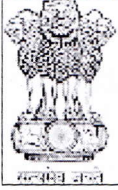


IMPORTANT CIRCULAR NO.61



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: 04/12/2017

Sub: Training cum Workshop on "Accounts Matter, Clearance of Suspense, DID's & PM for A/Cs Section and sub offices" w.e.f. 18/12/2017 to 20/12/2017

As per In house Training Calendar for the year 2017-18, it has been decided by the Competent Authority to conduct a Three (03) day Training Course on the above subject in the Training Hall, M.O. CDA Guwahati as per Annexure-A w.e.f. 18/12/2017 to 20/12/2017. The faculty members and the participants of MO Guwahati & Sub-Offices as mentioned in Annexure-'A' & 'B' enclosed are directed to attend the above mentioned training course without fail.

TA/DA as per extant rules is authorized.


(K. Lalbiakchunga, IDAS)
ACDA

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. 18/12/2017 to 20/12/2017 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)

} 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 (20-approx)** in the Training hall from 18/12/2017 to 20/12/2017 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)
Sr. Accounts Officer (O&M)

COURSE TITLE:- Training cum Workshop on “Accounts Matter, Clearance of Suspense, DIDs & PM for A/Cs Section & Sub offices” wef 18/12/2017 to 20/12/2017.

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

VENUE: - Training Hall MO CDA Guwahati.

PARTICIPANTS FOR TRAINING COURSE: AAO & Staff form A/c Section MO CDA and from Sub-Offices also as per Annexure-B.


Date	Session	Subject and Topics	Faculty
18/12/2017	I	General Principles & Methods of Accounts	Shri G C Saha, AAO
	II	-do-	-do-
	III	General Rules and Procedure applicable to Defence Proforma Account & Detailed Accounting Procedure regarding the adjustment of transaction relating to Defence Proforma Account.	Shri K Neog, AAO
	IV	-do-	-do-
19/12/2017	I	Mechanical Compilation of Accounts, Preparation of Punching Medium, Transfer Entry, TBOs and its adjustment	Shri K Neog, AAO
	II	-do-	-do-
	III	Clearance of Suspense Heads/Accounts and maintenance of debt head register, Review of Balance	Shri S C Adhikari, SAO
	IV	-do-	-do-
20/12/2017	I	Exchange Accounts between CDAs and DID Schedules.	Shri K Neog, AAO
	II	-do-	-do-
	III	Review of Compilation and transfer entries	Smt. Pinki Kumari, AAO
	IV	Valediction & Feedback	


Sr. Accounts Officer

Annexure - 'B'

Course Title:- Training cum Workshop on 'Accounts Matter, Clearance of Suspense, DIDs & PM for A/Cs Section and sub offices' wef 18/12/2017 to 20/12/2017.

Sl. No.	Name & Designation	A/C No.	Section/ Sub-Office where serving
1	Shri Sanjit Kumar, AAO	8320287	A/Cs Sec
2	Shri Abodh Rout, AAO	8334606	AN-I B Sec
3	Shri Brahma Nand, SA	8320390	A/Cs Sec
4	Smt Seema Gond, SA	8320390	-do-
5	Shri K K Kabui, SA	8337490	'D' Sec (Local)
6	Shri P K Bhattacharya, SA	8320191	LAO 222 ABOD
7	Shri P K Bibhuti, SA	8320333	'R' Sec
8	Shri Anil Kumar, SA	8320226	SA Sec
9	Shri Rajesh Kumar, SA	8320350	SC-I Sec
10	Shri Santosh Kumar, SA	8320319	IA Sec
11	Smt K Zhoyia Kayina, Aud	8348671	-do-
12	Shri Dharendra Paswan, Aud	8320276	DDP Cell
13	Shri Ashutosh Kumar, Aud	8320373	Pay Tech
14	Shri Priyank, Aud	8339357	O&M Cell
15	Smt. Runkur Pegu, Aud	8344490	'T' Sec
16	Smt Suchitra Parida, Aud	8331659	A/Cs Sec
17	Shri S K Deka, Clerk	8331680	LAO (A) Guwahati
18	Shri Manish Kumar, Clerk	8341272	LAO 222 ABOD
19	Smt Sujata B Paul, SA	8334138	A/Cs Sec
20	Shri Sanat Kumar Chandan, SA	8321364	LAO (A) Narangi


(B GHOSH, SAO)
O&M Cell