



File No: O&amp;M/Trg/203/In-house/XIII

Dated: 11.07.2018

(MOST IMPORTANT CIRCULAR NO DATED 11.07.2018)

**Subject : TRAINING FOR NEW RECRUITS: FIRST BATCH.**

As per Para 2.4 of Training and Development Policy 2013, there is to be two months (8 weeks) Foundation Training for Auditors/ Clerks to be imparted by the RTCs. However it has been directed by Hqrs Office, New Delhi vide their Important Circular No 30 Dated 8<sup>th</sup> May 2018 that out of 8 weeks foundation training, 6 weeks training (30 days) will be conducted by the respective PCDA/CDA and the rest 2 weeks (10 days) Training will be conducted by the respective RTCs followed by a qualifying test to be conducted by the RTCs and the result thereof will be communicated to the PCDA/CDA by the RTCs. Successful completion of both the training has been made a pre-requisite for completion of probation in respect of New Recruits.

2. Accordingly a training for the New Recruits, who are posted in Guwahati area (first batch) has been organized in the Community Hall of MO CDA Guwahati from 23<sup>rd</sup> July, 2018 to 5<sup>th</sup> September 2018 (30 days), the list of the **selected trainee New Recruits is enclosed as Annexure-B**. All the new recruits listed therein will be temporarily attached to the O&M cell of Main office from 23<sup>rd</sup> July, 2018 to 5<sup>th</sup> September 2018 and will have to report at community Hall accordingly during the Training.

3. The training classes for the first batch will start from 23<sup>rd</sup> July 2018 (9.15 am) and will conclude on 5<sup>th</sup> September, 2018 (5.15 pm). A written test will be held on 5<sup>th</sup> September, 2018.

4. The Auditors/ Clerks discharge the basic and primary functions assigned to DAD. The 30 days training module has been designed accordingly to develop their efficiency, attitude and skill for better job performance. The entire 30 days **training Schedule and name of faculties/ other conducting officers is enclosed as Annexure- A**.

5. Officer-in-Charge of the sections of MO/ Head of the sub offices are to ensure that the selected trainee New Recruits attend classes regularly and are not sanctioned any kind of leave during the period of training.

6. The following instructions are to be strictly followed by the trainees:

- a) New –recruits will have to attend classes regularly and punctually. They are required to mark their attendance for each session separately.
- b) New-recruits are to maintain absolute discipline during the training sessions and should not loiter outside the Training Hall.
- c) New-recruits have to take prior permission of the Officer-in-Charge of the Training /Faculty before leaving training classes, if so required, absolutely in emergency.


7. The selected faculties as shown in Annexure-B are required to submit their “ Hand Out” to the O&M Section in respect of their assigned classes strictly 7 days before their scheduled class for making photocopies thereof in a planned manner and eventual distribution to the trainees. While preparing Hand Out, faculties may also contact O&M Cell for any assistance regarding materials already available with the Cell. Further faculties are requested to make Power point Presentation while taking their respective classes.

8. TADA is not authorized being training for the local New-recruits.

9. The contents of this circular are to be got noted by all concerned for strict compliance.

10. The receipt of the circular may be acknowledged personally by the officer-in-Charge/ Head of the Sub-offices to the Officer-in-Charge of O&M Cell(By Name).

Enclo : Annexure-A  
Annexure-B

  
(Dr. K. Lalbiakchung) IDAS  
GO (O&M Cell)

Distribution:

1. All GOs/SAOs/AOs of MO
2. All Sections of MO  
(Extra copies to the candidates For their strict compliance) Along with a training Schedule as Annexure-A & Annexure-B.
3. All Faculties / other  
Conducting officers (By Name)
4. O/i-C AN-I (A&C) Section For kind information and necessary action.

5. O/i-C AN-IV Section

For necessary seating arrangement/action regarding hygienic washroom facility/ un interrupted AC/white board/ Training File Note Pad, pen to 30 candidates and also for arrangement of Tea and snacks to the participant and faculty members during Tea break. Further a photo session will have to be conducted.

6. O/i-C EDP Section

With a request for uploading on the CDA Guwahati Web-site. He is also requested to depute a person for supervision of projector during the training classes.

7. The LAO (A) Narangi

For conducting practical on job training at your office as per the schedule.

8. The AO GE Narengi

9. The AAO BSO Narengi

10. The LAO 222 ABOD  
C/O 99 APO

Alongwith extra copies of the circular for the selected trainee New-recruits for their strict compliance.

11. Guard file.

12. Spare copies (5 copies)

13. PS/PA to CDA/Jt.CDA



(S.PAUL)

Accounts Officer (O&M Cell)

## Annexure- A

### Module of 6 Weeks Induction Training for newly recruited Auditors / Clerks to be conducted in CDA Guwahati

There will be four sessions everyday 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 : Community Hall, CDA Guwahati

AY	DATE	SESSION	TOPICS	FACULTY/ Conducting Officer
1	23-07-2018 (09.45 hrs)		Inauguration	Shri MC Chakraborty, IDAS CDA Guwahati / Dr K Lalbiakchhunga, IDAS Training Manager
	23-07-2018 Session- I	1	Introduction to Admin Section	Shri S C Adhikari, SAO
	Session- II	2	do	do
	Session-III	3	Introduction to Accounts Section	Shri R Singha, SAO
	Session -IV	4	do	do
2	24-07-2018 Session- I	5	Introduction to Pay Section	Shri Amit Kumar, SAO
	Session- II	6	do	do
	Session-III	7	Introduction to R Section	Shri Kamalesh Majhi, AAO
	Session -IV	8	Introduction to GST, GeM	Shri Swapan Barua, AAO
3	25-07-2018 Session- I	9	Introduction to O & M Cell	Shri Shibabrata Paul, AO
	Session- II	10	Introduction to Fund Cell	Shri Nilanjan Chakraborty, AAO
	Session-III	11	Introduction to Transport Section including extensive discussion on Travelling allowances	Shri Biswajit Ghosh, SAO
	Session -IV	12	do	do
4	26-07-2018 Session-I	13	Introduction to Misc Section	Shri R Darngawn, AAO
	Session-II	14	do	do
	Session-III	15	Introduction to Engineering Section	Shri S. Dey Sarkar, SAO
	Session-IV	16	do	do
5	27-07-2018 Session-I	17	Introduction to store Section	Shri Moloy Ghosh, SAO
	session-II	18	do	do
	Session-III	19	Introduction to IFA Section, Financial concurrance Scrutiny	Shri Gopal Roy, AO
	Session-IV	20	DPM, GFR-2017 & DFPDS	do
6	30-07-2018 Session-I	21	Attendance-Hours of attendance, grant of leave, absence-regularisation.	Shri Dipankar Ghoshal, AAO
	Session-II	22	Types of leave and its entitlement	Do
	Session-III	23	Annual Performance Appraisal Report: various important aspects	Shri T. C Das, AAO
	Session-IV	24	Recruitment Rules-cum-Promotional avenues in DAD	Do

	31-07-2018 Session-I	25	Confirmation, Seniority & Compassionate Appointment in DAD	Shri Ajay Kumar Mishra, AAO
	Session-II	26	An introduction to the important provisions of CCS CCA Rules	Do
	Session-III	27	Suspension: An Overview	Shri Abadh Raut, AAO LAO Narengi
	Session-IV	28	JCM and Staff Association.	Do
8	01-08-2018 Session-I	29	Different Mechanisms to check Corruption/Malpractices in Govt.	Shri M.H.N. Singh, SAO
	Session-II	30	Public Grievances and their Redress Mechanism in Govt.	Shri Abadh Raut, AAO LAO Narengi
	Session-III	31	Handling of CAT/AFT/Court Cases and implementation of their judgements	Sri Shibabrata Paul, AO
	Session-IV	32	Expectations of supervisory officers and Senior Officers of Department from Auditors , official duties, behaviour & Etiquettes	Shri M.H.N. Singh, SAO
9	02-08-2018 Session-I	33	Pay structure in DAD at various level	Shri Abhijit Dey, AAO
	Session-II	34	Leave Travel Concession & TA/DA: An Overview	Shri Poran Goswami, AAO
	Session-III	35	Various advances (as per 7th CPC)	Shri Amit Kumar, SAO
	Session-IV	36	CGHS Scheme	Do
10	03-08-2018 Session-I	37	Medical claims	Shri Abhijit Dey, AAO
	Session-II	38	Various allowances and MACP Scheme	Do
	Session-III	39	Practical session (Income Tax Calculation)	Shri Swapan Barua, AAO
	Session-IV	40	Test on AN Section	Shri S.C.Adhikari, SAO
11	06-08-2018 Session-I	41	Accounts & Budget	Shri G. C. Saha, AAO,
	Session-II	42	Budget Estimates: Various aspects	Do
	Session-III	43	Monthly Budget, MPR/DPR etc	Shri S. Banerjee, AAO
	Session-IV	44	Control over expenditure vis-a-vis budgetary control & MIS	Shri Niraj Kumar, AAO
12	07-08-2018 Session-I	45	An introduction to Defence Accounts Code	Miss Durba Bhattacharjee, AAO
	Session-II	46	Schedule III & Linking of Paid Cheques and procedures to be followed in case of lost cheque	Smt Pinki Kumari, AAO
	Session-III	47	Role of DDO, issue of Defence Cheques, NEFT & CMP	Shri Sandilya Kumar, AAO
	Session-IV	48	Defence Proforma Account & Focal Point Branch System	Shri S.C. Adhikari, SAO
13	08-08-2018 Session-I	49	Defence Exchange Account & DIDS with practicals	Shri G. C. Saha, AAO
	Session-II	50	E-MRO implementation	
	Session-III	51	Presentations on Accounts sections	Shri Niraj Kumar, AAO
	Session-IV	52	-Do-	Do

9-08-2018 Session-I	53	Introduction of Defence Audit Code	Shri Gautam Bhaumik, AAO
Session-II	54	-Do-	Do
Session-III	55	Audit and scrutiny of Sanctions and orders and audit of sanction to Expenditure	Shri Swapan Barua, AAO
Session-IV	56	Audit of various types of bills and vouchers & importance of Specimen Signature	Do
10-08-2018 Session-I	57	Audit of Supply Order/Purchase Order/Contracts	Shri Niraj Kumar, AAO
Session-II	58	Audit of Ration Accounts/Store Accounts, Scheduling, linking of vouchers and credit verification & PBD vouchers	Shri Anand Kumar, AAO
Session-III	59	Various aspects of Internal Audit & Control mechanism in form of various reports and appropriation Accounts	Shri M.H. Laskar, SAO
Session-IV	60	Writing skill of Audit Objections (Practical)	Do
13-08-2018 Session-I	61	Various types of audit conducted in Army Units	Shri Swapan Barua, AAO
Session-II	62	Audit of CEA, Hostel Subsidy and other perusal claims	Shri Abhijit Dey, AAO
Session-III	63	Practical cases of Audit Objections/irregularities	Shri A N Mazumdar, SAO
Session-IV	64	Statutory Audit: PS, LTAR , Draft Para and Audit Report of C&AG	Shri Partha Das, AAO
14-08-2018 Session-I	65	Introduction of Pension	Shri Subhashish Banerjee, AAO
session-II	66	Inroduction on NPS	Shri Nilanjan Chakraborty, AAO
Session-III	67	Processing of Pension papers: preparation of LPC-CUM-DATA SHEET	Shri Amit Kumar, SAO
Session-IV	68	Pension sanction and Disbursement	Do
16-08-2018 Session-I	69	Calculation of Amounts of Pensions with practicals	Shri K. Bhagabati, AO
session-II	70	General conditions governing Pension and Classes of pensions and conditions governing it	Do
Session-III	71	Qualifying services and Emoluments & Average Emoluments	Shri Gopal Roy, AO
Session-IV	72	Payment of Leave Encashment, CGEIS, Provisional Pension and Provisional Gratuity	Do

19	17-08-2018 Session-I	73	Family Pension with practicals	Shri K. Bhagabati, AO
	Session-II	74	Determination and authorisation of the amounts of pension and Gratuity	Do
	Session-III	75	Presentation on Pension & PD	Shri Swapan Barua, AAO
	Session-IV	76	Functioning of PAO(ORs)	Shri Achinta Das, AAO
20	20-08-2018 Session-I	77	Personality development	to be notified
	Session-II	78	Stress Management	Do
	Session-III	79	Etiquettes and Behaviour	Do
	Session-IV	80	Time Management	Do
21	21-08-2018 Session-I	81	Classroom/ hands on training on running packages and peculiar to that of Controllers office viz Tulip, Bhawan, Vishak & E-Ticketing etc (6/7 Participants in a Group)	Shri S S Dev Roy,SAO Shri Animesh Dhar,SA
	Session-II	82		
	Session-III	83	Sports Activities viz Carrom/Table Tennis, Badminton, Volleyball etc.	Shri K T Singh, AAO Shri Nilanjan Chakraborty, AAO Miss Sasmita Borah , SA
	Session-IV	84		
22	23-08-2018 Session-I	85	Classroom/ hands on training on running packages and peculiar to that of Controllers office viz Tulip, Bhawan, Vishak & E-Ticketing etc(6/7 Participants in a Group)	Shri S S Dev Roy,SAO Shri Animesh Dhar,SA
	Session-II	86		
	Session_III	87	Sports Activities viz Carrom/Table Tennis, Badminton, Volleyball etc.	Shri K T Singh, AAO Shri Nilanjan Chakraborty, AAO Miss Sasmita Borah,SA
	Session-IV	88		
23	24-08-2018 Session-I	89	Classroom/ hands on training on running packages and peculiar to that of Controllers office viz Tulip, Bhawan, Vishak & E-Ticketing etc(6/7 Participants in a Group)	Shri S S Dev Roy,SAO Shri Animesh Dhar,SA
	Session-II	90		
	Session-III	91	Sports Activities viz Carrom/Table Tennis, Badminton, Volleyball etc.	Shri K T Singh, AAO Shri Nilanjan Chakraborty, AAO Miss Sasmita Borah, SA
	Session-IV	92		
24	27-08-2018 Session-I	93	Classroom/ hands on training on running packages and peculiar to that of Controllers office viz Tulip, Bhawan, Vishak & E-Ticketing etc(6/7 Participants	Shri S S Dev Roy,SAO Shri Animesh Dhar,SA
	Session-II	94		
	Session-III	95	Sports Activities viz Carrom/Table Tennis, Badminton, Volleyball etc.	Shri K T Singh, AAO Shri Nilanjan Chakraborty, AAO Miss Sasmita Borah, SA
	Session-IV	96		
25	28-08-2018 Session-I	97	Classroom/ hands on training on running packages and peculiar to that of Controllers office viz Tulip, Bhawan, Vishak & E-Ticketing etc(6/7 Participants	Shri S S Dev Roy,SAO Shri Animesh Dhar,SA
	Session-II	98		
	Session-III	99	Sports Activities viz Carrom/Table Tennis, Badminton, Volleyball etc.	Shri K T Singh, AAO Shri Nilanjan Chakraborty, AAO Miss Sasmita Borah, SA
	Session-IV	100		

29-08-2018	Session-I	101	Classroom/ hands on training on running packages and peculiar to that of Controllers office viz Tulip, Bhawan, Vishak & E-Ticketing etc(6/7 Participants)	Shri S S Dev Roy,SAO Shri Animesh Dhar,SA
	Session-II	102		
	Session-III	103	Sports Activities viz Carrom/Table Tennis, Badminton, Volleyball etc.	Shri K T Singh, AAO Shri Nilanjan Chakraborty, AAO Miss Sasmita Borah, SA
	Session-IV	104		
30-08-2018	Session-I	105	Visit to LAO(A) Narengi/ AO GE Narengi and AAO BSO Narengi ( 20 participants will form a group)	Shri K T Singh, AAO Shri Nilanjan Chakraborty, AAO Miss Sasmita Borah, SA
	Session-II	106		
	Session-III	107	Visit to LAO(A) Narengi/ AO GE Narengi and AAO BSO Narengi ( 20 participants will form a group)	Shri K T Singh, AAO Shri Nilanjan Chakraborty, AAO Miss Sasmita Borah, SA
	Session-IV	108		
31-08-2018	Session-I	109	Quiz Competition	Shri Swapan Barua, AAO Miss Simantika Kachari, Sr Hindi Translator
	Session-II	110		
	Session-III	111	Debate	Shri Nilanjan Chakraborty, AAO Miss Panna Dey, Sr Hindi Translator
	Session-IV	112		
04-09-2018	Session-I	113	Extempore	Shri Shibabrata Paul, AO Miss Simantika Kachari, Sr Hindi Translator
	Session-II	114		
	Session-III	115	Cultural Programme	Shri Swapan Barua, AAO Miss Simantika Kachari, Sr Hindi Translator
	Session-IV	116		
05-09-2018	Session-I	117	Exam (At 10.00 hours)	Training Manager of CDA Guwahati
	Session-II	118		
	Session-III	119	Validiction	CDA/ Jt CDA Training Manager Other Officers
	Session-IV	120		

  
 (Training Manager)  
 CDA Guwahati



## Annexure-B

### List of the Participants

Sl No.	Name	A/C No.	Desig.	Section/Office
1	Nazareen Sungte	8348721	Ty. Aud	A/Cs Section, MO Guwahati
2	Jyotirmoy Sarma	8348722	Ty. Aud	AN-III Section, MO Guwahati
3	Swastika Roy	8348723	Ty. Aud	AN-III Section, MO Guwahati
4	Subharun Basu	8348724	Ty. Aud	AN-III Section, MO Guwahati
5	Jomba Padu	8348725	Ty. Aud	A/Cs Section, MO Guwahati
6	Ayan Basu	8348726	Ty. Aud	AN-III Section, MO Guwahati
7	Sourav Manna	8348727	Ty. Aud	AN-IV Section, MO Guwahati
8	Abhishek Kumar Singh	8348728	Ty. Aud	AN-V Section, MO Guwahati
9	Rajashree Giri	8348729	Ty. Aud	A/Cs Section, MO Guwahati
10	Amarendra Pandey	8348730	Ty. Aud	'D' Section, MO Guwahati
11	Nitesh Kumar Singh	8348731	Ty. Aud	'R' Section, MO Guwahati
12	Shadab Rahber	8348732	Ty. Aud	IA Section, MO Guwahati
13	Adarsh Vivek	8348733	Ty. Aud	O&M Cell, MO Guwahati
14	Amit	8348734	Ty. Aud	LAO 222 ABOD, C/O 99 APO
15	Ravi Godara	8348735	Ty. Aud	DDP Cell, MO Guwahati
16	Nilanjan Banerjee	8348736	Ty. Aud	EDP Centre, MO Guwahati
17	Ankur Kumar Jain	8348737	Ty. Aud	'T' Section, MO Guwahati
18	Mohammad Nadeem	8348738	Ty. Aud	A/Cs Section, MO Guwahati
19	Jitendra Singh	8348739	Ty. Aud	LAO 222 ABOD, C/O 99 APO
20	Puja Agarwal	8348740	Ty. Aud	IFA Cell, MO Guwahati
21	Silivia Bhadani	8348741	Ty. Aud	AN-II Gp-II Sec, MO Guwahati
22	Anand Kumar Agrahari	8348742	Ty. Aud	A/Cs Section, MO Guwahati
23	Vinay Kumar Maurya	8348743	Ty. Aud	AN-II Gp-I Sec, MO Guwahati
24	Pankaj Gupta	8348744	Ty. Aud	EDP Centre, MO Guwahati
25	Ankit Mudgal	8348745	Ty. Aud	A/Cs Section, MO Guwahati
26	Dilip Kumar	8348746	Ty. Aud	LAO 222 ABOD, C/O 99 APO
27	Dibyoyoti Chakraborty	8348747	Ty. Aud	AN-1C Section, MO Guwahati
28	Rohit Kumar Singh	8348748	Ty. Aud	LAO 222 ABOD, C/O 99 APO
29	Jeetendra Kumar Jaiswal	8348749	Ty. Aud	LAO 222 ABOD, C/O 99 APO
30	Mayur Kumar	8348750	Ty. Aud	Pah Tech Section, MO Guwahati
31	Ankit Kumar	8348751	Ty. Aud	ORs Cell, MO Guwahati
32	Avinash Dwivedi	8348752	Ty. Aud	'T' Section, MO Guwahati
33	Tanushri Bhar	8348753	Ty. Aud	'R' Section, MO Guwahati
34	Diksha Mehta	8348754	Ty. Aud	A/Cs Section, MO Guwahati
35	Sunny Prakash	8348755	Ty. Aud	RTI Cell, MO Guwahati
36	Kamalika Das	NYA	Ty. Aud	'D' Section, MO Guwahati
37	Suman Kumar	NYA	Ty. Aud	SC-1 Section, MO Guwahati
38	Naval Gupta	NYA	Ty. Aud	AN-1B Section, MO Guwahati

  
Accounts Officer(O&M)