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OFFICE OF THE COMPTROLLER :::::::::::ASSAM AGRICULTURAL UNIVERSITY
JORHAT – 785013.

Memo No.AAU/Bt-2/CP-29/2012-13/CM

Dated The 29th March, 2021

OFFICE MEMORANDUM

It is observed that, several proposals for sanction are submitted by the various line Departments for holding trainings etc.

To avoid audit objections and to have a proper record of farmers, beneficiaries trained under various schemes, it is desirable to maintain a comprehensive record of list of trainees/beneficiaries to whom such trainings have been imparted.

It is therefore, impressed upon all concerned to maintain a schemewise record of trainees/beneficiaries indicating, inter-alia, the date of training, the names of the trainees, address, contact numbers (if any) and their signature in a broad sheet duly countersigned by the officer in-charge holding the training. A yearwise album containing the photographs of trainees with name embodied on these duly authenticated may also be maintained.

This has the approval of Hon'ble Vice-Chancellor, Assam Agril. University, Jorhat-13.

This will come into force w.e.f. 01.04.2021.


Sd/-
Comptroller
Assam Agril. University
Jorhat-13.

No.AAU/Bt-2/CP-29/2012-13/CM 9423 - 25

Dated The 29th March, 2021

Copy to :-

1. The Secy. to The Hon'ble Vice-Chancellor, Assam Agril. University, Jorhat-13.
2. The Registrar, Assam Agril. University, Jorhat-13.
3. All Deans/Directors/DPP/Associate Deans/Chief Scientist/^{Sc}Principal Scientist & Heads of KVKs, Assam Agril. University, Jorhat/Khanapara/Outstaions.
4. Office Copy.


Comptroller 20/3/21
Assam Agril. University
Jorhat-13.