

कार्यालय प्रधान महालेखाकार (ऑडिट- I), मध्य प्रदेश

ऑडिट भवन, झांसी रोड, ग्वालियर

No./Admn./LC/Trng/Induction/F-016/

दिनांक:-26.06.2025

कार्यालय आदेश-55

मुख्यालय के पत्र Lr No. 397/Trg-Div/File No. 246/2015 दिनांक 06.07.2020 के अनुपालन में सीधी भर्ती द्वारा नियुक्त कनिष्ठ हिंदी अनुवादक (अनुलग्नक 'क' के अनुसार) हेतु प्रशिक्षण कार्यक्रम (अनुलग्नक 'ख' के अनुसार) दिनांक 30.06.2025 से 21.07.2025 तक प्रशिक्षण कक्ष, पंचम तल, ऑडिट भवन, में आयोजित होगा। सभी कर्मचारियों की परीक्षा अवधि सफलता पूर्वक पूर्ण होने हेतु उक्त प्रशिक्षण प्राप्त करना अनिवार्य है। प्रशिक्षण अवधि में किसी भी प्रशिक्षणार्थियों/व्याख्याता का अवकाश स्वीकृत नहीं किया जायेगा। प्रशिक्षण से अनुपस्थित रहने पर संबंधित के विरुद्ध अनुशासनात्मक कार्यवाही की जा सकती है।

In terms of HQs letter no. Lr No. 397/Trg-Div/File No. 246/2015 dated 06.07.2020, a training programme (as per Annexure 'B') will be organized for directly recruited Junior Hindi Translator (as per Annexure 'A') from 30.06.2025 to 21.07.2025 at Training Hall, Fifth floor, Audit Bhawan. It is mandatory for all the officials to successfully complete the above training for successful completion of their probation period. No leave of faculty/trainees will be sanctioned during the period of training. Disciplinary action can be taken against the concerned for being absent from training.


सलग्नक: अनुलग्नक 'क' एवं 'ख'

हस्ता/-
उप महालेखाकार/ प्रशासन

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

1. सचिव, प्रधान महालेखाकार (ऑडिट- I), म.प्र., ऑडिट भवन, ग्वालियर
2. उप महालेखाकार/प्रशासन एवं AMG-V
3. उप महालेखाकार/AMG-I, AMG-II, AMG-III, AMG-IV कार्यालय प्रधान महालेखाकार (ऑडिट- I), म.प्र., ऑडिट भवन, ग्वालियर
4. वरिष्ठ लेखापरीक्षा अधिकारी/Hindi Cell कृपया अपने समूह/अनुभाग से संबंधित कर्मचारियों को प्रशिक्षण में सम्मिलित होने हेतु निर्देशित करें।

5. सम्बंधित व्याख्यता- कृपया कार्यक्रम में निर्धारित समय पर व्याख्यान दिया जाना सुनिश्चित करें। अपरिहार्य कारणों से यदि प्रशिक्षण में भाग लेना संभव न हो तो अपने अनुभाग से किसी अन्य अधिकारी (व्याख्यता) को व्याख्यान हेतु नामित करवा कर तत्काल विधि कक्ष को सूचित किया जाना सुनिश्चित करें।
6. वरिष्ठ लेखापरीक्षा अधिकारी/सामान्य अनुभाग एवं कार्यपालन शाखा, कृपया दिनांक 24.06.2025 से 15.07.2025 तक अनुलग्नक 'क' में वर्णित प्रशिक्षणार्थियों की बैठक व्यवस्था, बिजली, सफाई व पानी की व्यवस्था करवाए ।
7. वरिष्ठ लेखापरीक्षा अधिकारी/IS Wing कृपया इंटरनेट एवं इंट्रानेट पर अपलोड कराने का कष्ट करें।
8. श्री नरेश आहूजा, स.ले.प.अ. को इंटरनेट एवं इंट्रानेट पर अपलोड करना सुनिश्चित करने बावत् ।
9. सूचना पटल ।


वरिष्ठ लेखापरीक्षा अधिकारी/विधि कक्ष

Annexure A

स.क्र.	नाम (श्री/सुश्री)	स्थाई क्र.	समूह/अनुभाग
1.	निधि गौतम	03/11253	हिंदी कक्ष
2.	स्वेता रविदास	03/11593	हिंदी कक्ष


वरिष्ठ लेखापरीक्षा अधिकारी/विधि कक्ष

Annexure 'B'

Schedule and Course Content for Induction Training of Junior Hindi Translator

Date	Session	Timing	Topic	Content	Name of Faculty (Ms/Shri)
30.06.2025	1	09:30 AM to 10:45 AM	Introduction	Introduction to the course, Ice-breaking and expectation sharing.	DAG (Admn)
	2	11:00 AM to 12:15 PM	Introduction to IA&AD	Duties and powers of the CAG-Constitutional Provisions: Structure of CAG office; Audit (Various branches) and Accounts offices.	SAO/Legal Cell
	3	04:45 PM to 06:00 PM	Leave Rules	Discussion of the conditions of CCS (Leave) Rules	Bhupendra Kumar Gupta, AAO (02/6392)
01.07.2025	1	09:30 AM to 10:45 AM	NPS	National Pensions System	Gourav Rastogi, AAO (02/10933)
	2	11:00 AM to 12:15 PM	Conduct Rules	Provision of conduct Rules	Abhishek Tripathi, AAO (02/11378)
	3	04:45 PM to 06:00 PM	CCS(CCA) Rules	CCS(CCA) Rules, 1965	Abhishek Tripathi, AAO (02/11378)
02.07.2025	1	09:30 AM to 10:45 AM	Word Processing (Hindi)	MS Word- creating a document, cut, copy, paste & other commands, Character formatting, Paragraph formatting, Bullets & Numbering, Page set-up, Page border, columns, Change Case, Drop caps, Auto Text, header & footer, Page Set-up,	Ashish Kumar Vishwakarma, asst. Sup. (03/10671)

				Spelling check & Grammar	
	2	11:00 AM to 12:15 PM	Word Processing (English)	MS Word Tables: Insert Table, Data Entry, Modify Table, Table Formatting, convert Tables to Text & Text to Tables, Sorting Data, use of Formulae with Practice	Ashish Kumar Vishwakarma, asst. Sup. (03/10671)
	3	04:45 PM to 06:00 PM	Official Language	Introduction to official language policy, Rajbhasa Adhiniyam; Rajbhasa Bibhag (under Home Ministry); incentives for promoting Hindi in official work; Norms for Hindi magazines; Hindi Exams; Narakas	Manish Kumar, Asstt. Director (02/11601)
03.07.2025	1	09:30 AM to 10:45 AM	Official Language	Introduction to official language policy, Rajbhasa Adhiniyam; Rajbhasa Bibhag (under Home Ministry); incentives for promoting Hindi in official work; Norms for Hindi magazines; Hindi Exams; Narakas	Manish Kumar, Asstt. Director (02/11601)
	2&3	11:00 AM to 12:15 PM and 04:45 PM to 06:00 PM	MS Excel (English)	Introduction to MS Excel Creating a workbook, Saving & Retrieving a workbook, Creating and modifying worksheets, formatting Cells. Inserting- Rows, Columns, Worksheets, Page setup, Printing	Amit Kumar Mishra, AAO (02/10959)

				Worksheets. Using formulae in Excel	
04.07.2025	1	09:30 AM to 10:45 AM	Status of Hindi	Constitutional Status of Hindi	Manish Kumar, Asstt. Director (02/11601)
	2	11:00 AM to 12:15 PM		Fundamental structure of Language	Manish Kumar, Asstt. Director (02/11601)
	3	04:45 PM to 06:00 PM		Language and communication	Manish Kumar, Asstt. Director (02/11601)
07.07.2025	1	09:30 AM to 10:45 AM	Translation	Principles of translation. Essential requirement for translating a document.	Manish Kumar, Asstt. Director (02/11601)
	2&3	11:00 AM to 12:15 PM and 04:45 PM to 06:00 PM	Translation	Hindi to English	Manish Kumar, Asstt. Director (02/11601)
08.07.2025	1&2	09:30 AM to 10:45 AM and 11:00 AM to 12:15 PM	Translation	English to Hindi	Manish Kumar, Asstt. Director (02/11601)
	3	04:45 PM to 06:00 PM	Hindi related official work	Monthly/quarterly report preparation. Hindi workshops. Bilingual orders/Circulars. Parlimentary committee on Hindi	Manish Kumar, Asstt. Director (02/11601)
09.07.2025	1	09:30 AM to 10:45 AM	Hindi related official work	Monthly/quarterly report preparation. Hindi workshops. Bilingual orders/Circulars.	Manish Kumar, Asstt. Director (02/11601)

				Parliamentary committee on Hindi	
	2&3	11:00 AM to 12:15 PM and 04:45 PM to 06:00 PM	Study tour	Local visit	Rahul Verma, AAO (02/10991)
10.07.2025	1	09:30 AM to 10:45 AM	Translation of official correspondence	Translation of Hindi letter	Manish Kumar, Asstt. Director (02/11601)
	2	11:00 AM to 12:15 PM		Translation of English letter	Manish Kumar, Asstt. Director (02/11601)
	3	04:45 PM to 06:00 PM	Typing and processing of letters	Typing of DO letters/other letters in Hindi	Swarnlata Gupta, AAO (02/6527)
11.07.2025	1	09:30 AM to 10:45 AM	Quiz	Quiz on Hindi books and authors	Rahul Verma, AAO (02/10991)
	2&3	11:00 AM to 12:15 PM and 04:45 PM to 06:00 PM	Hindi Diwas and Pakhwara	Norms for Pakhwara, Hindi Diwas	Manish Kumar, Asstt. Director (02/11601)
14.07.2025	1&2	09:30 AM to 10:45 AM and 11:00 AM to 12:15 PM	Noting and Drafting	Noting and drafting in Hindi	Manish Kumar, Asstt. Director (02/11601)
	3	04:45 PM to 06:00 PM	Administrative Hindi	Simplification of administrative Hindi.	Manish Kumar, Asstt. Director (02/11601)
15.07.2025	1	09:30 AM to 10:45 AM	Administrative Hindi	Simplification of administrative Hindi.	Manish Kumar, Asstt. Director (02/11601)

	2	11:00 AM to 12:15 PM	Software enabled translation	Introduction to IT-enabled translation.	Manish Kumar, Asstt. Director (02/11601)
	3	04:45 PM to 06:00 PM		Use of Hindi related software being used, Phonetics.	Manish Kumar, Asstt. Director (02/11601)
16.07.2025	1&2	09:30 AM to 10:45 AM and 11:00 AM to 12:15 PM	Precis	Introduction to Hindi precis writing	Manish Kumar, Asstt. Director (02/11601)
	3	04:45 PM to 06:00 PM	Idioms and phrases	Idioms and phrases in Hindi & its translation	Manish Kumar, Asstt. Director (02/11601)
17.07.2025	1	09:30 AM to 10:45 AM	Idioms and phrases	Idioms and phrases in English & its translation	Manish Kumar, Asstt. Director (02/11601)
	2	11:00 AM to 12:15 PM	Drafting Skills (English)	Essay/draft writing on given topic in English	Manish Kumar, Asstt. Director (02/11601)
	3	04:45 PM to 06:00 PM		Translation of Essay/draft in Hindi	Manish Kumar, Asstt. Director (02/11601)
18.07.2025	1&2	09:30 AM to 10:45 AM and 11:00 AM to 12:15 PM	Public Speaking	Public Speaking by participants in Hindi.	Swarnlata Gupta, AAO (02/6527)
	3	04:45 PM to 06:00 PM	Code of Ethics for IA&AD	Code of Ethics	Manoj Gupta, SAO (01/6491)
21.07.2025	1	09:30 AM to 10:45 AM	Code of Ethics for IA&AD	Code of Ethics	Manoj Gupta, SAO (01/6491)

	2&3	11:00 AM to 12:15 PM and 04:45 PM to 06:00 PM	Test and Evaluation. Valediction	Test, Evaluation, feedback	Manish Kumar, Asstt. Director (02/11601)
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Sumini
26/06/25
Sr. AO/Legal Cell