



कार्यालय, रक्षा लेखा नियंत्रक

उदयान विहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

UDAYAN VIHAR, NARANGI, GUWAHATI-781171

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

Dated: 01/08/2019

**MOST IMPORTANT CIRCULAR NO.-61**

**Subject:- Induction Training for Multi Tasking Staff w.e.f. 19/08/2019 to 30/08/2019 at PAO (ORs) ARC Shillong.**

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As per In house Training Calendar for the year 2019-20, it has been decided by the Competent Authority to conduct a Ten (10) days Training Course on the above subject at PAO (Ors) ARC Shillong as per **Annexure-A** w.e.f. 19/08/2019 to 30/08/2019. The participants of MO CDA Guwahati and sub offices as per **Annexure-B** are detailed to attend the training course.

The following instructions are to be strictly followed by the trainees:

- Trainees will have to attend classes regular and punctually. They are required to mark their attendance for each session separately.
- Trainees are to maintain absolute discipline during the training sessions and should not loiter outside the Training Hall.
- Trainees have to take prior permission of the Officer-in-Charge of the Training/ Faculty before leaving training classes, if so required, absolutely in emergency.

Shri K K Kalita, SAO of PAO (ORs) ARC Shillong has been nominated as coordinator of the Training course and he will be the overall in-charge of the training.

TA/DA is authorized for outside trainees and where admissible as per extant rules.

The receipt of the circular may be acknowledged personally by the officer-in-charge/Head of the Sub-offices to the Officer-in-Charge of O&M Cell (By Name).

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



**Copy to: -**

- |   |   |  |
|---|---|--|
| 1. The Officer in Charge<br>AN-I/A & AN-IC Sec. (Local) | } | For information please.  |
| 2. The Officer in Charge<br>AN-II Group-II Sec. (Local) |   |  |
| 3. The Officer in Charge<br>AN-IV Sec. (Local)          |   | Providing necessary fund to the PAO (ORs) ARC Shillong,<br>if required for the smooth running of the training.   |
| 4. The Officer-in-Charge                                | } | For information with a request to detail the nominated staff<br>to attend the above training course w.e.f. 19/08/2019 to<br>30/08/2019 at PAO (ORs) ARC Shillong as appended in<br><b>Annexure-'B'</b> .                               |
| i) O&M Cell, MO CDA, Guwahati                           |   |  |
| ii) 'R' Section, MO CDA, Guwahati                       |   |  |
| iii) AN-IB Section, MO CDA, Guwahati                    |   |  |
| iv) AN-V Section, MO CDA, Guwahati                      |   |  |
| v) PAO (ORs) ARC Shillong                               |   |  |
| vi) PAO (ORs) 58 GTC Shillong                           |   |  |
| 5. Faculty Members                                      |   | For information. You are requested to prepare hand outs<br>/lecture notes on the subject assigned well in advance to<br>distribute the same amongst the trainees. The assigned<br>course module is attached as per <b>Annexure-A</b> . |
| 6. The Officer in Charge EDP Sec (Local)                |   | For Uploading on CDA Guwahati Website please.  |



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



## Annexure-‘A’

**COURSE TITLE: - Induction Training for Multi Tasking Staff from 19/08/2019 to 30/08/2019.**

**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, PAO (Ors) ARC Shillong.**

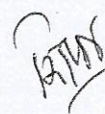
Date	Session	Subject	Faculty
	0930-1000	Registration	O&M Cell
19/08/2019 Monday	1 <sup>st</sup> Session	Department and its Function	Shri R K Lama, AAO
	2 <sup>nd</sup> Session		
	3 <sup>rd</sup> Session	Duties and Responsibilities of MTS	Shri P K Jha, AAO
	4 <sup>th</sup> Session		
20/08/2019 Tues day	1 <sup>st</sup> Session	General Manners and Etiquettes towards the senior, women and fellow employees in day to day office working.	Shri K K Kalita, SAO
	2 <sup>nd</sup> Session		
	3 <sup>rd</sup> Session	General Office etiquettes.	Shri Chayan Das, SAO
	4 <sup>th</sup> Session	Cell phone/ Telephone/Flag/Toilet etiquettes.	
21/08/2019 Wednesday	1 <sup>st</sup> Session	Guest handling and their complain.	Shri Panger AO, AAO
	2 <sup>nd</sup> Session	Types of office machines & equipments and their usage.	Shri H I Singh, AAO
	3 <sup>rd</sup> Session		
	4 <sup>th</sup> Session	Handling of office equipments and machines Photocopying, sending Fax, Driving of Vehicles if valid license.	Shri S B Prasad, AAO



22/08/2019 Thursday	1 <sup>st</sup> Session	Record Maintenance, Organisation and filing of records.	Shri Amitava Mukhopadhyay, AAO
	2 <sup>nd</sup> Session	Identification of records for retention	Shri Amitava Mukhopadhyay, AAO
	3 <sup>rd</sup> Session	Department scrutiny, instructions in respect of official/ classified documents.	Shri K L Paula Gangte, AAO
	4 <sup>th</sup> Session		
23/08/2019 Friday	1 <sup>st</sup> Session	Movement of classified documents and use and custody of seals.	Shri Vikash Kumar, AAO
	2 <sup>nd</sup> Session	Physical security measures(Personal security, security of Govt. Buildings action on breaches of security.	Shri Vikash Kumar, AAO
	3 <sup>rd</sup> Session	Upkeep of park/lawn/potted plants etc.	Shri Arup Mondal, AAO
	4 <sup>th</sup> Session	Cleanliness of office (Building, Fixtures & fitting upkeep of sessions etc.)	Shri Arup Mondal, AAO
26/08/2019 Monday	1 <sup>st</sup> Session	Watch and ward duties (opening and closing of rooms, dusting of furniture)	Shri H S Marbaniang, AAO
	2 <sup>nd</sup> Session	Other non clerical works in the sections/sub offices/assisting in routine office work (e.g. Diary/disposal and Computer )	
	3 <sup>rd</sup> Session	Conduct Rules (Do's and Don'ts)	Shri Chayan Das, SAO
	4 <sup>th</sup> Session	Acts/conducts which amounts to misconduct.	
27/08/2019 Tuesday	1 <sup>st</sup> Session	Activities which require permission/sanctions of the prescribed authorities.	Shri P R Dey, AAO
	2 <sup>nd</sup> Session	Leave Rules and attendance.	
	3 <sup>rd</sup> Session	Awareness in respect of Govt. facilities.	Shri L Lalduhawma, AAO
	4 <sup>th</sup> Session	Brief regarding New Pension Scheme.	
28/08/2019 Wednesday	1 <sup>st</sup> Session	Hierarchy of offices & designation.	Shri L Kambiaklal, AAO
	2 <sup>nd</sup> Session	Functioning of organization (i.e. Regional/Functional)	
	3 <sup>rd</sup> Session	Objectives of DAD, CGDA, PCDA/CDA of Defence Accounts.	Shri Anupam Tripathi, AAO
	4 <sup>th</sup> Session		



29/08/2019 Thursday	1 <sup>st</sup> Session	Brief of working of the sections of concerned PCDA/CDA (The working in various sections of te PCDA/CDA concerned may be divided in four sections at their end)	Md Hussain Ahmed, SAO
	2 <sup>nd</sup> Session		
	3 <sup>rd</sup> Session		
	4 <sup>th</sup> Session		
30/08/2019 Friday	1 <sup>st</sup> Session	Visiting of various Sections of Main Office	Shri Panger AO, AAO
	2 <sup>nd</sup> Session		
	3 <sup>rd</sup> Session	Witten Test	ARC Shillong
	4 <sup>th</sup> Session		



(S Paul)

Accounts Officer (O&M)



**Annexure-‘B’**

The Name of staff for the Induction Training for MTS: Group-‘C’ Staff scheduled to be held at PAO (Ors) Shillong w.e.f. 19/08/2019 to 30/08/2019.

Sl. No.	Name	A/c No.	Desig	Section/Office
1.	Shri Abhishek Kumar Singh	8348822	MTS	PAO (Ors) 58 GTC Shillong
2.	Shri Anisur Rahman	8348825	MTS	AN-V Section, MO CDA Ghy
3.	Shri Vikram Kumar	8348835	MTS	PAO (Ors) 58 GTC Shillong
4.	Shri Shobhandeb Sadhukhan	8348818	MTS	PAO (Ors) ARC Shillong
5.	Shri Ashish Ranjan	8348823	MTS	PAO (Ors) ARC Shillong
6.	Shri Pankaj Bordoloi	8348829	MTS	PAO (Ors) 58 GTC Shillong
7.	Shri Dip Das	8348719	MTS	O&M Cell, MO CDA Ghy
8.	Shri Bijoy Thakuria	8348712	MTS	‘R’-Section, MO CDA Ghy
9.	Shri Raju Majhi	8348720	MTS	AN-IB Section, MO CDA Ghy
10.	Shri Sumit Sunar	8348705	MTS	PAO (Ors) ARC Shillong



(S Paul)

Accounts Officer (O&M)