



REMINDER-I

रक्षा लेखा नियंत्रक कार्यालय , गुवाहाटी, उदयन विहार, नारंगी, गुवाहाटी -781171
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No. O&M/Trg/203/In House/Vol-IX Dated: - 01/07/2014

To

The Officer In Charge, AAO Shillong
The Officer In Charge, PAO(ORS) ARC Shillong
All the Officer- In- Charge of Sub-offices

Subject: In House and RTC training.

Reference: - This office Important Circular No. 17, dated 12/05/2014.

Kindly refer to this office Important Circular cited under reference, wherein the demand for training requirement of your office was called for latest by 21/05/2014, but till date the same has not been received from your office.

1. Training Courses required to be imparted to the Officers and Staff.
2. Name of the Officers and Staff to whom training is to be imparted.

In this respect the sample of training course calendar for Regional CDA as per DAD Training and Development Policy 2013 which is available in the HQrs Office website may kindly be referred to while nominating the names of the trainees.

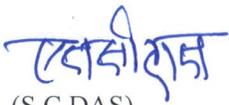
Further it is also intimated that while making nominations due importance must be exercised so that the staff/officers that are actually performing the area of work are only nominated by the Officer In-Charge.

All the Officer In-Charge of Sub Office are requested to submit the report through **e-mail/fax** latest by **04/07/2014**.

Copy to:
The Officer In Charge
EDP Section
MO CDA Guwahati

For uploading it in the CDA Guwahati website.


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Sr.AO (O&M-Trg)


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Sr.AO (O&M-Trg)