

महालेखाकार (लेखापरीक्षा प्रथम) का कार्यालय, मध्य प्रदेश  
ऑडिट भवन, झांसी रोड, ग्वालियर

क्र./प्रशासन/ISW/Induction Training/

दिनांक: 02.06.2026

कार्यालय आदेश-27

मुख्यालय के पत्र Lr No. 397/Trg-Div/File No. 246/2015 दिनांक 06.07.2020 के अनुपालन में सीधी भर्ती एवं अनुकम्पा भर्ती द्वारा नियुक्त आशुलिपिक (अनुलग्नक 'क' के अनुसार) हेतु प्रशिक्षण कार्यक्रम (अनुलग्नक 'ख' के अनुसार) दिनांक 03.06.2026 से 18.06.2025 तक पंचम तल, ऑडिट भवन, में आयोजित होगा। सभी कर्मचारियों की परीविक्षा 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 and compassionate appointment Stenographers (as per Annexure 'A') from 03.06.2026 to 18.06.2026 at 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 about being absent from training.

संलग्नक: अनुलग्नक 'क' एवं 'ख'

हस्ता/-

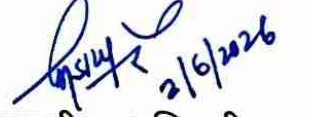
उप महालेखाकार

प्रशासन

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

1. सचिव, महालेखाकार (ऑडिट प्रथम), म.प्र., ऑडिट भवन, ग्वालियर
2. उप महालेखाकार/AMG-I,AMG-II,AMG-III,AMG-IV,AMG-V, प्रशासन
3. सचिव, उप महालेखाकार/ AMG-I,AMG-II,AMG-III,AMG-IV,AMG-V, प्रशासन कार्यालय प्रधान महालेखाकार (ऑडिट- I), म.प्र., ऑडिट भवन, ग्वालियर
4. वरिष्ठ लेखापरीक्षा अधिकारी/GE, कार्यालय महानिदेशक लेखापरीक्षा (केंद्रीय प्राप्ति), नई दिल्ली, शाखा ग्वालियर | कृपया अपने समूह/अनुभाग से संबंधित कर्मचारियों को प्रशिक्षण में सम्मिलित होने हेतु निर्देशित करे |
5. सम्बंधित व्याख्यता- कृपया कार्यक्रम में 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 हेतु नामित करवा कर तत्काल विधि कक्ष को सूचित किया जाना सुनिश्चित करे |

6. वरिष्ठ लेखापरीक्षा अधिकारी/सामान्य अनुभाग एवं कार्यपालन शाखा, कृपया दिनांक 03.06.2025 से 18.06.2025 तक अनुलग्नक 'क' में वर्णित प्रशिक्षणार्थियों की बैठक व्यवस्था, बिजली, सफाई व पानी की व्यवस्था करवाए ।
7. वरिष्ठ लेखापरीक्षा अधिकारी/IS Wing को इंटरनेट एवं इंट्रानेट पर अपलोड करने हेतु ।
8. श्री यश वर्धन गुप्ता, स.ले.प.अ. को इंटरनेट एवं इंट्रानेट पर अपलोड करना सुनिश्चित करने बावत् ।
9. सूचना पटल ।

 2/6/2026

वरिष्ठ लेखापरीक्षा अधिकारी  
IS Wing (eCell & Training)

अनुलग्नक क Annexure A

स.क्र.	नाम (श्री/सुश्री)	स्थाई क्र.	समूह/अनुभाग
1.	शिवानी यादव	05/11561	महालेखाकार सचिवालय
2.	शिवानी गुप्ता	05/11580	ए.एम.जी- 4
3.	प्रीती	05/11562	ए.एम.जी- 3

अनुलग्नक ख Annexure-B

Training Sessions for Induction training of Stenographers

Date	Session	Timing	Topic	Content	Name of Faculty
03.06.2026	1	10:15 am to 11:30 am	Course Briefing and Ice Breaking	Introduction of the participants, Discussion of course content Expectation sharing	Shri Dhananjay Kumar, Sr AO
	2, 3 & 4	11:45 am to 01:00 pm, 02:00 pm to 03:15 pm, 03:30 pm to 04:45 pm	The role of CAG	Introduction to CAG & IAAD Constitutional provisions relating to CAG Roles and responsibilities of Department and its contribution towards good governance and nation building Recent Audit Reports	Shri Rahul Verma, AAO
04.06.2026	1 & 2	10:15 am to 11:30 am, 11:45 am to 01:00 pm	Organization Structure of the Department	Office setup in Headquarters Main branches of the Department and their functioning Office setup in a field office and roles & responsibility of each cadre in an office	Shri Prateek Bhardwaj, AAO
	3 & 4	02:00 pm to 03:15 pm, 03:30 pm to	Ethics and Conduct Rules Disciplinary Proceedings	Integrity & Regularity Punctuality in attendance Handling of confidential matters	Shri Manoj Gupta, Sr AO

		04:45 pm		Maintenance of official decorum etc	
05.06.2026	1 & 2	10:15 am to 11:30 am, 11:45 am to 01:00 pm	Office procedures Roles of responsibility of stenographer in general File management- Filing system	Dealing with receipt, disposal and issue of confidential and DO letters Submission of files to the boss, maintenance of register to track the files submitted to senior officers Maintenance of the confidential and secret files kept in custody of the Group Officers and submitting any file required by them	Shri Prateek Bhardwaj, AAO
	3 & 4	02:00 pm to 03:15 pm, 03:30 pm to 04:45 pm	Skill Development	Stenography	Shri Dhirendra kumar
08.06.2026	1 & 2	10:15 am to 11:30 am, 11:45 am to 01:00 pm	Interpersonal relations/ skills with officers and staff	Maintaining cordial relationships Prioritization of work in accordance with officer's direction Behavioral inputs on Team Building	Shri Praveen Kumar Srivastava, AAO
	3 & 4	02:00 pm to 03:15 pm, 03:30 pm to 04:45 pm	Skill Development	Stenography	Shri Dhirendra Kumar

06.2026	1 & 2	10:15 am to 11:30 am, 11:45 am to 01:00 pm	Communication skills, email, correspondence (including drafting letters)	Effective communication of the orders/instructions of the Group officers to sections and officers concerned and the responses received from them to the Group Officers. Drafting letters and DO letters	Shri Suryamani kumar , AAO
	3 & 4	02:00 pm to 03:15 pm, 03:30 pm to 04:45 pm	Skills Development- MS words	Basics of MS words- Introduction, formatting documents, page setup etc	Shri Amit Mishra, AAO
10.06.2026	1 & 2	10:15 am to 11:30 am, 11:45 am to 01:00 pm	Audit Reports	Audit reports and the cycle of preparation of audit reports Parliamentary/COPU/ PUC procedure and its importance	Shri Ram mani tiwari, AAO
	3 & 4	02:00 pm to 03:15 pm, 03:30 pm to 04:45 pm	Sof skills	Field visit/Group Activity/ Soft skills	Smt Ramshi mishra
11.06.2026	1	10:15 am to 11:30 am	Support functions- Role of stenos	How to handle right to information, vigilance and disciplinary cases	Shri Yashvardhan Gupta, AAO
	2	11:45 am to 01:00 pm	APAR writing	Overview of SPARROW application	Shri Tanuj Kumar, AAO
	3 & 4	02:00 pm to 03:15 pm, 03:30 pm to	Internet Skill Development- MS words	Basics of MS words- Mail merge	Shri Manish Kumar, auditor

		04:45 pm			
12.06.2026	1 & 2	10:15 am to 11:30 am, 11:45 am to 01:00 pm	Leave Rules & Travelling Allowance rules	Discussion on various kinds of leaves, TA rules and preparation of TA Bills	Shri Amresh Kumar, AAO
	3 & 4	02:00 pm to 03:15 pm, 03:30 pm to 04:45 pm	Skill Development- MS Excel	Basics of MS Excel	Shri Ashish Vishwakarma, Assistant Supervisor
15.06.2026	1	10:15 am to 11:30 am	Office Meeting- Role of Stenos	Recording of minutes of meeting Overview of procedures related to various departmental committees (DPC review and screening committees)	Shri Tanuj Kumar, AAO
	2	11:45 am to 01:00 pm	Filing Income Tax	Basic Income Tax Rules- Filing of returns	Shri Suchit kumar
	3 & 4	02:00 pm to 03:15 pm, 03:30 pm to 04:45 pm	Skill Development- MS Power Point	Basics of MS Power Point including Hands on training	Shri Amit Mishra, AAO
16.06.2026	1 & 2	10:15 am to 11:30 am, 11:45 am to 01:00 pm	Pension Rules, NPS	Provisions related to calculation and grant of pension, gratuity and family pension National Pension System	Shri Gaurav Rastogi, AAO
	3 & 4	02:00 pm to 03:15 pm,	Skill Development- Internet/Information security	Basics of Internet and browsing of CAG's website including telephone directory	Shri Amit Mishra, AAO

		03:30 pm to 04:45 pm		Basic precaution to ensure security while browsing and downloading Information Technology Act 2000	
17.06.2026	1 & 2	10:15 am to 11:30 am, 11:45 am to 01:00 pm	Career Opportunities	Career Opportunities to stenographers in the Department	Shri Prateek Bhardwaj, AAO
	3 & 4	02:00 pm to 03:15 pm, 03:30 pm to 04:45 pm	Gender Sensitisation	Gender sensitisation including discussion of important provisions of the Act	Smt Rashmi Mishra
18.06.2026	1 & 2	10:15 am to 11:30 am, 11:45 am to 01:00 pm	Evaluation/ Test	Evaluation in Computer Skills/Team presentations/ Group Discussions	Shri Rahul Verma, AAO
	3&4	02:00 pm to 03:15 pm, 03:30 pm to 04:45 pm	Feedback & Valediction	Feedback and experience sharing	Shri Rahul Verma, AAO

 21/6/26

Senior Audit Officer  
IS Wing (eCell & Training)