

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-प्रथम), मध्यप्रदेश,  
आडिट भवन, झाँसी रोड, ग्वालियर

No./Admn./LC/Trng./Misc.Trng./F-12&/D-

दिनांक:-20.05.2025

कार्यालय आदेश-31

मुख्यालय के निर्देशानुसार एवं राष्ट्रीय लेखा तथा लेखापरीक्षा अकादमी, शिमला से प्राप्त अर्ध शासकीय पत्र क्र. DO#NAAA/OJT/2023 Batch/2024-25/4037, दिनांक 04.02.2025 के अनुपालन में एवं इस कार्यालय द्वारा जारी कार्यालय आदेश क्र. 132, दिनांक 10.02.2025 की निरंतरता में श्री शशी रंजन सिंह, IA&AS प्रशिक्षु अधिकारी, 2023 बैच का दिनांक 26.05.2025 से 07.06.2025 तक 02 सप्ताह के लिए प्रशिक्षण कार्यक्रम अनुलग्नक 'क' में संलग्न है।

As per the headquarters' instruction and in compliance with the demi-official letter No. DO#NAAA/OJT/2023 Batch/2024-25/4037 dated 04.02.2025, received from the National Academy of Audit and Accounts, Shimla and in continues of the office order no. 132, dated 10.02.2025 issued by this office training programme of Shri Shashi Ranjan Singh, IA&AS Probationary Officer (Batch 2023), for the period from 26.05.2025 to 07.06.2025 (02 weeks) is enclosed as Annexure 'A'.

हस्ता/-


उप महालेखाकार/ प्रशासन

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाई हेतु:-

1. सचिव/प्रधान महालेखाकार
2. सचिवालय/उप महालेखाकार (AMG-V व प्रशासन)
3. उप महालेखाकार/ AMG-I, AMG-II, AMG-III एवं AMG-IV
4. श्री शशी रंजन सिंह, IA&AS प्रशिक्षु अधिकारी, 2023 बैच को अनुपालनार्थ
5. श्री धनंजय कुमार, व.ले.प.अ./ प्रशासन-11,12
6. श्री सुमिनी शाजी, व.ले.प.अ./ CC, Legal Cell
7. श्री राजेश कुमार पंकज, व.ले.प.अ./ सम्पदा प्रबंधन
8. श्री संजीव कुमार झांजी, व.ले.प.अ./ प्रशासन-13,14,कल्याण शाखा
9. श्रीराजेश एन. हथवलने, व.ले.प.अ./ समान्य अनुभाग, कार्यपालन शाखा
10. व.ले.प.अ./IS Wing - कृपया उक्त कार्यालय आदेश को इंटरनेट एवं इंट्रानेट पर अपलोड करने का कष्ट करें,

11. श्री नरेश आहूजा/ स.ले.प.अ. - कृपया इंटरनेट एवं इंट्रानेट पर अपलोड करना सुनिश्चित करें,

12. सूचना पटल।

  
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**अनुलग्नक 'क' (Annexure 'A')**

**श्री शशी रंजन सिंह, IA&AS प्रशिक्षु अधिकारी, 2023 बैच का कार्यालय प्रधान महालेखाकार (लेखापरीक्षा -प्रथम ) मध्य प्रदेश, ग्वालियर  
में दिनांक 26.05.2025 से 07.06.2025 तक का प्रशिक्षण कार्यक्रम:-**

स.क्र.	अवधि	प्रशिक्षण का विषय	Activity	Branch Officers to whom attached
1.	26.05.2025	Human resource management	<ul style="list-style-type: none"> <li>assessment of manpower requirement done by the office and the justification for it,</li> <li>placing the requisition based on the manpower requirement assessed,</li> <li>pension and family pension cases,</li> <li>recruitment and placement of personnel,</li> <li>transfers and postings of staff, including both intra office and inter office, where the office has cadre control functions,</li> <li>Matters related to compassionate appointments</li> </ul>	Sr. AO/ OE-11 & 12
2.	27.05.2025		<ul style="list-style-type: none"> <li>disciplinary cases, involving all the stages of the proceedings,</li> <li>matters related to the promotion of staff, including sharing of DPC proceedings of exhausted panels. This may also include cases of MACP including the constitution and proceedings of the meeting of DSC, review of cases under FR 56 (J),</li> </ul>	Sr. AO/CC & Legal Cell

			<ul style="list-style-type: none"> <li>• training needs assessment being done by the office, assigning personnel for trainings at RTIs/RTCs, conducting of in house trainings,</li> <li>• assessment of the impact of these trainings.</li> </ul>	
3.	28.05.2025	<b>Estate Management</b>	<ul style="list-style-type: none"> <li>• Upkeep, repairs and maintenance of office and residential buildings, including assessment of need for repairs and maintenance, receiving of estimates from CPWD or other agencies involved, forwarding the same to Hqrs office.</li> <li>• allotment of government quarters, including the maintenance of priority list for such allotment,</li> <li>• liaising with agencies like CPWD and state government authorities.</li> </ul>	<b>Sr. AO/EM</b>
4.	29.05.2025	<b>Settlement of bills</b>	<ul style="list-style-type: none"> <li>• regulation of pay and allowances,</li> <li>• regulation and settlement of various bills including TA/DA, LTC, medical, etc., including the standard checks exercised at various levels.</li> <li>• Tax calculations and issuance of Form-16 to the staff,</li> </ul>	<b>Sr. AO/Cash (Add. Charge of OE-13 &amp; 14)</b>
5.	30.05.2025	<b>Budget Management and control</b>	<ul style="list-style-type: none"> <li>• assessment of budget requirements under various heads for both BE &amp; RE,</li> <li>• placing of demand under various heads in iBEMS</li> <li>• monitoring and review of expenditure vis-à-vis budget allotment</li> </ul>	


6.	02.06.2025	Managing staff issues	<ul style="list-style-type: none"> <li>• Recognition and de-recognition of staff associations and the rules related thereto</li> <li>• participation in staff association meetings,</li> <li>• other measures in place to handle staff requirements and grievances.</li> <li>• staff welfare measures in place in the office.</li> </ul>	
7.	03.06.2025	Handling of RTI cases	The Officer Trainee(s) may be attached with APIO of the office, so that they get hands on experience on handling RTI questions	Sr. AO/CC & Legal Cell
8.		Handling legal cases	<ul style="list-style-type: none"> <li>• framing of replies to legal cases in the office,</li> <li>• procedure for their vetting at Hqrs.</li> <li>• keeping track of the legal cases through the software developed by Hqrs for the purpose, filing of affidavit, etc</li> </ul>	
9.	04.05.2025	Handling of Grants in aid	<ul style="list-style-type: none"> <li>• demand made for Grants in aid, including the assessment of the demand,</li> <li>• utilization of Grants in aid.</li> </ul>	Sr. AO/Ex. Branch & Gen. Section
10.	05.06.2025	Purchase of various items	<p>The Officer Trainees may be made familiar with the way purchases are made through GeM including the IT related items covering:</p> <ul style="list-style-type: none"> <li>• assessment of requirements,</li> <li>• finalisation and implementation of various contracts, for e.g. manpower contracts, contracts for inspection vehicles,</li> <li>• Annual Maintenance Contracts for various items including IT related items etc.</li> </ul>	Sr. AO/Ex. Branch & Gen. Section

11.	06.06.2025		<p>The Officer Trainees may be made familiar with the way purchases are made through GeM including the IT related items covering:</p> <ul style="list-style-type: none"> <li>• assessment of requirements,</li> <li>• finalisation and implementation of various contracts, for e.g. manpower contracts, contracts for inspection vehicles,</li> <li>• Annual Maintenance Contracts for various items including IT related items etc.</li> </ul>	Sr. AO/IS Wing
12.	Any day when it organised	Participation in meetings as an Observer	<p>The Officer Trainee(s) may be allowed to participate, as an Observer, in any meeting with the Association, JCM Meetings, DPC Meetings, committees dealing with Sexual Harassment, Disaster Management, etc. as the OT(s) will benefit immensely from such participation.</p>	

**Note:-** During training period all Branch Officers of Admin Group are directed to route their file through Shri Shashi Ranjan Singh, IA&AS Officer trainee. However, Shri Shashi Ranjan Singh may not put his signature in any file.

**Saturdays:** - 31.05.2025, 07.05.2025

**Sundays:** - 01.06.2025

  
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**Additional Requirements:**

**Weekly Diary/Activity Report:** The Officer Trainees are required to prepare a Weekly Diary/Activity Report of the activities undertaken by them during the week by Friday evening every week and email the same to their respective Counselors at the Academy with a copy to Sr. Audit Officer (Training-I), no later than 17:00 hours of the last working day of the week. The same will be submitted to Pr. Accountant General/ Accountant General every Monday for monitoring the progress of the training. Pr. AG/AG may feel free to share her/his comments on the weekly diaries with the OTs and copy the same to the Academy. Each OT is also required to email a D.O. letter to the Director General of the Academy no later than 5<sup>th</sup> of the each month (or last working day preceding this date).

**Dissertation:** During their OJT in audit offices, each Officer Trainee is required to prepare a dissertation (strategy paper). Topics have already been allotted to all the Officer Trainees during their Accounts and Entitlement OJT. The Officer Trainee(s) is (are) required to submit the final copy of the dissertation in complete shape with clean formatting, at least a week before they complete their respective OJT through email to their respective counsellors at the Academy with a copy to Sr. Audit Officer (Training-I). OTs will make a presentation on their dissertation topic during Phase-II training at the Academy.

  
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