

**IMPORTANT CIRCULAR NO.73**



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

**OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS,  
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**No. O&M/Trg/201/Trg-Dev/III**

**Dated: 27/11/2018**

**Subject: Observation of DAD Training and Development Week- 2018.**

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The Training and Development Policy of our Department envisages observing first week of December each year as "Training and Development Week". Accordingly it has been decided by the HQrs. Office (Training Division) to observe 03<sup>rd</sup> to 07<sup>th</sup> Dec, 2018 as Training and Development Week- 2018, in this year.

In view of the above, it has been decided by the competent authority to conduct following activities in MO CDA Guwahati.

Sl. No.	Date, Venue & Time	Topics	Faculty/Judges Member	Remarks
1.	04/12/2018, Community Hall at 03.30 PM	Lecture on HRD Matters "People's Role in organizational Effectiveness"	Smt Urmila Baruah Managing Partner, The Human Network Visiting Faculty, Dept. of Business Admin, Gauhati University.	
2.	06/12/2018, Community Hall at 04.00 PM	Talks by eminent personalities. "Best Practices for internal audit in Govt. Department with Special reference to Performance Audit".	Smt. Rashmi Aggarwal, IA&AS Accountant General (Audit) Assam	
3.	07/12/2018, Community Hall at 03.30 PM	Panel discussion. Topic:- Social Media- Impact on human behaviour & society.	1. Shri R. Saikia, SAO (Moderator) 2. Shri MHN Singh, SAO 3. Shri K. Bhagabati, AO	Cash prize & certificate will be given. 01 <sup>st</sup> Prize Rs. 2000/- 02 <sup>nd</sup> Prize Rs 1000/- 03 <sup>rd</sup> Prize Rs. 500/-

To make the week a grand success, whole hearted participation of all officers and staff in the programme is invited along with the request to enroll the names for the event "Panel Discussion" to O&M Cell latest by 30<sup>th</sup> November 2018. For the events of Lecture as stated at Sl No. 01 & 02 all the officers & staff of MO CDA Guwahati including sub-offices located at Guwahati are to be mandatorily present at the venue by occupying their seats 15 minutes before the scheduled time. Further all the Judges as nominated above are requested to attend the events in due time to select the winners please.

The Officer-in charge, AN/IV Section and the Secretary DARC (Local) are requested to provide all logistic support to organize the programme smoothly and arrange still HD Photography and videography to enable this section to send a report to the HQrs. Office on all activities conducted during the week. Further the AN/IV Section is requested to arrange a certificate/cash prize for the event "Panel Discussion" out of the office contingency.

(K. Lalbiakchhunga, IDAS)

ACDA

**Copy to: -**

1. All GOs/ SAOs/AOs of M.O.
2. All Sections of MO.
3. All Sub Offices located at Guwahati.
4. The PS/PA to CDA/JCDA.
5. Judges for the Event
6. The General Secretary DARC (Local)
7. The Officer-in-Charge EDP Cell (Local)
8. For Notice Board

} For information w.r.t above please.

For Uploading on CDA Guwahati Website Please.  
To check the arrangement of Projector/Computer  
at community hall for power point presentation.



(S. Paul)  
Accounts Officer (O&M)