

**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/11-250/2022-23/

दिनांक: 27 जुलाई 2022

No.Au/Trg/11-250/2022-23/

Date: 27 July 2022

**अनुभागीयआदेशसं./SECTIONAL ORDER NO.136**

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 cadre) for the panel year 2023 to be conducted at our In-house training centre(OROP Hall).

प्र.म.ले. (लेखापरीक्षा I) और प्र.म.ले. (लेखा परीक्षा II) के कार्यालयों से संबंधित निम्नलिखित अधिकारियों को पैनल वर्ष 2023 के लिए वरिष्ठ लेखा परीक्षा अधिकारी (सिविल संवर्ग) के पद पर पदोन्नति के लिए सहायक लेखा परीक्षा अधिकारी के प्रशिक्षण के लिए नामित किया गया है (ओआरओपी हॉल)।

SI No	Name	Section	Office
1	Unnikrishnan T	AMG I Pty	Au I
2	Vinodhini Kumaran	AMG II Pty	Au I
3	Sunilkumar K	AMG I Pty	Au I
4	Jiju S	AMG II Pty	Au I
5	Abeeda Aziz	Br. Kozhikode	Au I
6	Linus Dane Cherian	AMG I Pty	Au II
7	Jiljith AK	AMG I Pty	Au I
8	Rakhi PO	FAU II	Au II
9	Sajeev Kumar N (No.2)	General	Au I
10	Pramod Natemmal	AMG III Pty	Au I
11	Yasmin A	Deputation	
12	Alex John	OE Cash	Au II
13	Sunil PG	AMG I Pty	Au I
14	Madhusoodanan T	TCR (OE)	Au I
15	Kannan RP	OE Entt	Au I
16	Suresh R	AMG II Pty	Au II
17	Krishnakumar K (No.2)	C.Cell	Au I
18	Manoj CS	AMG II Pty	Au I
19	Precy CS	AMG III Pty	Au II
20	Jony Mathew	TA	Au II
21	Vijayan Nair S	Rep(LBA)	Au I
22	Mini George	AMG II Pty	Au I
23	Balachandran K	PDC Kochi	
24	Jaikumar PA	AMG II Pty	Au I
25	Mohamed Ashik NP	AMG I Pty	Au II

26	Gopalakrishnan N (No 2)	PDC Kochi	
27	Unnikannan V	PDC Kochi	
28	Jaitha VS	AMG III Pty	Au II
29	Indulekha Sajikumar	AMG II(HQ)	Au I
30	Rajkumar AS	PDC Kochi	
31	Dinesh Kumar PB	AMG II Pty	Au I
32	Raji CB	AMG III(HQ)	Au I
33	Jacob Mathew	OE Cash	Au I
34	Jayachandran KM	AMG I Pty	Au I
35	Glory Mol Issac	AMG II Pty	Au I
36	Pushkin G	AMG III Pty	Au I
37	Srikanth D	Bills	Au I
38	Cherian K Thomas	AMG III Pty	Au I
39	Vinodkumar KV	AMG I Pty	Au I
40	Saleel KK	AMG I Pty	Au I
41	Vipin VS	AMG II Pty	Au I
42	Reshmi R Nair	AMG I (HQ)IV	Au II
43	Athinesh Nath MS	AMG I Pty	Au I
44	Sonoop R	AMG I(HQ) I	Au II
45	Arathi G	ITS	Au I
46	Joju Ephraim	AMG III Pty	Au II
47	Praveen Thenissery	AMG I(HQ)IV	Au II
48	Salilal KR	AMG III(HQ)	Au I
49	Pillai Sujith Shivashankara	AMG III(HQ)	Au I
50	Krishnakala PR	Admn	Au II
51	Rajalekshmi R	AMG II Pty	Au I

प्रतिभागी अपनी पंजीयन एवं प्रतिपुष्टि प्रक्रिया अपनी आधिकारिक ईमेल आई डी के द्वारा एस ए - आई के प्रशिक्षण पोर्टल से पूर्ण करें।

The participants may complete the registration and feedback process through SAI Training Portal(training.cag.gov.in) using their Official email IDs.

. (प्रधान महालेखाकार (ले.प.।) के दिनांक 27 जुलाई 2022 के आदेशानुसार)  
(Vide orders dated 27 July 2022 of Prl. Accountant General (Au I))

ह. Sd/-

वरिष्ठ लेखापरीक्षा अधिकारी / प्रशिक्षण  
Senior Audit Officer/Training

**Copy to:**

1.	अनुभागीय आदेश बुक/सूचना पट्ट	.4	व.अ.प.ले./प्रशा., रोकड, हक .प.ले)-I)/(ले.प.-II)
.2	संबंधित अधिकारी	.5	प्र.प.ले) .ले.म.-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 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)
<b>Day 1</b> 01.08.2022	1	Inauguration Ice Breaking SAO- prospects and entitlements ✓ Introduction to Recruitment Rules of Senior Audit /Accounts Officer ✓ Promotion: prospects, expected timelines and Entitlements	<b>Shri. R S Suresh Kumar, Sr DAG</b>
	2	Audit and Accounts Mandate of CAG	Shri TP Suresh, Sr AO/AMG I Pty
	3 & 4	Effective Interpersonal Skills- Communication Skills & Relationship Skills	Dr Vinod N, Faculty/IMG
<b>Day 2</b> 02.08.2022	1	Legal matters in IAAD ✓Types of legal applications ✓Preparation and filing of replies ✓ Action after final orders	Shri R Suresh Kumar, AAO/Legal Cell
	2	RTI Act	Shri Ram Mohan, Faculty/IMG
	3	Human Resource Management	
	4	Leadership	
<b>Day 3</b> 03.08.2022	1	Stress Management	Shri Tony Jacob, Faculty/IMG
	2	Time Management	
	3	Gender Sensitization	Dr Anishia, Faculty/IMG
	4	Ethics & Governance	
<b>Day 4</b> 04.08.2022	1	Disciplinary Issues ✓ Handling of disciplinary cases ✓ Overview of relevant rules ✓ Case study	Shri S Jiju, AAO/Admn
	2	Big data management ✓Concept of big data ✓ Opportunities for the department ✓Policy framework	Shri VK Rajkumar, AAO/APC Cell Au I
	3 & 4	Computer Assisted Audit Techniques (CAATS)-Data Analysis using IDEA	Shri Josekutty Joseph, Sr AO/ITS Au I
<b>Day 5</b> 05.08.2022	1	Data Analytics ✓Data analytics and tools ✓Data Visualization ✓GIS Mapping	Shri VK Rajkumar, AAO/APC Cell Au I
	2	Computer Assisted Audit Techniques (CAATS)-Data Analytics using Tableau	Faculty from Audit II Office
	3	Computer Assisted Audit Techniques (CAATS)-Data Analytics using MS Excel	

	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 09.08.2022	1	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)
Day 7 10.08.2022	1	PFMS & IBEMS	Shri G Gopakumar, AAO(A&E)
	2	Fund flows among Union and States	Shri V Suresh, AAO/AMG II Pty
	3	Revenue for both Union and State Government	
	4	Overview of a Revenue system-Goods and services Tax	Faculty from Audit II Office
Day 8 11.08.2022	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.	
	<b>3</b>	Principles of Budgeting Role	Shri MJ Xavier, AAO (A&E)
	<b>4</b>	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>12.08.2022</b>	<b>1, 2 &amp; 3</b>	INTOSAI framework	Shri Kesavan Nampoothiri, AAO/F&CA Au I
	<b>4</b>	Financial Audit	
<b>Day 10</b> <b>16.08.2022</b>	<b>1</b>	Audit Quality Management Framework	Smt Deepthi Unnikrishnan, Sr AO/APC Cell Au I
	<b>2</b>	Compliance Audit	
	<b>3</b>	Risk Based Audit Approach and Use of Sampling in Audit	
	<b>4</b>	Overview of PPP Audit	Shri Kesavan Nampoothiri, AAO/F&CA Au I
<b>Day 11</b> <b>17.08.2022</b>	<b>1</b>	Audit of Contracts	Shri V Biju Sreedhar, AAO/ AMG III (Au II)
	<b>2</b>	Audit of Public works and projects	
	<b>3</b>	Performance Audit	Shri Biju M David, Sr AO/AMG I Pty(Au I)
	<b>4</b>	Role of Audit in relation to Cases of Fraud and Corruption	
<b>Day 12</b> <b>18.08.2022</b>	<b>1 &amp; 2</b>	Audit of extended public sector (Autonomous Bodies)	Shri Kesavan Nampoothiri, AAO/F&CA Au I
	<b>3</b>	Professional Drafting	Smt Sandhya Ramachandran, Sr AO/(PAC/LBA)
	<b>4</b>	Follow-up of Reports	

<b><u>Civil Cadre</u></b>			
<b>Day 13</b> <b>22.08.2022</b>	<b>1</b>	Overview of Government Accounts	Shri V Suresh, AAO/AMG II Pty
	<b>2</b>	Overview of Government Accounts ...Contd.	
	<b>3</b>	Overview of Model Accounting System for Panchayats	Shri TP Suresh, Sr AO/AMG I Pty
	<b>4</b>	Overview of Municipal Accounting system	
<b>Day 14</b> <b>23.08.2022</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	Faculty from PDC Kochi
<b>Day 15</b> <b>24.08.2022</b>	<b>1 &amp; 2</b>	Overview of Revenue Audit Indirect Taxes ...Contd.	
	<b>3 &amp; 4</b>	Feedback and Vaediction	