

प्रधान महालेखाकार (लेखापरीक्षा प्रथम) का कार्यालय, मध्य प्रदेश

ऑडिट भवन, झांसी रोड, ग्वालियर

क्र./प्रशासन/ISW/Induction Training/

दिनांक: 25.09.2026

कार्यालय आदेश- 121

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 नियुक्त लेखापरीक्षक (अनुलग्नक 'क' के अनुसार) हेतु प्रशिक्षण कार्यक्रम (अनुलग्नक 'ख' के अनुसार) दिनांक 30.09.2026 से 16.10.2025 तक पंचम तल, ऑडिट भवन, में आयोजित होगा। सभी कर्मचारियों की परीविक्षा 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 terms of 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 and compassionately appointed Auditor (as per Annexure 'A') from 30.09.2026 to 16.10.2026 on Fifth Floor, Audit Bhavan. 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 can be taken against the concerned about being absent from training.

संलग्नक: अनुलग्नक 'क' एवं 'ख'

हस्ता/-

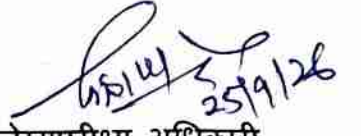
उप महालेखाकार

प्रशासन

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

1. सचिव, प्रधान महालेखाकार (ऑडिट प्रथम), म.प्र., ऑडिट भवन, ग्वालियर
2. उप महालेखाकार/AMG-I,AMG-II,AMG-III,AMG-IV,AMG-V & प्रशासन
3. सचिव, उप महालेखाकार/ AMG-I,AMG-II,AMG-III,AMG-IV,AMG-V & प्रशासन
4. वरिष्ठ लेखापरीक्षा अधिकारी/GE, कार्यालय महानिदेशक लेखापरीक्षा (केंद्रीय प्राप्ति), नई दिल्ली, शाखा ग्वालियर। 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 eCell & Training अनुभाग को सूचित किया जाना सुनिश्चित करें।

6. वरिष्ठ लेखापरीक्षा अधिकारी/सामान्य अनुभाग एवं कार्यपालन शाखा, कृपया दिनांक 30.09.2026 से 16.10.2026 तक अनुलग्नक 'क' में वर्णित प्रशिक्षणार्थियों की बैठक व्यवस्था, बिजली, सफाई व पानी की व्यवस्था करवाए ।
7. वरिष्ठ लेखापरीक्षा अधिकारी/IS Wing एवं श्री महेश कुमार अलोरिया, स.ले.प.अ. को इंटरनेट एवं इंट्रानेट पर अपलोड करना सुनिश्चित करने बावत् ।
8. सूचना पटल ।


वरिष्ठ लेखापरीक्षा अधिकारी
IS Wing (eCell & Training)

अनुलग्नक (क)

Annexure (A)

स.क्र.	नाम (श्री/सुश्री)	स्थाई क्र.	समूह/अनुभाग
1.	KULDEEP KUMAR BANSAL	11592	PrAG
2.	AKASH KUMAR	11594	PrAG
3.	RAHUL GUPTA	11600	DGA(CR)
4.	BRIJESH KUMAR MEENA	11609	PrAG
5.	GAURAV KUMAR MEENA	11610	PrAG
6.	NITIN PATHAK	11613	PrAG
7.	MANU KUMARI	11618	DGA(CR)
8.	ANANT SHARMA	11612	DGA(CR)
9.	MADHU RANI	11611	DGA(CR)
10.	SHIVAM TIWARI	11614	PrAG
11.	KAJAL GUPTA	11616	PrAG
12.	RAVIT KUMAR BOUDDH	11619	PrAG
13.	ANITA YADAV	11617	PrAG
14.	VIKASH RAJPUT	11620	PrAG
15.	CHETNA	11621	PrAG
16.	AMAN SINGH BHADORIYA	11622	PrAG
17.	VAIBHAV DWIVEDI	11623	PrAG
18.	LAKHAN SINGH MEENA	11625	PrAG
19.	AMAN SINGH	11626	DGA(CR)
20.	MAN SINGH MEENA	11629	PrAG
21.	KAMLESH KUMAR MEENA	11632	PrAG
22.	SUNIL KUMAR MEENA	11634	PrAG
23.	JITENDRA KUMAR MEENA	11635	PrAG

अनुलग्नक -ख

Annexure B

Training Sessions for Induction training of Auditors

Date	Session	Topic	Content	Name of Faculty
30.09.2026	1	Introduction & Ice Breaking	Introduction of the participants, expectation sharing and overview of the course	DAG Admin & Shri Dhananjay Kumar, Sr AO (01/6774)
	2 & 3	Introduction to IA&AD	Concept of SAI (C&AG), Role and responsibility of C&AG in good governance, Brief History of IA&AD, INTOSAI,	Shri Prateek Bhardwaj, AAO (02/11283)

			Organizational set up, various branches of Audit Offices.	
	4	CAG's website	Contents of CAG's website including recent Audit reports	Shri Ashutosh Kumar, AAO (02/10850)
01.10.2026	1 & 2	Constitution of India and DPC Act	Articles of the Constitution of India relating to C&AG and an introduction to the various provisions of the DPC Act relating to Duties and Responsibilities of the C&AG	Shri Ajay Kumar Sharma, AAO (02/10911)
	3 & 4	Regulations on Audit & Accounts	Regulations of Audit & Accounts	Shri Pramod Kumar Vishwakarma, AAO (02/10989)
05.10.2026	1 & 2	Conditions of Service and Administrative Matters	Job Description of Auditors, Career prospects in the Department, Departmental Examination, Conditions relating to probation, confirmation, promotions deputations, importance of APAR etc.	Shri Tanuj Kumar, AAO (02/10954)
	3 & 4	Salient Features of Manual of General Procedures	Provisions in the Manual of General Procedure of the Office relating to Attendance, Conduct, Maintaining Decorum	Shri Prateek Bhardwaj, AAO (02/11283)
06.10.2026	1&2		Opening and maintenance of Registers and Files, Procedures for preservation and destruction of records, Purchase of moveable and immovable assets, undertaking trips abroad, etc.	Shri Rajan Singh, AAO, (02/10604)
	3 & 4	CCS (Conduct) Rules and CCS (CCA (Rules))	Provision of the conduct rules and introduction to minor and major penalties	Shri Tanuj Kumar, AAO (02/10954)

			and procedures for imposing the penalties	
07.10.2026	1 & 2	Budget formulation and GFR	Budget formulation and implementation, procurement of goods and services, inventory management, receipt and withdrawal from Government Accounts	Shri Swapna Saha, AAO (02/10279)
	3 & 4	Pension rules and National Pension system	Provisions relating to calculation and grant of pension, gratuity and family pension Discussion on the features of the National Pension System	Shri Gourav Rastogi, AAO (02/10933)
08.10.2026	1&2	Leave Rules	Discussion of the conditions of CCS (Leave) Rules	Shri Rajan Singh, AAO (02/10604)
	3&4	Travelling Allowance Rules	The various allowances admissible while on Tour/Transfer/Superannuation	Shri Amesh Kumar, AAO (02/10453)
09.10.2026	1 & 2	Important provisions of MSO (Audit)	Introduction to various types of Audits, Planning and conduct of Audit, Various parts of Inspection Reports and their pursuance, Draft paragraphs, Audit reports, Legislative Committees and their role w.r.t Audit reports explanation on the Duties of Auditors in Central Audit Teams, Inspection Report Processing wings etc.	Rajesh Gupta, Sr AO Report (01/10418)
	3 & 4			
12.10.2026	1 & 2	Audit Evidence & Documentation	Discussion on the importance of collection of evidence and documentation of entire Audit process	Asif Ullah Siddiqui, Sr AO (01/10380)

	3 & 4	Compliance Auditing Guidelines	Definition, planning, conduct, reporting and follow-up of Compliance Audit	Shri Pramod Kumar Vishwakarma, AAO (02/10989)
13.10.2026	1 & 2	Performance Auditing Guidelines	Definition, planning, conducting, reporting and follow-up of Performance Audit	Shri Pramod Kumar Vishwakarma, AAO (02/10989)
	3 & 4	MS WORD	Opening and saving files. Formatting text, paragraph formatting, bullets and numbering, multilevel bulleting and numbering, page layout, printing of files	Shri Amit Mishra, AAO (02/10959)
14.10.2026	1&2	Introduction to Government Accounting	Structure of Government Accounts- Consolidated Funds, Contingency Funds & Public Account, List of Major and Minor Heads of Accounts, Finance and Appropriation Accounts	Shri Anil Kumar, AAO (02/11375)
	3& 4	MS Excel	Perform basic calculations, filtering and sorting data	Shri Amit Kumar Mishra, AAO (02/10959)
15.10.2026	1&2	Noting and Drafting- with practical exercises	Introduce the participants to the importance of detailed Notes and the related different types of correspondence Drafting of Audit Queries/Audit Slips/ Half Margins	Shri Dhananjay Kumar, Sr AO (01/6774)
	3	e-Office	An overview of e-Office	Shri Rahul Verma, AAO (02/10991)
	4	Gender Sensitisation	The important provisions of the Sexual Harassment of Women at Workplace	Smt Rashmi Ranjan, SAO (01/10471)

			(Prevention, Prohibition and Redressal) Act, 2013	
6.10.2026	1 & 2	Code of Ethics for IA&AD	Code of Ethics for Auditors	Shri Manoj Gupta, Sr AO (01/6499)
	3 & 4	Evaluation test Experience sharing and valediction	A test containing multiple choice questions, Experience Sharing, feedback and Valedicton	Shri Rahul Verma, AAO (02/10991)

Session timings

1. 10:30 am to 11:45 am
2. 12:00 pm to 01:15 pm
3. 02:30 pm to 03:45 pm
4. 04:00 pm to 05:15 pm

हस्ता/-

वरिष्ठ लेखापरीक्षा अधिकारी
IS Wing (eCell & Training)