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**IMPORTANT CIRCULAR NO.53**

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



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:23/10/2017

**Subject: Training Course on "Scale of Accommodation, Standard Schedule of Rates, Scrutiny of Admin Approval & Tech. Sanction (AE-I & II) and Scrutiny of Contracts D.O. etc" w.e.f. 13/11/2017 to 15/11/2017.**

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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 a ~~Two~~(03) day Training cum workshop on the above subject in the Training Hall, M.O. CDA Guwahati as per Annexure-A w.e.f. 13/11/2017 to 15/11/2017. The participants of MO Guwahati & Sub-Offices as mentioned in Annexure-B enclosed are detailed to attend the training course.

TA/DA as per extant rules is authorized.

-Sd/-

(J. K. Das, IDAS)

Jt.CDA

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. 13/11/2017 to 15/11/2017 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)

5. The Officer in Charge AN-IV Sec (Local)

For information please.

For necessary seating arrangement and provide Note pad & Ball pen to the participants for Twenty-five (25-approx) in the Training hall from 13/11/2017 to 15/11/2017 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)

Annexure 'A'

COURSE TITLE:- Training Course on Scale of Accommodation, SSR, Scrutiny of Admin Approval & Tech. Sanction (AE-I & II) and Scrutiny of Contracts, D.O. etc.

DATE: 13/11/2017 to 15/11/2017.

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 Clk.

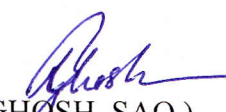
Date	Session	Subject	Faculty
13/11/2017	1 <sup>st</sup> Session	Classification of works, Vetting of AEs, SSR Scale of Accommodation etc. Scrutiny of Admn. Approval/Technical Sanction (AE-I & II).	Shri Ganesh Rai, AO.
	2 <sup>nd</sup> Session	To continue	-do-
	3 <sup>rd</sup> Session	Allotment of Funds, Cash Assignment & Linkage thereof, Cash Requisition, ARMES,	Shri Thomas Tigga, AAO
	4 <sup>th</sup> Session	Overview of Operational Works Procedure, Difference between DWP & DGMAP Works Role of DAD.	Shri S M Lamkhang, AAO
14/11/2017	1 <sup>st</sup> Session	<b>Scrutiny of Contract:</b> Scrutiny of CST, Specifications & Special and General Conditions of Contract Agreement.	Shri P. K. Sinha, AAO
	2 <sup>nd</sup> Session	Deviation Order/Amendments. DO limit, AIP, Amendment to Contract. Points to seen during scrutiny of DO & Amendments.	Shri B. Ghosh, Sr. AO
	3 <sup>rd</sup> Session	Measurement Books, Register of USR BOOK, Following points are to be watched in issue of USR, Audit Scrutiny of Supply Orders, Local Purchase Bills.	-do-
	4 <sup>th</sup> Session	Scrutiny of MER, Construction Account, TBOs, Examination of TEs, Adjustments of CP vouchers, Abstract of Receipt & charges and preparation of PM.	Shri U C Dey, AO
15/11/2017	1 <sup>st</sup> Session	Earnest Money and Security Deposit, Bank Guarantee Bond for Security Deposits and their importance. Security Deposits-SSD, ISD, ASD, SD for ATT, WPT, Spl Condition. <b>Procedure for Refund/Release of Securities.</b>	Shri S. Dey Sarkar, Sr. AO
	2 <sup>nd</sup> Session	Scrutiny of Work Register, Scrutiny & Audit of MBs, Payment Accounting & Audit of Work Expenditure under different works procedure.	-do-
	3 <sup>rd</sup> Session	RAR payment-linkage with related documents/Provisional payment. Retention Money, RAR under compensation, BGB in lieu of retention money, measures to avoid overpayments in RARs.	Shri U C Dey, AO
	4 <sup>th</sup> Session	Valediction	

Sr. Accounts Officer (O&M)

**Annexure - 'B'**

**Course Title:- Training Course on “Scale of Accommodation, Standard Schedule of Rates, Scrutiny of Admin Approval & Tech. Sanction (AE-I & II) and Scrutiny of Contracts, D.O. etc” wef 13/11/2017 to 15/11/2017.**

Sl. No.	Name & Designation	A/C No.	Section/ Sub-Office where serving
1	Shri K K Prasad, AAO	8335936	E-III B Sec
2	Shri Santanu Singha, AAO	8334103	AAO BSO Dinjan
3	Shri P K Panda, AAO	8333246	AAO BSO Silchar
4	Shri Dipankar Roy, SA	8331561	E-III A Sec
5	Shri M R Das, SA	8331724	E-III B Sec
6	Shri B R Paul, SA	8337496	E-III C Sec
7	Shri Prakash Chandra, SA	8339824	SC-IV Sec
8	Shri Ratul Bayan, SA	8348636	SC-V Sec
9	Shri Ashish Kumar, SA	8320269	AAO BSO Narangi
10	Shri G K Nath, SA	8331576	AO GE (I) AF Shillong
11	Shri Rajesh Kumar, SA	8320227	AAO BSO Shillong
12	Shri H P Upadhyay, SA	8320362	AAO BSO Jorhat
13	Shri Bijay Rabha, SA	8348634	AO GE Jorhat
14	Shri Mangcha Gangte, SA	8348641	AO GE Narangi
15	Shri Pranab Kumar Paul, SA	8320379	AAO BSO Missamari
16	Shri K K Singh, SA	8320017	AO CCE (A) No.1 Dinjan
17	Shri K R Singh, SA	8334118	AO GE 869 EWS
18	Shri Deepak Kumar, SA	8320330	AO AGE (I) Agartala
19	Shri Dipak Chandra Das, SA	8334100	AO AGE (I) Rangiya
20	Shri N L Pradhan, Aud	8337508	AO GE (AF) Borjhar
21	Shri D K Sarkar, Aud	8337509	AO GE Silchar
22	Shri L C Neishal, Aud	8337527	AO GE 868 EWS
23	Shri Sumit Kr. Mandal, Clerk	8348633	AO GE (P) Shillong
24	Md Shahid, Clerk	8339774	AO GE (AF) Chabua
25	Shri Raghwendra Prasad, Clerk	8348668	AO GE Tezpur

  
( B GHOSH, SAO )  
O&M Cell