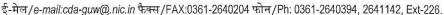


रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171 OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.





(CIRCULAR NO: 96 of 27.08.2020)

Subject:

TRAINING CALENDAR FOR THE YEAR 2020-21 IN RESPECT OF THE CDA GUWAHATI.

It is brought to the notice of all concerned that the Training Calendar of the organization of CDA Guwahati has been approved by the competent authority as per the Annexure-A (enclosed). The officer in-charge of sub offices/sections of main office are therefore requested to identify the training needs of the officer/staff under them and forward their names for the consideration against a particular training.

Due to the Covid-19 situations a considerable nos. of trainings could not be included in the In-house Training calendar and it has been decided that trainings will be mostly tried to be conducted on online mode which can be attended remotely.

The Area Accounts Office, Shillong is requested to send the proposal along with training Module, faculties, and list of nominated officials in respect of the courses to be conducted as cited in Sl No 5&9 in the Training calendar for the approval of the competent authority in advance. Similarly the PAO(ORs) ARC Shillong in consultation with PAO(ORs) 58 GTC is to send proposals in respect of the courses cited in Sl No 8,13 & 16 for according similar approvals. Until the Covid-19 situation is not improved, these trainings may be conducted strictly under the guidelines issued on the matter from time to time following all the norms and keeping participants level to a bare minimum.

(N.R Biswas)IDAS Jt. Controller

(File No: O&M/Trg/203/In-house/Vol-XVII)

Distribution:

- 1. All GOs
- 2. SAO/AO/Asstt. Dir (OL) of Main Office
- 3. All the Sections Main Office
- 4. Officer-in-Charge Sub Offices(As per Std list) (Through e-mail)
- 5. PS to CDA/Jt.CDA
- 6. EDP Sec

: With a request to upload the same on the

web-site of CDA Guwahati.

OFFICE OF THE CDA GUWAHATI IN HOUSE TRAINING CALENDAR FOR THE YEAR 2020-21

CL	IN HOUSE TRAINING CAL	T				
SL	Training Course	Level	Days	Location	Dates	Remarks
No						
	Training of SAS Part II Candidates for	SA to	5 days	MO CDA	Sep-20	
1	preparation of Exam	Clerk	,	Guwahati		
-	Training on E-Suchena, conducting of online		1.1			
2	classes and work from home	AAO to	1 day	MO CDA	Sep-20	
		Adr		Guwahati		
3	Training on Project Tulip & CMP	AAO to	1 day	MO CDA .	Sep-20	
		Adr		Guwahati		
	Training Programme on GeM & GST(AAO to	1 days	MO CDA	Oct-20	
4	Includding uploading etc on GST Portal)	Ard		Guwahati		
	Day Eivation ton promotion MAACD	CAL	2.1			0
	Pay Fixation : on promotion, MACP,	SA to	3 days		Oct-20	Proposal alongwith module, faculties
	Implementation of 7th CPC, Stepping up	Clerks		Accounts		and list of trainee
5	cases/Work related to Pay & Allowances Def			Office		to be forwarded to
	Civilians/Post Audit M Section/TADA		v	Shillong		MO for approval
	Training courses on effective	SA to	1 days	MO CDA	Oct-20	
	communication(verbal & Non verbal) and	Clerks	,-	Guwahati	000.00	
6	Noting & Drafting					
	6 weeks New Recruits Training for	Auditors	30	MO CDA	Nov-20	
7	Auditor/Clerk	& Clerk	days	Guwahati	1100-20	
	Training Course on Dolphin System	AAO to	2days	PAO (ORS)	Nov-20	
7		Adr		ARC Shillong		module, faculties and list of trainee
8						to be forwarded to
0						MO for approval
		18				
	Taining course on Leadership/	AAO to	2 days	Area	Nov-20	Proposal alongwith
	Communication/ HR Management	Sr.AO	,5	Accounts		module, faculties
	to a w . many constitution			Office		and list of trainee
9				Shillong		to be forwarded to
						MO for approval
	<u> </u>					
	Training cum Workshop on A/Cs Matter,	SA to	3 days	MO CDA	Dec-20	
10	Clearance of Suspense, DIDs, PM for A/Cs	Clerks		Guwahati		
	Section and sub offices					

11	Training for Sparrow for implementation of online APAR	AAO t Clerks	-	ay MO CDA Guwahati	Jan-	21
12	Tasks/Transactional Analysis	AAO	2 da	MO CDA Guwahati	Jan-2	21
13	Training Course on Pay & Allowances entitkements of PBORs (Including TA) Settlement of Final Accounts, Rejection of DCII, Project Dolphin	SA to Clerks	3 da	ys PAO (ORS) ARC Shillor		1 Proposal alongwit module, faculties and list of trainee to be forwarded to MO for approval
14	Handling of Grievances cases, RTI, Vigilance and Court cases	AAO to SA	1 day	s MO CDA Guwahati	Feb-21	
	Noting & Drafting Training course on Taxon	SA to Clerks	1 days	Area Accounts Office Shillong	Feb-21	
5	pervice tax, GS1 etc	AAO to Adr	2 days	PAO (ORS) ARC Shillong	r a t	Proposal alongwith module, faculties and list of trainee to be forwarded to MO for approval

(S.PAUL) AO(0&M)