



Indian Audit & Accounts Department,
Office of the Director General of Audit,
Environment & Scientific Departments, Kolkata Branch
6th Floor, 2nd MSO Building, Nizam Palace,
234/4 AJC Bose Road, Kolkata-700020

Phone :033-2289/4111/12/13

Fax :033-2289-4060

E-mail id :bresdkolkata@cag.gov.in

OFFICE ORDER

06 FEB 2024

O.O. No. Admn./80

Dated: 06.02.2024

The following Auditors of this office who have been promoted from the post of Clerk/Typist and will appear in the Departmental Examination for Auditors to be held in February 2024 are nominated to the In-house Training Programme which will be conducted in the Training Hall of this office.

1	Shri Pinaki Nath
2	Shri Tapash Kumar Singha
3	Shri Prabir Purokait

The training details are annexed herewith (Annexure-I).

This issues with the approval of Deputy Director.

Sd/-
Sr. Audit Officer (Admn.)

No. Admn./2(3)/DE/XXIV/Training/2023-24/1747-1788

Dated: 06.02.2024

Copy forwarded for information and necessary action to:-

1. The Sr .Audit Officer (Admn.), O/o the Director General of Audit, Environment & Scientific Departments, D.G.C.R Building, I.P .Estate, New Delhi-110 002
2. Establishment Section
3. OAD Section
4. Central Section
5. Field Audit Party Section
6. IT Cell
7. Director's Cell
8. Report Section
9. Routine Section
10. GAD/FPA Section
11. Hindi Cell
12. Shri Vijay Kr. Sharma, SAO
13. Personal file of Vijay Kr. Sharma, SAO

14. Shri Amalesh Dasgupta, SAO
15. Personal file of Amalesh Dasgupta, SAO
16. Shri Moloy Mohan Das, SAO
17. Personal file of Moloy Mohan Das, SAO
18. Shri Dipankar Pal, SAO
19. Personal file of Dipankar Pal, SAO
20. Shri Bidhan Ch. Mahato, AAO
21. Personal file of Bidhan Ch. Mahato, AAO
22. Shri Sangeeta Barua, AAO
23. Personal file of Sangeeta Barua, AAO
24. Shri Tapas Banik, AAO
25. Personal file of Tapas Banik, AAO
26. Shri Arunava Sen, AAO
27. Personal file of Arunava Sen, AAO
28. Shri Debdut Mukherjee, AAO
29. Personal file of Debdut Mukherjee, AAO
30. Shri Suman Gayen, AAO
31. Personal file of Suman Gayen, AAO
32. Shri Pinaki Nath, Auditor
33. Personal file of Shri Pinaki Nath, Auditor
34. Shri Tapash Kumar Singha, Auditor
35. Personal file of Shri Tapash Kumar Singha, Auditor
36. Shri Prabir Purokait, Auditor
37. Personal file of Shri Prabir Purokait, Auditor
38. Secretary, Scientific Audit (Category-I) Association, Kolkata
39. Secretary, Scientific Audit (Category-II) Association, Kolkata
40. Secretary, Scientific Audit (Category-III) Association, Kolkata
41. Office Order Book
42. Notice Board




Sr .Audit Officer (Admn.)

Annexure-I**Syllabus, Schedule and Course Content for Training for Departmental Examination for Auditors**

Name of the trainees: (1) Shri Pinaki Nath, Auditor, (2) Shri Tapash Kr. Singha, Auditor and (3) Shri Prabir Purokait, Auditor

Day	Topic	Faculty (Shri/S)
07.02.2024 (Wednesday)	Constitution of India (Articles 148 to 151, 279)	Tapas Banik, AAO
08.02.2024 (Thursday)	Comptroller and Auditor-General's (Duties, Powers and Conditions of Service) Act, 1971	Tapas Banik, AAO
09.02.2024 (Friday)	Regulations on Audit and Accounts, 2020	Tapas Banik, AAO
12.02.2024 (Monday)	Section-I&II of CAG's Manual of Standing Orders (Audit)	Vijay Kr. Sharma, SAO
13.02.2024 (Tuesday)	Routine noting and drafting	Arunava Sen, AAO
15.02.2024 (Thursday)	CCS (Leave) Rules, 1972	Debdut Mukherjee, AAO
16.02.2024 (Friday)	FRSR, Part I: Chapter II - Definitions and Chapter IV - Pay	Tapas Banik, AAO
19.02.2024 (Monday)	TA Rules of Union Government as contained in Compilation of FRSR Part II	Debdut Mukherjee, AAO
20.02.2024 (Tuesday)	1. Accounting Entities and role of CAG 2. Accounting Rules	Sangeeta Barua, AAO
21.02.2024 (Wednesday)	1. Budgetary process and review 2. Functioning of Treasuries	Arunava Sen, AAO
22.02.2024 (Thursday)	Receipt of Accounts and Departmental Compilation including Public Works and Forest Division Accounting, Preparation of monthly accounts and annual accounts	Sangeeta Barua, AAO
23.02.2024 (Friday)	1. Accounts of inter-governmental transactions 2. Accounting of institutional Loans and Advances and Debt Accounts	Debdut Mukherjee, AAO
01.03.2024 (Friday)	1. Contingency Fund Transaction & its Recoupment 2. Accounting of Deposits and Reserve Funds	Arunava Sen, AAO
04.03.2024 (Monday)	1. General Provident Fund Accounting 2. RBD Accounting and Cash Management	Dipankar Pal, SAO

05.03.2024 (Tuesday)	1. Review of Balances 2. Transfer Entries 3. Internal Controls in Accounts	Dipankar Pal, SAO
06.03.2024 (Wednesday)	1. Introduction 2. Conceptual framework of Accounting 3 Double Entry Accounting System	Vijay Kr. Sharma, SAO
07.03.2024 (Thursday)	1. Accounting process: Journal and Ledger 2. Accounting process: Cash Book and Subsidiary Books	Moloy Mohan Das, SAO
08.03.2024 (Friday)	1. Preparation of Trial Balance and Final Accounts 2. Bank Reconciliation Statement	Moloy Mohan Das, SAO
11.03.2024 (Monday)	1. Rectification of Errors 2. Depreciation Accounting	Moloy Mohan Das, SAO
12.03.2024 (Tuesday)	Compliance Auditing of Public Expenditure and Revenue: Chapter 14 to 17 only (excluding portions related to taxes subsumed in GST)-Book published by the National Academy of Audit and Accounts, Shimla	Bidhan Ch. Mahato, AAO
13.03.2024 (Wednesday)	Basic Concepts of Income Tax: Sections 2 to 27 of Income Tax Act	Amalash Dasgupta, SAO
14.03.2024 (Thursday)	Basic Concepts of Goods and Service Tax: Chapter III, IV & V of CGST Act	Dipankar Pal, SAO
15.03.2024 (Friday)	Auditing Standards of CAG of India	Vijay Kr. Sharma, SAO
18.03.2024 (Monday)	Word 2013	Bidhan Ch. Mahato, AAO
19.03.2024 (Tuesday)	Excel 2013	Suman Gayen, AAO
20.03.2024 (Wednesday)	Power Point 2013	Dipankar Pal, SAO


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