

प्रधान महालेखाकार (लेखापरीक्षा I) का कार्यालय, केरल, तिरुवनंतपुरम
(प्रशिक्षण केन्द्र)
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT I)
KERALA, THIRUVANANTHAPURAM
(TRAINING CENTRE)

सं.ले.प./प्रशिक्षण/11-250/2024-25/
No.Au/Trg/11-250/2024-25/

दिनांक: 04 जुलाई 2024
Date: 04 July 2024

अनुभागीयआदेशसं./SECTIONAL ORDER NO.128

अनुभागीय क्रम संख्या 126 दिनांक 02.07.2024 के अनुसार, निम्नलिखित A&E कार्यालय के अधिकारी भी नियमित रूप से चयनित हैं जो 08.07.2024 से 18.07.2024 तक सीनियर ऑडिट अधिकारी पद के लिए पदोन्नति के लिए अनिवार्य प्रशिक्षण में भाग लेने के लिए निर्दिष्ट किए गए हैं। विवरण निम्नलिखित हैं:

In continuation to the Sectional Order No. 126 dated 02.07.2024, the following officials from A&E Office are also nominated to attend the mandatory training for AAOs due for promotion to the post of Senior Audit Officer from 08.07.2024 to 18.07.2024. The details are as follows:

SI. No.	Name (Shri/Smt) and designation	Station	Course name as in SAI Portal
1.	Sivankutty C	Thiruvananthapuram	Mandatory training for AAOs due for promotion to the post of Senior Audit Officer (From 08.07.2024 to 18.07.2024)
2.	Krishna Kumari P S	Thiruvananthapuram	
3.	Meera Menon R	Thiruvananthapuram	
4.	Sudarsanan V G	Thrissur	
5.	Sunitha C K	Thiruvananthapuram	
6.	Santhi V	Thiruvananthapuram	
7.	Mini Mathew	Ernakulam	
8.	Jaswant Kumar Meena	Try Inspection Party	
9.	Vijayalexmi K	Thrissur	

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.

(प्रधान महालेखाकार के दिनांक 2 जुलाई 2024 के आदेशानुसार)

Sd/-

**वरिष्ठ लेखापरीक्षा अधिकारी / प्रशिक्षण
Senior Audit Officer/Training**

Copy to:

1.	अनुभागीय आदेश बुक/सूचना पट्ट	.4	व.ले.प.अ./प्रशा., रोकड, हक्र .ले.प-1)/(ले.प.-II)
2.	संबंधित अधिकारी	.5	प्र.म.ले. (ले.प.-1)/(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 3 : 02:00 PM to 03:15 PM

Session 2 : 11.:30 AM to 12:45 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 08/07/2024	1	Inauguration Ice Breaking SAO- prospects and entitlements ✓ Introduction to Recruitment Rules of Senior Audit /Accounts Officer ✓ Promotion: prospects, expected timelines and Entitlements	Shri S Suresh Kumar DAG/AMG III (Au I)
	2	Audit and Accounts Mandate of CAG	Shri Narayanan Potti G C Sr. AO/ RAO/ECA (Au II)
	3	Human Resource Management	Shri Lal Varghese
	4	Time Management	
Day 2 09/07/2024	1	Legal matters in IAAD ✓Types of legal applications ✓Preparation and filing of replies ✓ Action after final orders	Shri R Suresh Kumar, Sr. AO/Legal Cell (Au I)

	2	RTI Act	
	3	Stress Management	Shri Rajilan, JCI Trainer (Faculty from IMG)
	4	Leadership	
Day 3 10/07/2024	1	Effective Interpersonal Skills- Communication Skills & Relationship Skills	Shri PT Varghese, Senior Accounts Officer (Retd.)
	2		
	3	Gender Sensitization	Shri Harikumar R, AAO/Legal Cell (Au I)
	4	Ethics & Governance	
Day 4 11/07/2024	1	Overview of a Revenue system-Goods and services Tax	Shri Krishnan Potti G C, Secretary to PAG, Audit II
	2 & 3	Procurement of Goods, Services and Works ✓ Manual of Procurement of Goods ✓ Manual of Procurement of Consultancy Services	Shri V Suresh Sr. AO (Retired)
	4	Procurement of Goods, Services and Works ✓ General Financial Rules 2017 ✓ Government e-Marketplace ✓ Central Public Procurement Portal	
Day 5 12/07/2024	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	Computer Assisted Audit Techniques (CAATS)-Data Analytics using MS Excel	Shri Veeresh Singh Auditor/ITS Cell/Au II
	4	IT Security & Emerging applications in IA&AD ✓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	
Day 6 15/07/2024	1	Disciplinary Issues ✓ Handling of disciplinary cases ✓ Overview of relevant rules ✓ Case study	Shri Jiju S AAO/AMG II (Au I)

	2	<p>Big data management</p> <ul style="list-style-type: none"> ✓ Concept of big data ✓ Opportunities for the department ✓ Policy framework 	Shri V K Rajkumar, AAO (Retd.)
	3&4	Computer Assisted Audit Techniques (CAATS)-Data Analysis using IDEA	Shri Josekutty Joseph Sr. AO/ITS Cell/Au I
Day 7 17/07/2024	1	PFMS & IBEMS	Smt Sumathi K Sr. Auditor/Cash/Au I
	2	Audit of extended public sector (Autonomous Bodies)	Shri Kesavan Nampoothiri N, EDP Faculty (Au I)
	3		
	4	<p>Role of SAO with regard to</p> <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 ✓ Procedures in dealing with representations from more deserving sections of society 	Shri P Yegneswaran Sr. AO, A&E (Retd.)
Day 8 18/07/2024	1	<p>Overview of Role and Responsibilities of SAO</p> <p>Role of DDO in Monitoring Budget and Expenditure in relation to:</p> <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 	Shri. Gireesh V M, Sr AO/Bills/Cash/Entt (Au I)
	2	<p>Role of DDO in Monitoring Budget and Expenditure in relation to:</p> <ul style="list-style-type: none"> ✓ Role of PAO/CDDO Cheques ✓ Returns and registers ✓ Dak Monitoring ✓ Cash Management ✓ Service book of Personnel. 	
	3	Principles of Budgeting Role	Shri Xavier M J AAO (Retd.)
	4	<p>Role of SAO with regard to:</p> <ul style="list-style-type: none"> ✓ Staff Associations 	Smt L Parvathy Sekhar, Sr.AO/Admin/Au I
		<ul style="list-style-type: none"> ✓ Handling Administrative Roster, DPC, other committees ✓ Official Language Implementation 	