

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

RIDGE ROAD, JABALPUR (MP)- 482 001

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NO.O&M/3604/NOMI/RTC/2020-2021

Dated: - 30 -04-2020

To,

The Officer I/c, Main Office
(AN I, II, Legal/RTI, AN III, M-Sec & Stores Contract)
All PAOs at Jabalpur

SUB :- **Nomination for Courses to be conducted by RTC,Lucknow for the year 2020-2021**

REF :- RTC, Lucknow letter No RTC/LKO/195/TAC Dated: 27.04.2020.

An Annual Training Calendar for the year 2020-2021 of RTC, Lucknow has been finalised and the same has been received vide letter under reference to this office. In the ibid letter, RTC Lucknow has intimated that initially small courses have been included in the Annual Training Calendar, which will be delivered **online via video conferencing**. As soon as the Govt. lifts the travel restrictions in the ensuing months, the courses will be conducted at RTC Lucknow with physical presence of the participants.

2. It is, therefore, requested to nominate suitable participants (dealing officials) for the courses to be conducted in the month of May 2020 as enumerated in **Annexure 'A'** to this letter to attend the subject course(s). The names of the nominated participant(s) alongwith requisite details as per prescribed format in **Annexure-'B'** to this letter may please be forwarded to this office/section on or before 04/05/2020 by return fax/mail/by-hand.

Encls:-As stated above.

Sd/-

Sr. Accounts Officer (Training)

Copy To:

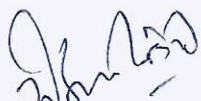
1. The Officer-in-Charge: - For uploading on the official website of the CDA, Jabalpur.
O.A. Cell (Local)

Sr. Accounts Officer (Training)

Annexure 'A'

(Annexure to the letter NO.O&M/3604/NOMI/RTC/2020-2021 dt. 30 .04.2020)

SI No	Name of Course	Duration (Days)	Dates	Level of participation	Office/section wise no. of trainees to be nominated
1.	Course on Disciplinary proceedings and Legal System & procedures.	02	14.05.2020 To 15.05.2020	Upto Sr. Auditors	M.O. CDA Jabalpur-01 All PAOs at Jabalpur-01 each
2.	Course on Establishment and Administration, RTI Act & Grievance Redressal Mechanism (CPGRAMS)	02	21.05.2020 To 22.05.2020	Vertical mix up to SAO/AO	M.O. CDA Jabalpur-01 All PAOs at Jabalpur-01 each
3.	Course on Contract Management covering Conservancy and CHT outsourcing Contract.	02	28.05.2020 To 29.05.2020	Vertical mix up to SAO/AO	<u>M.O. CDA Jabalpur</u> AN-III section-01 M section-01 Store Contract section-01


Sr.AO (Training)

Annexure –“B”

(Annexure to the letter NO.O&M/3604/NOMI/RTC/2020-2021 dt.30.04.2020)

Bio-data of the Participants

Sl. No.	Name Grade / Account No.	Name of the Course	Educational Qualification	Work Assigned	E-mail Address	Whatsapp Mobile No.

Sr. AO/AO