

IMPORTANT CIRCULAR NO.36

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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/Insp/203/In House/Vol-XIII

Dated: 23/06/2017

Subject: **Training for Developing Competencies for Auditors/AAO'S Posted in AN-Pay & AN-II TA/DA and 'T' Section.**

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As per In house Training Calendar for the year 2017-18, it has been decided by the Competent Authority to conduct 03 (Three) days training course on the above subject in the Training Hall, M.O. CDA Guwahati as per Annexure-A w.e.f. 10/07/2017 to 12/07/2017. The participants of MO Guwahati as per Annexure-B are detailed to attend the training course.

In case it is not possible to relieve the nominated official from the sub-offices, suitable replacement may invariably be nominated to attend the training course.

**TA/DA as per rule is authorized.**

—sd—

(J. K. Das, IDAS)

Jt.CDA

**Copy to :-**

1. The Officer- in- Charge

For information with the request to detail the nominated official to attend the above training course w.e.f. 10/07/2017 to 12/07/2017 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)

For information please.

4. The Officer in Charge AN-II (Gp-II) Sec (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 (approx) in the Training hall from 10/07/2017 to 12/07/2017 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.

(MOLOY GHOSH)

Sr. Accounts Officer (O&M)

**Annexure-A**

**COURSE TITLE:-** Training for developing competencies for auditors/AAOs in AN-Pay & AN/II TA/DA & 'T' Sec wef 10/07/2017 to 12/07/2017.

**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

Tea Break: 11.30 hrs to 11.45 hrs & 15.45 hrs to 16.00 hrs.

**VENUE:-** Training Hall MO CDA Guwahati.

**PARTICIPANTS FOR TRAINING COURSE:** AAOs to Auditors

Date	Session	Subject and Topics	Faculty
10/07/2017	I	Objectives & General Duties of Pay Section: Pay bills of Civillian Officers of Def. Services, Cantt. Executive officers of Def. Estate Service, Supplementary pay bills and Civilian establishment, Advances from GPF & others and Demands.	Shri Sudip Das, Accounts Officer
	II	To Continue	Shri Sudip Das, Accounts Officer
	III	Last Pay Certificate in r/o Officers transferred within India, Officers proceeding out of India and Civilian Staff, audit of pay bills of the DAD-Officers & Establishment	Shri B. B. Dam Sr. Accounts Officer
	IV	Leave Salary, Medical Claim, Verification of Service for pension in r/o Non-Gazetted Civilians and Service Books of Civilian Gazetted Officers	Shri B. B. Dam Sr. Accounts Officer
11/07/2017	I	Final Settlement of GPF, CGEIS Payment, I.R. payment, Leave encashment, Provisional Pension, Death Gratuity, CEA Claim, etc.	Shri Debashish De Sr. Accounts Officer
	II	Scrutiny and countersignature of travelling allowance claims of officers & Estt., advances of pay travelling allowance on transfer	Shri Debashish De Sr. Accounts Officer
	III	Leave salary and Pension contribution in r/o Pension lent to and from the Defence Accounts Department.	Shri Debashish De Sr. Accounts Officer
	IV	Application for outside employment, Scheduling of vouchers of consuming units received from LAOs and other CDAs	Shri P. K. Sinha Asst. Accounts Officer
12/07/2017	I	Objectives & Duties of 'T' Section, Verification of Specimen Signature in case of sanction for expenditure issued by MOD including DDPS & DRDO, Advances of TA & LTC and their adjustments	Shri R. M. Das Sr. Accounts Officer
	II	To continue	Shri R. M. Das Sr. Accounts Officer
	III	Scope of audit of Bills & Concession Vouchers, Audit Procedure, Permanent duty or transfer & ty. Duty or tour claims	Shri R M Das Sr. Accounts Officer
	IV	Valediction	



Sr. Accounts Officer (O&M)

Annexure-'B'

List of Trainees for Three days Training Course for Developing Competencies for Auditors/AAOs  
Posted in AN-Pay & AN-II TA/DA and 'T' Section wef 10<sup>th</sup> July to 12<sup>th</sup> July 2017.

Sl. No.	Name & Designation	A/C No.	Section/ Sub-Office where serving
1	Shri Ranjan Pegu, AAO	8331647	'T' Section
2	Shri Mritunjay Kumar, SA	8345599	'T' Section
3	Shri Umesh Kumar, SA	8320222	'T' Section
4	Shri Pradeep Kumar, SA	8348654	AAO, Shillong
5	Shri Sunil Kumar, SA	8333968	AAO, Shillong
6	Shri N K Singh, SA	8320344	AAO, Shillong
7	Shri R Darngawn, AAO	8335431	AN-II (GP-I&II)
8	Shri Rajesh Kumar, SA	8320263	AN-II (GP-II)
9	Shri Ramesh Kumar, SA	8339218	AN-II (GP-II)
10	Shri N Roy Mazumdar, AAO	8335099	AN-III Sec
11	Shri Randhir Kumar, SA	8337544	AN-III Sec
12	Shri Anshu Kumar, SA	8345576	AN-III Sec
13	Shri Dipankar Boro, Auditor	8347608	AN-III Sec
14	Shri T C Borah	8337495	AN-III Sec

  
Sr. Accounts Officer (O&M)