

कार्यालय प्रधान महालेखाकार (ऑडिट- I), मध्य प्रदेश  
ऑडिट भवन, झांसी रोड, ग्वालियर

NO./ADMN/LC/INDUCTION/F-016/

दिनांक:-

कार्यालय आदेश-119

मुख्यालय के पत्र Lr No. 397/Trg-Div/File No. 246/2015 दिनांक 06.07.2020 के अनुपालन में सीधी भर्ती एवं अनुकम्पा भर्ती द्वारा लिपिक (अनुलग्नक 'क' के अनुसार) हेतु प्रशिक्षण कार्यक्रम (अनुलग्नक 'ख' के अनुसार) दिनांक 17.02.2025 से 11.03.2025 तक MS Team के माध्यम से Online आयोजित किया जायेगा। सभी कर्मचारियों की परीक्षा अवधि सफलता पूर्वक पूर्ण होने हेतु उक्त प्रशिक्षण प्राप्त करना अनिवार्य है। प्रशिक्षण अवधि में किसी भी प्रशिक्षणार्थियों/व्याख्याता का अवकाश स्वीकृत नहीं किया जायेगा। प्रशिक्षण से अनुपस्थित रहने पर संबंधित के विरुद्ध अनुशासनात्मक कार्यवाही की जा सकती है।

In compliance of the HQs letter no. Lr No. 397/Trg-Div/File No. 246/2015 dated 06.07.2020, a training programme (as per Annexure 'B') will be organized for directly recruited Clerks and compassionate appointment Clerks (as per Annexure 'A') from 17.02.2025 to 11.03.2025 in Online Mode through MS Team. It is mandatory for all the officials to successfully complete the above training for successful completion of their probation period. No leave of faculty/trainees will be sanctioned during the period of training. Disciplinary action may be taken against the concerned for being absent from training.

संलग्नक: उपरोक्तानुसार

हस्ता/-

उप महालेखाकार/प्रशासन

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

1. सचिव, प्रधान महालेखाकार (ऑडिट- I), म.प्र., ऑडिट भवन, ग्वालियर
2. उप महालेखाकार/प्रशासन एवं AMG-V
3. उप महालेखाकार/AMG-I, AMG-II, AMG-III, AMG-IV कार्यालय प्रधान महालेखाकार (ऑडिट- I), म.प्र., ऑडिट भवन, ग्वालियर

4. वरिष्ठ लेखापरीक्षा अधिकारी/AMG-II, प्रशासन-13, कृपया अपने समूह/अनुभाग से संबंधित कर्मचारियों को प्रशिक्षण में सम्मिलित होने हेतु निर्देशित करें।
5. सम्बंधित व्याख्यता- कृपया कार्यक्रम में निर्धारित समय पर व्याख्यान दिया जाना सुनिश्चित करें। अपरिहार्य कारणों से यदि प्रशिक्षण में भाग लेना संभव न हो तो अपने अनुभाग से किसी अन्य अधिकारी (व्याख्यता) को व्याख्यान हेतु नामित करवा कर तत्काल विधि कक्ष को सूचित किया जाना सुनिश्चित करें।
6. व.ले.प.अ./IS Wing - कृपया उक्त कार्यलय आदेश को इंटरनेट एवं इंट्रानेट पर अपलोड करने का कष्ट करें
7. श्री नरेश आहूजा, स.ले.प.अ. को इंटरनेट एवं इंट्रानेट पर अपलोड करना सुनिश्चित करने बावत।
8. सूचना पटल।

*\* Sure*  
14.2.25

वरिष्ठ लेखापरीक्षा अधिकारी/विधि कक्ष



**अनुलग्नक क Annexure A**

स.क्र.	नाम (श्री/सुश्री)	स्थाई क्र.	समूह/अनुभाग
1.	मो. फराज़	05/11485	AMG-2
2.	प्रियलता	05/11544	प्रशासन 13

**अनुलग्नक ख Annexure-B****Training Sessions for Induction training of Clerks (Online)**

Date	Sess ion	Timing	Topic	Content	Name of Faculty
17.02.2025	1	10:15 am to 11:30 am	Introduction & Ice Breaking	Introduction of the participants, expectation sharing and overview of the course	Atul Surve, Sr. AO (01/6303) Legal Cell
	2&3	11:45 am to 01:00 pm, 02:30 pm to 03:45 pm	Introduction to IA&AD	Concept of SAI (C&AG), Role and responsibility of C&AG in good governance, Brief History of IA&AD, INTOSAI, Organizational Set up, various branches of Audit Offices	Sh. Rahul Verma, AAO (02/10991) Legal Cell
18.02.2025	1&2	10:15 am to 11:30 am, 11:45 am to 01:00 pm	Workflow in Audit Offices	Types of audit done by IAAD. Introduction of IRs/LARs, PDPs, DPs, Audit Reports, Settlement of Paragraphs after discussion	Ajay Kumar Sharma AAO (02/10911)



				by the PAC, maintenance of key documents related to published audit reports	
	3	02:30 pm to 03:45 pm	Constitution of India and	Articles of the Constitution of India relating to C&AG	Sh. Udbhav Kumar Sharma, Auditor (04/11455) Legal Cell
19.02.2025	1&2	10:15 am to 11:30 am, 11:45 am to 01:00 pm	Introduction to MCA	Introduction to Monthly Civil Account, classified and consolidated abstract	Ms. Deeksha Chauhan, AAO (02/11240) FAAS-M
	3	02:30 pm to 03:45 pm	DPC Act	An introduction to the various provisions of the DPC Act relating to Duties and Responsibilities of the C&AG	Sh. Rahul Verma, AAO (02/10991) Legal Cell
20.02.2025	1&2	10:15 am to 11:30 am, 11:45 am to 01:00 pm	Handling of correspondence and file	Receipt/diarizing and tracking correspondence, Opening, maintaining and closing files. Maintaining and closing registers	Sh. Amit Kumar Mishra, AAO (02/10959) IS Wing
	3	02:30 pm to 03:45 pm	Leave Rules	Discussion of the conditions of CCS (Leave) Rules	Sh. Bhupendra Kumar Gupta, AAO



					<b>(02/6392)</b> <b>OE-13</b>
<b>21.02.2025</b>	<b>1&amp;2</b>	<b>10:15</b> am to <b>11:30</b> am, <b>11:45</b> am to <b>01:00</b> pm	Conditions of Service and Administrative Matters	Job Description, Career prospects in the Department, Departmental Examination, Conditions relating to probation, confirmation, promotions deputations, importance of APAR etc,	Sh. Praveen Kumar Srivastava, AAO <b>(02/6395)</b> Legal Cell
	<b>3</b>	<b>02:30</b> pm to <b>03:45</b> pm	Travelling Allowance Rules	The various allowances admissible while on Tour/Transfer/Superannuation	Sh. Bhupendra Kumar Gupta, AAO <b>(02/6392)</b> <b>OE-13</b>
<b>24.02.2025</b>	<b>1&amp;2</b>	<b>10:15</b> am to <b>11:30</b> am, <b>11:45</b> am to <b>01:00</b> pm	Soft Skills Activity/Field Visit	Soft Skills Activity/ Field Visit	Sh. Praveen Kumar Srivastava, AAO <b>(02/6395)</b> Legal Cell
	<b>3</b>	<b>02:30</b> pm to <b>03:45</b> pm	Regulations on Audit & Accounts	Regulations on Audit & Accounts	Sh. Anshuman Srivastava, Asst. Sup. <b>(03/10679)</b> <b>AMG-4</b>
<b>25.02.2025</b>	<b>1&amp;2</b>	<b>10:15</b> am to	Formatting and Drafting skills	Forms of correspondence	Sh. Dhananjay Kumar, SAO

		<b>11:30</b> am, <b>11:45</b> am to <b>01:00</b> pm			<b>(02/6774)</b> <b>OE-11&amp;12</b>
	<b>3</b>	<b>02:30</b> pm to <b>03:45</b> pm	Pension Rules and National Pension System	Provisions relating to calculation and grant of Pension, Gratuity and Family Pension Discussion on the features of the NPS	Sh. Gourav Rastogi, AAO <b>(02/10933)</b> <b>OE-12</b> (Pension)
<b>27.02.2025</b>	<b>1</b>	<b>10:15</b> am to <b>11:30</b> am	Pension Rules and National Pension System	Provisions relating to calculation and grant of Pension, Gratuity and Family Pension Discussion on the features of the NPS	Sh. Gourav Rastogi, AAO <b>(02/10933)</b> <b>OE-12</b> (Pension)
	<b>2&amp;3</b>	<b>11:45</b> am to <b>01:00</b> pm, <b>02:30</b> pm to <b>03:45</b> pm	Vouchers, challans and voucher audit	Concepts of vouchers and challans. Duties of clerks in relation to audit of vouchers	Sh. Ambuj Kumar Pandey, AAO <b>(02/10865)</b> FAAP
<b>28.02.2025</b>	<b>1&amp;2</b>	<b>10:15</b> am to <b>11:30</b> am, <b>11:45</b> am to <b>01:00</b> pm	CCS (Conduct) Rules and CCS (CCA) Rules	Provisions of the Conduct Rules and introduction to Minor and Major Penalties and procedures for imposing the penalties	Sh. Tanuj Kumar, AAO <b>(02/10954)</b> CC



	<b>3</b>	<b>02:30</b> pm to <b>03:45</b> pm	Internet and Information security	Using the internet and email. Familiarity with the website of the CAG of India. Basic information security	Ashish Kumar Vishwakarma, Asst. Sup. <b>(03/10671)</b> IS Wing
<b>03.03.2025</b>	<b>1</b>	<b>10:15</b> am to <b>11:30</b> am,	Internet and Information security	Using the internet and email. Familiarity with the website of the CAG of India. Basic information security	Ashish Kumar Vishwakarma, Asst. Sup. <b>(03/10671)</b> IS Wing
	<b>2&amp;3</b>	<b>11:45</b> am to <b>01:00</b> pm, <b>02:30</b> pm to <b>03:45</b> pm	E-office	An overview of e-Office	Sh. Amit Kumar Mishra, AAO <b>(02/10959)</b> IS Wing
<b>04.03.2025</b>	<b>1</b>	<b>10:15</b> am to <b>11:30</b> am	Salient Features of Manual of General Procedures	Provisions in the Manual of General Procedure of the Office relating to Attendance, Conduct, Maintaining Decorum, Purchase of moveable and immoveable assets, undertaking	Sh. Prateek Bhardwaj, AAO <b>(02/11283)</b> OE-12

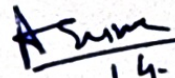
				trips abroad, etc.	
	<b>2</b>	<b>11:45</b> am to <b>01:00</b> pm		Opening and maintenance of Registers and Files, Procedures for preservation and destruction of records	Sh. Rajesh N. Hathwalne, SAO <b>(01/10297)</b> General Section
	<b>3</b>	<b>02:30</b> pm to <b>03:45</b> pm	Gender sensitization	Important provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, <b>2013</b>	Ms. Deeplatha Prasannan, SAO <b>(01/6416)</b> APDAC Cell
<b>05.03.2025</b>	<b>1</b>	<b>10:15</b> am to <b>11:30</b> am	Gender sensitization	Important provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, <b>2013</b>	Ms. Deeplatha Prasannan, SAO <b>(01/6416)</b> APDAC Cell
	<b>2&amp;3</b>	<b>11:45</b> am to <b>01:00</b> pm, <b>02:30</b> pm to <b>03:45</b> pm	MS WORD	Opening and saving files. Formatting text, paragraph formatting, bullets and numbering, multilevel bulleting and numbering, page layout, printing of files	Sh. Manish Kumar, Auditor <b>(04/11417)</b> Legal Cell



<b>06.03.2025</b>	<b>1&amp;2</b>	<b>10:15</b> am to <b>11:30</b> am, <b>11:45</b> am to <b>01:00</b> pm	MS WORD	Opening and saving files. Formatting text, paragraph formatting, bullets and numbering, multilevel bulleting and numbering, page layout, printing of files	Sh. Manish Kumar, Auditor <b>(04/11417)</b> Legal Cell
	<b>3</b>	<b>02:30</b> pm to <b>03:45</b> pm	Code Ethics of for IA&AD	Code of Ethics for staff of IAAD	Sh. Manoj Gupta, SAO <b>(01/6491)</b> FAAP
<b>07.03.2025</b>	<b>1</b>	<b>10:15</b> am to <b>11:30</b> am	Code of Ethics for IA&AD	Code of Ethics for staff of IAAD	Sh. Manoj Gupta, SAO <b>(01/6491)</b> FAAP
	<b>2&amp;3</b>	<b>11:45</b> am to <b>01:00</b> pm, <b>02:30</b> pm to <b>03:45</b> pm	MS Excel	Data entry, Performing basic calculations, filtering and sorting data, formatting and printing of files	Sh. Manish Kumar, Auditor <b>(04/11417)</b> Legal Cell
<b>10.03.2025</b>	<b>1&amp;2</b>	<b>10:15</b> am to <b>11:30</b> am, <b>11:45</b> am to <b>01:00</b> pm	MS Excel	Data entry, Performing basic calculations, filtering and sorting data, formatting and printing of files	Sh. Manish Kumar, Auditor <b>(04/11417)</b> Legal Cell



11.03.2025	1&2	10:15 am to 11:30 am, 11:45 am to 01:00 pm	Evaluation	Test including evaluation of computer skills, feedback.	Sh. Rahul Verma, AAO (02/10991) Legal Cell
	3	02:30 pm to 03:45 pm	Experience Sharing, Feedback and Valediction	Experience Sharing, Feedback and Valediction	Atul Surve, Sr. AO (01/6303) Legal Cell

  
 14.2.25  
 वरिष्ठ लेखापरीक्षा अधिकारी/विधि कक्ष