



रक्षा लेखा नियंत्रक कार्यालय , गुवाहाटी, उदयन विहार, नारंगी, गुवाहाटी -781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS,
GUWAHATIUDAYAN VIHAR, NARANGI, GUWAHATI-781 171

Tel. 0361-2640394/2641142

FAX 0361-2640204/2640810/2641143.



No. O&M/TRG/203/In House/Vol-XV

Dated: 11/07/2019

MOST IMPORTANT CIRCULAR NO.-53

Subject:- Training for developing competencies for the staff posted in Store Contract Section and Misc. Section w.e.f. 25/07/2019 to 26/07/2019.

As per In house Training Calendar for the year 2019-20 (Srl No.12), it has been decided by the Competent Authority to conduct a Two (02) days Training Course on the above subject in the Training Hall, M.O. CDA Guwahati as per **Annexure-A** w.e.f. 25/07/2019 to 26/07/2019. The participants of MO CDA Guwahati as per **Annexure-B** are detailed to attend the training course.

— sel —

(Dr. K. Lalbiakchhunga, IDAS)
Dy. Controller

Copy to: -

1. The Officer- in- Charge

For information with a request to detail the nominated officials to attend the above training course w.e.f. 25/07/2019 to 26/07/2019 in MO CDA Guwahati.

2. Faculty Members

For information. You are requested to prepare hand outs /lecture notes on the subject assigned and may please be sent to this section well in advance to distribute the same amongst the trainees. The assigned course module is attached as per **Annexure-A**.

3. The Officer in Charge
AN-I/A & AN-IC Sec. (Local)

For information please.

4. The Officer in Charge AN-IV Sec (Local)

For necessary seating arrangement and provide Note pad & Ball pen to the participants for Twenty (20-approx) in the Training hall from 25/07/2019 to 26/07/2019 and also to provide Tea and Snacks to the participant and faculty members during Tea Break.

5. The Officer in Charge EDP Sec (Local)

For Uploading on CDA Guwahati Website please.

— sel —

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

Annexure-‘A’

COURSE TITLE: - Training for developing competencies for the staff posted in Store Contract Section and Misc Section from 25/07/2019 to 26/07/2019.

TRAINING SCHEDULE:-There will be 4 sessions every day each for 75 minutes as under:-

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

Tea Break: 11.30 hrs to 11.45 hrs & 15.45 hrs to 16.00 hrs.

Venue: - Training Hall, MO CDA Guwahati

Date	Session	Subject	Faculty
25/07/2019	1 st Session	*Role and Function of Stores Contract Section, Procurement and disposal of Defence Stores: An Overview, Delegation of Financial Powers.	Shri B Ghosh, SAO
	2 nd Session	Insight on various provisions of DPM, 2009- General Provisions and with specific reference to the areas relating to procurement of stores including contracts etc. with coverage of similar provisions in GFR-2007	Shri Nilanjan Chakraborty, AAO
	3 rd Session	Contracts, conclusions of Army Supply Corps (ASC) Contracts including Civil Hired Transport (CHT) Contracts, Verification of Specimen Signature, Post Scrutiny of Contracts.	Shri Parth Das, AAO
	4 th Session	*Pre- audit & Payment of contractors Bills. ASC Supplies, AOC Supplies, LP of Stores/Repair to Vehicles, EME, LP of Ordnance Stores, IT etc. *Scheduling and Recording of LP Vouchers Post audit of Paid Vouchers (95% & 100%). Audit of Sanctions including and insight on DFPDS (Army)- 2016	Shri Rabindra Kumar, AAO
26/07/2019	1 st Session	Objective, role & functions of ‘M’ Section and its co-relation with other sections of the Regional PCsDA/CsDA’s Office.	Shri R Singha, SAO
	2 nd Session	Concepts of Pre/ Post Audit including Audit of Sanctions including an insight on DFPDS.	Shri Sandilya Kumar, AAO
	3 rd Session	Overview of bills relating to various grants & Unit Allowances dealt with in ‘M’ Section.	Shri Sandilya Kumar, AAO
	4 th Session	An insight on Conservancy Agreements, vetting of draft agreements and audit of Payment vrs based upon them.	Shri B Ghosh, SAO




(S Paul)

Accounts Officer (O&M)

Annexure-‘B’

The Name of Officer/staff posted in Store Contract Section and Misc. Section for the Training for Developing Competencies.

Sl. No.	Name	A/c No.	Desig	Section/Office
1.	Shri Sujan Mondal	8348824	Aud	SC-I Section, MO CDA Guwahati
2.	Shri Suman Kumar	8348795	Aud	SC-I Section, MO CDA Guwahati
3.	Shri Joseph M Sungte	8344422	Clk	SC-II Section, MO CDA Guwahati
4.	Shri J L Kaman	8334122	SA	SC-II Section, MO CDA Guwahati
5.	MS Alice L Haokip	8348673	SA	M-II Section, MO CDA Guwahati
6.	Shri B C Mondal	8339348	SA	M-III Section, MO CDA Guwahati
7.	Shri Prashant Kumar	8348656	SA	SC-V Section, MO CDA Guwahati
8.	Shri Shiv Kumar Sah	8342452	SA	M-I Section, MO CDA Guwahati
9.	Shri Kumar Nilendu	8341197	SA	M-I Section, MO CDA Guwahati
10.	Shri S K Deka	8331680	Aud	LAO (A) Guwahati, Tfd to SC-II Section
11.	Shri Kapani Zhoyia Kayina	8348671	SA	SC-III Section, MO CDA Guwahati
12.	Shri Anit Boro	8348626	Clk	AN-IA Section, Tfd to M-III Section
13.	Mrs. Anima Snowal	8339839	Clk	AN-IA Section, Tfd to M-II Section
14.	Shri Deba Brata Sinha	8348692	Aud	R- Section, Tfd to M-III Section
15.	Shri Firdus Ahmed Arif	8348688	Aud	Accounts Section, Tfd to SC-V Section
16.	Shri Sushant Kumar	8348684	Aud	T- Section, Tfd to SC-III Section
17.	Miss Nemercy Vaiphei	8342304	Aud	AN-IB Section, Tfd to M-II Section
18.	Shri Amrit Sunwar	8348683	Aud	T- Section, Tfd to SC-II Section
19.	Shri N C Rabha	8331665	Aud	AN-IV Section, Tfd to SC-V Section
20.	Shri S P Das	8331600	SA	AN-II GP-I, Tfd to M-II Section


(S Paul)
Accounts Officer (O&M)