E-mail/T.T.B.

कार्यालय, रक्षा लेखा नियंत्रक
उदयान विहार, नारंगी, गुवाहाटी-781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
UDAYAN VIHAR, NARANGI, GUWAHATI-781171
Tel No. 0361-2640394, 2641142 Fax No .0361-2640204
Email-cdaguwomcell.dad@hub.nic.in

No. O&M/TRG/203/In House/Vol-XIX **Dated: 01/02/2023**

To

The Officer-in-Charge **Area Accounts Office, Shillong** **Bivar Road, Shillong** **Meghalaya – 793 001**	**The Officer-in-Charge** **PAO (ORs) ARC, Shillong** **Happy Valley, Shillong** **Meghalaya – 793 007**
The Officer-in-Charge **AN-IV Section** **(Local)**	**The LAO 222 ABOD** **Satgaon, Guwahati** **PIN – 781 027**

Subject: Induction training for newly appointed Canteen Attendant.

****

It has been decided by the Competent Authority to conduct a two weeks in-house training for newly appointed Canteen Attendant w.e.f. 06/02/2023 to 17/02/2023 at the Training Hall of MO CDA Guwahati, in offline mode for staff of Main Office and Sub-offices of Guwahati station. For outstation candidates the training will be held in online mode.

The Course module of the training programme is enclosed as Annexure "A".

List of the staff nominated for the ibid training is enclosed as Annexure "B".

The Officer-in-Charges are requested to ensure participation of nominated staff without fail on the scheduled date of the training. A link to join the training will be shared for the online participants through the registered email/mobile No. before commencement of the training.

GO has seen.

Enclosure: As above.

-Sd-
(Ranadhir Seal)
Sr. Accounts Officer (O&M)

Copy to: -

1. **Faculty members** : For information please. They are requested to prepare handouts/lecture notes and PPTs for the training.

2. **The Officer-in-Charge AN-IA, AN-IB (Local)** : For information please.

3. **The Officer-in-Charge AN-IV (Local)** : For necessary seating arrangement in the Training Hall of MO CDA Guwahati.

4. **The Officer-in-Charge IT&SW (Local)** : With a request to provide logistic support for the ibid training and to upload this letter on the Website of CDA Guwahati please.
   Further, you are requested to provide the link to join the training for the online participants.

(Ranadhir Seal)
Sr. Accounts Officer (O&M)

Annexure-A

Module of 2 weeks Induction Training for Newly Recruited Canteen Attendants.

There will be two sessions everyday for 60 minutes each as under:

Session I: 15:00Hrs - 16:00 Hrs

Session II: 16:15Hrs - 17:15 Hrs

Venue :				
Day	**Date**	**Session**	**Topics**	**Faculty/Conducting Officer**
1	06/02/2023	I	**Introduction to Admin Section**	**Debapriya Das, SAO**
		II	**Part-I & Part-II office order, Circular,**	
2	07/02/2023	I	**Objective of Canteen & Duties of Canteen Attendant.**	**Ranadhir Seal, SAO**
		II	**Drill for cleaning crockery/cutlery etc.**	
3	08/02/2023	I	**Introduction to OM Part-I**	**Arvind Kumar, AAO**
		II	**Introduction to OM Part-II**	
4	09/02/2023	I	**Introduction to Pay Section**	**Arvind Kumar, AAO**
		II	**Pay structure in DAD at various level & RTI**	
5	10/02/2023	I	**Introduction to TA/DA Section**	**Bimal Rajbongshi,SAO**
		II	**Leave Travel Concession : An Overview**	
6	13/02/2023	I	**Process for inventory control in Canteen**	**Ranadhir Seal, SAO**
		II	**Sanitary rules for Cook House, Pantry and Dining Hall**	
7	14/02/2023	I	**Rajbhasa (Basic Hindi Training)**	**Panna Dey,STO**
		II		
8	15/02/2023	I	**Various allowances and MACP Scheme**	**Raajiv Kumar, AAO**
		II	**Introduction to NPS**	
9	16/02/2023	I	**Etiquettes & Behaviour**	**Shibabrata Paul, SAO**
		II	**Personality Development**	
10	17/02/2023	I	**Exam**	**Ranadhir Seal, SAO**
		II	**Valediction**	

(Vikash Kumar Sinha)
Asstt. Accounts Officer

Annexure – B

List of nominated Canteen Attendant for Induction Training w.e.f. 06/02/2023 to 17/02/2023.

Sl. No.	Name	Grademain	Account No.	Office / Section	Date of appointment
1	Karmapu Dilliswara Rao	Canteen Attendant	8348843	CDA Guwahati_AN IV	02/03/2020
2	Hiramoni Devi	Canteen Attendant	8348838	CDA Guwahati_AN IV	26/12/2019
3	Rahul Deka	Canteen Attendant	8348837	CDA Guwahati_AN IV	26/12/2019
4	Malothu Ravinder	Canteen Attendant	8348839	CDA Guwahati_AN IV	30/01/2020
5	Ankit Chahal	Canteen Attendant	8348844	CDA Guwahati_AN IV	02/03/2020
6	Rupesh Das	Canteen Attendant	8348841	LAO 222 ABOD	14/02/2020
7	Nitesh Kumar Kushwaha	Canteen Attendant	8348840	LAO 222 ABOD	05/02/2020
8	Vikash	Canteen Attendant	8348845	Area Accounts Office Shillong	03/03/2020
9	Pradeep	Canteen Attendant	8348842	PAO (ORs) ARC Shillong	25/02/2020

(Vikash Kumar Sinha)
Assistant Account Officer (O&M)