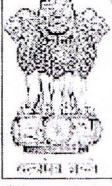


IMPORTANT CIRCULAR NO. 02

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/Inspn/140/Trg/SAS/12-13

Dated: 09/02//2018

Subject: In- House Training Course for SAS Preliminary Exam Passed Candidates w.e.f 19th Feb to 23rd Feb 2018.

It has been decided by the Competent Authority to conduct a 05 (Five) day training programme for SAS Preliminary Exam Passed Candidates (who will participate in SAS Part-I Exam 2018 which is 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. 19th Feb to 23rd Feb 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. 19/02/2018 to 23/02/2018 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 participants for **Fourteen (14-approx)** in the Training hall from 19/02/2018 to 23/02/2018 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)

IMPORTANT CIRCULAR NO. 02

E-mail /FAX/SPEED POSTT.T.B.



रक्षा लेखा नियंत्रक कार्यालय , गुवाहाटी, उदयन विहार, नारंगी, गुवाहाटी -781171

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Asstt. Controller

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6. The Officer in Charge EDP Sec (Local)

For Uploading on CDA Guwahati Website.

-sd-

(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. 19/02/2018 to 23/02/2018.

TRAINING SCHEDULE:-There will be 4 sessions every day each for 75 minutes as under:-

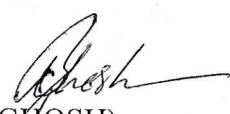
Session I - : 10.15 hrs to 11.30 hrs, Session II - : 11.45 hrs to 13.00 hrs

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
19/02/2018	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.	Shri M H Laskar, SAO
	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.	-do-
	III	CCS (Conduct) Rules CCS (CCA) Rules	Shri S Paul, SAO
	IV	<u>Defence Audit Code</u>	Ms Durba Bhattacharjee, AAO
20/02/2018	I	<u>Defence Accounts Code</u>	Shri Gopal Saha, AAO
	II	<u>Introduction of Indian Govt Accounts and Audit</u>	-do-
	III	<u>Financial Regulations Part I</u>	Shri Nilanjan Chakraborty, AAO
	IV	<u>Financial Regulations Part- II</u>	-do-
21/02/2018	I	<u>Accountancy : Final Accounts</u>	Shri Sandilya Kumar, AAO
	II	<u>Accountancy : Theory</u>	-do-

	III	<u>Accountancy : Problems</u>	Shri S Banerjee, AAO
	IV	<u>Accountancy : Costing</u>	-do-
22/02/2018	I	<u>Section-I Pay & Allowances (Civil)</u> Standard Pay scale & Fixation of pay, Stepping up of pay, Anomalies, Increments D A, HRA, CCA, Transport Allowance, Washing Allowance, Cycle Allowance, Over Time Allowance, Fee and Honorarium.	Gulam Abadin, 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>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	-do-
23/02/2018	I	<u>PAY & ALLOWANCES OF ARMY</u> P & A Regulations (ORs) 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 OM Part X	-do-
	III	Open Discussion	
	IV	Valediction.	


 (B GHOSH)
 SAC (O&M)



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OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
UDAYAN VIHAR, NARANGI, GUWAHATI- 781171
फैक्स/Fax:0361-2640204 फोन/Ph: 0361-2640394, 2641142



सं./No. AN/I C/SAS/Part-I/April/2018

दिनांक/Date :25/01/2018

सेवा में /To

The Officer-in-charge
O&M Cell (Local)

विषय/ Sub: SAS Part-I Examination scheduled to be held in April,2018.

संदर्भ /Ref.: Your letter No. O&M/Inspn/140/Trg/SAS/12-13 dated 24/01/2018.

With reference to your letter cited above, it is intimated that the following officials have applied for appearing in the ensuing SAS Part-I examination scheduled to be held in April, 2018.

Sl No.	Name	A/C No.	Desig.
1	DHIRAJ KUMAR	8340082	SA
2	HIMANKAR BISWAS	8339831	SA
3	ARUN KUMAR NASKAR	8339808	SA
4	PRASHANT KUMAR	8342999	SA
5	BIRENDRA KR. YADAV	8339813	SA
6	L. KAMBIAKLAL	8342549	AUD.
7	DEEPAK KUMAR	8322330	SA
8	ABHIJIT PRASAD	8342479	SA
9	MD. NADIM ASHRAF	8337689	SA
10	RAKESH KR SINHA	8339349	AUD.
11	N. L. PRADHAN	8337508	AUD.
12	JITENDRA KUMAR	8339772	SA
13	MD. SHAHNAWAZ	8340246	STENO-II
14	T. PAUTHANSANG	8337671	SA

This is for your information and necessary action please.

(अजय कु. मिश्र/Ajay Kr. Mishra)
स. लेखा अधिकारी (प्रशा.)
Asstt. AO (AN)