

प्रधान महालेखाकार(लेखापरीक्षा I) का कार्यालय, केरल,तिरुवनंतपुरम

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT I),

KERALA, THIRUVANANTHAPURAM

(प्रशिक्षण केन्द्र/TRAINING CENTRE)

सं. ले. प/प्रशिक्षण/11-2/2021-22

No.Au./Trg/11-2/2021-22

दिनांक : 28 मई 2021

Date : 28 May 2021

अनुभागीय आदेश सं.38

SECTIONAL ORDER NO.38

As per the directions of Headquarters Office, the following Officials are nominated for a two weeks mandatory training for Sr. Auditors for promotion to the newly created post of Assistant Supervisors in Audit Office **from 2 to 17 June 2021**. The participants may complete the registration process through SAI Training Portal using their Official email IDs. The nominated participants can join the sessions through the links in the course schedule of the online course after logging in to the SAI Portal and completing the registration. The training will be conducted through MS Teams software.

SI No	Name	Office
1	Sheeja CJ	Au II
2	George Thomas K	Au II
3	Jessy Mathew Kurichyanil	Au II
4	Saramma Varughese	Au II
5	Syed Shahabudeen A	Au II
6	Sunil VV	Au II
7	Prethibha B Vijayan	PDC Kochi
8	Susan Thomas	PDC Kochi
9	Gheevarghese KB	PDC Kochi
10	Firoz AM	Au II
11	Renuka GC	Au II
12	Mariamamma VN	Au I
13	Sureshkumar K	Au I
14	Anilkumar TR	Au II
15	Roshni Kurien	PDC Kochi
16	Asha S	Au I
17	Sailaja Kumari K	Au II
18	Sunil Paul	PDC Kochi

19	John Thomas K	Au I
20	Subramanian S	Au II
21	Jayashree G Krishnan	PDC Kochi
22	Preetha T Nair	Au I
23	Rajeev PV	Au I
24	Sreeja NN	Au I
25	Thomas J Stanly	Au I
26	Sudheer TV	Au I
27	Raghu G	Au II
28	Harindran Nair S	Au II
29	Lathikakumari BR	Au I
30	Seeja S	Au I
31	Jessy Mathew	Au I
32	Manju VM	PDC Kochi
33	Bernedet Manju Paul	PDC Kochi
34	Deepak KV	Au I
35	Prasanth GV	Au I
36	Manchu KB	Au II
37	Elizabeth Mathews	Au I

38	Purushothaman Nair V	Au I
39	Siji C Varghese	Au I
40	Kamal Raj SN	Au II
41	Rajkumar VP	Au I
42	Rajesh S	Au II
43	Omana Madhusoodhanan	Au I
44	Rajamani L	PDC Kochi
45	Remani PK	Au II
46	Binu KS	Au I
47	Vasan V	Au I
48	Sumathi K	Au I
49	Binukumar SN	Au I
50	Satheesh S (No.1)	Au I

51	Mahesh N	Au II
52	Praveenkumar S	Au II
53	Manu MP	Au I
54	Nelto Sebastian	Au II
55	Midhun Wilwet	Au I
56	Manu Krishnan	Au I
57	Subina M	Au II
58	Rahul Ranjit K	Au I
59	Deepak Kumar Singh	Au I
60	Hemender Yadav	Au II
61	Prem Ranjan Kumar	Au II
62	Shatrughan Kumar	Au I
63	Sreelatha R	Au I

(प्रधान महालेखाकार(ले. प. I) के दिनांक 1 जून 2021 आदेशानुसार)
 (Vide orders dated 1 June 2021 of Prl. Accountant General (Au I))

**व.लेखापरीक्षा अधिकारी /प्रशिक्षण
 Sr.Audit Officer/Training**

Copy to:

1. SO Book/Notice Board
2. Persons/Sections Concerned.
3. Group Officers concerned
4. Sr.AO/Admn,Cash, Entt (Au-I/Au-II)
5. Secretary/PS to PAG(Au-I/Au-II)
6. C.Cell/ITA/PAO/GL/Hindi Cell/IT Support Cell

Training Schedule
(Morning Session: 10am to 12.45 pm & Afternoon session: 2 pm to 4.45)
(Tea Break:- 11.15-11.30 & 3.15-3.30 pm)

Date	Session	Topics	Faculty
02.06.2021 Wednesday	Session 1 & 2	Overview of DPC Act 1971 and Regulations on Audit & Accounts 2020 Examination of Cash book and other preliminary records in field audit -Methodology and procedures	Smt P Sumitra, Sr AO
	Session 3 & 4	Audit of Stores and Stock	Shri. Biju M David, Sr AO/LBA Pty
03.06.2021 Thursday	Session 1 & 2	Examination of preliminary records in field audit. Examination of contracts	Shri.V Suresh, AAO
	Session 3 & 4	Verification of account balances in the Income and Expenditure Account/Profit & Loss Account in Financial Attest Audit	Shri Kesavan Nampoothiri, AAO/F&CA
04.06.2021 Friday	Session 1 & 2	Pay fixation of staff in audited entity	Shri KV Suresh Kumar, Sr AO/ AG II
	Session 3 & 4		
07.06.2021 Monday	Session 1 & 2	Audit planning, collection and updation of data including preparation of initial Audit Plan	Smt Deepthi Unnikrishnan, Sr AO/APC Cell
	Session 3 & 4	Checking of (i)Schedules of Finance and Appropriation Accounts received from A&E (ii)Monthly Civil Account (iii)Monthly Account of Expenditure (iv)Transfer Entries	Smt Beena Gomez, Sr AO/FINAT
08.06.2021 Tuesday	Session 1 & 2	Sampling of Vouchers submitted by AG(A&E) to Audit and detailed checking	Shri R Harikumar, AAO/AMG I Pty
	Session 3 & 4	Examination of sanctions	
09.06.2021 Wednesday	Session 1 & 2	Introduction to MS Excel & IDEA	Shri LS Sujith Kumar, AAO/EDP Faculty
	Session 3 & 4	Reporting of Audit Findings (ii)Follow-up of audit observations	Shri K Suresh, Sr AO/Rep(Civil)
10.06.2021 Thursday	Session 1 & 2	PFMs	Smt Resmi Sasikumar, Suprvsr/ Bills(Au I)
	Session 3 & 4	BEMS	Smt Mary Jaya Jose, AAO/Cash(Au II)
11.06.2021 Friday	Session 1 & 2	Calculation of Income Tax of Staff	Smt Vishnudevi Rajasenan, Sr AO/Welfare
	Session 3 & 4		
14.06.2021 Monday	Session 1 & 2	Recruitment Procedures in IA&AD	Shri Krishna Kumar K, AAO/ C Cell
	Session 3 & 4		Smt Parvathy Sekhar L, Sr AO/Admn (Au I)
15.06.2021 Tuesday	Session 1 & 2	RTI Act –Overview of the Act and its provisions	Shri R Suresh Kumar, AAO/Legal Cell
	Session 3 & 4	RTI Act information-How to process the applications in various stages	
16.06.2021 Wednesday	Session 1 & 2	Legal Work	Faculty from A&E Office
	Session 3 & 4		
17.06.2021 Thursday	Session 1 & 2	Procurement through GeM	Shri RS Rathish, AAO/Estate
	Session 3 & 4		