

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-प्रथम)

मध्य प्रदेश, ऑडिट भवन, ग्वालियर

क्र./प्रशा./वि.क./ऑ/Induction Trg. 2023/

दिनांक:-04.09.2023

कार्यालय आदेश-86

सक्षम अधिकारी महोदय के आदेशानुसार SSC CGLE 2021 के माध्यम से सीधी भर्ती द्वारा नियुक्त लेखापरीक्षको हेतु इंडक्शन प्रशिक्षण/On-job प्रशिक्षण का आयोजन प्रशिक्षण कार्यक्रम Annexure 'A' के अनुसार दिनांक 05.09.2023 से 03.11.2023 तक किया जायेगा। सभी कर्मचारियों की परीविक्षा अवधि सफलता पूर्वक पूर्ण करने हेतु उक्त प्रशिक्षण को सफलतापूर्वक पूर्ण करना अनिवार्य है। प्रशिक्षण अवधि में किसी भी प्रशिक्षणार्थियों एवं व्याख्याताओं का अवकाश स्वीकृत नहीं किया जायेगा। प्रशिक्षण से अनुपस्थित रहने पर संबंधित के विरुद्ध अनुशासनात्मक कार्यवाही की जा सकती है।

As per the orders of the Competent Authority, an Induction training/On-Job training for the directly recruited Auditors of SSC CGLE 2021 will be conducted from 05.09.2023 to 03.11.2023 as per training program attached in Annexure 'A'. It is mandatory for all the officials to successfully complete the above training for successful completion of their probation period. No leave of trainees and faculties will be sanctioned during the period of training. Disciplinary action can be taken against the concerned about being absent from training.

(प्रधान महालेखाकार महोदय द्वारा अनुमोदित)

संलग्नक: Annexure 'A'

हस्ता/-

वरिष्ठ उप महालेखाकार/प्रशासन

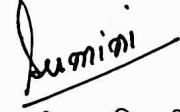
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प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

1. सचिव, प्रधान महालेखाकार (लेखापरीक्षा-प्रथम), म.प्र., ऑडिट भवन, ग्वालियर।
2. वरिष्ठ उप महालेखाकार/AMG-V & Admn, कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-प्रथम), म.प्र., ऑडिट भवन, ग्वालियर।
3. वरिष्ठ उप महालेखाकार/प्रशासन, कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी)-प्रथम, म.प्र., ग्वालियर को आपदा प्रबंधन के अंतर्गत अभिरक्षा में रखने हेतु।
4. उप महालेखाकार/AMG-I, AMG-II, AMG-III, AMG-IV, कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-प्रथम), म.प्र., ऑडिट भवन, ग्वालियर। कृपया Annexure-A में उल्लेखित कार्यक्रमानुसार निर्धारित समय पर व्याख्यान दिया जाना सुनिश्चित करें।
5. उप निदेशक (केंद्रीय), उप निदेशक (केंद्रीय प्राप्ति), कार्यालय महानिदेशक लेखापरीक्षा (केंद्रीय प्राप्ति), नई दिल्ली, शाखा ग्वालियर। कृपया Annexure-A में उल्लेखित कार्यक्रमानुसार निर्धारित समय पर व्याख्यान दिया जाना सुनिश्चित करें।

6. वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन-11, 12, 13, 14, ITA, Report-I, Report-II, Report (PAC), Hindi Cell, CC, FAAS-M, FAAP, सामान्य अनुभाग, कार्यपालन शाखा, AMG-I (मुख्यालय), AMG-II (मुख्यालय), AMG-III (मुख्यालय), AMG-IV (मुख्यालय), AMG-V (मुख्यालय) कृपया Annexure-A में उल्लेखित कार्यक्रमानुसार निर्धारित समय पर व्याख्यान दिया जाना सुनिश्चित करे,
7. संबंधित व्याख्यता, कृपया Annexure-A में उल्लेखित कार्यक्रमानुसार निर्धारित समय पर व्याख्यान दिया जाना सुनिश्चित करे। अपरिहार्य कारणों से यदि प्रशिक्षण में भाग लेना संभव न हो तो अपने अनुभाग से किसी अन्य अधिकारी (व्याख्यता) को व्याख्यान देने हेतु नामित करवा कर तत्काल विधि कक्ष को सूचित किया जाना सुनिश्चित करे,
8. वरिष्ठ लेखापरीक्षा अधिकारी/आई.एस.एंड डी.ए.सी को इंटरनेट एवं इंट्रानेट पर अपलोड करने हेतु,
9. श्री नरेश आहूजा, स.ले.प.अ. – कृपया इंटरनेट एवं इंट्रानेट पर अपलोड करना सुनिश्चित करें,
10. संबंधित नव नियुक्त लेखापरीक्षकों को अनुपालनार्थ,
11. सूचना पटल।



वरिष्ठ लेखापरीक्षा अधिकारी/विधि कक्ष

Annexure – A

List of candidates joined to the post of Auditor in this office through SSC CGL-2021

S. No.	Name (Shri/Ms) & Permanent Number
1.	Shri Anil Kumar Singh (04/11525)
2.	Shri Shubham Gautam (04/11526)
3.	Shri Deepak Deshendra (04/11527)
4.	Shri Neeraj Sharma (04/11528)
5.	Shri Sanchit Naik (04/11529)
6.	Shri Santosh Kumar (04/11530)
7.	Shri Ankit Kumar Singh (04/11531)
8.	Shri Shivam Singh (04/11532)
9.	Ms. Shikha Malik (04/11533)
10.	Shri Piyush Kumar (04/11534)
11.	Shri Ayush Shrivastava (04/11535)
12.	Shri Anuj Mudgil (04/11536)
13.	Shri Dharmendra Kumar Meena (04/11537)
14.	Shri Alok Kumar (04/11538)
15.	Ms. Avni Jain (04/11539)

Induction Training Program for Newly Recruited Auditors Joined in 2023

(Common for all direct recruits) Venue- Conference Hall (1st Floor)

S. No	Name of topic	Date	Session Timings	Name of faculty
1.	Ice Breaking Session, Concept of Supreme Audit Institution (SAI), Role and responsibility of C&AG in Good Governance, Brief History of Indian Audit & Account Departments (IA&AD), An Introduction to the provisions of C&AG DPC Act 1971.	05.09.23	10:30 AM to 11:45 AM 12:15 PM to 01:30 PM	Principal Accountant General Sir & Deputy Accountant General/ AMG-V & Admin
2.	Organizational Set up & details of various branches/streams under IA&AD Brief about AMG-V Group & Admin (Brief details of Departments covered under purview of Group- AMG V	05.09.23	02:30 PM to 03:45 PM 04:15 PM to 05:30 PM	Senior Deputy Accountant General/ AMG-V & Admin/ SAO-AMG-V (HQ)
3.	Brief about AMG-I (Brief details of Departments covered under purview of Group- AMG I & AMG-V	06.09.23	10:30 AM to 11:45 AM 12:15 PM to 01:30 PM	Deputy Accountant General/AMG-I, SAO-AMG-I (HQ)
4.	Brief details of Departments covered under purview of Group- AMG II	06.09.23	02:30 PM to 03:45 PM 04:15 PM to 05:30 PM	Deputy Accountant General/AMG-II , SAO-AMG-II (HQ)

5.	Detailed process of Audit Planning, Clusters (Departments) allotted to each group of O/o the Pr.AG (Audit-I) MP Gwalior, Brief details of Departments covered under purview of Group- AMG IV, Mapping of Departments & Method of selection of Units	08.09.23	10:30 AM to 11:45 AM 12:15 PM to 01:30 PM 02:30 PM to 03:45 PM 04:15 PM to 05:30 PM	Deputy Accountant General/AMG-IV, SAO-AMG-IV (HQ) & SAO/AAO/APDAC Cell
6.	Brief details of Departments covered under purview of DGA (CR) Branch Gwalior	11.09.23	10:30 AM to 11:45 AM 12:15 PM to 01:30 PM	Deputy Director /DGA (CR), SAO (HQ)
7.	Manual of Office Procedure	11.09.23	02:30 PM to 03:45 PM 04:15 PM to 05:30 PM	Shri Debashish Kar, SAO/Executive Branch
8.	Central Civil Services (Conduct) Rules 1964	12.09.23	10:30 AM to 11:45 AM 12:15 PM to 01:30 PM	Shri Radhakrishnan K., SAO/CC
9.	Test (Descriptive/MCQ basis)	12.09.23	02:30 PM to 03:45 PM 04:00 PM to 05:30 PM	Shri Radhakrishnan K., SAO/CC
10.	Central Civil Services (Classification, Control & Appeal) Rules 1965	13.09.23	10:30 AM to 11:45 AM 12:15 PM to 01:30 PM	Shri Radhakrishnan K., SAO/CC
11.	Central Civil Services Leave Rules, TA & Medical Rules	13.09.23	02:30 PM to 03:45 PM 04:15 PM to 05:30 PM	Shri Sanjeev Jhanji, SAO, Shri Swapan Saha AAO/OE-13, Shri Bhupendra Kumar Gupta AAO/OE-14
12.	E-office	14.09.23	10:30 AM to 11:45 AM 12:15 PM to 01:30 PM	Shri Amit Kumar Mishra, AAO/IS Wing
13.	Gender Sensitization	14.09.23	02:30 PM to 03:45 PM 04:15 PM to 05:30 PM	Ms. Rashmi Ranjan, SAO/APDAC Cell
14.	Maintenance of absolute integrity, devotion to duty, Code of Ethics and honesty in public life by IA&AD Officials	15.09.23	10:30 AM to 11:45 AM 12:15 PM to 01:30 PM	Senior Deputy Accountant General/ AMG-5 & Admn.
15.	Regulation of Audit & Accounts 2020	15.09.23	02:30 PM to 03:45 PM 04:15 PM to 05:30 PM	Ms. Uday Gwalherkar, SAO/ AMG-II(HQ)
16.	Manual of Standing Orders (MSO) Audit Section-II Chapter 2 – Audit of expenditure along with case study	18.09.23	10:30 AM to 11:45 AM 12:15 PM to 01:30 PM	Shri Sanjay Krishna Srivastava, SAO/AMG-I (Report)
17.	Manual of Standing Orders (MSO) Audit Section-II Chapter 4- Audit of Accounts of Stores and Stock and Chapter3 – Audit of Receipts (along with case study)	18.09.23	02:30 PM to 03:45 PM 04:15 PM to 05:30 PM	Shri Prabhat Sharma, SAO/AMG-II (Report)
18.	Manual of Standing Orders (MSO) Audit Section-II Chapter 5- Audit of	20.09.23	10:30 AM to 11:45 AM 12:15 PM to 01:30 PM	Shri Anura Bhan, SAO/Comm. AMG-IV

	Commercial Accounts, Section III Chapter 17 – Audit of World Bank and Other Externally Assisted Project (along with case study)			
19.	Manual of Standing Orders (MSO) Audit (Section-I Functions of the Comptroller and Auditor General of India; Section-II Chapter1 – General Principles and Practices, Section III , Chapter 2 – Gazetted Government Servants’ Audit, Chapter3 – Establishment Audit, Chapter5 – Audit of Grants-in-aid, Chapter6 – Pension Audit, Chapter17 – Audit of World Bank and Other Externally Assisted Project, Chapter19 – Environment Audit; Section VII – Results of Audit, Chapter3 – Preparation of Audit Reports, Chapter4 – Submission of Audit Reports and Subsequent Action	20.09.23	02:30 PM to 03:45 PM 04:15 PM to 05:30 PM	Shri Rajesh Sarraf, SAO AMG-IV (Report)
20.	Guidelines on Compliance Audit (Preparation & Finalization of Inspection Report) along with case study (Creation Maintenance & utilization of Sports Infrastructure including issue of Half Margin)	21.09.23	10:30 AM to 11:45 AM 12:15 PM to 01:30 PM	Shri Mritunjay Kumar, SAO/AMG-III (Report)
21.	Test (Descriptive/MCQ basis)	21.09.23	02:30 PM to 03:45 PM 04:15 PM to 05:30 PM	
22.	Case study regarding Draft Para related to Fraudulent payments in Department of Women & Child Development.	22.09.23	10:30 AM to 11:45 AM 12:15 PM to 01:30 PM	Shri Asif Ullah Siddiqui, SAO/Grant Audit Cell
23.	Case study regarding Draft Para related to Fraudulent drawal of Rs 16.43 crore by officials of Block Education Office, Udaigarh, Alirajpur and Sub-Treasury Office, Jobat, Alirajpur (Tribal Affairs Department)	22.09.23	02:30 PM to 03:45 PM 04:15 PM to 05:30 PM	Shri Manoj Gupta SAO/AMG-III (HQ) & Shri Indra Vikram Singh AAO/ITA
24.	Case study regarding Draft Para related to Irregular payments to private printers by using fake documents. (Medical Education Department)	25.09.23	10:30 AM to 11:45 AM 12:15 PM to 01:30 PM	Shri Sujit Kumar Dey SAO/Report
25.	Guidelines on Performance Audit along with case study (Dial 100)	25.09.23	02:30 PM to 03:45 PM 04:15 PM to 05:30 PM	Shri Atul Surve, SAO & Shri Rajeev Mathur, AAO
26.	Guidelines of Data Analytics	26.09.23	10:30 AM to 11:45 AM 12:15 PM to 01:30 PM	Atul Surve, SAO/IS Wing

27.	Practical session and case study related to Data Analytics	26.09.23	02:30 PM to 03:45 PM 04:15 PM to 05:30 PM	Shri Rajeev Mathur, AAO/APDAC Cell & Shri Praveen Pathak, AAO/Grant Audit Cell
28.	Guidelines for financial Audit of Panchayati Raj Institution (along with case study)	27.09.23	10:30 AM to 11:45 AM 12:15 PM to 01:30 PM	Shri Dhananjay Kumar, SAO/AMG-I (HQ)
29.	Financial Attest Audit Guidelines along with case study related to sanction audit and Process regarding issuance of Audit Certificate	27.09.23	02:30 PM to 03:45 PM 04:15 PM to 05:30 PM	Ms. Rashmi Mishra, SAO/ FAAS Ms. Deeksha Chauhan, AAO/FAAS
30.	Audit of Vouchers, Audit checks for audit of vouchers, VLC related data and case study	29.09.23	10:30 AM to 11:45 AM 12:15 PM to 01:30 PM	Shri Manoj Kumar, SAO/FAAP
31.	OIOS	29.09.23	02:30 PM to 03:45 PM 04:15 PM to 05:30 PM	Shri Siddhant Diwakar, AAO/AMG-II
32.	Preparation & Finalization of Audit Report	03.10.23	10:30 AM to 11:45 AM 12:15 PM to 01:30 PM	Shri Jitendra Kumar Bansal, SAO/Report
33.	Noting Drafting	03.10.23	02:30 PM to 03:45 PM 04:15 PM to 05:30 PM	Shri Dhananjay Kumar, SAO/AMG-I
34.	Tableu & Knime	04.10.23	10:30 AM to 11:45 AM 12:15 PM to 01:30 PM	Shri Rajeev Mathur, AAO/APDAC Cell
35.	Test (Descriptive/MCQ basis)	04.10.23	02:30 PM to 03:45 PM 04:15 PM to 05:30 PM	
36.	AMG-I, II, III, IV & V (Branch Officers of controlling section in coordination may plan & allot candidate (in a batch of 2) in respective PA/CA/FABA and intimation is respect of above may be forwarded to Legal Cell)	05.10.23 to 03.11.23	Candidates must be posted in PA/CA/FABA related work with field parties and must be assigned audit related work of Apex units of respective department in a batch of 2. (They must be allotted following tasks: 1. On Audit Requisition, 2. Drafting Audit memo, 3. Drafting IR, 4. Drafting Report 5. Entry & Exit Conference related work). Separate Office Order regarding temporary posting of Auditors in Groups for field related trainings will be issued by approval of Sr.DAG/Admn.	


 04/09/2023
 Senior Audit Officer/Legal Cell