

**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/11-250/2024-25/  
No.Au/Trg/11-250/2024-25/

दिनांक: 17 फरवरी 2025  
Date: 17 February 2025

**अनुभागीयआदेशसं./SECTIONAL ORDER NO. 356**

महालेखाकार (लेखापरीक्षा I) और महालेखाकार (लेखापरीक्षा II) के कार्यालयों से संबंधित निम्नलिखित अधिकारियों को वरिष्ठ लेखापरीक्षा अधिकारी के पद पर पदोन्नति के लिए सहायक लेखापरीक्षा अधिकारी के लिए अनिवार्य प्रशिक्षण के लिए नामांकित किया गया है है। यह प्रशिक्षण 17.02.2025 से 27.02.2025 तक हमारे इन-हाउस प्रशिक्षण केंद्र (व्याख्यान हॉल) में और 28.02.2025 से 10.03.2025 तक A&E के मिनी कॉन्फ्रेंस हॉल में आयोजित किया जाएगा।

The following officials belonging to Offices of the AG (Audit I) and AG (Audit II) are nominated for the Mandatory training for AAOs due for promotion to the post of Senior Audit Officer. The training is scheduled to be held at our In-house Training Centre (Lecture Hall) from 17.02.2025 to 27.02.2025, and at the Mini Conference Hall of A&E from 28.02.2025 to 10.03.2025.

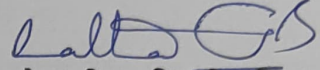
SI No	Name (S/Smt/Shri)	Section	Office
1.	Asha Soman	AMG III	Audit I
2.	Jithin J S	Report (AMG III)	Audit II
3.	Sajith Kumar C J	AMG III	Audit II
4.	Muralidharan C	AMG III	Audit II
5.	Prashobh Balakrishnan	AMG III	Audit I

प्रतिभागी अपने आधिकारिक ईमेल आईडी का उपयोग करके साई प्रशिक्षण पोर्टल के माध्यम से पंजीकरण और प्रतिक्रिया प्रक्रिया को पूरा कर सकते हैं। अधिकारियों को साई प्रशिक्षण पोर्टल के माध्यम से ऑनलाइन प्रभाव मूल्यांकन पूरा करने के लिए भी सूचित किया जाता है जिसे प्रशिक्षण कार्यक्रम के अंतिम दिन से महीने पूरा होने की 3 तारीख से दिनों के भीतर प्रस्तुत किया जाना है। 20

The participants may complete the registration and feedback process through SAI Training Portal using their Official email IDs. The officials are also informed to complete the

online impact assessment through SAI Training Portal which is to be submitted within 20 days from the date of completion of 3 months from the last day of the training programme.

(महालेखाकार के दिनांक 7 फरवरी 2025 के आदेशानुसार)



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
Day 1 17.02.2025	1	Inauguration Ice Breaking SAO- prospects and entitlements Introduction to Recruitment Rules of Senior Audit /Accounts Officer Promotion: prospects, expected timelines and Entitlements	Shri S Suresh Kumar DAG/AMG III (Au I)
	2	Legal matters in IAAD Types of legal applications Preparation and filing of replies Action after final orders	Shri R Suresh Kumar, Sr. AO/Legal Cell (Au I)
	3		
	4	RTI Act	
	1	Audit and Accounts Mandate of CAG	Shri Narayanan Potti G C Sr. AO/ AMG II Audit-II,

Day 2 18.02.2025	2 to 4	Leadership, Human Resource Management Time Management , Stress Management	Shri Rajilan, Faculty IMG
Day 3 19.02.2025	1	Effective Interpersonal Skills- Communication Skills & Relationship Skills	Shri PT Varghese, Sr.AO/Rtd
	2		
	3	Gender Sensitization	Shri Harikumar R, AAO/Legal Cell (Au I)
	4	Ethics & Governance	
Day 4 20.02.2025	1 & 2	Overview of a Revenue system-Goods and services Tax	Shri Praveen Thennissery AAO/Audit
	3 & 4	Procurement of Goods, Services and Works Services and Works Manual of Procurement of Goods Manual of Procurement of Consultancy Services General Financial Rules 2017 Government e-Marketplace Central Public Procurement Portal	Shri Arun A S AAO/A&E
Day 5 21.02.2025	1	Overview of Role and Responsibilities of SAO  Role of DDO in Monitoring Budget and Expenditure in relation to: Drawing of Bills  Checks for Disbursement Certificate of payment in certain Circumstances  IT-TDS and GST-TDS and returns	Shri. Gireesh V M, Sr.AO/AMG II (Au I)
	2 & 3	Role of DDO in Monitoring Budget and Principles of Budgeting Role Expenditure in relation to:  Role of PAO/CDDO Cheques  Returns and registers  Dak Monitoring  Cash Management  Service book of Personnel.	Shri. Gireesh V M, Sr.AO/AMG II (Au I)

	4	<p>IT Security &amp; Emerging applications in IA&amp;AD</p> <p>Digital certificates/ signatures</p> <p>Use of only secured departmental IT resources/ official e-mail IDs for office work</p> <p>Awareness of MEITY's instructions on policies relating to use of IT in Government OIOS, e-office ,Role as custodian of third party data</p>	<p><b>Shri Raja Selvan Ebenezar P , AAO/A&amp;E</b></p>
<p><b>Day 6 24.02.2025</b></p>	1	<p>Disciplinary Issues</p> <p>Handling of disciplinary cases</p> <p>Overview of relevant rules</p> <p>Case study</p>	<p><b>Shri P Yegneswaran Sr. AO(Rtd), A&amp;E</b></p>
	2	<p>Big data management</p> <p>Concept of big data</p> <p>Opportunities for the department</p> <p>Policy framework</p>	<p><b>Shri V K Rajkumar, AAO (Retd.)</b></p>
	3&4	<p>Computer Assisted Audit Techniques (CAATS)-Data Analysis using IDEA</p>	<p><b>Shri Josekutty Joseph Sr. AO/ITS Cell/Au I</b></p>
<p><b>Day 7 25.02.2025</b></p>	1 & 2	<p>Audit of extended public sector (Autonomous Bodies)</p>	<p><b>Shri Kesavan Nampoothiri N EDP Faculty (Au I)</b></p>
	3	<p>PFMS &amp; IBEMS</p>	<p><b>Smt Prasanna Kumari S AAO/A&amp;E</b></p>
	4	<p>Role of SAO with regard to Sanctioning leave-balanced approach. Dealing with claims of personnel and pensioners</p> <p>Reporting/Reviewing role in APARs Handling of complaints</p> <p>Procedures in dealing with representations from more deserving sections of society</p>	<p><b>Shri P Yegneswaran Sr. AO(Rtd), A&amp;E</b></p>
<p><b>Day 8 27.02.2025</b></p>	1	<p>Data Analytics</p> <p>Data analytics and tools</p> <p>Data Visualization</p> <p>GIS Mapping</p>	<p><b>Smt. Hemalatha Ravisankar (DAG/GE)</b></p>

	2 & 3	Computer Assisted Audit Techniques (CAATS)-Data Analytics using Tableau & MS Excel	Smt. Hemalatha Ravisankar (DAG/GE)
	4	Role of SAO with regard to: Staff Associations Handling Administrative Roster, DPC, other committees Official Language Implementation	Smt L Parvathy Sekhar, Sr.AO/Admin/Au I

Day 9 28/02/2025	1	Compliance Audit	Shri Deepthi Unnikrishnan, Sr. AO /AMG II (Au I)
	2	Risk Based Audit Approach and Use of Sampling in Audit	Shri Deepthi Unnikrishnan, Sr. AO /AMG II (Au I)
	3	Overview of Model Accounting System for Panchayats	Yet to finalize
	4	Overview of Municipal Accounting system	Yet to finalize
Day 10 03/03/2025	1	Performance Audit	Yet to finalize
	2	Role of Audit in relation to Cases of Fraud and Corruption	Yet to finalize
	3	INTOSAI framework	Shri Kesavan Nampoothiri N, EDP Faculty (Au I)
	4	INTOSAI framework	Shri Kesavan Nampoothiri N, EDP Faculty (Au I)
Day 11 04/03/2025	1	Audit of Contracts	Shri Manojkumar K K, Sr AO/AMG III/Au II
	2	Audit of Public works and projects	Shri Manojkumar K K, Sr AO/AMG III/Au II

	3	INTOSAI framework	Shri Kesavan Nampoothiri N, EDP Faculty (Au I)
	4	Financial Audit	Shri Kesavan Nampoothiri N, EDP Faculty (Au I)
Day 12 05/03/2025	1	Overview of Revenue Audit Audit of Direct Taxes	Smt Vishnudevi Rajasenan, Sr. AO/AMG II (Au I)
	2	Overview of Revenue Audit Audit of Direct Taxes	Smt Vishnudevi Rajasenan, Sr. AO/AMG II (Au I)
	3	Audit Quality Management Framework	Shri Kesavan Nampoothiri N, EDP Faculty (Au I)
	4	Overview of PPP Audit	Shri Kesavan Nampoothiri N, EDP Faculty (Au I)
Day 13 06/03/2025	1	Overview of Government Accounts	Shri Xavier M J, AAO (Retd.)
	2	Overview of Government Accounts	Shri Xavier M J, AAO (Retd.)
	3	Revenue for both Union and State Government	Shri Xavier M J, AAO (Retd.)
	4	Fund flows among Union and States	Shri Xavier M J, AAO (Retd.)
Day 14 07/03/2025	1	Case Study and Group Discussion on a Para typical of Civil Audit Expenditure	Shri K Suresh, Sectt. to PAG (Au I)
	2	Case Study and Group Discussion on a Para typical of Civil Audit Expenditure	Shri K Suresh, Sectt. to PAG (Au I)
	3	Professional Drafting	Yet to finalise
	4	Follow up of reports	
Day 15 10/03/2025	1 & 2	Evaluation Test	Training cell
	3 & 4	Overview of Revenue Audit Indirect Taxes	Shri Krishnan Potti GC Sr. AO, AMG I Audit II