



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

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.

ई-मेल/e-mail:cda-guw@.nic.in फैक्स/FAX:0361-2640204 फोन/Ph: 0361-2640394, 2641142.



File No: O&M/Trg/203/In-house/XVII

Dated: 22.01.2021

(MOST IMPORTANT CIRCULAR NO: 06 DATED: 22.01.2021)

Subject : INDUCTION TRAINING FOR NEW RECRUITS: FOURTH 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 8th 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.

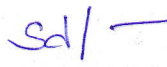
2. Accordingly a training for the New Recruits, who are posted in MO CDA Guwahati and its Sub-Offices (fourth batch) is to be conducted in the Community Hall of MO CDA Guwahati from **01st February, 2021 to 12th March, 2021 (30 days)**, the list of the **selected trainee New Recruits/promoted is enclosed as Annexure-B**. All the participants of Guwahati listed therein will be temporarily attached to the O&M cell of Main office from **1st February, 2021 to 12th March, 2021** and will have to report at community Hall accordingly during the Training. Due to pandemic situation the outstations participants will join the training session from their present office online through Google-Meet App. In this account sub-offices are requested to send Gmail Account ID and Whatsp No. of the participants to this office latest by 25/01/2021 to enable this office to communicate early before commencement of the training session. Participants may also communicate at this whatsapp contact no. 8651375052.

3. The training sessions for the fourth batch will start from 01st February, 2021 (9.15 am) and will conclude on 12th March, 2021 (5.15 pm). A written test will be held on 12th March, 2021.

4. As 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) Participants will have to attend classes regularly and punctually. They are required to mark their attendance for each session separately. In-charge of the outstation offices are requested to take attendance on daily basis in a sheet which will be forwarded on completion of the training.
 - b) Participants are to maintain absolute discipline during the training sessions and should not loiter outside the Training Hall.
 - c) Participants 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 faculties as shown in **Annexure-A** 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 authorized where applicable.
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/ in-charge of Sub-offices to the Officer-in-Charge of O&M Cell(By Name).

Enclo : Annexure-A
Annexure-B


(Sandeep Kumar Yadav) IDAS
GO (O&M Cell)

Distribution:

1. All GOs/SAOs/AOs of MO
2. All Sections concerned of MO
(AN-I A, AN-II Gp-I, AN-II.Gp-II, AN-IV,
IFA, A/Cs, SC-I, DDP, D Sec, IT & SW
R Sec (Local)
(Extra copies to the candidates for their
strict compliance)
3. All Faculties / other
Conducting officers (By Name)

Along with a training Schedule as
Annexure-A and Annexure-B

- 4 The CDA (BR) Guwahati
5. The Officer in Charge:
AN-I A, AN-IB & AN-IC Sec (Local)
6. The Officer in Charge:
AN-IV Sec (Local)

For information and necessary action w.r.t
their letter No BR/372/In House
Training/Vol-XX dated 01/05/2019 .The
Participants may be informed accordingly.

For kind information and necessary
action.

For necessary seating arrangement /action
regarding hygienic washroom facility,
white board/ Training File Note Pad, pen
for 18 candidates and also for
arrangement of tea and snacks to the
participants and faculty members during
tea break. Further photo session will have
to be conducted.

7. The Officer in Charge
IT & SW.

For uploading on the website of CDA
Guwahati please. It is also requested to
depute a person for supervision of
projector and provide technical support
during the online training sessions.

8. The LAO (A) Narangi
9. The AO GE Narangi
10. The AAO BSO Narengi

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

11. The Area Accounts Office Shillong
Bivar Road Shillong
12. The PAO (ORs) 58 GTC Shillong
13. The LAO (A) 222 ABOD
C/O 99 APO
14. The LAO (A) Silchar
15. The AO GE Umroi
16. The AO GE (AF) Borjhar
17. The AO 763 BRTF
C/O 99 APO
18. The AO 752 BRTF
C/O 99 APO
19. The AO 15 BRTF
C/O 99 APO
20. The AO 24 BRTF
C/O 99 APO
21. The AO 48 BRTF
C/O 99 APO
22. The ALAO SD Silchar
23. The ALAO SD Dimapur
24. The ALAO FSD Panitola
25. The ALAO FSD Missamari
26. Guard File
27. Spare copies (5 copies)
28. PS to CDA

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



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

Module of 6 Weeks Induction Training for newly recruited Auditors / Clerks(4th Batch)
There will be four sessions everyday for 75 minutes each as under

Annexure-A

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
(01.02.2021 to 12.03.2021)
Tea Break : 11.30 hrs to 11.45 hrs & 15.45 hrs to 16.00 hrs

Venue : Community Hall, CDA Guwahati

DAY	DATE	SESSION	TOPICS	FACULTY/ Conducting Officer	Office
1	01-02-2021 (09.45 hrs)		Inaguration	Shri R N Biswas, IDAS CDA Guwahati / Shri Sandeep Kumar Yadav, IDAS, Dy.CDA (Training Manager)	
	01-02-2021 Session- I	1	Introduction to Admin Section	Shri Debapriya Das, AO	MO CDA Guwahati
	Session- II	2	do		
	Session-III	3	Introduction to Accounts Section	do	
	Session -IV	4	do	Shri G.C Saha, AAO	MO CDA Guwahati
				do	
2	02-02-2021 Session- I	5	Introduction to Pay Section	Shri D K Roy, AO	MO CDA Guwahati
	Session- II	6	do		
	Session-III	7	Introduction to R Section	do	
	Session -IV	8	Introduction to GST, GeM	Shri Sanjay Kumar, AAO	MO CDA Guwahati
				Shri Abodh Kumar, AAO	MO CDA Guwahati
3	03-02-2021 Session- I	9	Introduction to O & M Cell	Shri Shibrabata Paul,AO	MO CDA Guwahati
	Session- II	10	Introduction to Fund Cell	Smt Kamal Kishore Prasad, AAO	MO CDA Guwahati
	Session-III	11	Introduction to Trasnport Section including extensive discussion on Travelling allowances	Shri Vikash Kumar Sinha, AAO	MO CDA Guwahati
	Session -IV	12	do	do	
4	04-02-2021 Session-I	13	Introduction to Misc Section	Shri Sandilya Kumar,AAO	MO CDA Guwahati
	Session-II	14	do		
	Session-III	15	Introduction to Engineering Section	do	
	Session-IV	16	do	Shri Rupam Suklabaidya,AO	MO CDA Guwahati
5	05-02-2021 Session-I	17	Introduction to Store Section	do	
	session-II	18	do	Shri Gulam Abedin, AO	MO CDA Guwahati
	Session-III	19	Introduction to IFA Section, Financial concurrence Scrutiny	do	
	Session-IV	20	DPM, GFR-2017 & DFPDS	Shri U C Dey,AO	MO CDA Guwahati
				Shri Nilanjan Chakraborty,AAO	MO CDA Guwahati
6	08-02-2021 Session-I	21	Attendance-Hours of attendance, grant of leave, absence-regularisation.	Shri Shantonu Singha , AAO	MO CDA Guwahati
	Session-II	22	An Introduction to the office Manual Part I	Do	MO CDA Guwahati
	Session-III	23	An Introduction to the office manual Part II	Shri Arvind Kumar, AAO	MO CDA Guwahati
	Session-IV	24	Annual Performance Appraisal Report: various important Aspects	Shri Shibrabata Paul,AO	MO CDA Guwahati

	09-02-2021 Session-I	25	Confirmation, Seniority & Compassionate Appointment in DAD	Smt Abira Barman, AAO	MO CDA Guwahati
	Session-II	26	Types of Office communication	Shri Shibabrata Paul, AO	MO CDA Guwahati
	Session-III	27	Office Note: theory and Practical	Shri Shibabrata Paul, AO	MO CDA Guwahati
	Session-IV	28	DO Letter: Theory and Practical	Shri Shibabrata Paul, AO	MO CDA Guwahati
8	10-02-2021 Session-I	29	JCM and Staff Association	Shri Debapriya Das, AO	MO CDA Guwahati
	Session-II	30	Part I and Part II office order, Circular, Reminders followed by practicals	Smt Shampa Chatterjee, AAO	MO CDA Guwahati
	Session-III	31	Maintenance of Work book, Progress Report/ Control Chart and adherence of prescribed provisions: various aspects	Sri Rajesh Kumar Doley, AAO	MO CDA Guwahati
	Session-IV	32	Practical session (Income Tax Calculation)	Shri Swapan Barua, AO	AAO Shillong
9	11-02-2021 Session-I	33	Pay structure in DAD at various level	Shri S N Tripathi, AAO	MO CDA Guwahati
	Session-II	34	Leave Travel Concession & TA/DA: An Overview	Shri Diwakar Singh, AAO	MO CDA Guwahati
	Session-III	35	Various advances (as per 7th CPC)	Shri S N Tripathi, AAO	MO CDA Guwahati
	Session-IV	36	CGHS Scheme	Do	MO CDA Guwahati
10	12-02-2021 Session-I	37	Medical claims	Shri N K Singh, AAO	MO CDA Guwahati
	Session-II	38	Various allowances and MACP Scheme	Shri N K Singh, AAO	MO CDA Guwahati
	Session-III	39	Expectations of supervisory officers and Senior Officers of Department from Auditors, official duties, behaviour & Etiquettes	Shri Moloy Ghosh, SAO	MO CDA Guwahati
	Session-IV	40	Test on AN Section	Shri Debapriya Das, AO	MO CDA Guwahati
11	15-02-2021 Session-I	41	Accounts & Budget	Smt Pinki Kumari, AAO,	MO CDA Guwahati
	Session-II	42	Budget Estimates: Various aspects	Shri Gulam Abedin, AO	MO CDA Guwahati
	Session-III	43	Monthly Budget, MPR/DPR etc	Shri Gulam Abedin, AO	MO CDA Guwahati
	Session-IV	44	Control over expenditure vis-a-vis budgetary control & MIS	Shri Kamal Kishore Prasad, AAO	MO CDA Guwahati
12	16-02-2021 Session-I	45	An introduction to Defence Accounts Code	Smt Pinki Kumari, AAO	MO CDA Guwahati
	Session-II	46	Schedule III & Linking of Paid Cheques and procedures to be followed in case of lost cheque	Do	
	Session-III	47	Role of DDO, issue of Defence Cheques, NEFT & CMP	Shri Rajesh Kumar Singh, AAO	MO CDA Guwahati
	Session-IV	48	Defence Proforma Account & Focal Point Branch System	Smt Pinki Kumari, AAO	MO CDA Guwahati
13	17-02-2021 Session-I	49	Defence Exchange Account & DIDS with practicals	Shri G. C. Saha, AAO	MO CDA Guwahati
	Session-II	50	E-MRO implementation	Smt Suchitra Parida, AAO	MO CDA Guwahati
	Session-III	51	Presentations on Accounts section	Shri G C Saha, AAO	MO CDA Guwahati
	Session-IV	52	-Do-	Do	
14	18-02-2021 Session-I	53	Introduction of Defence Audit Code	Shri Jay Prakash Upadhaya, AAO	MO CDA Guwahati
	Session-II	54	-Do-	Do	

	Session-III	55	Audit and scrutiny of Sanctions and orders and audit of sanction to Expenditure	Shri Abhijit Dey, AAO	MO CDA Guwahati
	Session-IV	56	Audit of various types of bills and vouchers & importance of Specimen Signature	Do	
15	19-02-2021 Session-I	57	Audit of Supply Order/Purchase Order/Contracts	Shri Arvind Kumar, AAO	MO CDA Guwahati
	Session-II	58	Audit of Ration Accounts/Store Accounts, Scheduling, linking of vouchers and credit verification & PBD vouchers	Shri Najrul Islam, AO	MO CDA Guwahati
	Session-III	59	Various aspects of Internal Audit & Control mechanism in form of various reports and appropriation Accounts	Shri M.H. Laskar, SAO	AO GE Rangiya
	Session-IV	60	Writing skill of Audit Objections (Practical)	Do	
16	22-02-2021 Session-I	61	Various types of audit conducted in Army Units	Shri V K Seth, AAO	MO CDA Guwahati
	Session-II	62	Audit of CEA, Hostel Subsidy and other personal claims	Shri S N Tripathi, AAO	MO CDA Guwahati
	Session-III	63	Practical cases of Audit Objections/irregularities	Shri Abhijit Dey, SAO	MO CDA Guwahati
	Session-IV	64	Statutory Audit: PS, LTAR, Draft Para and Audit Report of C&AG	Shri Abhijit Dey, AAO	MO CDA Guwahati
17	23-02-2021 Session-I	65	Introduction on Pension	Shri N K Singh, AAO	MO CDA Guwahati
	session-II	66	Introduction on NPS	Shri Kamal kishore Prasad, AAO	MO CDA Guwahati
	Session-III	67	Processing of Pension papers: preparation of LPC-CUM-DATA SHEET	Shri Diwakar Singh, AAO	MO CDA Guwahati
	Session-IV	68	Pension sanction and Disbursement	Do	
18	24-02-2021 Session-I	69	Calculation of Amounts of Pensions with practicals	Shri Rajesh Kumar Doley, AAO	MO CDA Guwahati
	session-II	70	General conditions governing Pension and Classes of pensions and conditions governing it	Shri Rajesh Kumar Doley, AAO	MO CDA Guwahati
	Session-III	71	Qualifying services and Emoluments & Average Emoluments	Shri Rajesh Kumar Doley, AAO	MO CDA Guwahati
	Session-IV	72	Payment of Leave Encashment, CGEIS, Provisional Pension and Provisional Gratuity	Shri Diwakar Singh, AAO	MO CDA Guwahati
19	25-02-2021 Session-I	73	Family Pension with practicals	Shri Swapan Barua, AO	AAO Shillong
	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 Rajesh Kr. Doley, AAO	MO CDA Guwahati
20	26-02-2021 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	01-03-2021 Session-I	81	Function of Border Roads Accounts Office TF and Project Office	Shri Biswajit Ghosh, SAO	CDA(BR) Guwahati

	Session-II	82	Functions of LAO/ALAO under a Regional Controller	Shri Rantu Saikia , SAO	LAO 222 ABOD
	Session-III	83	Function of AO GE under a Regional Controller	Shri B Rajbongshi, AO	MO CDA Guwahati
	Session-IV	84	Function of AAO BSO under a controllers office	Shri Jay Prakash Upadhaya,AAO	MO CDA Guwahati
22	02-03-2021 Session-I	85	Classroom/ hands on training on running packages and peculiar to that of Controllers office viz Tulip, Bhawan, Vishak & E-Ticketing etc(5/6 Participants in a Group)	Shri Somnath Biswas,AAO Shri Subhashis Kayal,AAO	MO CDA Guwahati
	Session-II	86			
	Session-III	87	Sports Activities viz Carrom/Table Tennis, Badminton, Volleyball etc.	Shri Bijay Rabha, SA Miss Sashmita Borah, SA	MO CDA Guwahati LAO(A) Narengi
	Session-IV	88			
23	03-03-2021 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 Somnath Biswas,AAO Shri Subhashis Kayal,AAO	MO CDA Guwahati
	Session-II	90			
	Session-III	91	Sports Activities viz Carrom/Table Tennis, Badminton, Volleyball etc.	Shri Bijay Rabha, SA Miss Sashmita Borah, SA	MO CDA Guwahati LAO(A) Narengi
	Session-IV	92			
24	04-03-2021 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 in a Group)	Shri Somnath Biswas,AAO Shri Subhashis Kayal,AAO	MO CDA Guwahati
	Session-II	94			
	Session-III	95	Sports Activities viz Carrom/Table Tennis, Badminton, Volleyball etc.	Shri Bijay Rabha, SA Miss Sashmita Borah, SA	MO CDA Guwahati LAO(A) Narengi
	Session-IV	96			
25	05-03-2021 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 in a Group)	Shri Somnath Biswas,AAO Shri Subhashis Kayal,AAO	MO CDA Guwahati
	Session-II	98			
	Session-III	99	Sports Activities viz Carrom/Table Tennis, Badminton, Volleyball etc.	Shri Bijay Rabha, SA Miss Sashmita Borah, SA	MO CDA Guwahati LAO(A) Narengi
	Session-IV	100			
26	08-03-2021 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 in a Group)	Shri Somnath Biswas,AAO Shri Subhashis Kayal,AAO	MO CDA Guwahati
	Session-II	102			
	Session-III	103	Sports Activities viz Carrom/Table Tennis, Badminton, Volleyball etc.	Shri Bijay Rabha, SA Miss Sashmita Borah, SA	MO CDA Guwahati LAO(A) Narengi
	Session-IV	104			
27	09-03-2021 Session-I	105	Visit to LAO Narengi/ AO GE Narengi and AAO BSO Narengi (16/17 participants will form a group)	Shri Sushil kumar Singh, AAO Miss Sashmita Borah, SA	MO CDA Guwahati LAO(A) Narengi
	Session-II	106			
	Session-III	107	Visit to LAO Narengi/ AO GE Narengi and AAO BSO Narengi (16/17 participants will form a group)	Shri Sushil kumar Singh, AAO Miss Sashmita Borah, SA	MO CDA Guwahati LAO(A) Narengi
	Session-IV	108			
28	10-03-2021 Session-I	109	Debate	Shri Nilanjan Chakraborty, AAO Miss Panna Dey, Sr Hindi Translator	MO CDA Guwahati
	Session-II	110			

	Session-III	111	Extempore	Shri Rajesh Kr Doley, AO Miss Simantika Kacharia, Jr Hindi Translator	MO CDA Guwahati
	Session-IV	112			
29	11-03-2021 Session-I	113	Quiz Competition	Shri Kamal Kishore Prasad, AAO Miss Simantika Kacharia, Jr Hindi Translator	MO CDA Guwahati
	Session-II	114			
	Session-III	115	Cultural Events	Shri Debabrata Das, AO Shri Shubharun Basu, Adr	MO CDA Guwahati
	Session-IV	116			
30	12-03-2021 Session-I	117	Exam (At 10.00 hours)	Training Manager of CDA Guwahati	MO CDA Guwahati
	Session-II	118			
	Session-III	119	Valediction	CDA ,Training Manager/GO(AN) and Other Officers	
	Session-IV	120			


 (Training Manager)
 CDA Guwahati

Annexure-B

The name of newly recruited/promoted Auditors/Clerks who are required to undergo in the Induction Training of 30 days. (Locally)

Sl. No.	Name	Desig/Account No.	Section/Office
1.	Shri Bijit Hajong	Aud/8348714	IT&SW, MO CDA Guwahati
2.	Shri Manoj Kr. Deka	Aud/8347817	AO GE (AF) Borjhar
3.	Shri Pawan Kumar Singh	Aud/8348813	IFA Cell, MO CDA Guwahati
4.	Miss Aayushi Kumari	Aud/8348815	SC-I Sec, MO CDA Guwahati
5.	Shri Manish Kumar	Aud/8348816	A/Cs Sec, MO CDA Guwahati
6.	Shri Sujan Mondal	Aud/8348824	SC-I Sec, MO CDA Guwahati
7.	Shri Mukesh Sharma	Aud/8348833	DDP Sec, MO CDA Guwahati
8.	Shri Narendra Meena	Aud/8348830	LAO 222 ABOD
9.	Shri Suman Dasgupta	Aud/8348832	AN-II Gp-II, MO CDA Guwahati
10.	Shri Rajeev Kumar Singh	Aud/8348814	'D' Sec, MO CDA Guwahati
11.	Shri Anuj Kumar	Aud/8348834	LAO 222 ABOD
12.	Shri Suresh Kumar	Aud/8348779	Area Accounts Office, Shillong
13.	Shri David Rhavei. S	Aud/8348713	AO GE Umroi (Old Batch)
14.	Shri Rajdeep Bhattacharjee	Clk/8348826	LAO (A) Silchar
15.	Shri Gospel Lalramsang	Clk/8348821	ALAO SD Dimapur
16.	Smt Pranita Devi Hazarika	Clk/8348715	AN-II Gp-I, MO CDA Guwahati
17.	Shri Dharmendra Kumar Meena	Aud/8347067	AO 763 BRTF
18.	Shri Vijay Kumar	Aud/8347073	AO 752 BRTF
19.	Shri Sandip K Acharjya	Aud/8347064	AO 15 BRTF
20.	Shri Somnath	Aud/8347058	AO 48 BRTF
21.	Shri Zathuama	Aud/8347060	AO 24 BRTF
22.	Shri Josiah L Roulngul	Aud/8347084	AO 15 BRTF

Name of Promoted Auditors/Clerks from MTS:-

1.	Miss Pritima Deka	Aud/8348679	ALAO FSD Missamari
2.	Md. Firdus Ahmed Arif	Aud/8348688	A/Cs Sec CDA Guwahati
3.	Shri Deba Brata Sinha	Aud/8348692	'R' Sec CDA Guwahati
4.	Shri Amrit Sunwar	Aud/8348683	ALAO FSD Panitola
5.	Shri Sushant Kumar Karn	Aud/8348684	A/Cs Sec CDA Guwahati
6.	Shri Washim Akram Barlasakar	Aud/8348690	ALAO SD Silchar
7.	Shri Prakash Dhanuk	Aud/8348686	AN-IV Sec CDA Guwahati
8.	Shri Sumit Kr. Mondal	Aud/8348633	A/Cs Sec CDA Guwahati
9.	Shri Pranta Protim	Adr/8337535	LAO (A) Silchar
10.	Shri Anit Boro	Clk/8348626	AN-IA Sec CDA Guwahati
11.	Miss Namita Nath	Clk/8335417	PAO (ORs) 58 GTC Shillong

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