

Office of Accountant General (Audit) Punjab

Office Order

Office Order No.-Pen&Trg/2022-23/30

Date: 03.11.2022

In compliance of Deputy Accountant General Orders dated 01.11.2022, Mandatory training for eligible candidates as per attached list for the promotion to the post of Assistant Supervisor will be organized at training hall on 6th floor from 14.11.2022 to 29.11.2022. It is mandatory to all candidates to attend the training.

Note: -

1. All candidates must register themselves on SAI Portal (www.training.cag.gov.in) (Log-In ID- Official mail ID, Password- Phone no.) before start of training and submit feedback form after completion of training.
2. All candidates will work in their respective sections from 12:15 PM to 02:45 PM (except lunch time).

Schedule for the training is as per follows: -

Session - I	09.30 AM to 10.45 AM
Tea Break	10.45 AM to 11.00 AM
Session - II	11.00 AM to 12.15 PM
Office work & Lunch Break	12.15 PM to 02.45 PM
Session - III	02.45 PM to 04.00 PM
Tea Break	04.00 PM to 04.15 PM
Session - IV	04.15 PM to 05.30 PM

Day / Cadre	Session	Topic	Name of Faculty
14.11.2022	I	Overview of DPC Act 1971 and Regulations on Audit and Accounts 2020	Ms. Ruma Dahiya AAO 3181422
	II	Examination of Cash book and other preliminary records in field audit -Methodology and procedures	Smt. Neha Sharma AAO 3181462
	III	Pay fixation of staff in audited entity	Sh. Amandeep Singh AAO Admn-II
	IV	-Do-	-Do-
15.11.2022	I	Examination of preliminary records in field audit	Smt. Neha Sharma AAO

			3181462
	II	Examination of contracts	-Do-
	III	Pay fixation of staff in audited entity	Sh. Amandeep Singh AAO Admn-II
	IV	-Do-	-Do-
16.11.2022	I	Introduction to MS Excel and IDEA	Sh. Nitin Kumar AAO EDP
	II	-Do-	-Do-
	III	Verification of account balance in the Income and Expenditure Account/Profit & Loss Account in Financial Attest Audit	Sh. Rajnish Kumar Sr.AO AMG-I TSC
	IV	-Do-	-Do-
17.11.2022	I	BEMS	Sh Anil AAO (Admn-I)
	II	-Do-	-Do-
	III	RTI Act- Overview of the Act and its provisions	Smt. Kaire Navdeep Kaur AAO 3180381
	IV	-Do-	-Do-
18.11.2022	I	RTI Act Information- How to process the applications in various stages	-Do-
	II	-Do-	-Do-
	III	Recruitment Procedures in IA&AD	Sh.Yogesh Kumar Chaubey AAO 3181406
	IV	-Do-	-Do-
21.11.2022	I	Audit of stores and stock	Sh. Rajnesh Kumar AAO 3181016
	II	-Do-	-Do-
	III	Recruitment Procedures in IA&AD	Sh.Yogesh Kumar Chaubey AAO 3181406
	IV	-Do-	-Do-

22.11.2022	I	Procurement through GeM	Sh.Rajnish Kumar AAO
	II	-Do-	-Do-
	III	-Do-	-Do-
	IV	-Do-	-Do-
23.11.2022	I	1. Reporting of Audit Findings 2. Follow-up of audit observations	Sh.Ravinder Sharma AAO 3181008
	II	-Do-	-Do-
	III	Calculation of Income Tax of Staff	Sh. Anil, AAO 3181549
	IV	-Do-	-Do-
24.11.2022	I	Sampling of Vouchers submitted by AG(A&E) to Audit and detailed checking Recruitment Procedures in IA&AD	Sh. Akash Silan, AAO
	II	-Do-	-Do-
	III	Calculation of Income Tax of Staff	Sh. Anil, AAO 3181549
	IV	-Do-	-Do-
25.11.2022	I	Examination of sanctions	Sh. Aditya Prakash Tiwari AAO 3181019
	II	-Do-	-Do-
	III	Legal work	Sh. Royal Ravi Garg AAO
	IV	-Do-	-Do-
28.11.2022	I	Legal work	-Do-
	II	-Do-	-Do-
	III	Checking of 1. Schedules of Finance and Appropriation Accounts received from A&E 2. Monthly Civil Account	Sh. Jagjit Kumar Sr. AO 3180786

		3. Monthly Account of Expenditure 4. Transfer Entries	
	IV	-Do-	-Do-
29.11.2022	I	PFMS	Sh. Rajinder Nath Hindi Officer
	II	-Do-	-Do-
	III	Audit planning, collection and updation of data including preparation of initial plan	Smt. Neha Sharma AAO 3181462
	IV	-Do-	-Do-

-हस्त-

उप-महालेखाकार (प्रशासन)

पृष्ठांकन संख्या: पेंशन एवं प्रशि.कक्ष/प्रशिक्षण/69/ व.ले. से स.प्र./2022-23/457-70

दिनांक:03.11.2022

प्रतिलिपि निम्नलिखित को आवश्यक कार्यवाही हेतु प्रेषित की जाती है:-

1. महालेखाकार के सचिव।
2. उप-महालेखाकार (प्रशासन) के गोपनीय/सहायक।
3. उप निदेशक(प्रशासन), कार्यालय प्रधान निदेशक लेखा परीक्षा (केंद्रीय) चंडीगढ़
4. व.ले.प.अ. (प्रशासन), कार्यालय प्रधान निदेशक लेखा परीक्षा (केंद्रीय) चंडीगढ़
5. व.ले.प.अ. (मुख्यालय – AMG-I/AMG-II/AMG-III/AMG-IV/AMG-V) (प्रशा-I/ प्रशा-II/ प्रशा-III/ओ.ई.-I/ ओ.ई.-II/आर. टी. आई./संपदा प्रबंधन कक्ष/हिंदी कक्ष/राज्य वित्त प्रकोष्ठ/पुस्तकालय अनुभाग/रिपोर्ट्स (सिविल/वाणिज्य/राजस्व)/केंद्रीय समन्वय कक्ष/पी.ए.सी./आ.न.ले.प./)
6. व.ले.प.अ.(ई.डी.पी. सेल), कृपया कार्यालय आदेश को कार्यालय की वेबसाइट पर उपलब्ध करवाने की व्यवस्था करे और ट्रेनिंग हाल में टेक्निकल व्यवस्था करे
7. स्थानीय लेखा परीक्षा अधिकारी,पी.एस.पी.सी एल.
(पी.अस.ई.बी.मुख्यालय काम्प्लेक्स) पटियाला

8. स.ले.प.अ.(प्रशा-III), दिनांक 14.11.2022 से 29.11.2022 तक प्रशिक्षण हॉल, 6 वां तल बुक करने की कृपया करे।
9. सम्बंधित कर्मचारी।
10. सम्बंधित अधिकारी, उपरोक्त विषय पर व्याख्यान देने हेतु।
11. कार्यालय आदेश फाईल।
12. सभी सूचना पट्ट।
13. व.ले.प.अ. (ट्रेनिंग) O/o AG (A&E) Punjab.

अलका चौपडा
03/11/22

वरिष्ठ लेखा परीक्षा अधिकारी (पेंशन एवं प्रशिक्षण कक्ष)

Sr no	PUCDA	Name
1	3180829	Hemant Kumar-II
2	3180887	Anil Kumar
3	3180892	Manjit Kaur
4	3180970	Prem Chand Sharma
5	3180979	Sushil Kumar
6	3181060	Harpreet Singh
7	3181081	Kalpana Basra
8	3181001	Sumit Sharma
9	3181186	Mohd. Najee
10	3181191	Gurbachan Singh
11	3181196	Joginder Singh
12	3181187	Amar Singh
13	3181276	Jitender Billa
14	3180480	Manjeet Ahlawat
15	3181147	Munesh
16	3181144	Manita
17	3181146	Manvendra Pal Singh
18	3181219	Anil Kumar
19	3181266	Mohit Raj Singh
20	3181267	Amandeep Singh
21	3181243	Rishi Pal
22	3181268	Satinder Malik
23	3181322	Bali Gagandeep
24	3181333	Sahil Katlaria
25	3180769	Arvinder Rana
26	AG (A&E) Chd.	Mohit Bhadana

अनुमोदित
03/11/22
सहायक लेखा परीक्षा अधिकारी (प्रशिक्षण)