

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

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

Date: 03.10.2023

**SECTIONAL ORDER NO. 219**

In partial modification to Sectional Order No .194 dated 12.09.2023, regarding On-the-Job Training (OJT) of IA&AS Officer Trainees 2021 batch in Administration, Shri Biju M David, Sr. AO, and Shri. Rajesh Kumar G, Sr. AO, will replace Shri. Firoz Shah A, Sr. AO, and Shri. Sujith Kumar L S, Sr. AO as Liaison Officers of General and Estate/ Training sections respectively. Revised schedule is attached as annexure.

(Vide orders dated 03.10.2023 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**

Dates	Duration (Working days)	Topics	Liaison Officers
<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. 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> - Handling staff requirements, grievances, and staff welfare measures in the office. Compassionate appointment.</p>	Ms. Mariamma Mathew Welfare Officer
12/10/2023	01 day	<p><b>Estate Management:</b> - 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. Allotment of Govt. quarters including maintenance of priority list for such allotment. Liaising with agencies like CPWD &amp; State Govt. authorities.</p> <p><b>Training needs assessment:</b> - Assigning personnel for training, conducting in house training and assessment of the impact of these training.</p>	Shri. Rajesh Kumar G, Sr. AO/ Estate & Training
13/10/2023 to 17/10/2023	03 days	<p><b>Settlement of Bills:</b> - Regulation of pay and allowances. Settlement and standard checks of various bills including TA/DA, LTC, Medical etc., Tax calculations and issuance of Form- 16 to staff. Pension and family pension cases.</p>	Smt. Subha V L, Sr. AO/ Bills, Cash& Entitlement

		<p><b>Budget Management and control: -</b> Assessment of budget requirement, placing of demand under various heads in iBEMS, monitoring and review of expenditure vis-à-vis budget allotment.</p> <p><b>Handling of Grants in aid: -</b> Demand made for Grants in aid, including the assessment of demand. Utilization of Grants in aid.</p>	
18/10/2023	01 days	<p><b>Handling of RTI cases: -</b> Attachment with APIO to experience handling RTI questions.</p> <p><b>Handling of Legal cases: -</b> Framing replies to legal cases and procedure of their vetting at HQrs. Keeping track of legal cases through software developed by HQrs.</p>	Shri. Suresh Kumar R, Sr. AO/ Legal
19/10/2023	01 day	<p><b>Purchase of various items: -</b> Assessment of requirements, finalization and implementation of various contracts including manpower and inspection of vehicles. Purchase through GeM.</p>	Shri. Biju M David, Sr.AO/General
20/10/2023	01 day	Purchase of IT related items, Annual Maintenance Contract for IT related items	Shri. Josekutty Joseph Data Manager