

महालेखाकार (लेखापरीक्षा I) का कार्यालय, केरल, तिरुवनंतपुरम
(प्रशिक्षण केन्द्र)

OFFICE OF THE ACCOUNTANT GENERAL (AUDIT I)
KERALA, THIRUVANANTHAPURAM
(TRAINING CENTRE)

सं.ले.प./प्रशिक्षण/11-250/2026-27/
No.Au/Trg/11-250/2026-27/

दिनांक: 04 मई 2026
Date: 04 May 2026

अनुभागीयआदेशसं.27 /SECTIONAL ORDER NO. 27

कोच्चि स्थित महालेखाकार (लेखापरीक्षा प्रथम), महालेखाकार (लेखापरीक्षा द्वितीय) और डीजीए (सी) के कार्यालयों से संबंधित निम्नलिखित अधिकारियों को वरिष्ठ लेखापरीक्षा अधिकारी के पद पर पदोन्नति के लिए अनिवार्य एएओ प्रशिक्षण हेतु मनोनीत किया जाता है, जो 06.05.2026 से 26.05.2026 तक हमारे आंतरिक प्रशिक्षण केंद्र (व्याख्यान कक्ष) में आयोजित किया जाना निर्धारित है।

The following officials belonging to Offices of the AG (Audit I), AG (Audit II) and DGA (C), Kochi are nominated for the Mandatory training for AAOs due for promotion to the post of Senior Audit Officer which is scheduled to be conducted at our In-house training centre (Lecture Hall) from **06.05.2026 to 26.05.2026**.

SL No	Name (Shri/Smt)	EMP ID	Section/wing	Office
1	Saleel A R	3101223	AMG III	Au I
2	Anuroop S K	3101269	AMG I	Au I
3	Dhanjith MR	3101339	FAU V	Au I
4	Nisa Unnirajan	3101399	AMG III	Au I
5	Rathish R S	3101336	AMG III	Au I
6	Vijayan Prasanth Kumar	3101348	AMG II	Au I
7	Ajithchandran C B	3101333	Chn (FAP)	Au I
8	Shibin Kumar K	3101258	AMG II	Au II
9	Hari S	3101408	Admn	Au II
10	Balakrishnan P	3101640	FAP	Au II
11	Manoj Kumar T	3101337	Report SFR	Au II
12	Biju Skariah	3101639	CERA	PD(C), Kochi
13	Sudev KT	3101342	GSTA	PD(C), Kochi

प्रतिभागी अपने आधिकारिक ईमेल आईडी का उपयोग करके साई प्रशिक्षण पोर्टल के माध्यम से पंजीकरण और प्रतिक्रिया प्रक्रिया को पूरा कर सकते हैं। अधिकारी को साई प्रशिक्षण पोर्टल के माध्यम से ऑनलाइन प्रभाव मूल्यांकन को पूरा करने के लिए भी सूचित किया जाता है, जिसे प्रशिक्षण के अंतिम दिन से 3 महीने पूरा होने की तारीख से 20 दिनों के भीतर प्रस्तुत किया जाना है।

The participants may complete the registration and feedback process through SAI Training Portal using their Official email IDs. The officials are also informed to complete the online impact assessment through SAI Training Portal which is to be submitted within 20 days from the date of completion of 3 months of the last day of Training.

(महालेखाकार के दिनांक 4 मई 2026 के आदेशानुसार)

वरिष्ठ लेखापरीक्षा अधिकारी / प्रशिक्षण
Senior Audit Officer/Training

Copy to:

1.	अनुभागीय आदेश बुक/सूचना पट्ट	.4	व.ले.प.अ./प्रशा., रोकड, हक .ले.प)-I)/(ले.प.-II)
2.	संबंधित अधिकारी	.5	प्र.म.ले. (ले.प.-I)/(ले.प.-II) के सचिव/निजी सचिव
3.	संबंधित समूह अधिकारी	.6	सी सेल/आईटी समर्थन कक्ष/हिन्दी कक्ष/सामान्य कक्ष/पी ए ओ/ आई ए

Schedule for the Training

Session 1 : 10:00 AM to 11:15 AM

Session 2 : 11.:30 AM to 12:45 PM

Session 3 : 02:00 PM to 03:15 PM

Session 4 : 03:30 PM to 04:45 PM

Break: 11.15 am to 11.30 am & 3.15 pm to 3.30 pm

DAY	SESSION	TOPIC	FACULTY
Day 1 06/05/26	1	Inauguration Ice Breaking SAO- prospects and entitlements ✓ Introduction to Recruitment Rules of Senior Audit /Accounts Officer ✓ Promotion: prospects, expected timelines and Entitlements	Smt. Parvathy Sekhar, Sr AO/Admn (Au I)
	2	Audit and Accounts Mandate of CAG	Shri Narayanan Potti G C Sr. AO/ Audit II Commercial
	3	Human Resource Management	Shri Lal Varghese
	4	Time Management	
Day 2 07/05/2026	1	Legal matters in IAAD ✓Types of legal applications ✓Preparation and filing of replies ✓ Action after final orders	Shri R Suresh Kumar, Sr. AO/Au I
	2	RTI Act	Shri PT Varghese, Senior Accounts Officer (Retd.)
	3	Effective Interpersonal Skills- Communication Skills & Relationship	
	4	Skills	
Day 3 08/05/2026	1	Stress Management	Shri Rajilan, JCI Trainer (Faculty from IMG)
	2	Leadership	
	3	Gender Sensitization	Shri Harikumar R, AAO/Legal Cell
	4	Ethics & Governance	
Day 4 11/05/2026	1	Procurement of Goods, Services and Works ✓ Manual of Procurement of Goods ✓ Manual of Procurement of Consultancy Services	Shri V Suresh Sr. AO (Retired)
	2 & 3	Procurement of Goods, Services and Works ✓ General Financial Rules 2017 ✓ Government e-Marketplace ✓ Central Public Procurement Portal	
	4	Overview of a Revenue system-Goods and services Tax	Shri Praveen Thenissery, AAO/Au II
Day 5 12/05/2026	1	Data Analytics ✓Data analytics and tools ✓Data Visualization ✓GIS Mapping	Shri V K Rajkumar, AAO (Retd.)
	2	Computer Assisted Audit Techniques (CAATS)-Data Analytics using Tableau	
	3	Big data management ✓Concept of big data	Shri V K Rajkumar, AAO (Retd.)

		<ul style="list-style-type: none"> ✓ Opportunities for the department ✓ Policy framework 	
	4	<ul style="list-style-type: none"> Disciplinary Issues ✓ Handling of disciplinary cases ✓ Overview of relevant rules ✓ Case study 	Shri Krishna Kumar K, AAO/C Cell (Au I)
Day 6 13/05/2026	1	Computer Assisted Audit Techniques (CAATS)-Data Analytics using MS Excel	Shri Kesavan Nampoothiri N, EDP Faculty
	2	IT Security & Emerging applications in IA&AD <ul style="list-style-type: none"> ✓ Digital certificates/ signatures ✓ Use of only secured departmental IT resources/ official e-mail IDs for office work ✓ Awareness of MEITY's instructions on policies relating to use of IT in Government ✓ OIOS, e-office ✓ Role as custodian of third party data 	
	3&4	Computer Assisted Audit Techniques (CAATS)-Data Analysis using IDEA	
Day 7 14/05/2026	1	INTOSAI framework	Shri Kesavan Nampoothiri N, EDP Faculty
	2		
	3		
	4		
Day 8 15/05/2026	1	Audit Quality Management Framework	Shri Kesavan Nampoothiri N, EDP Faculty
	2	Overview of PPP Audit	
	3	Audit of extended public sector (Autonomous Bodies)	
	4		
Day 9 18/05/2026	1, 2	Overview of Role and Responsibilities of SAO Role of DDO in Monitoring Budget and Expenditure in relation to: <ul style="list-style-type: none"> ✓ Drawing of Bills ✓ Checks for Disbursement ✓ Certificate of payment in certain Circumstances ✓ IT-TDS and GST-TDS and returns 	Smt. Manju RS, Sr AO/ Cash Bills Entt (Au II)
		Role of DDO in Monitoring Budget and Expenditure in relation to: <ul style="list-style-type: none"> ✓ Role of PAO/CDDO Cheques ✓ Returns and registers ✓ Dak Monitoring ✓ Cash Management ✓ Service book of Personnel. 	
	3	PFMS & IBEMS	Ms. Radhika V Krishnan, Adr/Cash (Au I)
	4	Role of SAO with regard to <ul style="list-style-type: none"> ✓ Sanctioning leave-balanced approach. ✓ Dealing with claims of personnel and pensioners ✓ Reporting/Reviewing role in APARs ✓ Handing of complaints 	Shri P Yegneswaran Sr. AO, A&E (Retd.)

		✓ Procedures in dealing with representations from more deserving sections of society	
Day 10 19/05/2026	1	Role of SAO with regard to : Staff Associations Handling Administrative Roster, DPC, other committees Official Language Implementation	Smt. Parvathy Sekhar, Sr AO/Admn (Au I)
	2	Principles of Budgeting Role	Shri MJ Xavier. AAO(Retd.)
	3	Overview of Government Accounts	
	4	Overview of Government Accounts ...Contd.	
Day 11 20/05/2026	1	Revenue for both Union and State Government	Shri V Suresh, Sr AO (Retd.)
	2	Fund flows among Union and States	
	3	Performance Audit	Shri Niyas S, AAO(C)/Au II
	4	Role of Audit in relation to Cases of Fraud and Corruption	
Day 12 21/05/2026	1	Overview of Revenue Audit Audit of Direct Taxes	Smt Vishnudevi Rajasenan, Sr. AO/Au I
	2	Overview of Revenue Audit Audit of Direct Taxes ...Contd.	
	3	Audit of Contracts	Shri Vattaparambil Biju Sreedhar, AAO/Au II
	4	Audit of Public works and projects	
Day 13 22/05/2026	1	Overview of Model Accounting System for Panchayats	Shri TP Suresh, Sr AO/Au I
	2	Overview of Municipal Accounting system	
	3	Compliance Audit	Smt. Deepthi Unnikrishan, Sr AO/Au I
	4	Risk Based Audit Approach and Use of Sampling in Audit	
Day 14 25/05/2026	1	Case Study and Group Discussion on a Para typical of Civil Audit Expenditure	Shri K Suresh, Sr. AO/Au I
	2		
	3	Professional Drafting	Shri Prashob Balakrishnan, AAO/Au I
	4	Follow-up of Reports	
Day 15 26/05/2026	1 & 2	Overview of Revenue Audit Indirect Taxes ...Contd.	Shri Praveen Thenissery, AAO/Au II
	3 & 4	Feedback and Valediction	