

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/11-19/2022-23/

दिनांक: 29 जुलाई 2022

No.Au/Trg/11-19/2022-23/

Date: 29 July 2022

अनुभागीयआदेशसं/ SECTIONAL ORDER NO.137

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 **1 to 18 August 2022 through Offline mode** at our Computer Lab. Participants are to report for training at 9.45am on 01 August 2022 at Computer Lab.

लेखापरीक्षकों के लिए आगामी विभागीय परीक्षा में बैठने की अनुमति प्राप्त निम्नोक्त उम्मीदवारों के लाभार्थ कार्यालयीन प्रशिक्षण, ऑफ़लाइन माध्यम से हमारे कंप्यूटर कक्ष में 1 से 18 अगस्त 2022 तक आयोजित किया जाएगा। प्रशिक्षण हेतु प्रतिभागियों को 01 अगस्त 2022 को पूर्वाह्न 9.45 पर कंप्यूटर लैब में रिपोर्ट करना है।

Sl. No.	Name of the candidate (S/Shri/Smt.)	Des	Section / Party
1.	Rojin Joseph	MTS	General Section
2.	Rajeev PP	Auditor	OE/Thrissur
3.	Renjith R	Auditor	AMG I/Thrissur
4.	Helen Thomas	MTS	AMG III/Thrissur
5.	Rahul MS	Auditor	FAU III/Kotayam
6.	Chandrasekharan M	Auditor	FAP/Kozhikode
7.	Kavita Kumari	DEO 'A'	iCED, Jaipur (Deputation)

The participants may complete the registration and feedback process through SAI Training Portal (training.cag.gov.in) using their Official email IDs. Participants may follow the Standard operating procedures issued by Hqrs Office.

प्रतिभागी अपनी पंजीयन एवं प्रतिपुष्टि प्रक्रिया अपनी आधिकारिक ई मेल आई डी के द्वारा एस-ए आई के प्रशिक्षण पोर्टल से पूर्ण करें। प्रतिभागियों को मुख्यालय कार्यालय द्वारा जारी मानक संचालन प्रक्रियाओं का पालन करना होगा।

(प्रधान महालेखाकार (ले.प I) के दिनांक 28 जुलाई 2022 के आदेशानुसार)

ह. 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

Schedule for the Training			
FN Session : 10:00 AM to 12:45 AM		AN Session : 2:00 AM to 04:45 AM	
Break: 11.15 am to 11.30 am & 3.15 pm to 3.30 pm			
Date	Time	Subjects	Faculty Proposed(Shri/Smt)
01.08.2022 FN	10.00am to 12.45pm	Accounting Entities and role of CAG Accounting Rules Budgetary process and review Functioning of Treasuries, Receipt of Accounts and Departmental Compilation including Public Works and Forest Division Accounting, Preparation of monthly, Accounts and annual accounts , Accounts of inter-governmental transactions, Accounting of institutional Loans and Advances and Debt Accounts, Contingency Fund Transaction & its Recoupment, Accounting of Deposits and Reserve Funds, General Provident Fund Accounting, RBD Accounting and Cash Management, Review of Balances, Transfer Entries , Internal Controls in Accounts	Shri MJ Xavier, Assistant Accounts Officer (Retd.)
01.08.2022 AN	02.00pm to 04.45pm		
02.08.2022 FN	10.00am to 12.45pm		
02.08.2022 AN	02.00pm to 04.45pm		
03.08.2022 FN	10.00am to 12.45pm	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
03.08.2022 AN	02.00pm to 04.45pm	Compliance Auditing of Public Expenditure and Revenue: Chapter 14 to 17	Smt Vishnudevi Rajasenan, Sr.AO/Welfare & IA Section
04.08.2022 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
04.08.2022 AN	02.00pm to 04.45pm	Compliance Auditing of Public Expenditure and Revenue: Chapter 14 to 17	Smt Vishnudevi Rajasenan, Sr.AO/Welfare & IA Section
05.08.2022 FN	10.00am to 12.45pm	Section II: General Principles and Practices of Audit Routine noting and drafting	Smt Deepthi Unnikrishnan, Sr.AO/APC Cell
05.08.2022 AN	02.00pm to 04.45pm	Basic Concepts of Income Tax: Sections 2 to 27 of Income Tax Act	Smt Vishnudevi Rajasenan, Sr.AO/Welfare & IA Section
06.08.2022 FN	10.00am to 12.45pm	Basic Concepts of Goods and Service Tax: Chapter III, IV & V of CGST Act	Faculty from Audit II Office
06.08.2022 AN	02.00pm to 04.45pm		
09.08.2022 FN	10.00am to 12.45pm	Basic Concepts of Income Tax: Sections 2 to 27 of Income Tax Act	Smt Vishnudevi Rajasenan, Sr.AO/Welfare & IA Section
09.08.2022 AN	02.00pm to	Introduction, Conceptual framework of Accounting,	

	04.45pm		
10.08.2022 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
10.08.2022 AN	02.00pm to 04.45pm	Accounting process: Journal and Ledger Accounting process: Cash Book and Subsidiary Books	
11.08.2022 FN	10.00am to 12.45pm		
11.08.2022 AN	02.00pm to 04.45pm	Preparation of Trial Balance and Final Accounts, Bank reconciliation Statement	
12.08.2022 FN	10.00am to 12.45pm	CCS (Leave) Rules, 1972 FRSR, Part I: Chapter II - Definitions and Chapter IV – Pay	R Hari Kumar,AAO Legal Cell/Au I
12.08.2022 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	
16.08.2022 FN	10.00am to 12.45pm	Preparation of Trial Balance and Final Accounts, Bank reconciliation Statement	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty
16.08.2022 AN	02.00pm to 04.45pm	Rectification of Errors, Depreciation Accounting	
17.08.2022 FN	10.00am to 12.45pm	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.	
17.08.2022 AN	02.00pm to 04.45pm	MS Excel 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	

18.08.2022 FN	10.00am to 12.45pm	Auditing Standards of CAG of India	Shri Biju M David, Sr AO/AMG I Pty
18.08.2022 AN	02.00pm to 04.45pm	<p style="text-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