

Important Circular

No.AN/1A/1031/Deputation

Dated: 11-08-2011

To

All Sub Offices
All Sr.AOs/ AOs of main Office
All sections of Main Office

Sub: Selection of SAOs / AOs to serve as Faculty in **RTC Kolkata**.

HQrs Office (Centre for Training and Development) CENTRAD, CGDA, Brar Square, Delhi Cantt vide their letter No. TD/1035/SF/RTCs/2011 dated 01-08-2011 has proposed to select amongst SAOs/AOs as Faculty for imparting training to the officers in **RTC Kolkata**.

2. The officers selected for faculty post will be eligible for training allowance under extant rules. The volunteers must have skill and proven aptitude for training. The volunteers should also have experience of factory command. Before appointment to the post of Faculty in **RTC Kolkata**, the volunteering officers would undergo the a screening process before the Screening Committee, constituted by HQrs Office.

3. It is therefore, requested to ascertain and intimate the names of volunteers amongst the Senior Accounts Officers/Accounts Officers fulfilling the above conditions may be forwarded to this office as per **application format enclosed** to this letter, in duplicate.

4. The HQrs Office circular has also been hosted on CGDA's website for dissemination across the Department.

5. The proforma may please be completed by the volunteers and send to this office latest by **25 - 08-2011** positively. The final report will be sent to the HQrs. Office on **30/08/2011** and **no application will be entertained after that date**.

6. Nil report is also required.

Encls: 01

Sd xxx/-
(Sandeep Thakur)
Dy.CDA (AN)

Copy to:-

The Officer I/c
O.A.Cell (Local)

- for uploading on PCDA (CC) website.

sandeep
(Sandeep Thakur)
Dy.CDA (AN)

