

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

सं.ले.प./प्रशिक्षण/11-251/2024-25/
No.Au/Trg/11-251/2024-25/

दिनांक: 22 अक्टूबर 2024
Date: 22 October 2024

अनुभागीय आदेश सं/ SECTIONAL ORDER NO. 238

प्रधान महालेखाकार (लेखापरीक्षा I), प्रधान महालेखाकार (लेखापरीक्षा II) और महानिदेशक लेखापरीक्षा (केंद्रीय), कोच्चि के कार्यालयों के निम्नलिखित वरिष्ठ लेखा परीक्षकों को "महायक पर्यवेक्षक के पद पर पदोन्नति के लिए पात्र वरिष्ठ लेखा परीक्षकों को अनिवार्य प्रशिक्षण" विषय पर प्रशिक्षण कार्यक्रम के लिए नामांकित किया गया है। जो 28.10.2024 से 13.11.2024 तक ओआरओपी हॉल में आयोजित होने वाला है।

The following Senior Auditors of offices of PAG (Audit I), PAG (Audit II) & DGA (C), Kochi are nominated for the training programme on "Mandatory training to eligible Sr. Auditors for promotion to the post of Assistant Supervisor" which is scheduled to be conducted at OROP Hall from 28.10.2024 to 13.11.2024.

Sl. No.	Name of the Officials (S/Shri/Smt.)	Section	Office
1.	Binu KS	AMG I	Audit I
2.	Sumathi K	Cash	Audit I
3.	Binukumar SN	AMG III	Audit I
4.	Mahesh N	FAP	Audit II
5.	Hemant	On Deputation at DGA (F&C), New Delhi	
6.	Jineesh PM	DGA (C), Kochi	
7.	Anil Kumar EK	AMG III	Audit II
8.	Keval Kumar Makwana	On Deputation at AG, Hyderabad	
9.	Saly Viswanadh	Welfare	Audit I
10.	Shaji VS	AMG I	Audit II
11.	Arun S Kumar	Report (Civil)	Audit I
12.	Liju V	DGA (C), Kochi	
13.	Anoj Kunjachan	DGA (C), Kochi	
14.	Ninu MD	AMG III	Audit II
15.	Mohamed Sameer P	AMG III	Audit I
16.	Sajeesh PV	AMG I	Audit I
17.	Midhun Raveendran	DGA (C), Kochi	
18.	Divyamole PS	DGA (C), Kochi	

19.	Gopakumar CN	Cash	Audit II
20.	Praveen VT	Cash	Audit I
21.	Remya B Nair	IA Section	Audit I
22.	Raihanath M	AMG II	Audit II
23.	Justin M Thomas	Welfare	Audit I
24.	Abhijit K Nambiar	AMG III	Audit II
25.	Nipin Prakash	Cash	Audit II
26.	Jithuraj MS	FAP (Br. Kochi)	Audit I
27.	Haseena PP	AMG I	Audit I
28.	Kothapalli Phanindra Rao	Entt.	Audit II
29.	Lyna Lenshious	Bills	Audit II
30.	Aneesh S	ITS Cell	Audit II
31.	Laina CN	AMG I	Audit II
32.	Anil Kumar K (No. 3)	RAO/KWA	Audit I

प्रतिभागी अपने आधिकारिक ईमेल आईडी का उपयोग करके साई क्षमता निर्माण पोर्टल के माध्यम से पंजीकरण और प्रतिक्रिया प्रक्रिया को पूरा कर सकते हैं।

The participants may complete the registration and feedback process through SAI Capacity Building Portal using their Official email IDs.

संबंधित अनुभाग यह सुनिश्चित करें कि नामित अधिकारियों को प्रशिक्षण के संबंध में पहले ही सूचित कर दिया जाए।

Sections concerned may ensure that the nominated officials are informed regarding the training in advance.

(प्रधान महालेखाकार के दिनांक 21 अक्टूबर 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, हकू.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 2: 11:30 AM to 12:45 PM

Session 3: 02:00 PM to 03:15 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

Date	Session	Topic	Name of the Faculty
28.10.2024 (Monday)	Sessions 1 & 2	Examination of preliminary records in field audit Examination of contracts	Shri V Suresh, Sr. AO (Retd.)
	Session 3	Overview of DPC Act 1971	Shri Biju M David, Sr. AO (On Deputation)
	Session 4	Regulations on Audit and Accounts 2020 Examination of Cash book and other preliminary records in field audit – Methodology and procedures	
29.10.2024 (Tuesday)	Sessions 1 & 2	Audit of Stores and Stock	Shri Harikumar R, AAO/Legal Cell/Audit I
	Sessions 3 & 4	Verification of account balances in the Income and Expenditure Account/Profit & Loss Account in Financial Attest Audit	Smt. Usha Berty, Sr. AO (C)/AMG II RAO/ECA (Audit II)
30.10.2024 (Wednesday)	Sessions 1 & 2	Pay fixation of staff in audited entity	Smt. Preetha V S/ AAO GE 13/ A&E
	Sessions 3 & 4		
01.11.2024 (Friday)	Sessions 1 & 2	Examination of sanctions	Shri Harikumar R, AAO/ Legal Cell (Au I)
	Sessions 3 & 4	Audit planning, collection and updation of data including preparation of initial Audit Plan	Smt. Sumitra P, Sr. AO (Retd.)
04.11.2024 (Monday)	Sessions 1 & 2	Sampling of Vouchers submitted by AG (A&E) to Audit & detailed checking	Smt. Beena Gomez, Sr. AO(Retd.) / Consultant (Audit II)

	Sessions 3 & 4	Checking of (i) Schedules of Finance and Appropriation Accounts received from A&E (ii) Monthly Civil Account (iii) Monthly Account of Expenditure (iv) Transfer Entries	Smt. Beena Gomez, Sr. AO(Retd.) / Consultant (Audit II)
05.11.2024 (Tuesday)	Sessions 1 & 2	Introduction to MS Excel & IDEA	Shri Josekutty Joseph, Sr. AO/ITS/Audit I
	Sessions 3 & 4	Reporting of Audit Findings and Follow-up of audit observations	Shri K Suresh, Sr. AO/PAG Sectt. (Audit I)
06.11.2024 (Wednesday)	Sessions 1,2,3,4	Calculation of Income Tax of Staff	Smt. Vishnudevi Rajasenan, Sr.AO/AMG II/Audit I
07.11.2024 (Thursday)	Sessions 1 & 2	PFMS	Shri Yogesh A, Sr.AO/A&E Office
	Sessions 3 & 4	BEMS	Smt. Manju RS, Sr. AO/Cash,Entt.,Bills/ Audit II
08.11.2024 (Friday)	Sessions 1 & 2	Recruitment Procedures in IA&AD	Shri Krishnakumar K, AAO/C.Cell/Audit I
	Sessions 3 & 4	Recruitment Procedures in IA&AD	Smt Parvathy Sekhar L, Sr. AO/Admin/Audit I
11.11.2024 (Monday)	Sessions 1 & 2	RTI Act – Overview of the Act and its provisions	Shri Suresh Kumar R, Sr AO/ Legal Cell (Audit I)
	Sessions 3 & 4	RTI Act information – How to process the applications in various stages	
12.11.2024 (Tuesday)	Sessions 1 & 2	Legal work	Shri Varghese PT, Sr.AO A&E Office (Retd.)
	Sessions 3 & 4	General Procurement	Shri V Suresh. Sr AO(Retd)
13.11.2024 (Wednesday)	Sessions 1, 2 & 3	Procurement through GeM	Shri Arun AS, AAO/ A&E
	Sessions 4	Examination	Training Cell