

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

सं.ले.प./प्रशिक्षण/11-19/2024-25/  
No.Au/Trg/11-19/2024-25/

दिनांक: 22 जनवरी 2025  
Date: 22 January 2025

**अनुभागीय आदेश सं/ SECTIONAL ORDER NO.331**

महालेखाकार (लेखापरीक्षा I), महालेखाकार (लेखापरीक्षा II) और महानिदेशक लेखापरीक्षा (केंद्रीय), कोच्चि के कार्यालयों से संबंधित निम्नलिखित अधिकारियों को लेखापरीक्षकों के लिए 29.01.2025 से 14.02.2025 तक विभागीय परीक्षा के प्रशिक्षण के लिए नामांकित किया गया है, जो व्याख्यान कक्ष में आयोजित होने वाली है।

The following officials belonging to Offices of the AG (Audit I), AG (Audit II) and DGA (C), Kochi are nominated for Training for Departmental Examination for auditors which is scheduled to be conducted at OROP from 29.01.2025 to 14.02.2025.

SL No	Name	Designation	Section / Office
1	Aduliya K S	Auditor	AMG I HQ (Au I)
2	Amal V A	Auditor	General (Au I)
3	Anand P C	Auditor	AMG II (HQ)I (Au I)
4	Anantha Vishnu S G	Auditor	IA Section (Au I)
5	Anoop Soorya M S	Auditor	Entt (Au I)
6	Anu Gopi B	Auditor	PAG Sectt (Au I)
7	Arun Krishnan U	Auditor	Report(CIVIL) (Au I)
8	Ashiq S	Auditor	Training Cell (Au I)
9	Deepak Kumar D J	Data Entry Operator (Gr.A)	General (Au I)
10	Dhanavath Srikanth	Auditor	APC Cell (Au I)
11	Lekshmi S	Auditor	Admn (Au I)
12	Manjusha T	Clerk	Cash (Au I)
13	Maria Joseph	Auditor	Report(CIVIL) (Au I)
14	Nafih V	Auditor	AMG I HQ (Au I)
15	Sharda	Auditor	Welfare (Au I)
16	Shejin S R	Auditor	AMGII (HQ)I (Au I)
17	Sidharth M	Auditor	Report(LGA) (Au I)
18	Sijidas DR	Clerk	AMGIII HQ I (Au I)
19	Tinu Terry	Auditor	Admn (Au I)
20	Achuthan H	Auditor	AMG I (HQ) I (Au II)


21	Amit Debnath	Auditor	AMG II (HQ) I (Au II)
22	Ashwani Kumar Maurya	Auditor	ITS Cell (Au II)
23	Ayush Shukla	Auditor	HA Cell (Au II)
24	Banti Kumar	Auditor	AMG II (HQ) I (Au II)
25	Cherukupally Naveen Reddy	Auditor	AMG I (HQ)II (Au II)
26	Delsha Rose Davis	Auditor	State Finance Report (Au II)
27	Gokul M	Auditor	Admn (Au II)
28	Henrich Kizhakkethayil	Auditor	AMG III HQ (Au II)
29	Jobin George	Auditor	IA (Au II)
30	Lavpreet Singh Sahota	Auditor	AMG II (HQ) II (Au II)
31	Manish Kumar Yadav	Auditor	Cash (Au II)
32	Manoj Kumar	Auditor	ECA (Au II)
33	Manoj Kumar P	Auditor	ECA (Au II)
34	Nikhil Sharma (No.2)	Auditor	AMG II (HQ) II (Au II)
35	Nithin Joseph	Auditor	Report (AMG III) (Au II)
36	Pratiksha Bhushan	Auditor	Report (AMG III) (Au II)
37	Ramesh Dugariya	Auditor	AMG I (HQ)II (Au II)
38	Rohit U Krishnan	Auditor	PA to DAG(Admn & AMG I), Audit II
39	Tulsi Meghwal	Auditor	APC Cell (Au II)
40	Vikash Kumar	Auditor	TA (Au II)
41	Anjala M Antony	Auditor	DGA(C), Kochi
42	Jessin K Babu	Auditor	DGA(C), Kochi
43	Kori Narendra Shobhnath	Auditor	DGA(C), Kochi
44	Nishant Gaurav	Auditor	DGA(C), Kochi
45	Shailendra Kumar Gupta	Auditor	DGA(C), Kochi
46	Tarakanta Panda	Auditor	DGA(C), Kochi
47	Veena Suresh	Auditor	DGA(C), Kochi

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.

(महालेखाकार के दिनांक 22 जनवरी 2025 के आदेशानुसार )

  
वरिष्ठ लेखापरीक्षा अधिकारी / प्रशिक्षण  
Senior Audit Officer/Training

Copy to:

1.	अनुभागीय आदेश बुक/सूचना पट्ट	.4	ब.ले.प.अ./प्रशा., रोकड, 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/पी ए ओ/ आई ए

Schedule - Training for Auditor's Examination					
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					
Sl No	Date	Session	Time	Subjects	Faculty (Shri/Smt)
1	29-01-2025	FN	10.00am to 12:45 pm	Constitution of India (Articles 148 to 151, 279) Comptroller and Auditor-General's (Duties, Powers and Conditions of Service) Act, 1971	Shri R Hari Kumar, AAO, Audit I
		AN	02.00pm to 04:45pm	Accounting Entities and role of CAG Accounting Rules Budgetary process and review Functioning of Treasuries	Shri M J Xavier, AAO (Retd.)
2	30-01-2025	FN	10.00am to 12:45 pm	Regulations on Audit and Accounts, 2020 Provisions of CAG's Manual of Standing Orders (Audit) Section I: Functions of the Comptroller and Auditor General of India	Shri Suresh K, Senior Audit Officer (Civil), PAG Sectt (GSSA)
		AN	02.00pm to 04:45pm	Section II: General Principles and Practices of Audit Routine noting and drafting	Shri R Hari Kumar, AAO, Audit I
3	31-01-2025	FN	10.00am to 12:45 pm	Basic Concepts of Income Tax: Sections 2 to 27 of Income Tax Act	Smt Vishnudevi Rajasen, Sr.AO/Welfare & IA Section
		AN	02.00pm to 04:45pm	CCS (Leave) Rules, 1972 FRSR, Part I: Chapter II - Definitions and Chapter IV - Pay	Shri M J Xavier, AAO (Retd.)
4	03-02-2025	FN	10.00am to 12:45 pm	Basic Concepts of Income Tax: Sections 2 to 27 of Income Tax Act	Smt Vishnudevi Rajasen, Sr.AO/Welfare & IA Section

		AN	02.00pm to 04:45pm	Auditing Standards of CAG of India	Shri T P Suresh, AMG-I, Audit-I
5	04-02-2025	FN	10.00am to 12:45 pm	Introduction, Conceptual framework of Accounting	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty
		AN	02.00pm to 04:45pm	Double Entry Accounting System Accounting process: Journal and Ledger Accounting process: Cash Book and Subsidiary Books	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty
6	05-02-2025	FN	10.00am to 12:45 pm	Accounting process: Journal and Ledger Accounting process: Cash Book and Subsidiary Books	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty
		AN	02.00pm to 04:45pm	Preparation of Trial Balance and Final Accounts, Bank reconciliation Statement	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty
7	06-02-2025	FN	10.00am to 12:45 pm	Preparation of Trial Balance and Final Accounts, Bank reconciliation Statement	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty
		AN	02.00pm to 04:45pm	Receipt of Accounts and Departmental Compilation including Public Works and Forest Division Accounting, Preparation of monthly, Accounts and annual accounts ,	Shri V Suresh, Sr.AO (Retired)
8	07-02-2025	FN	10.00am to 12:45 pm	Accounts of inter-governmental transactions, Accounting of institutional Loans and Advances and Debt Accounts, Contingency Fund Transaction & its Recoupment,	Shri V Suresh, Sr.AO (Retired)
		AN	02.00pm to 04:45pm	Accounting of Deposits and Reserve Funds, General Provident Fund Accounting, RBD Accounting and Cash Management, Review of Balances, Transfer Entries, and Internal Controls in Accounts.	Shri V Suresh, Sr.AO (Retired)
9	10-02-2025	FN	10.00am to 12:45 pm	Basic Concepts of Goods and Service Tax: Chapter III, IV & V of CGST Act	Shri GC Krishnan Potti, Sr. AO, Audit II
		AN	02.00pm to 04:45pm	TA Rules of Union Government as contained in Compilation of FRSR	Shri. Manikantan Nair S, AAO/ AMG III
10	11-02-2025	FN	10.00am to 12:45 pm	Rectification of Errors, Depreciation Accounting	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty
		AN	02.00pm to 04:45pm	Basic Concepts of Goods and Service Tax: Chapter III, IV & V of CGST Act	Shri GC Krishnan Potti, Sr. AO, Audit II
11	12-02-2025	FN	10.00am to 12:45 pm	Rectification of Errors, Depreciation Accounting	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty

		AN	02.00pm to 04:45pm	Information Technology Practical MS Word Creating and managing documents, formatting a document, Customizing Options and Views for Documents, Configuring Documents to Print or Save, Formatting Text, Paragraphs, and Sections, Creating Tables and Lists, Creating and Modifying a List, Applying References, Inserting and Formatting objects.	Shri Jayachandran VS, Sr Ao, Audit II
		FN	10.00am to 12:45 pm	MS Excel Creating and Managing Worksheets and Workbooks: Creating Worksheets and Workbooks, Navigating Through worksheets and Workbooks, Formatting Worksheets and Workbooks, Customizing Options and Views for Worksheets and Workbooks and configuring Worksheets and Workbooks to Print or Save. Cells and Ranges: Inserting Data in Cells and Ranges, Formatting Cells and Ranges and Ordering and Grouping Cells and Ranges. Tables: Creating and Modifying Table. Formulas and Functions: Applying Cell Ranges and References in Formulas and Functions	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty
12	13-02-2025	AN	02.00pm to 04:45pm	MS PowerPoint Create and Manage Presentations: Creating a Presentation, formatting a Presentation Using Slide Masters, Customizing presentation Options and Views, Configuring Presentations to Print or Save and Configuring and Present Slideshows. Inserting and Formatting Shapes and Slides: Inserting and Formatting Slides, Inserting and Formatting Shapes and Ordering and Grouping Shapes and Slides. Creating Slide Content: Inserting and Formatting Text, Inserting and Formatting Tables, Inserting and Formatting Charts, Inserting and Formatting Smart Art, Inserting and Formatting Images and Inserting and Formatting Media.	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty
13	14-02-2025	FN	10.00am to 12:45 pm	Compliance Auditing of Public Expenditure a Compliance Auditing of Public Expenditure and Revenue: Chapter 14 to 17 and Revenue:	Smt. Vishnu Devi Rajasanan, Sr.AO/Welfare & IA Section
		AN	02.00pm to 04:45pm	Compliance Auditing of Public Expenditure and Revenue: Chapter 14 to 17	Smt Vishnu Devi Rajasanan, Sr.AO/Welfare & IA Section