

**प्रधान महालेखाकार (लेखापरीक्षा I) का कार्यालय, केरल, तिरुवनंतपुरम**  
**(प्रशिक्षण केन्द्र)**  
**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT I)**  
**KERALA, THIRUVANANTHAPURAM**  
**(TRAINING CENTRE)**

सं.ले.प./प्रशिक्षण/11-250/2023-24/

दिनांक: 9 मई 2023

No.Au/Trg/11-250/2023-24/

Date: 9 May 2023

**अनुभागीयआदेशसं./SECTIONAL ORDER NO.40**

The following officials belonging to Offices of the PAG (Audit I), PAG (Audit II) and PDC Chennai branch Office at Kochi are nominated for the Training for AAOs due for promotion to the post of Sr.Audit Officer (Civil cadre) to be conducted at our In-house training centre (OROP Hall) from 11.05.2023 to 31.05.2023.

प्र.म.ले. (लेखापरीक्षा I) और प्र.म.ले. (लेखा परीक्षा II) के कार्यालयों से संबंधित निम्नलिखित अधिकारियों को सीनियर ऑडिट ऑफिसर के पद पर पदोन्नति के लिए एएओ के प्रशिक्षण के (सिविल कैडर) 11 में (ओआरओपी हॉल) हाउस प्रशिक्षण केंद्र-हमारे इन 2023 लिए नामित किया गया है। पैनल वर्ष.05.2023 से 31.05.2023 तक आयोजित किया जाएगा।

Sl No	Name	Section	Office
1.	Krishnakala PR	AMG I (HQ)	Audit II
2.	Jacqueline Desmen	PDC Kochi	
3.	Mudassar EP	AMG II Pty	Audit I
4.	Naveen A Menon	PDC Kochi	
5.	Arun R Nair	AMG I Pty	Audit II
6.	George Nivin Uthup	AMG I Pty	Audit I
7.	Anilkrishna G	AMG III Pty	Audit I
8.	Rajakrishnan E	AMG III Pty	Audit I
9.	Meera Lal	PDC Kochi	
10.	Joy MM	AMG III Pty	Audit I
11.	Arjun Ramesh P	AMG III(HQ)	Audit II
12.	Krishnan KM (No.2)	AMG I Pty	Audit II
13.	Indra Mal	PDC Kochi	
14.	Krishna Kumar V	AMG I Pty	Audit I
15.	Prince Mathew P	AMG III Pty	Audit II
16.	Soumya S	APC Cell	Audit II
17.	Sanjeeve Kammath RR	PDC Kochi	
18.	Archana Gopinathan	APC Cell	Audit I

प्रतिभागी अपनी पंजीयन एवं प्रतिपुष्टि प्रक्रिया अपनी आधिकारिक ई मेल आई डी के द्वारा एस ए-आई के प्रशिक्षण पोर्टल से पूर्ण करें।

The participants may complete the registration and feedback process through SAI Training Portal(training.cag.gov.in) using their Official email IDs.

. (प्रधान महालेखाकार (ले.प.।) के दिनांक 9 मई 2023 के आदेशानुसार)  
(Vide orders of Prl. Accountant General (Au I) dated 09 May 2023)

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**

Session 1 : 10:00 AM to 11:15 AM

Session 3 : 02:00 PM to 03:15 PM

Session 2 : 11.:30 AM to 12:45 PM

Session 4 : 03:30 PM to 04:45 PM

Break: 11.15 am to 11.30 am & 3.15 pm to 3.30 pm

Day	SESSION	TOPIC	FACULTY (S/SHRI/Ms)
<b>Day 1</b> 11.05.2023	1	Inauguration Ice Breaking SAO- prospects and entitlements ✓ Introduction to Recruitment Rules of Senior Audit /Accounts Officer ✓ Promotion: prospects, expected timelines and Entitlements	<b>Shri PK Lahu, Senior Deputy Accountant General</b>
	2	Audit and Accounts Mandate of CAG	Smt Deepthi Unnikrishnan, Senior Audit Officer
	3	Human Resource Management	Smt Leelakumari, IMG(Retd )
	4	Time Management	Smt Leelakumari, IMG(Retd)
<b>Day 2</b> 12.05.2023	1	Legal matters in IAAD ✓Types of legal applications ✓Preparation and filing of replies ✓ Action after final orders	Shri R Suresh Kumar, Senior Audit Officer
	2	RTI Act	
	3	Stress Management	Shri Rajulan, JCI Trainer
	4	Leadership	Shri Rajulan, JCI Trainer
<b>Day 3</b> 15.05.2023	1	Effective Interpersonal Skills-	Shri PT Varghese, Senior Accounts Officer
	2	Communication Skills & Relationship Skills	
	3	Gender Sensitization	Shri Harikumar R, Assistant Audit Officer
	4	Ethics & Governance	
<b>Day 4</b> 16.05.2023	1	Disciplinary Issues ✓ Handling of disciplinary cases ✓ Overview of relevant rules ✓ Case study	Faculty from A&E Office
	2	Big data management ✓Concept of big data ✓ Opportunities for the department ✓Policy framework	Shri VK Rajkumar, Consulant

	<b>3 &amp; 4</b>	Computer Assisted Audit Techniques (CAATS)-Data Analysis using IDEA	Shri Josekutty Joseph, Senior Audit Officer
<b>Day 5 17.05.2023</b>	<b>1</b>	Data Analytics ✓ Data analytics and tools ✓ Data Visualization ✓ GIS Mapping	Shri VK Rajkumar, Consultant
	<b>2</b>	Computer Assisted Audit Techniques (CAATS)-Data Analytics using Tableau	
	<b>3</b>	Computer Assisted Audit Techniques (CAATS)-Data Analytics using MS Excel	Faculty from Audit II office
	<b>4</b>	IT Security & Emerging applications in IA&AD ✓ Digital certificates/ signatures ✓ Use of only secured departmental IT resources/ official e-mail IDs for office work ✓ Awareness of MEITY's instructions on policies relating to use of IT in Government ✓ OIOS, e-office ✓ Role as custodian of third party data	
<b>Day 6 18.05.2023</b>	<b>1</b>	Role of SAO with regard to ✓ Sanctioning leave-balanced approach. ✓ Dealing with claims of personnel and pensioners ✓ Reporting/Reviewing role in APARs ✓ Procedures in dealing with representations from more deserving sections of society ✓ Handing of complaints	Faculty from A&E Office
	<b>2 &amp; 3</b>	Procurement of Goods, Services and Works ✓ Manual of Procurement of Goods ✓ Manual of Procurement of Consultancy Services	Shri Sajeev Kumar (No.2), Assistant Audit Officer
	<b>4</b>	Procurement of Goods, Services and Works ✓ General Financial Rules 2017 ✓ Government e-Marketplace ✓ Central Public Procurement Portal	
<b>Day 7 19.05.2023</b>	<b>1</b>	PFMS & IBEMS	Smt Mary Jaya Jose, Assistant Audit Officer/Cash (Au II)
	<b>2</b>	Audit of extended public sector (Autonomous Bodies)	Shri Kesavan Nampoothiri, Assistant Audit Officer
	<b>3</b>		
	<b>4</b>	Overview of a Revenue system-Goods and services Tax	Faculty from Audit II office
<b>Day 8 22.05.2023</b>	<b>1</b>	<b>Overview of Role and Responsibilities of SAO</b> Role of DDO in Monitoring Budget and Expenditure in relation to: ✓ Drawing of Bills ✓ Checks for Disbursement ✓ Certificate of payment in certain Circumstances	Faculty from A&E Office

		✓ IT-TDS and GST-TDS and returns	
	<b>2</b>	Role of DDO in Monitoring Budget and Expenditure in relation to: ✓ Role of PAO/CDDO Cheques ✓ Returns and registers ✓ Dak Monitoring ✓ Cash Management ✓ Service book of Personnel.	
	<b>3</b>	Principles of Budgeting Role	Faculty from A&E Office
	<b>4</b>	Role of SAO with regard to: ✓ Staff Associations ✓ Handling Administrative Roster, DPC, other committees ✓ Official Language Implementation	Smt L Parvathy Sekhar, Senior Audit Officer
<b>Day 9 23.05.2023</b>	<b>1, 2 &amp; 3</b>	INTOSAI framework	Shri Kesavan Nampoothiri, Assistant Audit Officer
	<b>4</b>	Financial Audit	
<b>Day 10 24.05.2023</b>	<b>1</b>	Audit Quality Management Framework	Smt Deepthi Unnikrishnan, Senior Audit Officer
	<b>2</b>	Compliance Audit	
	<b>3</b>	Risk Based Audit Approach and Use of Sampling in Audit	Shri Kesavan Nampoothiri, Assistant Audit Officer
	<b>4</b>	Overview of PPP Audit	
<b>Day 11 25.05.2023</b>	<b>1</b>	Audit of Contracts	Shri V Biju Sreedhar, Assistant Audit Officer
	<b>2</b>	Audit of Public works and projects	
	<b>3</b>	Performance Audit	Faculty from Audit II Office
	<b>4</b>	Role of Audit in relation to Cases of Fraud and Corruption	
<b>Day 12 26.05.2023</b>	<b>1</b>	Revenue for both Union and State Government	Shri V Suresh, Senior Audit Officer
	<b>2</b>	Fund flows among Union and States	
	<b>3</b>	Overview of Revenue Audit Audit of Direct Taxes	Smt Vishnudevi Rajasenan, Senior Audit Officer
	<b>4</b>	Overview of Revenue Audit Audit of Direct Taxes ...Contd.	
<b>Day 13 29.05.2023</b>	<b>1</b>	Overview of Government Accounts	Shri V Suresh, Senior Audit Officer
	<b>2</b>	Overview of Government Accounts ...Contd.	
	<b>3</b>	Overview of Model Accounting System for Panchayats	Shri TP Suresh, Senior Audit Officer
	<b>4</b>	Overview of Municipal Accounting system	
<b>Day 14 30.05.2023</b>	<b>1</b>	Case Study and Group Discussion on a Para typical of Civil Audit Expenditure	Shri K Suresh, Senior Audit Officer
	<b>2</b>		
	<b>3</b>	Professional Drafting	Smt Usha Berty, Senior Audit Officer
	<b>4</b>	Follow-up of Reports	
<b>Day 15 31.05.2023</b>	<b>1 &amp; 2</b>	Overview of Revenue Audit Indirect Taxes ...Contd.	Faculty from PDC Kochi
	<b>3 &amp; 4</b>	Feedback and Valediction	