

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

सं.ले.प./प्रशिक्षण/11-251/2025-26/  
No.Au/Trg/11-251/2025-26/

दिनांक: 15 सितम्बर 2025  
Date: 15 September 2025

**अनुभागीयआदेशसं.206/SECTIONAL ORDER NO.206**

महालेखाकार (लेखापरीक्षा I), महालेखाकार (लेखापरीक्षा II) और डीजीए (सी), कोच्चि के कार्यालयों के निम्नलिखित वरिष्ठ लेखा परीक्षकों को “सहायक पर्यवेक्षक के पद पर पदोन्नति के लिए पात्र वरिष्ठ लेखा परीक्षकों को अनिवार्य प्रशिक्षण” पर प्रशिक्षण कार्यक्रम के लिए नामित किया गया है, जो 17.09.2025 से 06.10.2025 तक व्याख्यान हॉल में आयोजित किया जाना है।

The following Senior Auditors of offices of AG (Audit I), AG (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 Lecture Hall from 17.09.2025 to 06.10.2025.

Sl. No.	Name of the Officials (S/Shri/Smt.)	Section	Office
1.	Binu KS	AMG I, Br.Thrissur	Audit I
2.	Sumathi K	Bills	Audit I
3.	Binukumar SN	AMG III	Audit I
4.	Mahesh N	FAP	Audit II
5.	Hemant	F&CA	Audit I
6.	Jineesh PM	DGA (C), Kochi	
7.	Anil Kumar EK	AMG III, Br.Thrissur	Audit II
8.	Divyamole PS	DGA (C), Kochi	
9.	Haseena P P	AMG I, Br.Thrissur	Audit I
10.	Valavukonathu Ravindran Rajeev	General Section	Audit II

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.

(उप महालेखाकार के दिनांक 15 सितम्बर 2025 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, हक्र .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 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
17.09.2025 (Wednesday) (DAY 1)	Sessions 1	Overview of DPC Act 1971	Shri Biju M David, Sr. AO (On Deputation)
	Session 2	Examination of Cash book and other preliminary records in field audit – Methodology and procedures	Shri Biju M David, Sr. AO (On Deputation)
		Regulations on Audit and Accounts 2020	
	Sessions 3 & 4	Examination of preliminary records in field audit Examination of contracts	Shri V Suresh, Sr. AO (Retd.)
18.09.2025 (Thursday) (DAY 2)	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	Shri.Kesavan Nampoothiri, AAO/EDP (Faculty)
19.09.2025 (Friday) (DAY 3)	Sessions 1 & 2	Pay fixation of staff in audited entity	Smt. Preetha V S/ AAO GE 13/ A&E
	Sessions 3 & 4		
22.09.2025 (Monday) (DAY 4)	Sessions 1 & 2	Examination of sanctions	Shri Harikumar R, AAO/ Legal Cell (Au I)
	Sessions 3 & 4	Sampling of Vouchers submitted by AG (A&E) to Audit & detailed checking	Smt. Beena Gomez, Sr. AO(Retd.) / Consultant (Audit II)

23.09.2025 (Tuesday)(DAY 5)	Sessions 1 & 2	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)
	Sessions 3 & 4	Audit planning, collection and updation of data including preparation of initial Audit Plan	Smt. Sumitra P, Sr. AO (Retd.)
24.09.2025 (Wednesday) (DAY 6)	Sessions 1 & 2	Introduction to MS Excel & IDEA	Shri.Kesavan Nampoothiri, AAO/EDP (Faculty)
	Sessions 3 & 4	Reporting of Audit Findings and Follow-up of audit observations	Shri Aiswarya K Raj, AAO/Report (Civil)/Audit I
25.09.2025 (Thursday) (DAY7)	Sessions 1,2,3,4	Calculation of Income Tax of Staff	Smt. Vishnudevi Rajasenana, Sr.AO/AMG II/Audit I
26.09.2025 (Friday) (DAY 8)	Sessions 1 & 2	PFMS	Yet to be finalised
	Sessions 3 & 4	BEMS	Smt. Manju RS, Sr. AO/Cash,Entt.,Bills/ Audit II
29.09.2025 (Monday) (DAY 9)	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
30.09.2025 (Tuesday) (DAY 10)	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	
03.10.2025 (Friday) (DAY11)	Sessions 1 & 2	Legal work	Shri Varghese PT, Sr.AO A&E Office (Retd.)
	Sessions 3 & 4	Procurement through GeM	Shri Arun AS, AAO/ A&E

06.10.2025 (Monday) (DAY 12)	Sessions 1& 2	General Procurement	Shri V Suresh. Sr AO(Retd)
	Sessions 3	Procurement through GeM	Shri Arun AS, AAO/ A&E
	Sessions 4	Examination	Training Cell