

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

सं.ले.प./प्रशिक्षण/11-19/2023-24/

दिनांक: 31 जुलाई 2023

No.Au/Trg/11-19/2023-24/

Date: 31 July 2023

अनुभागीयआदेशसं/ SECTIONAL ORDER NO.129

An in-house training for the benefit of the following candidates who are permitted to appear for the ensuing Departmental Examination for Auditors will be conducted from **01 to 18 August 2023** at our Lecture Hall. Participants are to report for training at 9.45am on 01 August 2023 at Lecture Hall.

लेखापरीक्षकों के लिए आगामी विभागीय परीक्षा में बैठने की अनुमति प्राप्त निम्नोक्त उम्मीदवारों के लाभार्थ कार्यालयीन प्रशिक्षण हमारे लेक्चर हॉल में **01 से 18 अगस्त 2023 तक** आयोजित किया जाएगा। प्रशिक्षण हेतु प्रतिभागियों को 01 अगस्त 2023 को पूर्वाह्न 9.45 पर लेक्चर हॉल में रिपोर्ट करना है।

Sl. No.	Name of the candidate (S/Shri/Smt.)	Designation	Section / Party
1.	Renuka V M	Auditor	AMG II(HQ)/Au I
2.	Ajin M S	Auditor	AMG III(HQ)/Au I
3.	Poonam Kushwah	Auditor	RAO/KWA/Au I
4.	Sreeranj R S	Auditor	Estate/Au I
5.	Aleesha Sebastian	Auditor	Admn/Au I
6.	Nandakishore R	Auditor	PAG Sectt./Au II
7.	Anijitha V K	Auditor	AMG II/ Au I
8.	Arjun Satheesh	Auditor	Report (LBA)/Au I
9.	Anindra Nath Samaddar	Auditor	FAP I,II&III/Au II

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.

(वरिष्ठ उप महालेखाकार (प्रशासन) के दिनांक 31 जुलाई 2023 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)-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

<u>Schedule for the Training</u>			
FN Session : 10:00 am to 12:45 pm		AN Session : 2:00 pm to 04:45 pm	
<u>Break: 11.15 am to 11.30 am & 3.15 pm to 3.30 pm</u>			
Date	Time	Subjects	Faculty Proposed(Shri/Smt)
01.08.2023 AN	10.00am to 12.45pm	Compliance Auditing of Public Expenditure and Revenue: Chapter 14 to I7	Smt Vishnudevi Rajasenani, Sr.AO/Welfare & IA Section
01.08.2023 FN	02.00pm to 04.45pm	Basic Concepts of Goods and Service Tax: Chapter III, IV & V of CGST Act	Faculty from Audit II Office
02.08.2023 FN	10.00am to 12.45pm	Compliance Auditing of Public Expenditure and Revenue: Chapter 14 to I7	Smt Vishnudevi Rajasenani, Sr.AO/Welfare & IA Section
02.08.2023 AN	02.00pm to 04.45pm	Basic Concepts of Goods and Service Tax: Chapter III, IV & V of CGST Act	Faculty from Audit II Office
03.08.2023 FN	10.00am to 12.45pm	Basic Concepts of Income Tax: Sections 2 to 27 of Income Tax Act	Smt Vishnudevi Rajasenani, Sr.AO/Welfare & IA Section
03.08.2023 AN	02.00pm to 04.45pm	Section II: General Principles and Practices of Audit Routine noting and drafting	Shri R Hari Kumar,AAO Legal Cell/Au I
04.08.2023 FN	10.00am to 12.45pm	Basic Concepts of Income Tax: Sections 2 to 27 of Income Tax Act	Smt Vishnudevi Rajasenani, Sr.AO/Welfare & IA Section
04.08.2023 AN	02.00pm to 04.45pm	Accounting Entities and role of CAG Accounting Rules Budgetary process and review Functioning of Treasuries,	Shri V Suresh, AAO/AMG II Pty
07.08.2023 FN	10.00am to 12.45pm	Receipt of Accounts and Departmental Compilation including Public Works and Forest Division Accounting,	Shri V Suresh, Sr.AO/AMG II

		Preparation of monthly, Accounts and annual accounts ,	
07.08.2023 AN	02.00pm to 04.45pm	CCS (Leave) Rules, 1972 FRSR, Part I: Chapter II - Definitions and Chapter IV – Pay	Smt Mary Jaya Jose, AAO/Cash(Au II)
08.08.2023 FN	10.00am to 12.45pm	Accounts of inter-governmental transactions, Accounting of institutional Loans and Advances and Debt Accounts, Contingency Fund Transaction & its Recoupment,	Shri V Suresh, Sr.AO/AMG II
08.08.2023 AN	02.00pm to 04.45pm	FRSR, Part I: Chapter II - Definitions and Chapter IV – Pay (Contd...) TA Rules of Union Government as contained in Compilation of FRSR Part II	Smt Mary Jaya Jose, AAO/Cash(Au II)
09.08.2023 FN	10.00am to 12.45pm	Accounting of Deposits and Reserve Funds, General Provident Fund Accounting, RBD Accounting and Cash Management, Review of Balances, Transfer Entries, and Internal Controls in Accounts.	Shri V Suresh, Sr.AO/AMG II
09.08.2023 AN	02.00pm to 04.45pm	Introduction, Conceptual framework of Accounting,	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty
10.08.2023 FN	10.00am to 12.45pm	Double Entry Accounting System Accounting process: Journal and Ledger Accounting process: Cash Book and Subsidiary Books	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty
10.08.2023 AN	02.00pm to 04.45pm	Accounting process: Journal and Ledger Accounting process: Cash Book and Subsidiary Books	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty
11.08.2023 FN	10.00am to 12.45pm	Preparation of Trial Balance and Final Accounts, Bank reconciliation Statement	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty
11.08.2023 AN	02.00pm to 04.45pm	Constitution of India (Articles 148 to 151, 279) Comptroller and Auditor-General's (Duties, Powers and Conditions of Service) Act, 1971	Smt Deepthi Unnikrishnan, Sr.AO/APC Cell
14.08.2023 FN	10.00am to 12.45pm	Regulations on Audit and Accounts, 2020 Provisions of CAG's Manual of Standing Orders (Audit) Section I: Functions of the Comptroller and Auditor General of India	Smt Deepthi Unnikrishnan, Sr.AO/APC Cell
14.08.2023 AN	02.00pm to 04.45pm	Auditing Standards of CAG of India	Shri Biju M David, Sr AO/AMG I Pty/Au I
16.08.2023 FN	10.00am to 12.45pm	Preparation of Trial Balance and Final Accounts, Bank reconciliation Statement	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty
16.08.2023 AN	02.00pm to 04.45pm	Rectification of Errors, Depreciation Accounting	
17.08.2023 FN	10.00am to 12.45pm		

17.08.2023 AN	02.00pm to 04.45pm	<p align="center">Information Technology Practical MS Word</p> <p>Creating and managing documents, formatting a document, Customizing Options and Views for Documents, Configuring Documents to Print or Save, Formatting Text, Paragraphs, and Sections, Creating Tables and Lists, Creating and Modifying a List, Applying References, Inserting and Formatting objects.</p>	
18.08.2023 FN	10.00am to 12.45pm	<p align="center">MS Excel</p> <p>Creating and Managing Worksheets and Workbooks: Creating Worksheets and Workbooks, Navigating Through worksheets and Workbooks, Formatting Worksheets and Workbooks, Customizing Options and Views For Worksheets and Workbooks and configuring Worksheets and Workbooks to Print or Save. Cells and Ranges: Inserting Data in Cells and Ranges, Formatting Cells and Ranges and Ordering and Grouping Cells and Ranges. Tables: Creating and Modifying Table. Formulas and Functions: Applying Cell Ranges and References in Formulas and Functions</p>	
18.08.2023 AN	02.00pm to 04.45pm	<p align="center">MS PowerPoint</p> <p>Create and Manage Presentations: Creating a Presentation, Formatting a Presentation Using Slide Masters, Customizing presentation Options and Views, Configuring Presentations to Print or Save and Configuring and Present Slideshows. Inserting and Formatting Shapes and Slides: Inserting and Formatting Slides, Inserting and Formatting Shapes and Ordering and Grouping Shapes and Slides. Creating Slide Content: Inserting and Formatting Text, Inserting and Formatting Tables, Inserting and Formatting Charts, Inserting and Formatting Smart Art, Inserting and Formatting Images and Inserting and Formatting Media.</p>	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty