

**प्रधान महालेखाकार (लेखापरीक्षा I) का कार्यालय, केरल, तिरुवनंतपुरम**  
**(प्रशिक्षण केन्द्र)**  
**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT I)**  
**KERALA, THIRUVANANTHAPURAM**  
**(TRAINING CENTRE)**

सं.ले.प./प्रशिक्षण/11-250/2024-25/  
No.Au/Trg/11-250/2024-25/

दिनांक: 2 जुलाई 2024  
Date: 2 July 2024

**अनुभागीयआदेशसं./SECTIONAL ORDER NO. 126**

प्र.म.ले. (लेखापरीक्षा I), प्र.म.ले. (लेखा परीक्षा II) और डीजीए (सी), कोच्चि के कार्यालयों से संबंधित निम्नलिखित अधिकारियों को वरिष्ठ लेखापरीक्षा अधिकारी के पद पर पदोन्नति के लिए सहायक लेखापरीक्षा अधिकारी के लिए अनिवार्य प्रशिक्षण के लिए नामांकित किया गया है, जो हमारे इन-हाउस प्रशिक्षण केंद्र (कंप्यूटर लैब) में 08.07.2024 से 29.07.2024 तक आयोजित होने वाला है।

The following officials belonging to Offices of the PAG (Audit I), PAG (Audit II) and DGA (C), Kochi are nominated for the Mandatory training for AAOs due for promotion to the post of Senior Audit Officer which is scheduled to be conducted at our In-house training centre (Computer Lab) from 08.07.2024 to 29.07.2024.

SI No	Name (S/Smt/Shri)	Section	Office
1.	Manuel K A	AMG I	Audit I
2.	Purushothama Kurup Ajith	AMG I Pty	Audit II
3.	Muzammil K P	AMG III Pty	Audit II
4.	Prashobh Balakrishnan	AMG III	Audit I
5.	Krishnapriya V U	AMG II Pty	Audit II
6.	Santhosh Kumar C	AMG I	Audit I
7.	Paul KP	Deputation to KSEB, Kothamangalam	
8.	Ajumon P Raju	AMG III	Audit I
9.	Kiran K V	Deputation to CDS	
10.	Jithesh Raj R	Report (AMG III)	Audit II
11.	Arun Anandan	DGA (C), Kochi	
12.	Tony Titus	DGA (C), Kochi	
13.	Jackson M	Report (SF)	Audit II
14.	Prem K S	AMG I	Audit I
15.	Rajeev G (No 2)	Entt.	Audit II
16.	Shyam Das O V	Deputation to RCBKI Hyderabad	

प्रतिभागी अपने आधिकारिक ईमेल आईडी का उपयोग करके साई प्रशिक्षण पोर्टल के माध्यम से पंजीकरण और प्रतिक्रिया प्रक्रिया को पूरा कर सकते हैं। अधिकारी को साई प्रशिक्षण पोर्टल के माध्यम से ऑनलाइन प्रभाव मूल्यांकन को पूरा करने के लिए भी सूचित किया जाता है, जिसे प्रशिक्षण के अंतिम दिन से 3 महीने पूरा होने की तारीख से 20 दिनों के भीतर प्रस्तुत किया जाना है।

The participants may complete the registration and feedback process through SAI Training Portal using their Official email IDs. The officials are also informed to complete the online impact assessment through SAI Training Portal which is to be submitted within 20 days from the date of completion of 3 months of the last day of Training.

(प्रधान महालेखाकार के दिनांक 2 जुलाई 2024 के आदेशानुसार)



वरिष्ठ लेखापरीक्षा अधिकारी / प्रशिक्षण  
Senior Audit Officer/Training

Copy to:

1.	अनुभागीय आदेश बुक/सूचना पट्ट	.4	व.ले.प.अ./प्रशा., रोकड, हक.ले.प-1)/(ले.प.-II)
2.	संबंधित अधिकारी	.5	प्र.म.ले. (ले.प.-1)/(ले.प.-II) के सचिव/निजी सचिव
3.	संबंधित समूह अधिकारी	.6	सी सेल/आईटी समर्थन कक्ष/हिन्दी कक्ष/सामान्य कक्ष/पी ए ओ/ आई ए

### Schedule for the Training

Session 1 : 10:00 AM to 11:15 AM

Session 3 : 02:00 PM to 03:15 PM

Session 2 : 11:30 AM to 12:45 PM

Session 4 : 03:30 PM to 04:45 PM

Break: 11.15 am to 11.30 am & 3.15 pm to 3.30 pm

DAY	SESSION	TOPIC	FACULTY
Day 1 08/07/2024	1	Inauguration Ice Breaking SAO- prospects and entitlements ✓ Introduction to Recruitment Rules of Senior Audit /Accounts Officer ✓ Promotion: prospects, expected timelines and Entitlements	Shri S Suresh Kumar DAG/AMG III (Au I)
	2	Audit and Accounts Mandate of CAG	Shri Narayanan Potti G C Sr. AO/ RAO/ECA (Au II)
	3	Human Resource Management	Shri Lal Varghese
	4	Time Management	

Day 2 09/07/2024	1	Legal matters in IAAD ✓Types of legal applications ✓Preparation and filing of replies ✓ Action after final orders	Shri R Suresh Kumar, Sr. AO/Legal Cell (Au I)
	2	RTI Act	
	3	Stress Management	Shri Rajilan, JCI Trainer (Faculty from IMG)
	4	Leadership	
Day 3 10/07/2024	1	Effective Interpersonal Skills- Communication Skills & Relationship Skills	Shri PT Varghese, Senior Accounts Officer (Retd.)
	2		
	3	Gender Sensitization	Shri Harikumar R, AAO/Legal Cell (Au I)
	4	Ethics & Governance	
Day 4 11/07/2024	1	Overview of a Revenue system-Goods and services Tax	Shri Krishnan Potti G C, Secretary to PAG, Audit II
	2 & 3	Procurement of Goods, Services and Works ✓ Manual of Procurement of Goods ✓ Manual of Procurement of Consultancy Services	Shri V Suresh Sr. AO (Retired)
	4	Procurement of Goods, Services and Works ✓ General Financial Rules 2017 ✓ Government e-Marketplace ✓ Central Public Procurement Portal	
Day 5 12/07/2024	1	Data Analytics ✓Data analytics and tools ✓Data Visualization ✓GIS Mapping	Shri V K Rajkumar, AAO (Retd.)
	2	Computer Assisted Audit Techniques (CAATS)-Data Analytics using Tableau	
	3	Computer Assisted Audit Techniques (CAATS)-Data Analytics using MS Excel	Shri Veeresh Singh Auditor/ITS Cell/Au II
	4	IT Security & Emerging applications in IA&AD ✓Digital certificates/ signatures ✓ Use of only secured departmental IT resources/ official e-mail IDs for office work ✓Awareness of MEITY's instructions on policies relating to use of IT in Government ✓OIOS, e-office ✓ Role as custodian of third party data	

Day 6 15/07/2024	1	<p>Disciplinary Issues</p> <ul style="list-style-type: none"> <li>✓ Handling of disciplinary cases</li> <li>✓ Overview of relevant rules</li> <li>✓ Case study</li> </ul>	Shri Jiju S AAO/AMG II (Au I)
	2	<p>Big data management</p> <ul style="list-style-type: none"> <li>✓ Concept of big data</li> <li>✓ Opportunities for the department</li> <li>✓ Policy framework</li> </ul>	Shri V K Rajkumar, AAO (Retd.)
	3&4	Computer Assisted Audit Techniques (CAATS)-Data Analysis using IDEA	Shri Josekutty Joseph Sr. AO/ITS Cell/Au I
Day 7 17/07/2024	1	PFMS & IBEMS	Smt Sumathi K Sr. Auditor/Cash/Au I
	2	Audit of extended public sector (Autonomous Bodies)	Shri Kesavan Nampoothiri N, EDP Faculty (Au I)
	3		
	4	<p>Role of SAO with regard to</p> <ul style="list-style-type: none"> <li>✓ Sanctioning leave-balanced approach.</li> <li>✓ Dealing with claims of personnel and pensioners</li> <li>✓ Reporting/Reviewing role in APARs</li> <li>✓ Handling of complaints</li> <li>✓ Procedures in dealing with representations from more deserving sections of society</li> </ul>	Shri P Yegneswaran Sr. AO, A&E (Retd.)
Day 8 18/07/2024	1	<p><b>Overview of Role and Responsibilities of SAO</b></p> <p>Role of DDO in Monitoring Budget and Expenditure in relation to:</p> <ul style="list-style-type: none"> <li>✓ Drawing of Bills</li> <li>✓ Checks for Disbursement</li> <li>✓ Certificate of payment in certain Circumstances</li> <li>✓ IT-TDS and GST-TDS and returns</li> </ul>	Shri. Gireesh V M, Sr AO/Bills/Cash/Entt (Au I)
	2	<p>Role of DDO in Monitoring Budget and Expenditure in relation to:</p> <ul style="list-style-type: none"> <li>✓ Role of PAO/CDDO Cheques</li> <li>✓ Returns and registers</li> <li>✓ Dak Monitoring</li> <li>✓ Cash Management</li> <li>✓ Service book of Personnel.</li> </ul>	
	3	Principles of Budgeting Role	Shri Xavier M J AAO (Retd.)
	4	<p>Role of SAO with regard to:</p> <ul style="list-style-type: none"> <li>✓ Staff Associations</li> </ul>	Smt L Parvathy Sekhar, Sr.AO/Admin/Au I
		<ul style="list-style-type: none"> <li>✓ Handling Administrative Roster, DPC, other committees</li> <li>✓ Official Language Implementation</li> </ul>	

<b>Day 9</b> 19/07/2024	1, 2 & 3	INTOSAI framework	Shri Kesavan Nampoothiri N, EDP Faculty (Au I)
	4	Financial Audit	
<b>Day 10</b> 22/07/2024	1	Compliance Audit	Shri TP Suresh, Senior Audit Officer/AMG I (Au I)
	2	Risk Based Audit Approach and Use of Sampling in Audit	
	3	Performance Audit	Shri Niyas S, AAO(C)/AMG II (Au II)
	4	Role of Audit in relation to Cases of Fraud and Corruption	
<b>Day 11</b> 23/07/2024	1	Audit of Contracts	Shri Binoj C Varghese, Sr AO/AMG III/Au II
	2	Audit of Public works and projects	
	3	Audit Quality Management Framework	Shri Kesavan Nampoothiri N, EDP Faculty (Au I)
	4	Overview of PPP Audit	
<b>Day 12</b> 24/07/2024	1	Overview of Model Accounting System for Panchayats	Shri TP Suresh, Sr. AO/AMG I/Au I
	2	Overview of Municipal Accounting system	
	3	Overview of Revenue Audit	Smt Vishnudevi Rajasenan, Sr. AO/AMG II (Au I)
		Audit of Direct Taxes	
	4	Overview of Revenue Audit	
		Audit of Direct Taxes	
...Contd.			
<b>Day 13</b> 25/07/2024	1	Overview of	
		Government Accounts	
	2	Overview of	
		Government Accounts	
		...Contd.	
3	Revenue for both Union and State Government		

	4	Fund flows among Union and States	
Day 14 26/07/2024	1	Case Study and Group Discussion on a Para typical of Civil Audit Expenditure	Shri K Suresh, Sectt. to PAG (Au I)
	2		
	3	Professional Drafting	
	4	Follow-up of Reports	
Day 15 29/07/2024	1 & 2	Overview of Revenue Audit	Shri Krishnan Potti GC Secretary to PAG, Audit II
		Indirect Taxes	
		...Contd.	
	3 & 4	Feedback and Valediction	