clerk	AAO BSO(AF) Jorhat
2	Sarina Pradhan	8339760	Clerk	AAO Shillong
3	Anand Kumar	8344408	Clerk	AAO Shillong
4	Manish Kumar	8341272	Clerk	AO GE 859 EWS
5	Raghwendra Prasad	8348668	Clerk	AO GE Tezpur
6	Joseph M. Sungte	8344422	Clerk	MO CDA Guwahati
7	Anirban Dey	8348649	Clerk	MO CDA Guwahati
8	Nemmercy Vaiphei	8342304	Clerk	MO CDA Guwahati
9	Sumit Kumar Mandal	8348633	Clerk	GE Umroi AO
10	Pauthianlal Vaiphei	8348621	Clerk	AO GE 868 EWS
11	Neihoineng Lhouvum	8348623	Clerk	PAO(ORs) 58 GTC Shillong
12	Rajesh Kumar	8348614	Clerk	GE Umroi AO
13	Pritima Deka	8348679	MTS	MO CDA Guwahati
14	Firdus Ahmed Arif	8348688	MTS	MO CDA Guwahati
15	Deba Brata Sinha	8348692	MTS	MO CDA Guwahati
16	Amrit Sunwar	8348683	MTS	MO CDA Guwahati
17	Sushant Kumar Karn	8348684	MTS	MO CDA Guwahati
18	Washim Akram Barlaskar	8348690	MTS	MO CDA Guwahati
19	Dipankar Kumar Gupta	8348689	MTS	MO CDA Guwahati
20	Prakash Dhanuk	8348686	MTS	MO CDA Guwahati



Accounts Officer(O&M)