

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

No.Au/Admn.I/11-1/Gr.A/Vol.II

Date: 16.08.2023

SECTIONAL ORDER NO. 109

Headquarters office vide letter No. 648- GE-I/17-2023 dated 07.03.2023 & letter No. 990- GE-I/17-2023 dated 28.04.2023(revising the schedule of OJT) had posted Ms. Radhika Suri and Ms. Sandra Satheesh, IA&AS Officer Trainees of 2021 Batch for On-the –Job Training in the office of the Principal Accountant General (Audit-I) for 08 weeks from August 28, 2023, to October 20, 2023. Training schedule in respect of officers incorporating the directions of NAAA, Shimla (including OJT in Administration) is attached as Annexure.

Shri. P K Lalu, Sr. DAG (Admn) will be the Nodal Officer for the Training programme. Group officers in charge of AMG-I wing, AMG-II wing, and AMG-III wing will co-ordinate the activities of Officer Trainees in the respective Groups. Group Officer in charge of Administration will co-ordinate the OJT in Administration.

All the Liaison Officers may please ensure that the Officer Trainees get maximum exposure to all the important phases of audit viz. Execution, Reporting and in Administration as per the enclosed scheme of training.

(Vide orders dated 14.08.2023 of Principal Accountant General)

Sd/-

Sr. Deputy Accountant General/ Admn.

Copy to:

- 1) Ms. Sandra Satheesh and Ms. Radhika Suri
- 2) All Group Officers
- 3) S O Book
- 4) Secretary to PAG(Audit-I/Audit-II)
- 5) Sr.AO/Admn (Audit-II)
- 6) Branch Officers Concerned
- 7) Sections Concerned

Annexure

OJT Schedule for Ms. Sandra Satheesh in O/o PAG (Audit-I)				
Dates	Duration (Working days) – Excluding Holidays	Topic	Topic Coverage	Liaison Officers
28.09.2023 to 01.09.2023	04 days	Understanding the process of Reporting till Finalization of Audit report.	Understanding how DP/Report targets are set, how PDPs are culled from IRs and processed to DPs, formation of Bond Copy and printing and sending the draft Audit Report for CAG’s signature.	Ms. Sandhya Ramachandran Sr.AO/Report PAC/LBA
04.09.2023 to 08.09.2023	04 days	Compliance Audit of any one Audit unit in AMG II wing.	Supervising Audit Party without Branch Officer, Conducting Entry and Exit meetings and coming up with IRs independently.	Shri. Viju VS, Sr.AO/AMG-II (HQrs)
11.09.2023 to 21.09.2023	10 days	Performance audit attachment in the ongoing performance Audit on “Welfare of Building and Other Construction Workers”.	Officer trainee to accompany a regular Performance Audit Team including a Branch Officer to learn to frame Audit Design Matrix, to learn to build an audit observation and to assess the overall performance of the audited entity. Training in necessary drafting skills of Audit Queries and Audit observations to bring out the core issue / argument succinctly and strongly.	Shri. V M Gireesh, Sr. AO
22.09.2023	01 day	Financial Audit.	Financial Attest Audit and related reporting.	Shri. Nowshad M, Sr. AO/F&CA Cell
25.09.2023 to 29.09.2023	04 days	Attachment as Branch Officer in AMG-II wing.	To function as a Branch officer to process the Audit output received from the Audit parties. Processing a reasonable number of IRs for submission to Group Officer. Understanding how the OAD Section processes IRs.	Ms. Preetha A Sr.AO/AMG -II (HQrs)

Annexure

Training at Bengaluru from 03.10.2023 to 06.10.2023.

Training at Bengaluru from 03.10.2023 to 06.10.2023.				
09.10.2023 to 20.10.2023	10 days	OJT in Administration	To know the Administration and Establishment function in this office.	Parvathy Sekhar L, Sr. AO/ Administration

Annexure

OJT Schedule for Ms. Radhika Suri in O/o PAG (Audit-I)				
Dates	Duration (Working days) – Excluding Holidays	Topic	Topic Coverage	Liaison Officers
28.08.2023 to 01.09.2023	04 days	Understanding the process of Reporting till Finalization of Audit report.	Understanding how DP/Report targets are set, how PDPs are culled from IRs and processed to DPs, formation of Bond Copy and printing and sending the draft Audit Report for CAG's signature.	Ms. Sandhya Ramachandran Sr.AO/Report PAC/LBA
04.09.2023 to 08.09.2023	04 days	Compliance Audit of any one Audit unit in AMG-III wing.	Supervising Audit Party without Branch Officer, Conducting Entry and Exit meetings and coming up with IRs independently.	Ms. Sheeja Thomas Sr.AO/AMG-III (HQrs)
11.09.2023 to 21.09.2023	10 days	Performance audit attachment in the ongoing Performance Audit on "Implementation of Smart City Mission".	Officer trainee to accompany a regular Performance Audit Team including a Branch Officer to learn to frame Audit Design Matrix, to learn to build an audit observation and to assess the overall performance of the audited entity. Training in necessary drafting skills of Audit Queries and Audit observations to bring out the core issue / argument succinctly and strongly.	Shri. Harilal V P, Sr.AO
22.09.2023	01 day	Financial Audit	Financial Attest Audit and related reporting.	Shri. Nowshad M, Sr. AO/F&CA Cell
25.09.2023 to 29.09.2023	04 days	Attachment as Branch Officer in AMG-III wing.	To function as a Branch officer to process the Audit output received from the Audit parties. Processing a reasonable number of IRs for submission to Group Officer. Understanding how the OAD Section processes IRs.	Ms. Asha Mathew Sr.AO/AMG-III (HQrs)

Annexure

Training at Bengaluru from 03.10.2023 to 06.10.2023

09.10.2023 to 20.10.2023	10 days	OJT in Administration	To know the Administration and Establishment function in this office.	Parvathy Sekhar L, Sr. AO/ Administration
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