

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/11-19/2021-22/
No.Au/Trg/11-19/2021-22/

दिनांक: 08 फ़रवरी 2022
Dt: 08 February 2022

अनुभागीयआदेशसं.298

SECTIONAL ORDER NO.298

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 **09 to 25 Feb 2022 through Offline mode** at our Computer Lab. Participants are to report for training at 9.45am on 09 February 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 **09 से 25 फरवरी 2022 तक** आयोजित किया जाएगा। प्रशिक्षण हेतु प्रतिभागियों को 09 फरवरी 2022 को पूर्वाह्न 9.45 पर कंप्यूटर लैब में रिपोर्ट करना है।

Sl. No.	Name of the candidate (Shri/Smt.)	Designation	Section / Party
1.	Anjathkumar H	Auditor	Welfare Section/Audit I
2.	Shaji GA	Clerk	Welfare Section/Audit I
3.	Aswin A	MTS	General Section/Audit I
4.	Purushottam Meena	MTS	RAO/TA/Audit II

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 ईमेल 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 07 फ़रवरी 2022 के आदेशानुसार)
(Vide orders dated 07 February of Prl.Accountant General (Au I))

वरिष्ठ लेखापरीक्षा अधिकारी / प्रशिक्षण
Senior Audit Officer/Training

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

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

The schedule of the training is given below:

Date	Time	Subjects	Faculty Proposed(Shri/Smt)
09/02/2022 Wednesday	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
	02.00pm to 04.45pm	CCS (Leave) Rules, 1972 Regulations on Audit and Accounts, 2020 Provisions of CAG's Manual of Standing Orders (Audit)	Smt Hema CV, Sr.AO/Cash,Entt,Bills
10/02/2022 Thursday	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
	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	Smt Hema CV, Sr.AO/Cash,Entt,Bills
11/02/2022 Friday	10.00 am to 12.45pm	Section II: General Principles and Practices of Audit Routine noting and drafting	Smt Deepthi Unnikrishnan, Sr.AO/APC Cell
	02.00pm to 04.45pm	Auditing Standards of CAG of India	Shri Chacko John, Sr.AO/AMG II Pty
14/02/2022 Monday	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.)
	02.00pm to 04.45pm		
15/02/2022 Tuesday	10.00am to 12.45pm		
	02.00pm to 04.45pm		
16/02/2022 Wednesday	10.00 am to 12.45 pm	Compliance Auditing of Public Expenditure and Revenue: Chapter I4 to I7	Smt Vishnudevi Rajasenan, Sr.AO/Welfare & IA Section

	02.00 pm to 04.45pm		
17/02/2022 Thursday	10.00 am to 12.45 pm	Basic Concepts of Income Tax: Sections 2 to 27 of Income Tax Act	
	02.00 pm to 04.45pm		
18/02/2022 Friday	10.00 am to 12.45 pm	Basic Concepts of Goods and Service Tax: Chapter III, IV & V of CGST Act	Shri GC Krishnan Potti, Sr AO/AMG I Pty
	02.00 pm to 04.45pm		
21/02/2022 Monday	10.00 am to 12.45 pm	Introduction, Conceptual framework of Accounting,	
	02.00 pm to 04.45pm	Double Entry Accounting System Accounting process: Journal and Ledger Accounting process: Cash Book and Subsidiary Books	
22/02/2022 Tuesday	10.00 am to 12.45 pm	Accounting process: Journal and Ledger Accounting process: Cash Book and Subsidiary Books	
	02.00 pm to 04.45pm		
23/02/2022 Wednesday	10.00 am to 12.45 pm	Preparation of Trial Balance and Final Accounts, Bank reconciliation Statement	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty
	02.00 pm to 04.45pm		
24/02/2022 Thursday	10.00 am to 12.45 pm	Rectification of Errors, Depreciation Accounting	
	02.00 pm to 04.45pm	Information Technology Practical MS Word	
25/02/2022 Friday	10.00 am to 12.45 pm	MS Excel	
	02.00 pm to 04.45pm	MS PowerPoint	