

IMPORTANT CIRCULAR NO.-57



रक्षा लेखा नियंत्रक कार्यालय , गुवाहाटी, उदयन विहार, नारंगी, गुवाहाटी -781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS,
GUWAHATI UDAYAN VIHAR, NARANGI, GUWAHATI-781 171



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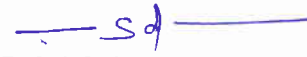
No. O&M/Trg/203/In House/Vol-XV

Dated: 17/09/2018

Subject:- Training course on Draft Para, MFAI, IAR, Performance Audit, Writing & Settlement of Audit objection, Preparation of Appropriation Accounts etc.

As per In house Training Calendar for the year 2018-19 (Srl No.16), it has been decided by the Competent Authority to conduct a Three (03) days Training Course on the above subject in the Training Hall, M.O. CDA Guwahati as per Annexure-A w.e.f. 08/10/2018 to 10/10/2018. 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.


(K. Lalbiakchungma, 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. 08/10/2018 to 10/10/2018 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 one(21- approx) in the Training hall from 08/10/2018 to 10/10/2018 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)
Accounts Officer (O&M)

ANNEXURE-A

Subject : In –House Training Course on “Draft Para, MFAI, IAR, Performance Audit, Writing & Settlement of Audit objection, Preparation of Appropriation Accounts etc.” from 08/10/2018 to 10/10/2018 at the Training Hall,MO,Guwahati.


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 to Clerks

Date	Session	Subject/ Topics	Faculty
08/10/2018	I & II	Significance of Local Audit/Internal Audit. How to Draft Audit objections. Mechanism of Settlement of Audit objections	Shri M.H.Laskar, SAO
	III & IV	Overview of DPM 2009, Importance of Scrutiny of Tender Enquiry, Supply Order, Contract Objections	Shri Nilanjan Chakraborty, AAO
09/10/2018	I & II	Preparation of AAC & Raising of MFAI. Preparation of Appropriation Account.	MS Durba Bhattacharjee, AAO
	III & IV	Mechanism of inclusion an item in IAR, Higher Audit.	Shri S. Dey Sarkar,SAO
10/10/2018	I & II	Audit of Public Fund Account LTAR & LTAN, Role of DAD in Settlement of LTAR	Shri Swapan Barua, AAO
	III	Draft para & Audit Para, Audit of Sanction.	Shri Moloy Ghosh, SAO
	IV	Performance Audit on over view	Shri M.H. Laskar, SAO


Accounts Officer (O&M)

Annexure-‘B’

List of Trainees for three days Training Course on “Draft Para, MFAL, IAR, Performance Audit, Writing & Settlement of Audit objection etc” from 08th October to 10th October 2018.

Sl. No.	Name & Designation	A/C No.	Section/ Sub-Office where serving
1	SHRI VIJAY KUMAR SETH, AAO	8335938	LAO 222 ABOD
2	SHRI S.B. DEURI, AAO	8331726	LAO SHILLONG
3	SHRI N K DAS, AAO	8331619	LAO (A) SILCHAR
4	SHRI AMIT ROY, AAO	8335778	LAO (A) JORHAT
5	SMT PINKI KUMARI, AAO	8340746	A/Cs Sec. MO
6	SHRI T.C. DAS, AAO	8331687	IA CELL
7	SHRI MAHENDRA PRASAD SAH, AAO	8335915	ALAO SD SHILLONG
8	SHRI ABHIJIT CHAKRABORTY, AAO	8334170	ALAO SD SILCHAR
9	SHRI BASUDEV HAZARIKA, AAO	8335354	ALAO FSD PANITOLA
10	SHRI K. NATH, AAO	8338472	ALAO FSD MISSAMARI
11	SHRI JAYANTA BORAH, AAO	8331688	LAO(A) TEZPUR
12	SHRI GHULAM ABEDIN, AAO	8326069	ALAO FSD RANGIYA
13	SHRI D. K. KALITA, AAO	8328888	LAO(A) GUWAHATI
14	SHRI ABODH RAUT, AAO	8334606	LAO(A) NARANGI
15	SHRI S.K. SUNWAR, AAO	8331713	ALAO 482 COY ASC(SUP)
16	SHRI BUDDHA LAMA, AAO	8335436	ALAO SD DIMAPUR
17	SHRI P R PARIAL, SA	8331589	AO GE GUWAHATI
18	MS ALICE LHAINIHOI HAOKIP, SA	8348673	M-II Sec. MO
19	SHRI PREM CHANDRA GUPTA, SA	8338732	O & M CELL MO
20	SHRI A K SINHA, SA	8328474	SA Sec, MO
21	SHRI SHRAVAN KUMAR, SA	8339223	MO IA CELL



Accounts Officer (O&M)