

Annexure-IV (Annexure to S.N. 4 of Annual Plan)

Office of the Principal Accountant General (Audit-I) M.P., Gwalior

Training Needs Analysis for In-house Training year 2024-25

General Courses

| Sl No | Course No | Group | Title Course (No. of Sessions) | Course Duration | | | Allocation of Slots | Slots | Annexure no. for Faculties & Trainees |
|-------|-----------|---------------|--|-----------------|----------|------|--|-------|---------------------------------------|
| | | | | From | To | Days | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1. | IH-01 | AMG-V (Admn.) | Seniority and Promotion in Officers cadre in (Sr.AO/AAO Cadre) (2), Maintenance of Roster (Sr.AO/AAO Cadre) (1), Evaluation (1) | 16.04.24 | 18.04.24 | 03 | AMG-V(Admn.):5 AMG-I:3 AMG-II:2 AMG-III:3 AMG-IV:3 AMG-V:2 PAG:2 | 20 | Annexure IV-IH-01 |
| 2. | IH-02 | For All Group | OIOS (3), Evaluation (1) | 23.04.24 | 25.04.24 | 03 | AMG-V(Admn.):2 AMG-I:3 AMG-II:5 AMG-III:3 AMG-IV:3 AMG-V:3 PAG:1 | 20 | Annexure IV-IH-02 |
| 3. | IH-03 | AMG-I | Developing issue analysis for devolved function (PRIs) (2), ISSAIs (1) Evaluation (1) | 07.05.24 | 09.05.24 | 03 | AMG-V(Admn.):2 AMG-I:5 AMG-II:3 AMG-III:3 AMG-IV:3 AMG-V:3 PAG:1 | 20 | Annexure IV-IH-03 |
| 4. | IH-04 | AMG-III | Brief about functioning of School Education Department/ Technical Education Department (1), Processing of IR (any one unit) (1), Issuing of FS & processing of DPs (1), Evaluation (1) | 28.05.24 | 30.05.24 | 03 | AMG-V(Admn.):2 AMG-I:3 AMG-II:3 AMG-III:5 AMG-IV:2 AMG-V:2 | 20 | Annexure IV-IH-04 |

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| | | | | | | | PAG:1 | | |
| 5. | IH-05 | AMG-IV | Overview of the department dealt by AMG-4 (1), Processing of IR (any one unit) (1) Issuing of FS & processing of DPs (1), Evaluation (1) | 11.06.24 | 13.06.24 | 03 | AMG-V(Admn.):2 AMG-I:3 AMG-II:5 AMG-III:3 AMG-IV:3 AMG-V:3 PAG:1 | 20 | Annexure IV-IH-05 |
| 6. | IH-06 | AMG-V (Admn.) FAAS | Audit of Sanction (1), Voucher Level Audit (1), RTI Act 2005 (1), Evaluation (1) | 25.06.24 | 27.06.24 | 03 | AMG-V(Admn.):5 AMG-I:3 AMG-II:3 AMG-III:3 AMG-IV:3 AMG-V:2 PAG:1 | 20 | Annexure IV-IH-06 |
| 7. | IH-07 | AMG-II | Overview of Public Health & Family Welfare Department (1), Processing of IR (any one unit of PH&FWD) (1), Issuing of FS & Processing of DPs (1) Evaluation (1) | 09.07.24 | 11.07.24 | 03 | AMG-V(Admn.):2 AMG-I:3 AMG-II:5 AMG-III:3 AMG-IV:3 AMG-V:3 PAG:1 | 20 | Annexure IV-IH-07 |
| 8. | IH-08 | AMG-V (Admn.) | System and procedure of the organisation (1), Cyber hygiene and security (1), Maintenance of absolute integrity, devotion to duty, ethical standards and honesty in public life by IA&AD Officials (1) Evaluation (1) | 23.07.24 | 25.07.24 | 03 | AMG-V(Admn.):8 AMG-I:2 AMG-II:2 AMG-III:2 AMG-IV:3 AMG-V:2 PAG:1 | 20 | Annexure IV-IH-08 |
| 9. | IH-09 | AMG-V (Admn.) | Calculation of Terminal benefit (Pension, DCRG, Leave encashment, commutation of pension) on Superannuation/ Death along with Rule position (2) Gender Sensitization (1), Evaluation (1) | 06.08.24 | 08.08.24 | 03 | AMG-V(Admn.):5 AMG-I:3 AMG-II:3 AMG-III:3 AMG-IV:3 AMG-V:2 PAG:1 | | Annexure IV-IH-09 |

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| 10. | IH-10 | AMG-IV | Financial Audit of Government Companies (1), Analysis of Financial Statement (1), RTI Act 2005 (1), Evaluation (1) | 20.08.24 | 22.08.24 | 03 | AMG-V(Admn.):2 AMG-I:3 AMG-II:3 AMG-III:3 AMG-IV:5 AMG-V:3 PAG:1 | 20 | Annexure IV-IH-10 |
| 11. | IH-11 | AMG-III | Compliance Audit on Human Resource Management in School Education Department of MP (Pilot Study, Preparing study Design Matrix, Evidence gathering and analysis, documentation for various stages of audit and Report writing.) (2) RTI Act 2005 (1), Evaluation (1) | 10.09.24 | 12.09.24 | 03 | AMG-V(Admn.):2 AMG-I:3 AMG-II:3 AMG-III:5 AMG-IV:3 AMG-V:3 PAG:1 | 20 | Annexure IV-IH-11 |
| 12. | IH-12 | AMG-I | Performance Audit on “PM Awas Yojna (Urban)” (Pilot Study, Preparing study Design Matrix, Evidence gathering and analysis, documentation for various stages of audit and Report writing.) (2), Maintenance of absolute integrity, devotion to duty, ethical standards and honesty in public life by IA&AD Officials (1) Evaluation (1) | 24.09.24 | 26.09.24 | 03 | AMG-V(Admn.):2 AMG-I:5 AMG-II:3 AMG-III:3 AMG-IV:3 AMG-V:3 PAG:1 | 20 | Annexure IV-IH-12 |
| 13. | IH-13 | AMG-II | Performance Audit on Adequacy of Working Women’s Hostel, Orphanages (Pilot Study, Preparing study Design Matrix, Evidence gathering and analysis, documentation for various stages of audit and Report writing.) (2), APAR and writing of Performance Appraisal (1) Evaluation (1) | 08.10.24 | 10.10.24 | 03 | AMG-V(Admn.):2 AMG-I:3 AMG-II:5 AMG-III:3 AMG-IV:3 AMG-V:3 PAG:1 | 20 | Annexure IV-IH-13 |
| 14. | IH-14 | AMG-V Admn | iBEMS (1) PFMS & Budget Matter (1) Public Procurement (1) Evaluation (1) | 22.10.24 | 24.10.24 | 03 | AMG-V(Admn.):7 AMG-I:3 AMG-II:3 AMG-III:3 AMG-IV:2 AMG-V:1 PAG:1 | 20 | Annexure IV-IH-14 |
| 15. | IH-15 | AMG-I | Compliance Audit on Shyama Prasad Mukherji | 05.11.24 | 07.11.24 | 03 | AMG- | 20 | Annexure |

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| | | | Rurban Mission (Pilot Study, Preparing study Design Matrix, Evidence gathering and analysis, documentation for various stages of audit and Report writing.) (2) Stress Management (1) Evaluation (1) | | | | V(Admn.):2 AMG-I:5 AMG-II:3 AMG-III:3 AMG-IV:3 AMG-V:3 PAG:1 | | IV-IH-15 |
| 16. | IH-16 | AMG-II | Performance Audit on Establishment and Functioning of Anaganwadi (Pilot Study, Preparing study Design Matrix, Evidence gathering and analysis, documentation for various stages of audit and Report writing.) (2), RTI Act 2005 (1), Evaluation (1) | 19.11.24 | 21.11.24 | 03 | AMG-V(Admn.):2 AMG-I:3 AMG-II:5 AMG-III:3 AMG-IV:3 AMG-V:3 PAG:1 | 20 | Annexure IV-IH-16 |
| 17. | IH-17 | AMG-I | Service Delivery oriented and District Centric Audit (2), RTI Act 2005 (1) Evaluation (1) | 03.12.24 | 05.12.24 | 03 | AMG-V(Admn.):2 AMG-I:5 AMG-II:3 AMG-III:3 AMG-IV:3 AMG-V:3 PAG:1 | 20 | Annexure IV-IH-17 |
| 18. | IH-18 | AMG-III | Compliance Audit on Functioning of Jiwaji University (Pilot Study, Preparing study Design Matrix, Evidence gathering and analysis, documentation for various stages of audit and Report writing.) (2), Maintenance of absolute integrity, devotion to duty, ethical standards and honesty in public life by IA&AD Officials (1), Evaluation (1) | 17.12.24 | 19.12.24 | 03 | AMG-V(Admn.):2 AMG-I:3 AMG-II:4 AMG-III:5 AMG-IV:2 AMG-V:3 PAG:1 | 20 | Annexure IV-IH-18 |
| 19. | IH-19 | AMG-IV | Process of finalization of Separate audit report (2), Maintenance of absolute integrity, devotion to duty, ethical standards and honesty in public life by IA&AD Officials (1), Evaluation (1) | 07.01.25 | 09.01.25 | 03 | AMG-V(Admn.):2 AMG-I:3 AMG-II:3 AMG-III:3 AMG-IV:5 AMG-V:3 PAG:1 | 20 | Annexure IV-IH-19 |
| 20. | IH-20 | AMG-II | Compliance Audit on Adequacy of Mental Health Care Institution (Pilot Study, Preparing | 28.01.25 | 30.01.25 | 03 | AMG-V(Admn.):2 | 20 | Annexure IV-IH-20 |

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| | | | study Design Matrix, Evidence gathering and analysis, documentation for various stages of audit and Report writing.) (2), Indian Government Accounting Standards (IGAS) (1) Evaluation (1) | | | | AMG-I:3 AMG-II:5 AMG-III:3 AMG-IV:3 AMG-V:3 PAG:1 | | |
| 21. | IH-21 | AMG- V Admn. | CCS Conduct Rules and CCS (CCA) Rules along with role of IO/PO in conducting enquiries (2), APAR and writing of Performance Appraisal (1) Evaluation (1) | 11.02.25 | 13.02.25 | 03 | AMG- V(Admn.):5 AMG-I:3 AMG-II:3 AMG-III:2 AMG-IV:3 AMG-V:2 PAG:2 | 20 | Annexure IV-IH-21 |
| 22. | IH-22 | AMG-I | Technical Guidance Support (ATIR) (1), Compliance Audit Guidelines (1), Evaluation (1) | 25.02.25 | 27.02.25 | 03 | AMG- V(Admn.):2 AMG-I:5 AMG-II:3 AMG-III:3 AMG-IV:3 AMG-V:3 PAG:1 | 20 | Annexure IV-IH-22 |
| 23. | IH-23 | PAG Group | Internal audit/Audit of Internal controls (1) Risk Analysis, Selection of Unit and Preparation of Audit Plan (1), National Pension System (NPS) (1) Evaluation (1) | 11.03.25 | 13.03.25 | 03 | AMG- V(Admn.):2 AMG-I:3 AMG-II:3 AMG-III:3 AMG-IV:3 AMG-V:1 PAG:5 | 20 | Annexure IV-IH-23 |
| 24. | IH-24 | AMG-IV | Compliance Audit on MP Police Housing & Infrastructure Development Corporation, Bhopal (Pilot Study, Preparing study Design Matrix, Evidence gathering and analysis, documentation for various stages of audit and Report writing.) (2) Public Procurement (1) Evaluation (1) | 25.03.25 | 27.03.25 | 03 | AMG- V(Admn.):5 AMG-I:3 AMG-II:3 AMG-III:3 AMG-IV:3 AMG-V:2 PAG:1 | 20 | Annexure IV-IH-24 |

Sd/-
Sr. Audit Officer/Legal Cell