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:18/01/2022**

To

The Officer-in-Charge Accounts Section (Local)	**The Officer-in-Charge M-II Section (Local)**	**The Officer-in-Charge SC-III /II Section (Local)**	**The Officer-in-Charge AN-III Section (Local)**
The Officer-in-Charge GeM Cell (Local)	**The Officer-in-Charge AN-IV Section (Local)**	**The AAO AGE(I) Tawang**	**The AO GE (AF) Tezpur**
The AO GE Tezpur	**The AO AG Umroi**	**The AO AG Lekhapani**	**The AO GE Silchar**
The AO GE (AF) Chabua	**The AO GE (AF) Shillong**	**The AO GE 868 EWS**	**The AO GE Jorhat**
The AO GE Narangi	**The AO GE Dinjan**	**The AO GE (AF) Borjhar**	**The AO GE Rangiya**
The AO GE 869 EWS	**The AO GE 586 EP Missamari**	**The AO GE Missamari**	**THE AO GE** 859 EWS

Subject: In-House Training Course on "Accounts Section".
Reference: This Office letter of even no. dated 06.01.23

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The following amendments may be carried out in the M.O. Letter no. cited under reference due to administrative reason :-

SL.No.	FOR	READ
1.	**Training Date – 19.01.23 & 20.01.23**	**Training Date – 01.02.23 & 02.02.23**

All other entries will remain unchanged.

GO has seen.

Enclosure: As above.

Sd/-

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 and to provide tea and snacks during tea break.

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

Sr. Accounts Officer (O&M)

Annexure-'A'

Course Module

Course: - Online & Offline Training Course on Account Section 2nd batch from 01/02/23 to 02/02/23
Venue:- Training Hall M.O. CDA Guwahati for Offline course.

	Session	Time	Topic	Faculty
Day 1 (01/02/2023)		10:00 AM to 10:15 AM	Interaction with GO Accounts.	
	1st Session	10:15 AM to 11:30 AM	**Adjustment of OMRO/e-MRO by audit sections** 4. Noting of Credit Scroll (DMRO) 5. Linking of OMRO with DMRO 6. Downloading of e-MRO from SBI CMP e-MRO Portal and scheduling to concerned audit section.	Shri. Puranjan Roy, SAO
	Tea Break from 11:30 AM to 11:45 AM			
	2nd Session	11:45 AM to 01:00 PM	**1. SBI- CMP Payment** (a) SBI-CMP payment scroll- downloading from SBI-CMP fast plus portal. (b) Reconciliation of SBI-CMP Scroll with Sectional Compilation (c) Reconciliation of wise balance received from RBI with SBI-CMP Scroll & adjustment thereof.	Shri. Hareswar Deka, SAO
	3rd Session	2:30 PM to 3:45 PM	(d) Compilation of SBI-CMP rejected transactions & monitoring of repayment of rejected transaction by concerned Audit Section. (e) Reflection of o/s rejected transactions in AROB	Shri. Hareswar Deka, SAO
	Tea Break from 3:45 PM to 4:00 PM			
	4th Session	4:00 PM to 5:15 PM	**Inter-Departmental Transaction** (f) Transactions with Railways (g) Transactions with Assam Rifles (h) Transactions with MEA (i) Transactions with MHA (j) Transaction with Indian Postal Department	Shri. Hareswar Deka

Contd. p/2

	Session	Time	Topic	Faculty
Day 2 (02/02/2023)	5th Session	10:15 AM to 11:30 AM	1. DID Schedule (Origination/Responding) 2. Linking of Paid Cheques (Debit Scroll) with Schedule-III. 3. MRO- Creation of suspense Head (00/020/80, 93/020/80) and its clearance. 4. MRO- on account of ..... and adjustment sections 5. Maintenance of DHR.	Shri. Puranjan Roy, SAO
	Tea Break from 11:30 AM to 11:45 AM			
	6th Session	11:45 AM to 01:00 PM	**SBI-CMP Payment** 1. Activities performed by Audit Section 2. Role & Responsibilities of 'D' Section/Authoriser 3. Downloading of DMS & Daily Scroll by audit section/Authoriser/'D' Section 4. Identification of rejected transaction- - downloading of Minus Debit Scroll from SBI-CMP Fast plus portal 5. Intimation of rejected transactions by "D" section in case of Main office 6. Processing of re-payment through IAFZ CDA-13 7. Reconciliation of DV Register with Sectional Compilation and rendition of Review of Sectional Compilation 8. Discrepancy in compilation is to be compiled /adjusted immediately by audit section/ sub office	Shri. Hareswar Deka, SAO
	7th Session	2:30 PM to 3:45 PM	(e)Recovery of GPF Subscription, NPS Contribution, GST, Labour Welfare Cess & Payment thereof to the respective authority/Agency and reconciliation of Schedule thereof and ensuring correctness of compilation in NCS. (f)creation of Suspense Account & clearance thereof – reflection of o/s amount in AROB. (g)Uploading of fund (h)Issue of Unit ID, Section Code, LAC	
	Tea Break from 3:45 PM to 4:00 PM			
	8th Session	4:00 PM to 5:15 PM	Validation & Practical Session.	Shri. Hareswar Deka, SAO

Note: (If any doubt arised during official work pertains to Accounts Section, facts of the case may be forwarded through email on cdaguwomcell.dad@hub.nic.in before **25/01/2023** for discussion during practical session.

01/02/2023 & 02/02/2023.

Annexure "B"

SL. No.	Name	Desig.	Account No.	Office	Mob.No.	Mode of course
1	BHARAT NARAYAN PAL	AAO	8336993	CDA Guwahati_Accounts	9007471533	Offline
2	RAJNISH KUMAR	AAO	8320202	CDA Guwahati_Accounts	9968920259	Offline
3	VIKASH KUMAR	AAO	8342474	CDA Guwahati_GeM Cell	8087015588	Offline
4	KRISHNA KANT SINHA	AAO	8334739	CDA Guwahati_SC II	9476520867	Offline
5	AMARENDRA PANDEY	Adr	8348730	CDA Guwahati_GeM Cell	8420061203	Offline
6	RAHUL KUMAR GUPTA	SrAdr	8341633	CDA Guwahati_M II	8765835898	Offline
7	SWASTIKA ROY	Adr	8348723	CDA Guwahati_SC II	7003844763	Offline
8	SHARVAN KUMAR	SrAdr	8339223	CDA Guwahati_SC III	9963582770	Offline
9	RUPNARAYAN MUCHAHARY	SrAdr	8338779	CDA Guwahati_SC III	9859968184	Offline
10	SAYAN BASU	Adr	8355879	CDA Guwahati_AN III	9674979150	Offline
11	SUBHAM SARKAR	Adr	8348886	CDA Guwahati_AN III	7980267185	Offline
12	VIVEK KUMAR	Adr	8355927	CDA Guwahati_AN IV	9711956489	Offline
13	K HOIHBOI GANGTE	SrAdr	8337307	CDA Guwahati_Accounts	9435732176	Offline
14	SUKLASREE ROY CHOUDHURY	SrAdr	8331715	CDA Guwahati_Accounts	7086062658	Offline
15	SUBHRA BUJAR BARUA	SrAdr	8331613	CDA Guwahati_Accounts	8486038864	Offline
16	ANAND KUMAR	Adr	8355946	CDA Guwahati_Accounts	9031771877	Offline
17	SUDHANSHU SEKHAR	Adr	8348895	CDA Guwahati_Accounts	8789092731	Offline
18	KASHISH SHARMA	Clk	8353088	CDA Guwahati_Accounts	7534820906	Offline
19	UMESH BARMAN	Clk	8331679	CDA Guwahati_Accounts	9954250010	Offline
20	SUBHAJIT MANDAL	Adr	8347364	CDA Guwahati_Accounts	9804079576	Offline

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

01/02/2023 & 02/02/2023. **Annexure "C"**

SL. No.	Name	Desig.	Account No.	Office	Mob.No.	Mode of course
1	RAJEEV KUMAR SINGH	Adr	8348814	AAO AGE (I) Tawang	7488862924	Online
2	KISHALOY NEOG	SAO	8335429	AO GE Umroi	6033097179	Online
3	MD HUSSAIN AHMED	SrAO	8334120	AO GE 859 EWS	8584958244	Online
4	RABINDRA DAS	AO	8335347	AO GE (AF) Borjhar		Online
5	GAUTAM BHAUMIK	AO	8331737	AO GE Silchar	9435546920	Online
6	SANTANU BANERJEE	AO	8333905	AO GE Lekhapani	9804911566//87 77833391	Online
7	L LALDUHAWMA	AO	8346803	AO GE 869 EWS	9089986095	Online
8	ABHISEK ROY	AAO	8340031	AAO AGE (I) Tawang	9436586664	Online
9	UTTAM KUMAR SARDAR	SrAdr	8334783	AO GE 586 EP Missamari	7003546899	Online
10	RAVI KUMAR RAVI	Adr	8344697	AO GE (AF) Borjhar	9284386198	Online
11	SUMIT KUMAR MANDAL	Adr	8348633	AO GE Dinjan	8720999278	Online
12	TEJ PRATAP	SrAdr	8341639	AO GE Lekhapani	9919669299	Online
13	GOPAL JEE	SrAdr	8337598	AO GE Silchar	9369461631	Online
14	DEBASHISH BHATTACHARJEE	SrAdr	8331735	AO GE Rangiya	9435193621	Online
15	BARSHA BARUAH	SrAdr	8348630	AO GE (AF) Tezpur	9435457205	Online
16	MRITUNJAY KUMAR	SrAdr	8345599	AO GE Missamari	7896415220	Online
17	SUSHANT KR KARN	Adr	8348684	AO GE Tezpur	7576947809	Online
18	PAOGINSEI SIMTE	Adr	8348819	AO GE (I) AF Shillong	8118923591	Online
19	AVINASH KUMAR	Clk	8346250	AO GE Tezpur	9422746214	Online
20	BIJIT HAJONG	Clk	8348714	AO GE 868 EWS	9476847508	Online

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