

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT I), KERALA,**  
**THIRUVANANTHAPURAM**

No.Au/Admn.I/11-1/Gr.A/Vol.II

Date: 12.09.2023

**SECTIONAL ORDER NO. 194**

In continuation to Sectional Order No. 109 dated 16.08.2023, detailed training schedule (09.10.2023 to 20.10.2023) of Ms. Radhika Suri and Ms. Sandra Satheesh, IA&AS Officer Trainees 2021 batch, in Administration, incorporating the directions of NAAA, Shimla is attached as Annexure.

All the Liaison Officers may please ensure that the Officer Trainees get maximum exposure to all the important phases in Administration as per the enclosed scheme of training.

(Vide orders dated 12.09.2023 of Principal Accountant General)

Sd/-

**Sr. Deputy Accountant General/ Admn.**

Copy to:

- 1) Ms. Sandra Satheesh and Ms. Radhika Suri
- 2) All Group Officers
- 3) S O Book
- 4) Secretary to PAG(Audit-I/Audit-II)
- 5) Sr.AO/Admn (Audit-II)
- 6) Branch Officers Concerned
- 7) Sections Concerned

**Annexure - I**

<b>Dates</b>	<b>Duration (Working days)</b>	<b>Topics</b>	<b>Liaison Officers</b>
<b>Administration (10 days)</b>			
09/10/2023 to 10/10/2023	02 days	<p><b>Management of Human Resources:</b> - Assessment and placing requisition for human resources. Recruitment and placement of personnel. Promotions include sharing of DPC proceeding, MACP proceedings including meeting of DSC and review of cases under FR 56 (J).</p> <p>Transfer and posting both intra and inter office. All stages of Disciplinary proceedings.</p> <p>Recognition and de- recognition of staff associations and the rules related thereto.</p>	Smt. Parvathy Sekhar L, Sr. AO/Admn & C. Cell
11/10/2023	01 day	<p><b>Management Staff Issues:</b> -</p> <p>Handling staff requirements, grievances, and staff welfare measures in the office.</p> <p>Compassionate appointment.</p>	Ms. Mariamma Mathew Welfare Officer
12/10/2023	01 day	<p><b>Estate Management:</b> -</p> <p>Upkeeping, repairing including assessment of need for repairing &amp; maintenance of office and residential building, receiving estimates from CPWD or other agencies involved, forwarding the same to HQrs.</p> <p>Allotment of Govt. quarters including maintenance of priority list for such allotment.</p> <p>Liaising with agencies like CPWD &amp; State Govt. authorities.</p>	Shri. Firoz Shah A, Sr. AO/ Estate
13/10/2023 to 17/10/2023	03 days	<p><b>Settlement of Bills:</b> -</p> <p>Regulation of pay and allowances.</p> <p>Settlement and standard checks of various bills including TA/DA, LTC, Medical etc.,</p> <p>Tax calculations and issuance of Form- 16 to staff.</p> <p>Pension and family pension cases.</p> <p><b>Budget Management and control:</b> -</p> <p>Assessment of budget requirement, placing of demand under various heads in iBEMS, monitoring and review of expenditure vis-à-vis budget allotment.</p>	Smt. Subha V L, Sr. AO/ Bills, Cash& Entitlement

		<p><b>Handling of Grants in aid: -</b></p> <p>Demand made for Grants in aid, including the assessment of demand.</p> <p>Utilization of Grants in aid.</p>	
18/10/2023	01 days	<p><b>Handling of RTI cases: -</b></p> <p>Attachment with APIO to experience handling RTI questions.</p> <p><b>Handling of Legal cases: -</b></p> <p>Framing replies to legal cases and procedure of their vetting at HQrs. Keeping track of legal cases through software developed by HQrs.</p>	<p>Shri. Suresh Kumar R, Sr. AO/ Legal</p>
19/10/2023	01 day	<p><b>Purchase of various items: -</b></p> <p>Assessment of requirements, finalization and implementation of various contracts including manpower and inspection of vehicles.</p> <p>Purchase through GeM.</p> <p><b>Training needs assessment: -</b></p> <p>Assigning personnel for training, conducting in house training and assessment of the impact of these training.</p>	<p>Shri. Sujith Kumar L S, Sr.AO/General &amp; Training</p>
20/10/2023	01 day	<p>Purchase of IT related items, Annual Maintenance Contract for IT related items</p>	<p>Shri. Josekutty Joseph Data Manager</p>