

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/11-19/2024-25/  
No.Au/Trg/11-19/2024-25/

दिनांक: 10 जुलाई 2024  
Date: 10 July 2024

**अनुभागीय आदेश सं/ SECTIONAL ORDER NO.135**

प्रधान महालेखाकार (लेखापरीक्षा I), प्रधान महालेखाकार (लेखापरीक्षा II) और महानिदेशक लेखापरीक्षा (केंद्रीय), कोच्चि के कार्यालयों से संबंधित निम्नलिखित अधिकारियों को लेखापरीक्षकों के लिए 15.07.2024 से 01.08.2024 तक विभागीय परीक्षा के प्रशिक्षण के लिए नामांकित किया गया है, जो व्याख्यान कक्ष में आयोजित होने वाली है।

The following officials belonging to Offices of the PAG (Audit I), PAG (Audit II) and DGA (C), Kochi are nominated for Training for Departmental Examination for auditors which is scheduled to be conducted at Lecture Hall from 15.07.2024 to 01.08.2024.

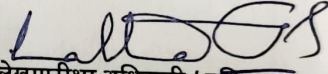
Sl. No.	Name of the candidate (S/Shri/Smt.)	Section / Party
1.	Aswanth S B	ADMIN & AMG I /Au II, FINAT
2.	Fasil A	REP(PAC) (GSSA)/ Au I
3.	Amnezey T S	DGA(C), Kochi
4.	Sandhya M B	APC Cell/Au II
5.	Maninder Gadiyal	AMG III/ Au I, Fin & Certification Audit Cell
6.	Manu Mohan	PAG Sectt./Au II
7.	Vishnu Biju	DGA(C), Kochi
8.	Amal Badusha	Bills (GSSA)/ Au I
9.	Aravind V	AMG III / Au II
10	Gibin Johnson	DGA(C), Kochi
11	Vincy Anandhi J	ADMIN & AMG I / Au II
12	Binu Mohan	AMG II / Au II
13	Telvin Thankachan	ADMIN & AMG I/ Au II
14	Anju Maria Jose	AMG-III/ Au I
15	Anson P John	AMG-III/ Au I
16	Arun R	ADMIN & AMG I / Au II
17	Radhika V Krishnan	Cash (GSSA)/ Au I

18	Archa R	AMG-III/ Au I
19	Kintu B Kuttan	AMG-II/ Au I ,KWA (GSSA)
20	Anantha Krishnan P	Administration, IT Support Cell (GSSA) / Au I
21	Usha Muralidharan	ADMIN & AMG I / Au II, FAU To attend training for PC 4 scheduled on 17/07/2024 (AN) and 01/08/2024 (FN & AN)

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 10 जुलाई 2024 के आदेशानुसार)

  
वरिष्ठ लेखापरीक्षा अधिकारी / प्रशिक्षण  
Senior Audit Officer/Training

Copy to:

1.	अनुभागीय आदेश बुक/सूचना पट्ट	.4	व.ले.प.अ./प्रशा., रोकड, हक .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

Schedule - Training for Auditor's Examination					
FN Session : 10:00 am to 12:45 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					
Sl No	Date	Session	Time	Subjects	Faculty (Shri/Smt)
1	15-07-2024	FN	10.00am to 12:45 pm	Compliance Auditing of Public Expenditure and Revenue: Chapter 14 to 17	Smt Vishnudevi Rajasenan, Sr.AO/Welfare & IA Section
		AF	02.00pm to 04:45pm	Auditing Standards of CAG of India	Shri T P Suresh, AMG-I, Audit-I

2	17-07-2024	FN	10.00am to 12:45 pm	Compliance Auditing of Public Expenditure and Revenue: Chapter 14 to 17	Smt Vishnudevi Rajasenan, Sr.AO/Welfare & IA Section
		AF	02.00pm to 04:45pm	Information Technology Practical MS Word 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.	Shri Jayachandran VS, Sr Ao, Audit II
3	18-07-2024	FN	10.00am to 12:45 pm	Basic Concepts of Income Tax: Sections 2 to 27 of Income Tax Act	Smt Vishnudevi Rajasenan, Sr.AO/Welfare & IA Section
		AF	02.00pm to 04:45pm	Section II: General Principles and Practices of Audit Routine noting and drafting	Shri R Hari Kumar, AAO, Audit I
4	19-07-2024	FN	10.00am to 12:45 pm	Basic Concepts of Income Tax: Sections 2 to 27 of Income Tax Act	Smt Vishnudevi Rajasenan, Sr.AO/Welfare & IA Section
		AF	02.00pm to 04:45pm	Accounting Entities and role of CAG Accounting Rules Budgetary process and review Functioning of Treasuries,	Shri M J Xavier, AAO (Retd.)
5	22-07-2024	FN	10.00am to 12:45 pm	Receipt of Accounts and Departmental Compilation including Public Works and Forest Division Accounting, Preparation of monthly, Accounts and annual accounts ,	Shri V Suresh, Sr.AO (Retired)
		AF	02.00pm to 04:45pm	CCS (Leave) Rules, 1972 FRSR, Part I: Chapter II - Definitions and Chapter IV – Pay	Shri Manikantan Nair, AAO, AMG III, Audit I
6	23-07-2024	FN	10.00am to 12:45 pm	Accounts of inter-governmental transactions, Accounting of institutional Loans and Advances and Debt Accounts, Contingency Fund Transaction & its Recoupment,	Shri V Suresh, Sr.AO (Retired)

		AF	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	Shri Manikantan Nair, AAO, AMG III Audit I
7	24-07-2024	FN	10.00am to 12:45 pm	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 (Retired)
		AF	02.00pm to 04:45pm	Introduction, Conceptual framework of Accounting,	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty
8	25-07-2024	FN	10.00am to 12:45 pm	Constitution of India (Articles 148 to 151, 279) Comptroller and Auditor-General's (Duties, Powers and Conditions of Service) Act, 1971	Shri R Hari Kumar, AAO, Audit I
		AF	02.00pm to 04:45pm	Double Entry Accounting System Accounting process: Journal and Ledger Accounting process: Cash Book and Subsidiary Books	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty
9	26-07-2024	FN	10.00am to 12:45 pm	Accounting process: Journal and Ledger Accounting process: Cash Book and Subsidiary Books	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty
		AF	02.00pm to 04:45pm	Preparation of Trial Balance and Final Accounts, Bank reconciliation Statement	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty
10	29-07-2024	FN	10.00am to 12:45 pm	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	Shri Suresh K, Senior Audit Officer (Civil), PAG Sectt (GSSA)
		AF	02.00pm to 04:45pm	Preparation of Trial Balance and Final Accounts, Bank reconciliation Statement	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty
11	30-07-2024	FN	10.00am to 12:45 pm	Rectification of Errors, Depreciation Accounting	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty
		AF	02.00pm to 04:45pm	Rectification of Errors, Depreciation Accounting	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty
12	31-07-2024	FN	10.00am to 12:45 pm	Basic Concepts of Goods and Service Tax: Chapter III, IV & V of CGST Act	Shri GC Krishnan Potti, Sr. AO

		AF	02.00pm to 04:45pm	Basic Concepts of Goods and Service Tax: Chapter III, IV & V of CGST Act	Shri GC Krishnan Potti, Sr. AO
		FN	10.00am to 12:45 pm	<b>MS Excel</b> 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	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty
13	01-08-2024	AF	02.00pm to 04:45pm	<b>MS PowerPoint</b> 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.	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty