

महालेखाकार (लेखापरीक्षा I) का कार्यालय, केरल, तिरुवनंतपुरम
(प्रशिक्षण केन्द्र)

OFFICE OF THE ACCOUNTANT GENERAL (AUDIT I)
KERALA, THIRUVANANTHAPURAM
(TRAINING CENTRE)

सं.ले/प्रशिक्षण/11-100/2025-26/
No.Au/Trg/11-100/2025-26/

दिनांक: 12 नवंबर 2025
Date: 12 November 2025

अनुभागीयआदेशसं.268/ SECTIONAL ORDER NO.268

महालेखाकार (लेखा परीक्षा I), महालेखाकार (लेखा परीक्षा II) और डीजीए (सी), कोच्चि के कार्यालयों के निम्नलिखित अधिकारियों को 24.11.2025 से 09.12.2025 तक व्याख्यान हॉल में आयोजित होने वाले प्रेरण प्रशिक्षण के लिए नामित किया गया है।

The following officials of offices of the AG (Audit I), AG (Audit II) & DGA (C), Kochi are nominated for induction training scheduled to be conducted at Lecture Hall from 24.11.2025 to 09.12.2025.

क्र.सं. Sl. No	नाम Name (S/Smt./Shri)	पदनाम Designation	ईएमपी आईडी EMP ID	कार्यालय Office
1	Parameswaran J	Auditor	3101899	Audit I
2	Yash Kumar		3101905	
3	Amit Kumar Meena		3101903	
4	Nafih V		3101829	
5	Anantha Vishnu S G		3101861	
6	Arun Krishnan U		3101865	
7	Bestin Benny		3101900	Audit II
8	Pallavi Pankaj		3101901	
9	Navya		3101902	
10	Deepanshu Tak		3101908	
11	Prince Kumar		3101906	
12	Robba Mohan Chandu		3101907	
13	Vipin V (No.2)		3101904	
14	Rohit U Krishnan		3101845	
15	Manoj Kumar		3101852	
16	Pratiksha Bhushan		3101867	
17	Veena Suresh		3101864	DGA(C), Kochi

प्रतिभागी अपनी 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 तिथि पर 20 दिनों के भीतर प्रस्तुत किया जाना है।

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

(महालेखाकार के दिनांक 11 नवंबर 2025 के आदेशानुसार)



वरिष्ठ लेखापरीक्षा अधिकारी / प्रशिक्षण
Senior Audit Officer/Training

प्रतिलिपि/ Copy to:

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

Schedule for the Training

FN Session : 10:00 am to 12:45 pm

AN Session : 2:00 pm to 04:45 pm

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

	Session	Topic	Content	Faculty
DAY 1 24.11.2025	Inauguration			
	1	Introduction & Ice Breaking	Introduction of the participants, expectation sharing and overview of the course	Shri Mohammed Danish DAG (Admn/Au I)
	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, Organisational Set up, various branches of Audit Offices	Shri Arun T, AAO/Admn (Au I)
	4	C&AG's website	Contents of C&AG's website including recent Audit Reports	Smt. Arathi G, AAO/ITS Cell/Au I
DAY 2 25.11.2025	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 R Suresh Kumar, Sr. AO/Legal Cell/ Au I
	3 & 4	Soft Skills/ Group Activity/ (Shri Rajilan, Guest Faculty)		
DAY 3 26.11.2025	1 & 2	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	Shri Hari Kumar R, AAO/Legal Cell/ Au I

	3 & 4	Important provisions of MSO (Audit)	Introduction to various types of Audit, Planning and conduct of Audit, Various parts of Inspection Reports and their pursuance, Draft Paragraphs, Audit Reports,	Shri Biju M David, Sr. AO/ Au I
DAY 4 27.11.2025	1 & 2	MS WORD	Opening and saving files. Formatting text, paragraph formatting, bullets and numbering, multilevel bulleting and numbering, page layout, printing of files	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty
	3	Gender Sensitization	Important provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013	Adv. J Sandhya, Lawyer and Social Activist
	4	e-Office	An overview of e-Office	Smt. Arathi G, AAO/ITS Cell/ Au I
DAY 5 28.11.2025	1 & 2	Code of Ethics for IA&AD	Code of ethics	Shri Hari Kumar R, AAO/Legal Cell/ Au I
	3 & 4	MS EXCEL	Performing basic calculations, filtering and sorting data	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty
DAY 6 01.12.2025	1 & 2	Budget formulation and GFR	Budget formulation and implementation, Procurement of Goods and Services, Inventory Management, Receipt and withdrawal from Government Accounts	Shri V Suresh, Sr. AO (Retd.)
	3 & 4	Conditions of Service and Administrative Matters	Job Description of Auditors, Career prospects in the Department, Departmental Examinations, Conditions	Smt. Parvathy Sekhar L, Sr. AO/Admin (Au I)

			relating to probation, confirmation, promotions, deputation, Importance of APAR, etc	
DAY 7 02.12.2025	1	Leave Rules	Discussion of the conditions of CCS (Leave) Rules	Sri. S Manikandan Nair, AAO/AMG III/(HQ/I)/ Au I
	2	Travelling Allowance Rules	The various allowances admissible while on Tour/ Transfer/ Superannuation	
	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 MJ Xavier, AAO (Retd.)
DAY 8 03.12.2025	1 & 2	Salient Features of the Manual of General Procedure	Opening and maintenance of Registers and Files, Procedures for preservation and destruction of records, purchase of moveable and immoveable assets, undertaking trips abroad, etc.	Shri Hari Kumar R, AAO/Legal Cell/ Au I
	3 & 4	Introduction to Government Accounting	Structure of Government Accounts – Consolidated Fund, Contingency Fund & Public Account, List of Major and Minor Heads of Accounts, Finance and Appropriation Accounts	Shri V Suresh, Sr.AO (Retd.)
DAY 9 04.12.2025	1 & 2	Performance Auditing Guidelines	Definition, planning, conduct, reporting and follow-up of Performance Audit	Shri K Suresh, Sectt to PAG/ Au I
	3 & 4	Audit Evidence & Documentation	Discussion on the importance of collection of evidence and documentation of the entire Audit process	Shri Biju M David, Sr. AO/General/ Au I
DAY 10 05.12.2025	1 & 2	Salient Features of the Manual of General Procedure	Provisions in the Manual of General Procedure of the Office relating to Attendance, Conduct, Maintaining Decorum.	Shri Hari Kumar R, AAO/Legal Cell/ Au I

	3 & 4	Regulations on Audit & Accounts	Regulations on Audit & Accounts	Shri Biju M David, Sr. AO/General/ Au I
DAY 11 08.12.2025	1 & 2	Important provisions of MSO (Audit)	Legislative Committees and their role w.r.t. Audit Reports Explanation on the Duties of Auditors in Central Audit, Audit Teams, Inspection Report processing wings, etc.	Shri K Suresh, Sr.AO / Au I
	3 & 4	Compliance Auditing Guidelines	Definition, planning, conduct, reporting and follow-up of Compliance Audit	Shri Biju M David, Sr. AO/ Au I
DAY 12 09.12.2025	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	Smt. Pillai Nisha G, Sr.AO (C)/Rep (AMG II)/ Au II
	3 & 4	Evaluation test Experience Sharing and Valediction	A test containing multiple choice questions, Experience Sharing, feedback and Valediction.	