<u>महालेखाकार (लेखापरीक्षा I) का कार्यालय, केरल, तिरुवनंतपुरम</u>

<u>(प्रशिक्षण केन्द्र)</u> <u>OFFICE OF THE ACCOUNTANT GENERAL (AUDIT I)</u> <u>KERALA, THIRUVANANTHAPURAM</u> <u>(TRAINING CENTRE)</u>

सं.ले.प./प्रशिक्षण/11-100/2025-26 No.Au/Trg/11-100/2025-26

दिनांक: 02. मई.2025 Date: 02.05.2025

<u>अनुभागीय आदेश सं.48/ SECTIONAL ORDER NO. 48</u>

महालेखाकार (लेखापरीक्षा II), के कार्यालय से संबंधित निम्नलिखित अधिकारी को आशुलिपिक के लिए अध्ययनाधीन प्रेरण प्रशिक्षण के लिए नामांकित किया गया है जो 05.05.2025 से 21.05.2025 में आयोजित होने वाला है।

The following official belonging to Office (Audit II), is nominated for the under-study Induction Training for Stenographer which is scheduled to be conducted from 05.05.2025 to 21.05.2025.

Sl No	Name of the official	Designation	Section	Office
1	. Shubham Kumar	Stenographer Grade II	AMG II	Audit II

प्रतिभागी अपनी आधिकारिक ईमेल आईडी का उपयोग करके SAI प्रशिक्षण पोर्टल के माध्यम से पंजीकरण और फीडबैक प्रक्रिया को पूरा कर सकता है है। अधिकारी को यह भी सूचित किया गया है कि वह SAI प्रशिक्षण पोर्टल के माध्यम से ऑनलाइन प्रभाव आकलन को पूरा करे, जिसे प्रशिक्षण कार्यक्रम के अंतिम दिन से 3 महीने की पूर्णता की तिथि से 20 दिनों के भीतर जमा किया जाना है।

The participant may complete the registration and feedback process through SAI Training Portal using his Official email ID. The official is 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 from the last day of the training programme.

संबंधित अनुभाग यह सुनिश्चित करें कि नामित अधिकारी को प्रशिक्षण के संबंध में पहले ही सूचित

कर दिया जाए।

Section concerned may ensure that the nominated official is informed regarding the training in advance.

(महालेखाकार के दिनांक 01.05.2025 के आदेशानुसार)



वरिष्ठ लेखापरीक्षा अधिकारी / प्रशिक्षण Senior Audit Officer/Training

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1.	अनुभागीय आदेश बुक/सूचना पट्ट	.4	व.ले.प.अ./प्रशा., रोकड, हक़ .ले.प)-I)/(ले.पII)
.2	संबंधित अधिकारी	.5	.म.ले. (ल-I)/(ले.पII) 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

FN Session: 10:00 AM to 12:25 PM AN Session: 2:00 PM to 04:45 PM Break: 11:15 AM to 11:30 AM & 3:15 PM to 3:30 PM

Date	Session	Faculty (Shri/Smt.)	Торіс	Content	Syllabus
	10 AM to 11:15 AM	Smt. Latha PB, Sr. AO/Training	Course Briefing and Ice- breaking	Introduction of participants Discussion of course content Expectation sharing	
	11:30 AM to 12:45 PM		The Role of CAG.	Introduction to Cag & IAAD Constitutional provisions relating to CAG	Article 148 to of Constitutio India
Day 1 05.05.2025	2 PM to 3:15 PM	Shri Hari Kumar R, AAO/Legal Cell/ Au I	The Role of CAG. Ethics and Conduct Rules	Introduction to Cag & IAAD Constitutional provisions relating to CAG. Department and its contribution towards	Comptrolle Auditor Gene (Duties, Pow
	3:30 PM to 4:45 PM			and its contribution towards good governance and national building Integrity, Regularity & punctuality in attendance Handling of confidential matters Maintenance of official decorum etc.,	and Condition Service) Amendment A 1971 Centra Civil Servic (Conduct) Ru 1964
	10 AM to 11:15 AM		Office procedure Roles and responsibility of stenographer in	Dealing with receipt, disposal and issue of confidential and D.O. letters Submission of files to the boss,	Manual of General Procedure
Day 2 06.05.2025		Shri Hari Kumar R, AAO/Legal Cell/ Au I	general File management - Filing System	maintenance of register to track the files submitted to senior officers Maintenance of the confidential and secret files kept in the custody of the Group Officers and submit any file required by them	
	2 PM to 3:15 PM	Shri Arun T,	Organisation Structure of the Department	Office setup in Headquarters Main branches of the Department and their	Chapter 1 of CAG's MSO (Admn) Vol.1
	3:30 PM to 4:45 PM	AAO/Admn (Au I)		functioning Office setup in a field office and roles & responsibility of each cadre in an office	

	10 11:	AM to 15 AM		APAR Writing		
	11:30 AM to 12:45 PM		Smt. Parvathy Sekhar L, Sr. AO/Admin (Au I)	Office Meetings	Overview of SPARROW application	SPARROW application Importance of APAR Handling of APAR of other officials
Day 3 07.05.2025	2	PM to 3:15		Role of Stenos	Recording of minutes of meeting Overview of procedures related to various departmental committees (DPC, Review and screening committees)	Rules and instructions regarding DPC constitution and procedures for
	3	10 AM to	Smt. Parvathy Sekhar L, Sr. AO/Admin (Au I)	opportunities	Career opportunities to stenographers in the Department	various cadres Career prospects in the Department Conditions relating to probation, confirmation, promotions deputation, foreign services
		11:15 AM 11:30 AM to 12:45 PM 2 PM to 3:15	III/(HQ/I)/ Au I	Leave rules & Travelling Allowance rules	Discussion on various kinds of leaves, TA rules and preparation of TA Bills	etc. CSS(Leave) Rules, 1972 SRs and instructions on Travelling
Day 4 08.05.20	25	РМ	Shri R Suresh Kumar, Sr. AO/Legal Cell/ Au I	Support functions- Role of Stenos	How to handle Right to Information, Vigilance and Disciplinary cases	Allowance RTI Act, 2005- overview Central Civil Service (Classification, control, Appeals)
		3:30 PM to 4:45 PM	Shri. Krishna Kumar, AAO, Confidential Cell	Disciplinary Proceedings	Introduction to minor and major penalty and procedure for imposing the penalty	Central Civil Service (Classification
		10 AM to 11:15 AM	Smt. Deepthi Unnikrishnan Sr AO, AMG II	Audit Reports	Audit Reports and the cycle of preparation of audit reports	control, Appeals) Rules, 1965 MSO (Audit)
Day 5		11:30 AM to 12:45 PM	Ramachandran Sr.AO/Reports (Civil/PAC)	Audit Reports	Parliamentary/ COPU Procedure and its importance	MSO (Audit)
09.05.20		2 PM to 3:1: PM 3:30 PM to 4:45 PM	5 Shri Hari Kumar R, AAO/Legal Cell/ Au I	Communication Skills, email, correspondence (including drafting letters).	Effective communication of the orders instructions of the Group officers to sections and officers' concerns and the responses received from them to the Group officer. Drafting letters and DO letters	Soft Skills

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	10 AM to 11:15 AM	Smt Vishnudevi Rajasenan, Sr.AO/AMG II HQ IV		Basic Income Tax Rules, - Filing of returns	
Day 6 13.05.2025	11:30 AM to 12:45 PM	Shri Gireesh V M, Sr. AO Bills/Cash/Entt /Au I	Skill Development - Internet / Information Security	Information Technology Act 2000	Information Technology Act 2000 and subsequent developments / amendments
	2 PM to 3:15 PM 3:30 PM to 4:45 PM	Shri Gireesh V M, Sr. AO Bills/Cash/Entt /Au I	Gender Sensitisation	Gender Sensitisation including discussion of important provisions of the Act	Sexual Harassment of women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
	10 AM to 11:15 AM	Smt Arathi G, AAO/ITS Cell/Au I	Skill Development - Internet/ Information Security	Basics of Internet and Browsing of CAG's website including telephone directory. Basic precautions to ensure security while browsing and downloading	Exploring the website of CAG of India Information Technology Act 2000 and subsequent developments / amendments
Day 7	11:30 AM to 12:45 PM	Shri K Suresh, Sectt to AG/ Au I	The role of CAG	Recent Audit Reports	Regulation on Audit and Accounts 12007
14.05.2025	2 PM to 3:11 PM 3:30 PM to 4:45 PM	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty	Skill Development - M S Word	Basics of MS Word- Introduction, formatting documents, page setup etc	Creating saving and opening of document file. Formatting text, paragraph Bullets and numbering, multilevel bulleting and numbering Inserting tables Page layout
Day 8 15.05.20		AAO/ EDP Faculty 1 to Shri Kesavan		Basics of MS word - Mail merge	Styles and templets track changes Mail Merge
	2 PM to 2 PM 3:30 PM 4:45 PM	3:15 Shri Kesavan Nampoothiri N AAO/ FDP	Skill Development - M S Excel	t Basics of MS Excel	Creating saving and opening of excel file. Entering data and formatting

	10 AM to		Skill D.		Printing excel sheets Prforming basic calculations Filtering and sorting data
	11:15 AM 11:30 AM to 12:45 PM	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty	Skill Development - M S Power Point	Basics of MS Power Point including hands on training	Creating saving and Opening of Poer point file, Basic formatting of PPT sides Printing PPT
	2 PM to 3:15 PM 3:30 PM to 4:45 PM 10 AM to	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty	Evaluation Test	Evaluation in Computer skills/ Teams / presentations/ Group discussions	slides
Dov 10	11:15 AM 11:30 AM to 12:45 PM	Shri Xavier M J, AAO (Retired)	Pension Rules, NPS	Provision related to calculation and grant of pension, gratuity and family pension	National Pension System CCS (Pension) Rules, 1972 National
Day 10 19.05.2025	2 PM to 3:15 PM 3:30 PM to 4:45 PM	Smt Sindhu Lekha O K, Vocational Teacher in Office, Secretaryship, Govt. City VHSS, PMG	Skill Development	Stenography	Pension System Refresher class or Stenography
	10 AM to 11:15 AM 11:30 AM to 12:45 PM	Shri Rajilan,JCI Trainer (Faculty from IMG)	Interpersonal relation/ skills with officers and staff	Maintaining cordial relationships Prioritization of working accordance with officers' directions Behavioural	Soft Skills
Day 11 20.05.2025	2 PM to 3:15 PM 3:30 PM to 4:45 PM	Smt Sindhu Lekha O K, Vocational Teacher in Office, Secretaryship, Govt. City VHSS, PMG		Input on Team Building Stenography	Test dictation (90Words/ Min), Reading, Typing
Day 12	10 AM to 11:15 AM 11:30 AM to 12:45 PM	from IMG)	Soft Skills	Field Visit/ Group Activity/ Soft Skills	
21.05.202	5 2 PM to 3:12 PM 3:30 PM to	5 Training Section	Evaluation Test	Common evaluation test covering all the subjects	
	4:45 PM	Training Section	Feedback & Valediction	Feedback and Experience sharing	