

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा) झारखण्ड, राँची

कार्यालय आदेश

का.आ.सं.- प्रशि एवं परी/एस.ए.एस प्रशि./2020-21/11

दिनांक: 26.08.2020

विषय:- एस.ए.एस. मुख्य परीक्षा 2020 में सम्मिलित होने हेतु अनिवार्य Pre Examination प्रशिक्षण के संबंध में ।

संदर्भ:- Examination Wing Circular No. 06 of 2020 dated 28.07.2020

एस.ए.एस. मुख्य परीक्षा 2020 में सम्मिलित होने हेतु इच्छुक एवं पात्र अभ्यर्थियों हेतु अनिवार्य Pre Examination प्रशिक्षण का आयोजन दिनांक 01.09.2020 से 06.10.2020 चार सत्रों में (Session I: 10.45am to 12.00am Session II: 12.15pm to 01.30pm Session III: 03.00pm to 04.15pm Session IV: 04:30pm to 05:45pm) (अनुलग्नक "ख") तक किया जा रहा है ।

- सभी प्रशिक्षणार्थियों को निर्देशित किया जाता है कि वे 09.30 am से 10.40 am तक अपने अनुभाग में उपस्थिति दर्ज कायेंगे एवं अनुभागीय कार्य में योगदान देंगे तथा प्रशिक्षण के समय प्रशिक्षण में भाग लेंगे ।

अनुलग्नक- "क" में प्रशिक्षणार्थियों की सूची संलग्न है । प्रशिक्षण का आयोजन MS Team के माध्यम से Online किया जाएगा । सभी प्रशिक्षणार्थियों को निर्देशित किया जाता है कि वे अपने Laptop/Desktop/Mobile में Ms Team App Download करें । सभी प्रशिक्षणार्थियों को MS Team का Link उनके mobile/email पर प्रेषित कर दिया जाएगा । इस link की उपयोग कर प्रशिक्षणार्थी प्रशिक्षण को join कर सकेंगे । दिनांक 28.08.2020 (11am से 12 noon तक) को Mock प्रशिक्षण का आयोजन किया जाएगा । प्रशिक्षण में कोई भी समस्या आने पर प्रशिक्षण एवं परीक्षा अनुभाग को सूचित करें ।

प्रशिक्षण की अवधि में 10 दिनों से अधिक अनुपस्थित/ अवकाश में रहने पर एस.ए.एस. (मुख्य) परीक्षा 2020 में सम्मिलित होने से वंचित किया जा सकता है । प्रशिक्षणार्थियों को सूचित किया जाता है कि PC-3:Information Technology (Theory) एवं PC-4:Information Technology (Practical) विषयों पर प्रशिक्षण में उपस्थिति अनिवार्य है ।

प्रशिक्षणार्थियों एवं प्रशिक्षकों की उपस्थिति प्रशिक्षण में अनिवार्य है तथा इस अवधि के दौरान किसी प्रकार का अवकाश संबंधित समूह अधिकारी के अनुमति के बिना स्वीकृत नहीं की जाएगी ।

सभी नियंत्री अनुभाग अनुलग्नक-"क" में उल्लेखित प्रशिक्षणार्थियों एवं अनुलग्नक "ख" में नामित प्रशिक्षकों को जो कि अवकाश/ क्षेत्रदल / मुख्यालय पर हैं, को इस कार्यालय आदेश की प्रति उपलब्ध करायें ।

(प्राधिकार: प्रधान महालेखाकार के आदेश दिनांक 26.08.2020)


वरीय उप महालेखाकार/ प्रशासन

प्रतिलिपि आवश्यक क्रियार्थ प्रेषित:-
प्रधान

1. महालेखाकार (लेखापरीक्षा) झारखण्ड, राँची का सचिवालय
2. वरीय उप महालेखाकार/ उप महालेखाकार/ प्रशासन/AMG-I/AMG-II/AMG-III/AMG-IV
3. उप निदेशक, पी.डी.ए.सी शाखा राँची
5. वरीय लेखापरीक्षा अधिकारी/ई.डी.पी- कृपया प्रशिक्षण स्थल पर, Laptop, Camera, Mic की व्यवस्था सुनिश्चित करें।
6. समस्त अधिकारी/ कर्मचारी को e-mail द्वारा |
7. सम्बन्धित एसोसिएसन
8. सूचना पट्ट

Mail
26/08/2020

वरीय लेखापरीक्षा अधिकारी/ प्रशिक्षण एवं परीक्षा

अनुलग्नक "क"
प्रशिक्षणार्थियों की सूची

Sl. No.	Name Of Candidates (Shri/Smt./Ms.)	पदनाम
1	Sevit Nag	Sr Ar
2	Pintu Kumar No. 2	Auditor
3	Vishwanath Prasad	DEO
4	Rajat Kumar Singh	Sr Ar
5	Santosh Kumar	DEO
6	Amod Kumar	Sr Ar
7	Kesh Bahadur Thapa	Clerk
8	Suresh Prasad	Sr Ar
9	Babulal Munda	Sr Ar
10	Rajesh Ranjan	Sr Ar
11	Mukesh Rajak	DEO
12	Manisha Mukherjee	Auditor
13	Balmukund Pathak	Auditor
14	Shashi Topno	Sr Ar
15	Sanjay Kumar Singh	Sr Ar
16	Ajit Kumar Thakur	Sr Ar
17	Shaiwal Kumar Sinha	Sr. Auditor
18	Nitish Kumar	DEO
19	Satyajeet Kumar	Sr. Auditor
20	Francis	Sr. Auditor
21	Sanjay Kumar No. 3	Sr. Auditor
22	Kundan Kumar Bharti	Sr. Auditor
23	Ravi Kumar	DEO
24	Anirban Mukherjee	Steno
25	Sanjeev Kumar Yadav	JHT
26	Poras Singh	Auditor
27	Vinit Kashyap	DEO
28	Sanjay Sharma	Auditor
29	Ajay Vasant	Sr. Auditor
30	Kritant Kumar Singh	Auditor
31	Aman Raj	DEO
32	Santosh Kumar No. 3	Auditor
33	Niranjan Kumar	DEO
34	Rajnish Kumar	DEO
35	Anand Mohan	Sr. Auditor
36	Santosh Kumar	Auditor
37	Umesh Kumar Mahli	Auditor
38	Ved Nidhi	Sr. Auditor

39	Karju Lal Murmu	Sr. Auditor
40	Pappu Kumar Mandal	DEO
41	Suman Kumar Sah	Sr. Auditor
42	Lalit Kumar Jha	Auditor
43	Vikash Ranjan	DEO
44	Om Prakash Kumar	DEO
45	Vinay Kumar Singh	Auditor
46	D Sudha Kalyani	Auditor

Blair
26/08/2020
वरीय लेखापरीक्षा अधिकारी/ प्रशिक्षण एवं परीक्षा

अनुलग्नक "ख"

Venue: MS Team

Session I: 10.45am to 12.00am
Session II: 12.15pm to 01.30pmSession III: 03.00pm to 04.15pm
Session IV: 04:30pm to 05:45pm

Date	Session	Topic	Name of faculty (Shri/Smt./Ms.)
PC-I: Language Skill (08 Sessions)			
01.09.2020	I & II	Comprehension of passage- Science passage, socio-economic passage, Business passage, Entertainment passage etc . Verbal Reasoning, Sentence Correction Idioms & Phrases , Grammar Applications , Antonyms and Synonyms Vocabulary Skills , Writing styles , Arranging Sentences in Order.	Alok Kumar, AAO, AMG-III
	I & II	Precis	
02.09.2020	I & II	Drafting of an Official letter	Rajesh Kumar No.1,Sr AO, Report Civil
	I & II	Draft Para to be Drafted from material provided	
PC-II: Logical , Analytical and Quantitative Abilities (08 Sessions)			
03.09.2020	I & II	(A) Data Interpretation: Data Tables , Pie Chart, 2 Dimensional Graphs , Bar Charts , Venn Diagram , Geometrical Diagram , Pert Charts (B) Data Sufficiency and Reasoning : Deduction , Logical Connectives , Linear Sequencing , Selections, Distribution, Circular Arrangement.	Rajdeo Prasad Yadav, AAO, AMG-II
	III&IV	(C) Quantitative Ability : Probability and chance , Simple Equation, Ration-Proportion- Variation , Percentage, Profit and Loss, Simple Interest and Compound Interest , Weighted Averages	
04.09.2020	I & II	(D) Introduction to Statistics : variable as attribute of and entity, Primary Data and Secondary Data, Descriptive and Numerical Data , Concepts of Discrete and continuous Data, Basic Concepts of Data Analysis , Box Plotting of Data Statistical Concepts of Classification of Data, Geographical Classification , Chronological Classification, conditional classification, Qualitative Classification, Quantitative Classification Class Interval, frequency Distribution and Histogram , AM,GM, Mean , Median, Mode – Concepts and inter se comparison and their Interpretation Range , Variance , SD , Quartile Deviation and coefficient on Variance , Concepts of Skewness & kurtosis and their Interpretation	Randhir Kumar, AAO, AMG-III

	III&IV	Sampling : What is Statistical Sampling, Statistical Sampling Vs Non Statistical Sampling, Advantage of Statistical Sampling , Random number table and Sampling , Sampling Error Vs Non Sampling Error, Simple Random Sampling (With and Without Replacement) , Systematic Random Sampling, Stratified Random Sampling , Cluster Sampling , Probability Proportional to Size Sampling , Multi Stage Sampling , Attribute and Variable Sampling , Step by Step Sampling , Discovery Sampling , MUS , Audit Hypothesis testing , Normalisation – Meaning and objective , Estimation : Sample Size and Estimation of Single mean for un-stratified (Simple Random) Sampling , Sample Size and Estimation of single proportion for un-stratified (Simple Random) Sampling , Scatter Diagram in statistics and Interpreting , Scatter Diagram , correlation and regression .	
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PC-14: Financial Accounting with Elementary Costing(16 Sessions)

07.09.2020	I & II	Financial Accounting: Nature and Scope, Limitations of Financial Accounting, Basic Concepts and Conventions Generally Accepted Accounting Principles (GAAP) Accounting Process: From recording of transactions to preparation of Financial Statements,	Anup Kumar Ojha, AAO, AMG-IV
	III&IV	Preparation of Bank Reconciliation Statement, Trial Balance and Rectification of Errors, Depreciation, Provisions and Reserves.	
08.09.2020	I & II	Financial Statements: Sole Proprietorship concerns, Analysis of Financial Statements Accounts of Joint Stock Companies.	Anup Kumar Ojha, AAO, AMG-IV
	III&IV	Accounting Standards of ICAI. and INDAS Notified by the Ministry of Corporate Affairs Uniform Format of Accounts for Central Autonomous Bodies	
09.09.2020	I & II	Cost Accounting- Introduction Materials Labour and Direct Expenses Overheads (I) Factory Overheads Overheads (II) Office and Administrative , Selling and Distribution Overheads Marginal Costing	Anup Kumar Ojha, AAO, AMG-IV

PC-3: Information Technology (Theory)- (08 Sessions)

09.09.2020	III&IV	Operating Systems : What is an OS, What are its key functions , the evaluation of Os, What are the Popular types of OS, basics of UNIX and Windows, advantages of open source OS like Linux , Network OS. Application Software : Concepts , basic application ,	Ricky Kunwar, AAO/ DAC
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		specific use applications, development of customized applications, payroll and Accounting applications, Inventory management application in PSUs, ERPs, Basic Concepts of ERP, Types of ERP Systems, Advantages of ERP, Factors to be considered for implementing for ERP and causes of failure of ERP	
10.09.2020	I & II	Network : Basic concepts, uses of network in sharing resources, Back ups, Common types of networks: LAN/WAN/ Internet, server based network, client server model, P2P network media, wireless networks, Threats to networks, the internet world, Cloud and cloud computing Basic concepts of database management: understanding simple databases, advantages of working with a database, RDBMS, Basic concepts SAP-ERP and ORACLE financials, Common corporate database systems.	Ricky Kunwar, AAO/ DAC
	III&IV	Security of Information assets : Security Threats to Data, Hardware and users, Common types of hacking, protective measures, back ups, etc. Familiarity with the provisions of the IT Act 2000. (Including Subsequent amendments to the IT Act) General Awareness About the National e-Governance : Meaning e-Governance basics and few selected common e-Governance projects like Computerization of land records, Vahan (Registration of Vehicle) and Sarthi (issue of Driving licenses) and e-district	Gautam Kumar, AAO/ DAC
11.09.2020	I & II	IT Audit : IT controls – General Controls, Applications controls, Risk Area and IT Security, System development live Cycle : Audit of Systems under development	Gautam Kumar, AAO/ DAC

PC-5: Constitution of India, Statutes and Service Regulations:- (20 Sessions)

11.09.2020	III&IV	Central Civil Services (Joining Time) Rules, Central Civil Services (Leave) Rules	Pawan Kumar, AAO/ Estt-II
14.09.2020	I & II	Central Civil Services (Pension) Rules, Defined Contribution Pension Scheme	
	III&IV	Central Civil Services (Classification, Control and Appeal) Rules and Central Civil Services (Conduct) Rules	
15.09.2020	I & II	Fundamental Rules	Madhsudan Prasad Yadav, AAO, Estt-II
	III&IV	Traveling Allowances Rules as contained in the	

		Supplementary Rules, Central Civil Services (LTC) Rules	
16.09.2020	I & II	Central Civil Services General Provident Fund (Central Services) Rules, Central Civil Services (Medical Attendance) Rules	Madhsudan Prasad Yadav, AAO, Estt-II
	III&IV	Constitution of India: Parts I,V,VI,,VIII,IX, IX A, X of Constitution of India together with relevant Schedules appended to it.	Lalan Kumar, AAO, AMG-IV
17.09.2020	I & II	Parts XI,XII,XIV,XVIII,XIX and XX of Constitution of India together with relevant Schedules appended to it.	Lalan Kumar, AAO, AMG-IV
	III&IV	Comptroller and Auditor General's (Duties , Powers and Conditions of Service) Act 1971	Indrajeet Kumar, AAO, AMG-III
18.09.2020	I & II	Regulations on Audit and Accounts -2007	Rajesh Kumar No. 1, Sr AO, Reprt Civil
PC-16: Public Works Accounts: (16 Sessions)			
18.09.2020	III&IV	Central Public Works Accounts Code With Appendices First Edition 1993(Revised).	Uday Pratap, AAO, EDP
21.09.2020	I & II	Comptroller and Auditor General's Manual of Standing Orders (A &E). Volume I : Chapter 8- Accounts of Public Works	To be nominated by A&E Office
	III&IV	Comptroller and Auditor General's Manual of Standing Orders (A &E): Volume I : Chapter 9- Accounts of Forests.	To be nominated by A&E Office
22.09.2020	I & II	CPWD Works Manual 2014	Uday Pratap, AAO, EDP
	III&IV	Account Code Vol.III	To be nominated by A&E Office
PC-22: Government Audit (16 Sessions)			
23.09.2020	I & II	Provisions of Regulation on Audit and Accounts 2007 Auditing Standards issued by C&AG	Indrajeet Kumar, AAO, AMG-III
	III&IV	CAG's Manual of Standing Orders (Audit)	
24.09.2020	I & II	Performance Audit Guidelines of C&AG	Himanshu Kumar, Sr AO, AMG-IV

	III&IV	Financial Attest Audit: Provisions of Financial Attest Audit Manual and financial Attest Audit Guidelines for Audit of State Govt. Accounts of C&AG.	Ajay Kumar no. 1, Sr AO, AMG-IV
25.09.2020	I & II	Provisions of Manual of Instruction for Audit of Autonomous Bodies. Provisions of PPP in infrastructure projects public Auditing Guidelines of C&AG	Himanshu Kumar, Sr AO, AMG-IV
	III&IV	Provisions of environment of Climate Change Auditing Guidelines issued by C&AG Provisions of Standing orders on role of Audit in relation to cases of fraud and Corruption issued by C&AG	Ranjeet Kumar, Sr AO, AMG-I
28.09.2020	I & II	Compliance Audit Guidelines of C&AG	Rajesh Kumar No.1,Sr AO, Report Civil
	III&IV	Provisions of AQMF guidelines issued by C&AG	
<u>PC-8: Financial Rules and Principles of Government Accounts (16 Sessions)</u>			
29.09.2020	I & II	Provisions of Central Government Accounts (Receipts and Payment) Rules, 1983	Gyanendra Kumar, AAO, AMG-III
	III&IV	Provisions of General Financial Rules 2017	Abhishek Kumar, AAO, AMG-IV
30.09.2020	I & II	Provisions of Delegation of Financial Power Rules 1978	Vijay Kumar Singh, AAO, AMG-I
	III&IV	Provisions of Government Accounting Rules, 1990	
01.10.2020	I & II	Comptroller and Auditor General's Manual of Standing Orders (A&E) Vol.II. Chapter I- Appropriation Accounts Chapter 2- Finance Accounts (Revised) Annexure and Appendices List of Major and Minor Heads of Accounts of Union and States (LMMH) Provisions of Civil Accounts manual issued by CGA, Ministry of Finance, Dept. of Expenditure: Chapter 1 to 10 and Chapter 13, Chapter 17	Ajay Kumar no. 1, Sr AO/ AMG-III
<u>PC-4:Information Technology (Practical)- (08 Sessions)</u>			
01.10.2020	III&IV	MS Word 2013- Creating and Managing documents,Formatting a Document, Customising options & Views of Documents, Configuring Documents to print or Save, Formatting Text, Paragraphs & Sections, Creating Tables & Lists, Creating & Modifying A List, Applying References, Inserting & Formatting Objects Managing & Sharing Documents: Managing multiple documents, Preparing Documents for review, managing Document changes & Designing Advanced	Rupesh Kumar, AAO/ AMG-I

		Documents, Applying Advanced Formatting, Applying Advanced Styles, Creating Advanced References, Create And manage Indexes, creating & managing Reference Tables & Manage Forms, Fields & Mail Merge Operations.	
05.10.2020	I & II	<p>MS Excel 2013: Creating and Managing Worksheets & Workbooks: Creating Worksheets & Workbooks, Navigating Through Worksheets & workbooks, Formatting Worksheets & Workbooks, Customizing options & Views for Worksheets & Workbooks and Configuring Worksheets & Workbooks to print or save. Cells & Ranges: Inserting data in Cells & ranges, formatting cells & ranges and Ordering & Grouping cells & ranges Tables: creating & modifying tables Formulas & Functions: Applying cell ranges & references in formulas & functions Charts & Objects: Creating & Formatting a chart & inserting & formatting an object Managing & Sharing Workbooks: Managing multiple workbooks, preparing a workbook for review & managing workbook changes, applying custom formats & lay-outs, applying custom data formats, applying advanced conditional formatting & filtering, applying custom styles & templates Creating Advanced Formulas: Applying function in formulas, Look-up data with functions, applying advanced date & time functions & creating scenarios Creating Advanced Chart & Tables: Creating advanced chart elements, creating and managing pivot tables & creating & managing pivot chart</p>	Prashant Kumar, AAO/ AG Sec
05.10.2020	III&IV	<p>MS Access: Creating a new Database, Managing relationships & keys, navigating through a database, protecting & maintaining a database and printing & exporting a database, creating a table, formatting a table, managing records & creating & modifying fields, creating a query, modifying a query, utilizing calculated fields & grouping within a query, creating a form, setting form controls & formatting a form, creating a report, setting report controls & formatting a report</p>	Gautam Kumar, AAO, DAC
06.10.2020	I & II	<p>MS Power Point:- Creating, Formatting a presentation, using slide masters, customizing presentation options & views, configuring presentations to print or save & configuring & present slide shows, inserting & formatting slides, inserting & formatting shapes and ordering & grouping shapes & slides Creating Slide content: inserting & formatting texts, tables, charts, smart arts, images, media Applying transitions & animations: applying</p>	Ricky Kunwar, AAO, DAC

		transitioning between slides, animating slide contents & setting time for transition and animations Managing Multiple Presentations: Merging content from multiple presentations, tracking changes and resolving differences & protecting & sharing presentations.	
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26/08/2020
Sr Audit Officer / Trg & Exam