

महालेखाकार (लेखापरीक्षा I) का कार्यालय, केरल, तिरुवनंतपुरम

(प्रशिक्षण केन्द्र)

OFFICE OF ACCOUNTANT GENERAL (AUDIT I)
KERALA, THIRUVANANTHAPURAM
(TRAINING CENTRE)

सं.ले.प/प्रशिक्षण/11-100/2025-26/

No.Au/Trg/11-100/2025-26/

दिनांक: 18 नवंबर 2025

Date: 18 November 2025

अनुभागीय आदेश सं. 275 /SECTIONAL ORDER NO.275

अनुभागीय आदेश संख्या 268 दिनांक 12 नवंबर 2025 में आंशिक संशोधन के रूप में, ऑडिटरों के लिए प्रारंभिक प्रशिक्षण को स्थगित किया गया है और इसे 24.11.2025 से 09.12.2025 की बजाय 26.11.2025 से 11.12.2025 तक आयोजित किया जाएगा।

In partial modification to Sectional Order No.268 dated 12 November 2025, the induction training for Auditors has been postponed and the same will be conducted from **26.11.2025 to 11.12.2025** instead of 24.11.2025 to 09.12.2025.

*श्री विभाकर शिवराम आर, ऑडिटर/ऑ ऑ II और श्री अचूतन एच, ऑडिटर/ऑ ऑ II को शामिल किया गया है और श्री मनोज कुमार, ऑडिटर/RAO-ECA(ऑ II) को प्रारंभिक प्रशिक्षण से मुक्त किया गया है। अधिकारियों को 26.11.2025 को सुबह 9.45 बजे व्याख्यान कक्ष में प्रशिक्षण के लिए पहुंचना होगा। संशोधित कार्यक्रम संलग्न किया गया है।

*Shri Vibhakar Shivaram R, Auditor/Au II and Shri Achutan H, Auditor/Au II are included to attend the training and Shri Manoj Kumar, Auditor/RAO-ECA(Au II) has been exempted from attending the induction training. The officials are to report for training at 9.45am on 26.11.2025 at Lecture Hall. The revised schedule is attached herewith.

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

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 on date of completion of 3 months from the last day of Training.

(वरिष्ठ उप महालेखाकार (प्रशासन) के दिनांक 18 नवंबर 2025 के आदेशानुसार)

Shelley
18/11/25

वरिष्ठ लेखापरीक्षा अधिकारी / प्रशिक्षण
Senior Audit Officer/Training

प्रतिलिपि:-

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.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

Syllabus, Schedule and Course Content for Induction Training of Auditors

Schedule for the Training

FN Session : 10:00 am to 12:45 pm

AN Session : 2:00 pm to 04:45 pm

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

Day	Session	Topic	Content	Faculty
DAY 1 26.11.2025	Inauguration			
	1	Introduction & Ice Breaking	Introduction of the participants, expectation sharing and overview of the course	Shri Mohammed Danish DAG (Admn/Au I)
	2 & 3	Introduction to IA&AD	Concept of SAI (C&AG), Role and responsibility of C&AG in good governance, Brief History of IA&AD, INTOSAI, Organisational Set up, various branches of Audit Offices	Shri Arun T, AAO/Admn (Au I)
	4	C&AG's website	Contents of C&AG's website including recent Audit Reports	Smt. Arathi G, AAO/ITS Cell/Au I
DAY 2 27.11.2025	1 & 2	MS WORD	Opening and saving files. Formatting text, paragraph formatting, bullets and numbering, multilevel bulleting and numbering, page layout, printing of files	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty
	3	Gender Sensitization	Important provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013	Adv. J Sandhya, Lawyer and Social Activist
	4	e-Office	An overview of e-Office	Smt. Arathi G, AAO/ITS Cell/ Au I

DAY 3 28.11.2025	1 & 2	Code of Ethics for IA&AD	Code of ethics	Shri Hari Kumar R, AAO/Legal Cell/ Au I
	3 & 4	MS EXCEL	Performing basic calculations, filtering and sorting data	Shri Kesavan Nampoothiri N, AAO/ EDP Faculty
DAY 4 01.12.2025	1 & 2	Budget formulation and GFR	Budget formulation and implementation, Procurement of Goods and Services, Inventory Management, Receipt and withdrawal from Government Accounts	Shri V Suresh, Sr.AO (Retd.)
	3 & 4	Conditions of Service and Administrative Matters	Job Description of Auditors, Career prospects in the Department, Departmental Examinations, Conditions relating to probation, confirmation, promotions, deputation, Importance of APAR, etc	Smt. Parvathy Sekhar L, Sr. AO/Admin (Au I)
DAY 5 02.12.2025	1	Leave Rules	Discussion of the conditions of CCS (Leave) Rules	Sri. S Manikandan Nair, AAO/AMG III/(HQ/I)/ Au I
	2	Travelling Allowance Rules	The various allowances admissible while on Tour/ Transfer/ Superannuation	
	3 & 4	Pension Rules and National Pension System	Provisions relating to calculation and grant of Pension, Gratuity and Family Pension Discussion on the features of the National Pension System	Shri MJ Xavier, AAO (Retd.)
	1 & 2	Salient Features of the Manual of General Procedure	Opening and maintenance of Registers and Files, Procedures for preservation and destruction of records, purchase of moveable and immoveable assets, undertaking trips abroad, etc.	Shri Hari Kumar R, AAO/Legal Cell/ Au I

DAY 6 03.12.2025	3&4	Introduction to Government Accounting	Structure of Government Accounts – Consolidated Fund, Contingency Fund & Public Account, List of Major and Minor Heads of Accounts, Finance and Appropriation Accounts	Shri V Suresh, Sr.AO (Retd.)
DAY 7 04.12.2025	1 & 2	Performance Auditing Guidelines	Definition, planning, conduct, reporting and follow-up of Performance Audit	Shri K Suresh, Sectt to PAG/ Au I
	3 & 4	Audit Evidence & Documentation	Discussion on the importance of collection of evidence and documentation of the entire Audit process	Shri Biju M David, Sr. AO/General/ Au I
DAY 8 05.12.2025	1 & 2	Salient Features of the Manual of General Procedure	Provisions in the Manual of General Procedure of the Office relating to Attendance, Conduct, Maintaining Decorum.	Shri Hari Kumar R, AAO/Legal Cell/ Au I
	3 & 4	Regulations on Audit & Accounts	Regulations on Audit & Accounts	Shri Biju M David, Sr. AO/General/ Au I
DAY 9 08.12.2025	1 & 2	Important provisions of MSO (Audit)	Legislative Committees and their role w.r.t. Audit Reports Explanation on the Duties of Auditors in Central Audit, Audit Teams, Inspection Report processing wings, etc.	Shri K Suresh, Sr.AO / Au I
	3 & 4	Compliance Auditing Guidelines	Definition, planning, conduct, reporting and follow-up of Compliance Audit	Shri Biju M David, Sr. AO/ Au I

Day 10 09.12.2025	1&2	CCS (Conduct) Rules and CCS (CCA (Rules)	Provisions of the Conduct Rules and introduction to Minor and Major Penalties and procedures for imposing the penalties	Shri Hari Kumar R, AAO/Legal Cell/ Au I
	3&4	Important provisions of MSO (Audit)	Introduction to various types of Audit, Planning and conduct of Audit, Various parts of Inspection Reports and their pursuance, Draft Paragraphs, Audit Reports,	Shri Biju M David, Sr. AO/ Au I
Day 11 10.12.2025	1&2	Constitution of India and DPC Act	Articles of the Constitution of India relating to C&AG and an introduction to the various provisions of the DPC Act relating to Duties and Responsibilities of the C&AG	Shri R Suresh Kumar, Sr. AO/Legal Cell/ Au I
	3 & 4	Soft Skills/ Group Activity/ (Shri Rajilan, Guest Faculty)		
DAY 12 11.12.2025	1&2	Noting and Drafting – with practical exercises	Introduce the participants to the importance of detailed Notes and the related different types of correspondence Drafting of Audit Queries/Audit Slips/Half Margins	Smt. Pillai Nisha G, Sr.AO (C)/Rep (AMG II)/ Au II
	3 & 4	Evaluation test Experience Sharing and Valediction	A test containing multiple choice questions, Experience Sharing, feedback and Valediction.	