



लोकहितार्थं सत्यनिष्ठा  
Dedicated to Truth in Public Interest

Indian Audit & Accounts Department,  
Office of the Director General of Audit,  
Environment & Scientific Departments, Kolkata Branch  
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**OFFICE ORDER**

O.O. No. Admn./30

Dated: 30.05.2022

The following Clerk/Typists of this office have been nominated to an In-house Training Programme which will be conducted in the Conference of this office.

1	Shri Pinaki Nath, Clerk/Typist
2	Shri Tapash Kumar Singha, Clerk/Typist
3	Shri Prabir Purokait, Clerk/Typist
4	Shri Susmita Saren, Clerk/Typist
5	Shri Bikash Maity, Clerk/Typist
6	Shri Binod Kumar Sah, Clerk/Typist
7	Shri Anil Kumar Jha, Clerk/Typist
8	Shri Rahul Garai, Clerk/Typist
9	Shri Dulal Mondal, Clerk/Typist

The training details are annexed herewith (Annexure-I).

As the successful completion of the training is prerequisite for completion of probation, all the sections are requested to consider the aforesaid training programme before assigning any work to Shri Dulal Mondal, Clerk/Typist and the faculties.

This issues with the approval of Deputy Director.

  
Sr. Audit Officer (Admn.)

No. Admn./2(18)/XIV/Training/2022-23/1161-1214

Dated: 30.05.2022

Copy forwarded for information and necessary action to:-

1. The Sr .Audit Officer (Admn.), O/o the Director General of Audit, Environment & Scientific Departments, D.G.C.R Building, I.P .Estate, New Delhi-110 002
2. Establishment Section
3. OAD Section
4. Central Section
5. Field Audit Party Section
6. IT Cell
7. Director's Cell
8. Report Section
9. Routine Section
10. GAD/FPA Section

11. Hindi Cell
12. Shri Avijit Jana, Senior Audit Officer
13. Personal file of Shri Avijit Jana, Senior Audit Officer
14. Shri Deepak Kumar Singh, Assistant Audit Officer
15. Personal file of Shri Deepak Kumar Singh, Assistant Audit Officer
16. Shri Kartick Ch Gayen, Assistant Audit Officer
17. Personal file of Shri Kartick Ch Gayen, Assistant Audit Officer
18. Ms. Chandrani Singha, Assistant Audit Officer
19. Personal file of Ms. Chandrani Singha, Assistant Audit Officer
20. Shri Bidhan Chandra Mahato, Assistant Audit Officer
21. Personal file of Shri Bidhan Chandra Mahato, Assistant Audit Officer
22. Ms. Sangeeta Barua, Assistant Audit Officer
23. Personal file of Ms. Sangeeta Barua, Assistant Audit Officer
24. Shri Surojeet Kumar Dutta, Assistant Audit Officer
25. Personal file of Shri Surojeet Kumar Dutta, Assistant Audit Officer
26. Shri Swarup Biswas, Assistant Audit Officer
27. Personal file of Shri Swarup Biswas, Assistant Audit Officer
28. Shri Tapas Banik, Assistant Audit Officer
29. Personal file of Shri Tapas Banik, Assistant Audit Officer
30. Ms. Punam Malpani, Assistant Audit Officer
31. Personal file of Ms. Punam Malpani, Assistant Audit Officer
32. Shri Pinaki Nath, Clerk/Typist
33. Personal file of Shri Pinaki Nath, Clerk/Typist
34. Shri Tapash Kumar Singha, Clerk/Typist
35. Personal file of Shri Tapash Kumar Singha, Clerk/Typist
36. Shri Prabir Purokait, Clerk/Typist
37. Personal file of Shri Prabir Purokait, Clerk/Typist
38. Shri Susmita Saren, Clerk/Typist
39. Personal file of Shri Susmita Saren, Clerk/Typist
40. Shri Bikash Maity, Clerk/Typist
41. Personal file of Shri Bikash Maity, Clerk/Typist
42. Shri Binod Kumar Sah, Clerk/Typist
43. Personal file of Shri Binod Kumar Sah, Clerk/Typist
44. Shri Anil Kumar Jha, Clerk/Typist
45. Personal file of Shri Anil Kumar Jha, Clerk/Typist
46. Shri Rahul Garai, Clerk/Typist
47. Personal file of Shri Rahul Garai, Clerk/Typist
48. Shri Dulal Mondal, Clerk/Typist
49. Personal file of Shri Dulal Mondal, Clerk/Typist
50. Secretary, Scientific Audit (Category-I) Association, Kolkata
51. Secretary, Scientific Audit (Category-II) Association, Kolkata
52. Secretary, Scientific Audit (Category-III) Association, Kolkata
53. Office Order Book
54. Notice Board



Syllabus, Schedule and Course Content for Induction Training of Shri Dulal Mondal,  
Clerk/Typist

Day	Session	Topic	Content	Syllabus	Faculty
<b>Inauguration</b>					
Day 1 23.06.2022 (Thursday)	1	Introduction & Ice Breaking	Introduction by Participants, sharing of expectations, Course overview		Deepak Kumar Singh, AAO
	2 & 3	Introduction to IA&AD	Concept of SAI (C&AG), Organizational setup, various branches of IAAD.	Chapter 1 of CAG's MSO (Admn) Vol. 1	Deepak Kumar Singh, AAO
	4	Constitution of India	Articles of the Constitution of India relating to C & AG	Articles 148 to 151 of Constitution of India	Deepak Kumar Singh, AAO
Day 2 24.06.2022 (Friday)	1 & 2	DPC Act  Regulations on Audit and Accounts	Introduction to the various provision of the DPC Act relating to Duties and Responsibilities of the C&AG  Regulations on Audit and Accounts	Comptroller and Auditor General's (Duties, Powers and Conditions of Service) Amendment Act, 1971  Regulations on Audit and Accounts 2007	Avijit Jana, SAO
	3 & 4	Workflow in Audit Offices	Types of audit done by IAAD. Introduction of IRs/LARs, PDPs, DPs, Audit Reports, Settlement of paragraphs after discussion by the PAC, maintenance of key documents related to published audit reports	MSO (Audit)	Surojeet Kumar Dutta, AAO
Day 3	1 & 2	Conditions of Service and	Job Description of Clerks, career	Manual of General	Deepak

25.06.2022 (Saturday)		Administrative Matters	prospects in IA&AD, Importance of APAR, Conditions relating to probation, confirmation, promotions, deputation, foreign services etc.	procedure Conditions relating to probation, confirmation, promotions, deputation, foreign services etc.	Kumar Singh, AAO
	3 & 4	Travelling Allowance Rules & Leave Rules	General understanding of provisions relating to travel, travel allowance, eligibilities etc., Discussion on the provisions of CCS (Leave) Rules	SRs and instructions on Travelling Allowance CCS (Leave) Rules, 1972	Kartick Ch Gayen, AAO
Day 4 27.06.2022 (Monday)	1 & 2	Salient features of the Manual of General Procedure	Provisions in the Manual of General Procedure of the Office relating to attendance, opening and maintenance of registers and files, procedures for preservation and destruction of records etc	Manual of General Procedure	Punam Malpani, AAO
	3 & 4	Introduction to MCA	Introduction to Monthly Civil Account, classified and consolidated abstract	MSO (A&E)	Sangeeta Barua, AAO
Day 5 28.06.2022 (Tuesday)	1 & 2	Handling of correspondence and files	Receipt/ diarisng and tracking correspondence, Opening, maintaining and closing files. Maintaining and closing registers	Managing correspondence , files and registers	Deepak KumarSingh, AAO
	3 & 4	Pension Rules and National Pension System	Provisions related to calculation and grant of pension, gratuity and family pension.	CCS (Pension) Rules, 1972 National Pension System	Avijit Jana, SAO



			Discussion on the features of the National Pension System		
Day 6 29.06.2022 (Wednesday)	1 & 2	Use of e-Office	Managing correspondence and file movement in a paper-less office	Diarising, indexing, referring and filing of correspondence, Preparing weekly reports, Keeping track of inward and outward movement of files	Kartick Ch Gayen, AAO
	3 & 4	Soft skills activity / field visit	Soft skills activity / field visit		Punam Malpani, AAO
Day 7 30.06.2022 (Thursday)	1 & 2	Formatting and Drafting skills	Forms of correspondence.	Formatting and drafting of OMs, Circulars , ordinary letters, DO letters.	Bidhan Chandra Mahato, AAO
	3 & 4	MS Word	Preparing, formatting and printing documents in MS Word	Opening, saving files. Formatting text, paragraph formatting, bullets and numbering, multilevel bulleting and numbering, page layout, printing of files	Chandrani Singha, AAO
Day 8 02.07.2022 (Saturday)	1 & 2	Vouchers, challans and voucher audit	Concept of vouchers and challans. Duties of clerks in relation to audit of vouchers	Duties of clerks in relation to audit of vouchers	Tapas Banik, AAO
	3 & 4	MS Word	Text editing using MS Word	Spelling and grammar check, styles and templates, track changes	Swarup Biswas, AAO
Day 9 18.07.2022 (Monday)	1 & 2	Gender Sensitisation	Gender Sensitisation including The Sexual Harassment of Women at	Sexual Harassment of Women at Workplace (Prevention, Prohibition and	Avijit Jana, SAO

			Workplace (Prevention, Prohibition and Redressal) Act, 2013	Redressal) Act, 2013	
	3 & 4	MS Excel	Data entry, formatting and printing using MS Excel	Opening and saving an MS Excel workbook. Entering data, formatting and printing	Swarup Biswas, AAO
Day 10 19.07.2022 (Tuesday)	1 & 2	MS Excel	Simple calculations in MS Excel	Performing basic calculations, filtering and sorting data	Tapas Banik, AAO
	3 & 4	Internet and Information security	Using the internet and email. Familiarity with the website of the CAG of India Basic information security	Exploring the website of CAG of India including telephone directory Basic precautions to ensure security while browsing and downloading information IT Act 2000	Swarup Biswas, AAO
Day 11 20.07.2022 (Wednesday)	1 & 2	Provisions of CCS (Conduct) & CCS (CCA) Rules	Rules relating to conduct, maintaining decorum, etc., and disciplinary procedures	Central Civil Service (Conduct) Rules, 1964 Central Civil Service (Classification, Control, Appeals) Rules, 1965	Avijit Jana, SAO
	3 & 4	Code of Ethics for IAAD	Code of Ethics for staff of IAAD	Code of Ethics for staff of IAAD	Avijit Jana, SAO
Day 12 21.07.2022 (Thursday)	1 & 2	Evaluation	Test including evaluation of computer skills		Avijit Jana, SAO
	3 & 4	Experience Sharing, Feedback and Valediction	Experience Sharing, Feedback and Valediction		Avijit Jana, SAO

  
 Sr. Audit Officer (Admn.)