



सत्यमेव जयते

परिपत्र (प्रशासन)

विषय: सीधी भर्ती लेखापरीक्षकों तथा विभागीय पदोन्नित लेखापरीक्षकों के लिए प्रेरण प्रशिक्षण हेतु।

मुख्यालय के प्रशिक्षण अनुभाग के पत्र संख्या 397/Trg-Div/File No. 246/2015 दिनांक 06.07.2020 के निर्देशानुसार तथा सक्षम प्राधिकारी के अनुमोदनोप्रांत इस कार्यालय के 21 सीधी भर्ती लेखापरीक्षकों व 11 विभागीय पदोन्नित लेखापरीक्षकों (Annexure-II) के लिए प्रेरण प्रशिक्षण (Induction Training) का आयोजन दिनांक 03.02.2025 से 11.03.2025 तक प्रशिक्षण कक्ष में किया जा रहा है।

व्याख्यान देने के लिए नामित अधिकारी हिंदी व अंग्रेजी दोनों भाषाओं में प्रत्याशियों को सुविधानुसार व्याख्यान देंगे। सभी प्रत्याशी संलग्न कार्यक्रम अनुसार प्रशिक्षण ग्रहण करें। यह प्रत्याशियों के हित में होगा कि वे नियमित रूप से प्रशिक्षण कक्षाओं में भाग लें। सीधी भर्ती तथा विभागीय रूप से पदोन्नित लेखापरीक्षकों के लिए यह प्रेरण प्रशिक्षण भौतिक रूप में (Physical/onsite mode) प्रत्येक कार्य दिवस (Working days) के अपराह्न (afternoon) सत्र (session) में संलग्न कार्यक्रम अनुसार (Annexure-I) आयोजित किया जायगा।

प्रत्याशियों को यह भी निर्देश दिए जाते हैं कि सक्षम प्राधिकारी की स्वीकृति के बिना प्रशिक्षण से अनुपस्थित न रहें।

Authority: प्रधान महालेखाकार महोदय के आदेश दिनांक 31.01.2025

हस्ता/-

वरि० उप महालेखाकार (प्रशासन)

दिनांक: 31.01.2025

सं० प्रशा०/ले०प०/इंडक्शन प्रशि०/सीधी भर्ती/2020-26/3868-80

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :

1. सचिव प्रधान महालेखाकार
2. निजी सहायक, वरि० उप- महालेखाकार (प्रशासन)
3. निजी सहायक, उप- महालेखाकार (लेखापरीक्षा प्रबंधन समूह -I,II,III)
4. कल्याण अधिकारी
5. वरिष्ठ लेखापरीक्षा अधिकारी (लेखापरीक्षा प्रबंधन समूह -I,II,III) (मु०)
6. वरिष्ठ लेखापरीक्षा अधिकारी (हकदारी अनुभाग)
7. वरिष्ठ लेखापरीक्षा अधिकारी (जी०डी०)
8. वरिष्ठ लेखापरीक्षा अधिकारी (संपदा प्रबंधन अनुभाग)
9. वरिष्ठ लेखापरीक्षा अधिकारी (आई०टी० एवं डाटा एनालिटिक्स)
10. वरिष्ठ लेखापरीक्षा अधिकारी (एस.एफ.आर. व फा.)
11. वरिष्ठ लेखापरीक्षा अधिकारी (समन्वय एवं प्रतिवेदन)
12. वरिष्ठ लेखापरीक्षा अधिकारी (हिंदी अनुभाग)
13. सभी सम्बंधित कर्मचारी और संकाय सदस्य।

वरि० लेखापरीक्षा अधिकारी (प्रशासन)
31/01

Schedule for Induction Training for Direct Recruit & Departmentally Promoted Auditors**3rd February 2025 to 11th March 2025**

Topic & Content	Date & Time	Faculty
Introduction & Ice Breaking Introduction of the participants, expectation sharing and overview of the course	03.02.2025 02:00 PM to 03:30 PM	Sh. Rajesh Narwal SAO (IT/DA)
Introduction to IA&AD Concept of SAI (CAG), Role and responsibility of CAG in good governance, Brief history of IA&AD, INTOSAI, Organizational Set up, various branches of Audit Offices.	03.02.2025 04:00 PM to 05:30 PM	Sh. Mukendra Kumar AAO (AMG-I)
C&AGs Website Contents of CAG's website including recent reports	04.02.2025 02:00 PM to 03:30 PM 04:00 PM to 05:30 PM	Ms. Manusmriti AAO (IT/DA)
Constitution of India & DPC Act Articles of the constitution of India relating to CAG and an introduction to the various provisions of the DPC Act relating to Duties and Responsibilities of the CAG.	05.02.2025 02:00 PM to 03:30 PM 04:00 PM to 05:30 PM	Sh. R D Bhawani SAO (AMG-I)
Regulations on Audit & Accounts	06.02.2025 02:00 PM to 03:30 PM 04:00 PM to 05:30 PM	Sh. Harish AAO (AMG-I)
Conditions of service and Administrative Matters Job Description of Auditors, Career prospects in the department, Departmental Examinations, Conditions relating to probation, confirmation, promotions, deputation, importance of APAR, etc.	07.02.2025 02:00 PM to 03:30 PM 04:00 PM to 05:30 PM	Sh Kuldeep Singh AAO (AMG-I)
Salient features of Manual of General Procedure Provisions in the Manual of General Procedure of the Office relating to Attendance, Conduct, Maintenance of Decorum.	10.02.2025 02:00 PM to 03:30 PM 04:00 PM to 05:30 PM	Sh. D N Mehta, Welfare Officer
Opening and maintenance of Registers and Files, Procedures for preservation and destruction of records, purchase of movable and immovable assets, undertaking trips abroad etc.	11.02.2025 02:00 PM to 03:30 PM	Sh. Pardeep AAO (GD)
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.	11.02.2025 04:00 PM to 05:30 PM	Sh. Rakesh Bhan Sr. AO (Admn)

Budget Formulation and GFR Budget formulation and implementation, Procurement of Goods and Services, Inventory Management, Receipt and withdrawal from Government Accounts.	12.02.2025 02:00 PM to 03:30 PM 04:00 PM to 05:30 PM	Sh. Het Ram Jaspal SAO (GD)
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.	13.02.2025 02:00 PM to 03:30 PM 04:00 PM to 05:30 PM	Sh. Rakesh Kumar SAO (Entitlement)
Leave Rules Discussion of the conditions of CCS (Leave) Rules, 1972	14.02.2025 02:00 PM to 03:30 PM 04:00 PM to 05:30 PM	Sh. Shrey Garg AAO (Admn)
Travelling Allowance Rules The various allowances admissible while on Tour/Transfer/Superannuation	17.02.2025 02:00 PM to 03:30 PM 04:00 PM to 05:30 PM	Sh. Rakesh Kumar SAO (Entitlement)
Soft Skills/Group Activity	18.02.2025 02:00 PM to 03:30 PM 04:00 PM to 05:30 PM	Sh. Rakesh Bhan SAO (Admn.)
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, Legislative Committees and their role w.r.t. Audit Reports Explanation on the Duties of Auditors in Central Audit, Audit Teams, Inspection Reports processing wings etc.	19.02.2025 02:00 PM to 03:30 PM 04:00 PM to 05:30 PM	Sh. Pankaj Kumar AAO (Coordiantion)
Audit Evidence and Documentation Discussion on the importance of collection off evidence and documentation of the entire Audit process.	20.02.2025 02:00 PM to 03:30 PM 04:00 PM to 05:30 PM	Sh. Deepak Joshi SAO (AMG-I)
Compliance Auditing Guidelines Definition, planning, conduct, reporting and follow up of Compliance Audit.	21.02.2025 02:00 PM to 03:30 PM 04:00 PM to 05:30 PM	Sh. Rajinder Verma SAO (AMG-III)
Performance Auditing Guidelines Definition, planning, conduct, reporting and follow up of Performance Audit.	24.02.2025 02:00 PM to 03:30 PM 04:00 PM to 05:30 PM	Sh. Mahinder Singh SAO (AMG-III)

MS Word Opening and saving files. Formatting text, paragraphs formatting, bullets and numbering, multi level bulleting and numbering, page layout, printing of files.	25.02.2025 02:00 PM to 03:30 PM 04:00 PM to 05:30 PM	Sh. Manish Chauhan AAO (IT)
Departmental examination for Auditors (Exam-1 of 2025)	Tentatively scheduled from 27 th February 2025 to 1st March 2025.	
Introduction to Govt. Accounting Structure of Government Accounts- Consolidated Fund, Contingency Fund & Public Account, List of Major and Minor heads of Accounts, Finance and Appropriation Accounts.	03.03.2025 02:00 PM to 03:30 PM 04:00 PM to 05:30 PM	Sh. Manohar Grewal SAO (SAFR)
MS Excel Performing basic calculations, filtering and sorting data	04.03.2025 02:00 PM to 03:30 PM 04:00 PM to 05:30 PM	Sh. Manish Chauhan AAO (IT/DA)
Noting & 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	05.03.2025 02:00 PM to 03:30 PM 04:00 PM to 05:30 PM	Ms. Deepa Chauhan SAO (Coordiantion)
e-office An Overview of E-Office	06.03.2025 02:00 PM to 03:30 PM 04:00 PM to 05:30 PM	Ms. Anita AAO (AMG-II)
Gender Sensitization Important provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.	07.03.2025 02:00 PM to 03:30 PM 04:00 PM to 05:30 PM	Sh. Rakesh Bhan SAO (Admn.)
Code of Ethics for IA&AD Code of Ethics for Auditors	10.03.2025 02:00 PM to 03:30 PM 04:00 PM to 05:30 PM	Ms. Shail Gupta SAO (Report)
Evaluation test, experience sharing and valediction A test containing MCQs, Experience sharing, feedback and Valediction.	11.03.2025 02:00 PM to 03:30 PM 04:00 PM to 05:30 PM	Sh. Rakesh Bhan SAO (Admn.)

Note: मुख्यालय कार्यालय द्वारा लेखा परीक्षकों की विभागीय परीक्षा स्थगित किये जाने की स्थिति में 27 फरवरी 2025 से 1 मार्च 2025 तक की अवधि के लिए प्रशिक्षण उपरोक्त तिथियों में से आवंटित किया जाएगा।

**List of Direct/Departmentally promoted Auditors for Induction Training scheduled
w.e.f. 03.02.2025 to 11.03.2025**

Sr. No.	Emp Id	Name (Sh./Ms.)	Current Posting
1	3061083	Harsh Chauhan	Establishment/GD
2	3061090	Yash Mehrotra	AMG-III/GS
3	3061084	Saurabh	AMG-I
4	3061079	Ayush Yadav	AMG-III/RS
5	3061080	Bharti Sarovar	Entitlement
6	3061085	Sachin	Welfare
7	3061086	Anshul Choudhary	AMG-III/RS
8	3061091	Mohit Kumar	AMG-III/RS
9	3061092	Sandeep Kumar Meena	AMG-I
10	3061088	Jitendra Kumar Meena	AMG-III/GS
11	3061087	Saurabh Kumar Rai	AMG-II
12	3061095	Piyush Kumar	AMG-I
13	3061093	Shubham Thakur	Entitlement
14	3060750	Ajay Kumar	Welfare
15	3061097	Rishabh Verma	AMG-III/GS
16	3061094	Anuj Kumar	AMG-III/GS
17	3061098	Abhinesh Meena	IT/DA
18	3061101	Namit Kumar Singhal	Administration
19	3061102	Tanu Rani	AMG-III/RS
20	3061103	Shubham Yadav	Coordination & Report
21	3061104	Ankit Kumar Gautam	AMG-III/GS
22	3060488	Mahinder Kumar	AMG-II
23	3060637	Prakash Chand	AMG-I
24	3060996	Deepak Sharma	Establishment/GD
25	3060522	Surender Kumar	AMG-II
26	3060645	Pankaj Kumar	AMG-I
27	3060794	Ravi Balayan	EMS
28	3060646	Narender Kumar Shandil	Diary Section
29	3060810	Dimple Kumar	Administration
30	3060638	Kapil Dev	AMG-III/GS
31	3060639	Vipin Kumar	AMG-I
32	3060642	Rakesh Kumar	Welfare