

**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/11-250/2021-22/  
No.Au/Trg/11-250/2021-22/

दिनांक: 14 सितंबर 2021  
Date: 14 September 2021

**अनुभागीयआदेशसं./SECTIONAL ORDER NO.112**

The following officials belonging to Offices of the PAG (Audit I) and PAG (Audit II) are nominated for the Training for AAOs due for promotion to the post of Sr.Audit Officer (Civil & Comml cadre) for the panel year 2022 through MS Teams to be conducted at our In-house training centre.

प्र.म.ले. (लेखापरीक्षा I) और प्र.म.ले. (लेखा परीक्षा II) के कार्यालयों से संबंधित निम्नलिखित अधिकारियों को एम एस टीम्स के माध्यम से पैनल वर्ष 2022 के लिए वरिष्ठ लेखा परीक्षा अधिकारी (सिविल और वाणिज्यिक संवर्ग) के पद पर पदोन्नति के लिए सहायक लेखा परीक्षा अधिकारी के प्रशिक्षण के लिए नामित किया गया है।

Sl No	Name	Section	Office
1	Imelda Dacruz MJ	AMG II (HQ)	Au I
2	Joy Antu P	AMG III	Au II
3	Anitha C	AMG I Pty	Au I
4	Sindhu KS	Admn	Au II
5	Sreela S	AMG I (HQ)	Au II
6	Dinesh Kumar M	AMG I Pty	Au II
7	Prakash R (No.2)	AMG I Pty	Au II
8	Manikantan Nair S	AMG III Pty	Au I
9	Sheela K	AMG I (HQ)	Au II
10	Jeethendranath TS	AMG II	Au II
11	Subhash Babu KK	AMG I Pty	Au II
12	Rajesh R	PDC Kochi	
13	Rajeev RS	FAU I	Au II
14	Roy Joseph	AMG I Pty	Au I
15	Jyothi K	PDC Kochi	
16	Santhosh Kumar	PDC Kochi	
17	Rajeev J	AMG III Pty	Au I
18	Shailaja PM	PDC Kochi	
19	Sreedevi VV	AMG III Pty	Au II
20	Mony SVS	PDC Kochi	
21	Babu V	AMG III Pty	Au II
22	Asharani RS	AMG II (HQ)	Au I
23	Vijeesh KV	AMG I Pty	Au I
24	Jathin S	AMG I Pty	Au II

25	Rajani AV	AMG III Pty	Au I
26	Jayakumary B	AMG III Pty	Au I
27	Mohanana CR	AMG II Pty	Au I
28	Paulson Louis	AMG I Pty	Au I
29	Mahesh R	AMG I Pty	Au II
30	Vattaparambil Biju Sreedhar	AMG III (HQ)	Au II
31	Dolly George P	AMG III Pty	Au I
32	Kesavan Nampoothiri N	F & CA	Au I
33	Asha Deepa SM	AMG II Pty	Au I
34	Prakash B Nair	AMG III Pty	Au I
35	Jain Joseph	AMG II Pty	Au I
36	Praveen Seetharam	FINAT	Au II
37	Saji R Menon	AMG I (HQ)	Au I
38	Jayaram T	IAS	Au II
39	Sajith Ramachandran	PDC Kochi	
40	Godson Paul N	AMG I	Au I
41	Mahesh P Pai	PDC Kochi	
42	Latha M	PDC Kochi	
43	Harikumar R	AMG I Pty	Au II
44	Johnson CP	AMG I Pty	Au II
45	Suresh B	AMG I Pty	Au I
46	Shajimon TB	AMG III Pty	Au I
47	Subrayan ML	AMG I Pty	Au I
48	Sajeevkumar N (No.1)	AMG II (HQ) IV	Au I
49	Usha S	KWA	Au I
50	Suchitra G	AMG I Pty	Au II
51	Remasan Chalil Veetil	AMG III Pty	Au II
52	Beena PK	F & CA	Au I
53	Geo Jose	AMG I Pty	Au I
54	Sunilkumar M	AMG II Pty	Au I
55	Hari Sankar N	AMG II Pty	Au I
56	Sukumaran Nair G	AMG I Pty	Au II
57	Rajeswari G	AMG II Pty	Au I
58	Anilkumar M	General Section	Au II
59	Vikas Murlidhar	AMG I Pty	Au II
60	Kunjuraman A	AMG II Pty	Au I
61	Manoj MK	AMG III Pty	Au I
62	Tintumol K	AMG III (HQ)II	Au I
63	Anand KR	AMG II Pty	Au I
64	Dileep Kuruvilla Kurian	AM G II Pty	Au II
65	Suneendran M K	AMG II Pty	Au II

66	Philip Pius	AMG II (HQ) III	Au II
67	Krishnakumar V R	RAO/ECA	Au II
68	Vishnu N	RAO/ECA	Au II
69	Nisha Rajendran	AMG II (HQ) II	Au II
70	Mohammed Iyas A K	AMG II Pty	Au II
71	Kiran Roch C	AMG II Pty	Au II
72	Satheeshkumar G	AMG II Pty	Au II
73	Akash Babu	RAO/TA	Au II

प्रतिभागी अपनी पंजीयन एवं प्रतिपुष्टि प्रक्रिया अपनी आधिकारिक ईमेल आई डी के द्वारा एस ए - आई के प्रशिक्षण पोर्टल से पूर्ण करें। नामांकित प्रतिभागी एस ए आई के पोर्टल पर नामांकन पूर्ण करके एवं दिए गए लिंक पर लॉग इन करके निर्धारित ऑनलाईन सत्र में सम्मिलित हो सकते हैं।

The participants may complete the registration and feedback process through SAI Training Portal(training.cag.gov.in) using their Official email IDs. The nominated participants can join the sessions through the links in the course schedule of the online course after logging in to the SAI Portal and completing the registration.

. (प्रधान महालेखाकार (ले.प.-I) के दिनांक 10 सितंबर 2021 के आदेशानुसार)  
(Vide orders dated 10 September 2021 of Prl. Accountant General (Au I))

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

**Copy to:**

1.	अनुभागीय आदेश बुक/सूचना पट्ट	.4	व.अ.प.ले./प्रशा., रोकड, हक्र .प.ले)-I)/(ले.प.-II)
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### **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 (S/SHRI/Ms)
Day 1 15.09.2021	1	Inauguration Ice Breaking SAO- prospects and entitlements ✓ Introduction to Recruitment Rules of Senior Audit /Accounts Officer ✓ Promotion: prospects, expected timelines and Entitlements	Shri. R S Suresh Kumar, Sr DAG
	2	Audit and Accounts Mandate of CAG	Shri KP Jayakumar, Sr AO(Retd)
	3 & 4	Effective Interpersonal Skills- Communication Skills & Relationship Skills	Shri PT Varghese, AAO(A&E)

<b>Day 2</b> <b>16.09.2021</b>	<b>1</b>	Legal matters in IAAD ✓Types of legal applications ✓Preparation and filing of replies ✓ Action after final orders	Shri Anand H, AAO(A&E)
	<b>2</b>	Disciplinary Issues ✓ Handling of disciplinary cases ✓ Overview of relevant rules ✓ Case study	Shri Krishnakumar, AAO/C Cell Au I
	<b>3</b>	Human Resource Management	Smt Leelakumari, IMG(Retd Prof)
	<b>4</b>	Leadership	Shri Rajilan, JCI Trainer
<b>Day 3</b> <b>17.09.2021</b>	<b>1</b>	Stress Management	Shri Rajilan, JCI Trainer
	<b>2</b>	Time Management	Smt Leelakumari, IMG(Ret Prof)
	<b>3</b>	Gender Sensitization	Smt Jacintha Morris, Asst Suprvsr(A&E)
	<b>4</b>	Ethics & Governance	Shri KJ Vasudevan, Academic Counsellor, IGNOU
<b>Day 4</b> <b>20.09.2021</b>	<b>1</b>	RTI Act	Shri R Suresh Kumar, AAO/Legal Cell
	<b>2</b>	Big data management ✓Concept of big data ✓ Opportunities for the department ✓Policy framework	Shri VK Rajkumar, AAO/APC Cell Au I
	<b>3 &amp; 4</b>	Computer Assisted Audit Techniques (CAATS)-Data Analysis using IDEA	Shri Josekutty Joseph, Sr AO/ITS Au I
<b>Day 5</b> <b>21.09.2021</b>	<b>1</b>	Data Analytics ✓Data analytics and tools ✓Data Visualization ✓GIS Mapping	Shri VK Rajkumar, AAO/APC Cell Au I
	<b>2</b>	Computer Assisted Audit Techniques (CAATS)-Data Analytics using Tableau	
	<b>3</b>	Computer Assisted Audit Techniques (CAATS)-Data Analytics using MS Excel	
	<b>4</b>	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	Shri VS Jayachandran, Data Manager/ITS
<b>Day 6</b> <b>22.09.2021</b>	<b>1</b>	Role of SAO with regard to ✓Sanctioning leave-balanced approach. ✓ Dealing with claims of personnel and pensioners ✓ Reporting/Reviewing role in APARs ✓ Procedures in dealing with representations from more deserving sections of society ✓ Handing of complaints	Shri P Yegneswaran , Sr AO (A&E)

	2 3 4	Procurement of Goods, Services and Works ✓ General Financial Rules 2017 ✓ Government e-Marketplace ✓ Central Public Procurement Portal  Procurement of Goods, Services and Works ✓ Manual of Procurement of Goods ✓ Manual of Procurement of Consultancy Services	Shri RS Rathish, AAO/Estate(Au I)
<b>Day 7</b> <b>23.09.2021</b>	1	PFMS & IBEMS	Shri G Gopakumar, AAO(A&E)
	2	Fund flows among Union and States	Shri KP Jayakumar, Sr AO(Retd)
	3	Revenue for both Union and State Government	
	4	Overview of a Revenue system-Goods and services Tax	Shri Praveen Thenissery, AAO/AMG I (HQ)
<b>Day 8</b> <b>24.09.2021</b>	1	<b>Overview of Role and Responsibilities of SAO</b> Role of DDO in Monitoring Budget and Expenditure in relation to: ✓ Drawing of Bills ✓ Checks for Disbursement ✓Certificate of payment in certain Circumstances ✓ IT-TDS and GST-TDS and returns	Shri G Gopakumar, AAO(A&E)
	2	Role of DDO in Monitoring Budget and Expenditure in relation to: ✓ Role of PAO/CDDO Cheques ✓ Returns and registers ✓ Dak Monitoring ✓ Cash Management ✓ Service book of Personnel.	
	3	Principles of Budgeting Role	Shri MJ Xavier, AAO (A&E)
	4	Role of SAO with regard to: ✓ Staff Associations ✓ Handling Administrative Roster, DPC, other committees ✓ Official Language Implementation	Smt L Parvathy Sekhar, Sr AO/Admn(Au I)
<b>Day 9</b> <b>27.09.2021</b>	1, 2 & 3	INTOSAI framework	Shri Kesavan Nampoothiri, AAO/F&CA Au I
	4	Financial Audit	
<b>Day 10</b> <b>28.09.2021</b>	1	Audit Quality Management Framework	Smt Deepthi Unnikrishnan, Sr AO/APC Cell Au I
	2	Compliance Audit	
	3	Risk Based Audit Approach and Use of Sampling in Audit	
	4	Overview of PPP Audit	Shri Kesavan Nampoothiri, AAO/F&CA Au I
<b>Day 11</b> <b>29.09.2021</b>	1	Audit of Contracts	Shri V Biju Sreedhar, AAO/ AMG III (Au II)
	2	Audit of Public works and projects	
	3	Performance Audit	Shri Biju M David, Sr AO/AMG I Pty(Au I)
	4	Role of Audit in relation to Cases of Fraud and Corruption	
<b>Day 12</b>	1 & 2	Audit of extended public sector	Shri Kesavan Nampoothiri, AAO/F&CA Au I

<b>30.09.2021</b>		(Autonomous Bodies)	Shri C Vijaykumar, Sr AO(Retd)
	<b>3</b>	Professional Drafting	
	<b>4</b>	Follow-up of Reports	

<b><u>Civil Cadre</u></b>			
<b>Day 13 01.10.2021</b>	<b>1</b>	Overview of Government Accounts	Shri V Suresh, AAO/ Rep(SFR) Au II
	<b>2</b>	Overview of Government Accounts ...Contd.	
	<b>3</b>	Overview of Model Accounting System for Panchayats	Smt Sandhya Ramachandran, Sr AO/Rep(PAC) Au I
	<b>4</b>	Overview of Municipal Accounting system	
<b>Day 14 04.10.2021</b>	<b>1</b>	Case Study and Group Discussion on a Para typical of Civil Audit Expenditure	Shri K Suresh, Sr AO/Rep(Civil) Au I
	<b>2</b>	Overview of Revenue Audit Audit of Direct Taxes	Smt Vishnudevi Rajasenan, Sr AO/Welfare
	<b>3</b>	Overview of Revenue Audit Audit of Direct Taxes ...Contd.	
	<b>4</b>	Overview of Revenue Audit Indirect Taxes	Shri MG Krishnakumar, AAO/PDC Kochi
<b>Day 15 05.10.2021</b>	<b>1 &amp; 2</b>	Overview of Revenue Audit Indirect Taxes ...Contd.	
	<b>3 &amp; 4</b>	Feedback and Valediction	

<b><u>Comml Cadre</u></b>			
<b>Day</b>	<b>SESSION</b>	<b>TOPIC</b>	<b>FACULTY (Shri/Ms)</b>
<b>Day 13 01.10.2021</b>	1	Commercial Audit-Typical features	Smt Usha Berty, Sr AO(C)/AMG II Pty
	2		
	3	Legal provisions on Company Accounts and Audit	
	4		
<b>Day 14 04.10.2021</b>	1	Indian Accounting Standards (Ind AS)	Shri K Venugopal, Sr AO(C)/ CA (HQ) III &IV
	2		
	3	Legal and regulatory provisions on Corporate Governance and Ethics	Shri Prasant S, Sr AO(C)/AMG II Pty
	4		
<b>Day 15 05.10.2021</b>	1	Case Study and Group Discussion on Audit Report on Financial Reports of CPSEs	Shri K Venugopal, Sr AO(C)/ CA (HQ) III &IV
	2	Case Study and Group Discussion on Audit observation relating to a PSU	