

GOVERNMENT ACCOUNTS

Day	Session 1	Session 2	Session 3	Session 4
1	CAGs powers as enshrined in Constitution and in the CAGs (DPC) Act of 1971. Duties of the Accountant General (Accounts and Entitlement) in respect of accounts of a State government.	Role of Reserve Bank of India in Government Accounting; Inter Government and inter departmental adjustments; Checks and balances.	What are accounts?, Introduction to initial accounts, Purpose & importance of accounting in Government.	The main divisions of government accounts; The main features of how the government transactions are exhibited in final accounts.
2	Various prescribed steps in the compilation of accounts in the Indian Audit and Accounts Department.(a)Receipt of initial accounts. (b) Check of initial accounts. (c) Compilation of accounts. (d) Maintenance of Classified and Consolidated Abstracts	Objective and concepts underlying financial statements; Financial Statements of Government or Finance Accounts of Government.	Voucher level computerization in Indian Audit and Accounts Department. Limitation of manual system of compilation of accounts; Usefulness of Voucher Level Computerization; Basic formats in which data is entered.	Voucher level computerization in Indian Audit and Accounts Department. Limitation of manual system of compilation of accounts; Usefulness of Voucher Level Computerization; Basic formats in which data is entered.

FINANCIAL ATTEST AUDIT (BATCH-ii)

Day	Session 1	Session 2	Session 3	Session 4
1	Inauguration of Training Introduction to various chapters and sections of FAAM; Discussion of terms used	Introduction to various chapters and sections of FAAM; Discussion of terms used	Budget -Introduction, Stages of budget. Elements of a Budget and its enactment	Compilation of State Govt. Accounts
2	Financial attest audit of autonomous bodies, statutory corporations and Externally aided projects	Financial attest audit of autonomous bodies, statutory corporations and Externally aided projects	Financial attest audit of State Government accounts Audit of Appropriation accounts	Financial attest audit of State Government accounts Audit of Appropriation accounts
3	Financial attest audit of State Government accounts Audit of Finance accounts	Financial attest audit of State Government accounts Audit of Finance accounts	Reporting of financial Attest Audit.	Documentation in Financial Attest Audit

OFFICE PROCEDURE INCLUDNG NOTING & DRAFTING

Day	Session 1	Session 2	Session 3	Session 4
1	Inauguration of Training Income tax provisions for salaried persons	Preparation & maintenance of Annual Performance Assessment Report (APAR)	TA Rules	TA Rules
2	File management, index, Referencing Etc...	Records management, weeding out of records Etc.	Office Procedure- Working of office and office discipline, Do and Don'ts for Government Officials/Officers.	Office Procedure- Working of office and office discipline, Dos and Dons for Government Officials/Officers.
3	Noting and Drafting Skills	Noting and Drafting Skills	Disciplinary Proceedings, Charge Sheet, Penalties, Legal issues etc.	Disciplinary Proceedings, Charge Sheet, Penalties, Legal issues etc. Valediction

TRAINING FOR TRAINERS

Day	Session 1	Session 2	Session 3	Session 4
1	Inauguration of Training Qualities of an Excellent Trainer, Systematic Approach to Training, Education and Training	Learning, Unlearning and Relearning Ways of Learning, Styles of Learning,	Giving and Receiving Feedback for effective learning Productive and Reproductive Tasks 'Coaching' as a method of training in learning process,	Preparation of concept paper presentation
2	'Lecture' as a Method of Training in learning process	'Lecture' as a Method of Training in learning process	Presentation of Concept paper on - Andragogy, Categories of Knowledge and Skill	Micro-practice of 'Coaching' Method/Giving- Receiving Feedback by participants
3	Presentation of Concept paper on - Transfer of Learning, Blended Learning,	Micro practice of Lecture Method by selected participant(s)	'Discussion' as a method of training in learning process, 'Group Exercises' as a method of training in learning process,	'Story Telling' as a method of training in learning process Valediction

SCHEME OF FACELESS ASSESSMENT

Day	Session 1	Session 2	Session 3	Session 4
1	Inauguration of Training Faceless Assessment Scheme	Faceless Assessment Scheme	Faceless appellate Scheme	Faceless Penalty Scheme Valediction

OUTCOME BASED AUDIT

Day	Session 1	Session 2	Session 3	Session 4
1	Introduction and Basic Concepts of Outcome Based Audit	Introduction and Basic Concepts of Outcome Based Audit	Experience sharing on PA on Hospital Management in Uttar Pradesh	Experience sharing on PA on Hospital Management in Uttar Pradesh
2	Experience sharing on Audit of Outcomes of Higher Education in Rajasthan	Experience sharing on Audit of Outcomes of Higher Education in Rajasthan	Discussion on Audit of selected District Hospitals in Nagaland	Discussion on Audit of selected District Hospitals in Nagaland
3	Discussion on PA on Outcomes of school Education, Govt. of Bihar, PA on Select District Hospitals, Govt. of Assam & PA on solid waste management in ULBs/BBMP of Karnataka.	Discussion on PA on Outcomes of school Education, Govt. of Bihar, PA on Select District Hospitals, Govt. of Assam & PA on solid waste management in ULBs/BBMP of Karnataka.	Discussion on Performance Audit on Benefits derived by the State Government under Accelerated Irrigation benefit programme	Discussion on Performance Audit on Benefits derived by the State Government under Accelerated Irrigation benefit programme. Valediction.

CBIC - GST APPLICATION

Day	Session 1	Session 2	Session 3	Session 4
1	Inauguration of training Discussion on Module on Investigation	Discussion on Module on Adjudication	Discussion on Module on Registration	Discussion on Module on Refunds
2	Discussion on Module on E-Way Bill and Recovery	Introduction and Audit prospective of CBIC-GST application	Introduction and Audit prospective of CBIC-GST application	Audit Access to CBIC-GST Application. Valediction

MCTPL LEVEL-2

Day	Session 1	Session 2	Session 3	Session 4
1	Inauguration of Training IT Act 2008, CERT-In, Leveraging the entity's IT System and data in audit	Overview of IT System, Risk in IT Environment and Cyber Security	Effective communication, verbal and non-verbal communication, social skills, active listening skills	Effective communication, verbal and non-verbal communication, social skills, active listening skills
2	My values, our values, community values, alignment with organisational values	My values, our values, community values, alignment with organisational values	Basics of Environment and Sustainable Development	Motivation
3	Financial market and capital market	Principles of Public Finance; Union budget and components	Personality is something which is unique in each individual	Morale issues
4	Introduction to the 2030 agenda for Sustainable Development and the Sustainable Development Goals (SDGs)	Introduction to the 2030 agenda for Sustainable Development and the Sustainable Development Goals (SDGs)	Adopting the big data approach, IA&AD big data policy and guidelines	Personal Ethics, Professional Ethics, Code of Ethics
5	Gender Sensitization	Gender Sensitization	Field trip (visited to BHEL)	Field trip (visited to BHEL)
6	Group dynamics, concept and functions, theories, group development & group forming, social influence in groups, group thinking, group problems/conflicts and appropriate strategies for their resolution.	Group dynamics, concept and functions, theories, group development & group forming, social influence in groups, group thinking, group problems/conflicts and appropriate strategies for their resolution.	Group dynamics, concept and functions, theories, group development & group forming, social influence in groups, group thinking, group problems/conflicts and appropriate strategies for their resolution.	Group dynamics, concept and functions, theories, group development & group forming, social influence in groups, group thinking, group problems/conflicts and appropriate strategies for their resolution. Valediction

E-OFFICE

Day	Session 1	Session 2	Session 3	Session 4
1	Introduction e-office	Admin Training	FMS (File Management System)	File Management System & E-File MIS Report

SAS PREPARATORY TRAINING

Day	Session 1	Session 2	Session 3	Session 4	Session 5
1	Terms used in Regulation on Audit and Accounts-2020	Uniform format of Accounts for Central Autonomous Bodies; Provisions of Manual of Instructions for Audit of Autonomous Bodies of C&AG,	Uniform format of Accounts for Central Autonomous Bodies; Provisions of Manual of Instructions for Audit of Autonomous Bodies of C&AG,	Travelling Allowances Rules as contained in the Supplementary Rules	Travelling Allowances Rules as contained in the Supplementary Rules
2	Constitution of India Parts I, XII, XIV, XVIII, XIX and XX together with relevant Schedules appended to it	Comptroller and Auditor General's (Duties, Powers and Conditions of Service) Act 1971	Comptroller and Auditor General's (Duties, Powers and Conditions of Service) Act 1971	Central Civil Services (Leave) Rules	Central Civil Services (Leave) Rules
3	Financial Accounting	Financial Accounting	List of Major and Minor Heads of Accounts of Union and States	List of Major and Minor Heads of Accounts of Union and States	Constitution of India Parts V, VI, VIII, IX, IX A, X, XI together with relevant Schedules appended to it
4	Financial Accounting	Financial Accounting	Cost Accounting	Cost Accounting	Cost Accounting
5	Financial Accounting	Financial Accounting	Cost Accounting	Cost Accounting	Cost Accounting
6	Drafting of official letters	Drafting of official letters	Cost Accounting	Fundamental Rules	Fundamental Rules
7	Precis	Precis	General Provident Fund (Central Services) Rules, Central Civil Services (Medical Attendance) Rules	General Provident Fund (Central Services) Rules, Central Civil Services (Medical Attendance) Rules	Accounts Code Volume-III
8	Financial Accounting	Financial Accounting	Accounts Code Volume-III	Accounts Code Volume-III	Accounts Code Volume-III

9	CPWD Works Manual2014	Financial Attest Audit Provisions of Financial Attest Audit Manual and Financial Attest Auditing Guidelines for audit of State Government Accounts of C&AG	Financial Attest Audit Provisions of Financial Attest Audit Manual and Financial Attest Auditing Guidelines for audit of State Government Accounts of C&AG	MSO (A&E) VO.II Accounts of Forests	MSO (A&E) Vol.I Accounts of public works
10	Central Civil Services (LTC) Rules, Central, Central Civil Services (Joining Time) Rules	Central Civil Services (LTC) Rules, Central, Central Civil Services (Joining Time) Rules	CPWD Works Manual2014	Introduction to Statistics	Introduction to Statistics
11	Data Interpretation & Data sufficiency	Data Interpretation & Data sufficiency	CPWD Works Manual2014	CPWD Works Manual2014	CPWD Works Manual2014
12	Provision of Government Accounting rules	Provision of Government Accounting rules	Provisions of Central Government Accounts (Receipts and Payments) Rules, 1983	Provisions of Civil Accounts Manual issued by Controller General of Accounts, Ministry of Finance, Department of Expenditure Chapters 1-6	Provisions of Civil Accounts Manual issued by Controller General of Accounts, Ministry of Finance, Department of Expenditure Chapters 7-10, 13 & 17
13	Provisions of Civil Accounts Manual issued by Controller General of Accounts, Ministry of Finance, Department of Expenditure Chapters 7-10, 13 & 17	Provisions of Civil Accounts Manual issued by Controller General of Accounts, Ministry of Finance, Department of Expenditure Chapters 1-6	Provisions of General Financial Rules 2017	Provisions of General Financial Rules 2017	Draft Para
14	Draft Para	Finance Accounts	Finance Accounts	Provisions of Performance Audit Guidelines of C&AG	Provisions of Performance Audit Guidelines of C&AG
15	Accounts Code Volume-III	Appropriation Accounts	Appropriation Accounts	Comprehension of Passages etc.	Comprehension of Passages etc.,

16	Provisions of Delegation of Financial Powers Rules (DFPR) 1978	Provisions of Public Private Partnerships in Infrastructure Project Public Auditing Guidelines of C&AG	Provisions of Public Private Partnerships in Infrastructure Project Public Auditing Guidelines of C&AG	Central Public Works Accounts Code with Appendices	Central Public Works Accounts Code with Appendices
17	Central Public Works Accounts Code with Appendices	Central Public Works Accounts Code with Appendices	Sampling	Sampling	Provisions of Environment and Climate Change Auditing Guidelines issued by C&AG
18	Provisions of Central Government Accounts (Receipts and Payments) Rules, 1983	Provisions of Auditing Standards issued by the C &AG . Provisions of Audit Quality Management Framework Guidelines issued by C&AG	Provisions of Auditing Standards issued by the C &AG . Provisions of Audit Quality Management Framework Guidelines issued by C&AG	Central Civil Services (Pension) Rules, Defined Contribution Pension Scheme,(New Pension Scheme)	Central Civil Services (Pension) Rules, Defined Contribution Pension Scheme,(New Pension Scheme)
19	Provisions of Internal Controls Evaluation Manual of C&AG; Provisions of Standing Order on Role of Audit in Relation to Cases of Fraud and Corruption issued by C&AG	Provisions of Internal Controls Evaluation Manual of C&AG; Provisions of Standing Order on Role of Audit in Relation to Cases of Fraud and Corruption issued by C&AG	Central Civil Services (Classification, Control and Appeal) Rules, Central Civil Services (Conduct) Rules	Central Civil Services (Classification, Control and Appeal) Rules, Central Civil Services (Conduct) Rules	Provisions of CAG's Manual of Standing Orders (Audit)
20	Basic concepts of Database management-2; Application controls	Accounting Standards-ICAI and IndAS	Accounting Standards-ICAI and IndAS	Reasoning & Quantitative Ability	Reasoning & Quantitative Ability
21	Regulations on Audit and Accounts -2020	Central Public Works Accounts Code with Appendices	Provisions of Compliance Audit Guidelines of C&AG,	Provisions of Compliance Audit Guidelines of C&AG,	Operating system, Application Software, NeGP

22	Provisions of CAG's Manual of Standing Orders (Audit)	IT Act	IT Act	SDLC- Models in SDLC, Testing methods	IT controls
23	MS Excel	MS Excel	Basic concepts of Database management-2; Application controls	MS Power point	MS PowerPoint
24	Networking concepts including security	MS Access	MS Access	MS Word	MS Word Valediction

COMPLIANCE & PERFORMANCE AUDIT

Day	Session 1	Session 2	Session 3	Session 4
1	Inauguration of Training Introduction to Compliance Audit	General Principles for Compliance Audits	Planning Compliance Audits	Planning Compliance Audits
2	Conducting Compliance Audit	Reporting compliance Audits	Introduction to Performance Audit	Mandate and general principles of Performance audit
3	Strategic Audit Planning and Selection of Audit topics for performance Audit	Planning individual performance audits	Implementing the performance audit	The reporting process including follow up audit in performance audits Valediction

GOVERNMENT ACCOUNTS

Day	Session 1	Session 2	Session 3	Session 4
1	What are accounts?, Introduction to initial accounts, Purpose & importance of accounting in Government.	The main divisions of government accounts; The main features of how the government transactions are exhibited in final accounts.	CAGs powers as enshrined in Constitution and in the CAGs (DPC) Act of 1971. Duties of the Accountant General (Accounts and Entitlement) in respect of accounts of a State government.	Role of Reserve Bank of India in Government Accounting; Inter Government and inter departmental adjustments; Checks and balances.

2	Objective and concepts underlying financial statements; Financial Statements of Government or Finance Accounts of Government.	Objective and concepts underlying Appropriation Accounts; Form and Content of Appropriation Accounts; Reconciliation of figures appearing in the Finance Accounts with those appearing in the Appropriation Accounts.	Various prescribed steps in the compilation of accounts in the Indian Audit and Accounts Department.(a)Receipt of initial accounts. (b) Check of initial accounts. (c) Compilation of accounts. (d) Maintenance of Classified and Consolidated Abstracts	What is a Transfer Entry? Preparation of Transfer Entry. Object of Transfer Entry. Maintenance of Transfer Entry Book
3	Voucher level computerization in Indian Audit and Accounts Department. Limitation of manual system of compilation of accounts; Usefulness of Voucher Level Computerization; Basic formats in which data is entered.	Voucher level computerization in Indian Audit and Accounts Department. Limitation of manual system of compilation of accounts; Usefulness of Voucher Level Computerization; Basic formats in which data is entered.	Accounting of transactions under the Debt, Deposit and Remittance Heads and check exercised in Accounts Offices to ensure accuracy of balances under these heads.	Accounting of transactions under the Debt, Deposit and Remittance Heads and check exercised in Accounts Offices to ensure accuracy of balances under these heads.

LOCAL LANGUAGE KANNADA

Day	Session 1	Session 2	Session 3	Session 4
1	Introduction to Kannada Language Salient features of Kannada. Tips to learn Kannada Some ritualistic words/phrases used in daily life e.g., namaskara, banni, kuutkolli. Original interrogative words Eenu, Yaaru, Elli, etc. Converting statement/words to Interrogatives e.g., haudaa / bengaluuraa, etc.	Introduction to Kannada Language Salient features of Kannada Tips to learn Kannada. Some ritualistic words/phrases used in daily life e.g., namaskara, banni, kuutkolli Original interrogative words Eenu, Yaaru, Elli, etc. Converting statement/words to Interrogatives e.g., haudaa / bengaluuraa, etc.	Learning scripts Vowels & Consonants	Learning scripts Vowels & Consonants

2	Enquiring about the welfare of the persons & their relatives, friends & possessive cases 1. Human & 2. Non-human	Enquiring about the welfare of the persons & their relatives, friends & possessive cases 1. Human & 2. Non-human	Introducing Weekdays Basic numerals-1,2,3, etc., ordinal numbers-ondane, eradane, etc., & fractions, Modal verbs-beeku, beeda, etc	Introducing Weekdays Basic numerals-1,2,3, etc., ordinal numbers-ondane, eradane, etc., & fractions, Modal verbs-beeku, beeda,
3	Addition of maatraas to consonants (kaagunita Ka Kaa Ki Ku, etc.)	Addition of maatraas to consonants (kaagunita Ka Kaa Ki Ku, etc.)	Introducing tenses Definite constructions (iddini), Indefinite constructions (iruttini) Present habitual future tense and their negations	Introducing tenses Definite constructions (iddini), Indefinite constructions (iruttini) Present habitual future tense and their negations
4	Simple conversation to day-to-day activity. Constructing sentences in past, present and future tenses	Simple conversation to day-to-day activity. Constructing sentences in past, present and future tenses	Introducing Secondary symbols of Consonants (half letters) & practising the combined letters through words, e.g., pustaka, Chandra, surya, etc.	Introducing Secondary symbols of Consonants (half letters) & practising the combined letters through words, e.g., pustaka, Chandra, surya, etc.
5	Reading correspondences in Kannada and understanding them & Comprehension	Reading correspondences in Kannada and understanding them & Comprehension	Commonly used Kannada words In official correspondence and their English / Hindi equivalents	Test

E-OFFICE

Day	Session 1	Session 2	Session 3	Session 4
1	Introduction e-office	Admin Training	FMS (File Management System)	File Management System & E-File MIS Report

GEM & INVENTORY MANAGEMENT

Day	Session 1	Session 2	Session 3	Session 4
1	Inauguration of Training Public Procurement Policies- Procurement of Goods	Public Procurement Policies- Procurement of Works/Services	Procedure for Procurement of goods and services through GEM and case studies	Inventory Management Valediction

MCTP LEVEL-2 (BATCH-I)

Day	Session 1	Session 2	Session 3	Session 4
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1	Inauguration of Training Effective communication, Verbal and Non-Verbal communication, Social skills, Active listening skills	Effective communication, Verbal and Non-Verbal communication, Social skills, Active listening skills	Principles of Public Finance; Union budget and components	Financial market and Capital market
2	My values, our values, community values, alignment with organisational values	My values, our values, community values, alignment with organisational values	Basics of Environment and Sustainable Development	Motivation
3	IT Act 2008, CERT-in, Leveraging the entity	Over View of IT System Risk in IT Environment	Personality is something which is unique in each individual	Morale issues
4	Introduction to the 2030 agenda for Sustainable Development and the Sustainable Development Goals (SDGs)	Introduction to the 2030 agenda for Sustainable Development and the Sustainable Development Goals (SDGs)	Group dynamics, concept and functions, theories, group development & group forming, social influence in groups, group thinking, group problems/conflicts and appropriate strategies for their resolution.	Group dynamics, concept and functions, theories, group development & group forming, social influence in groups, group thinking, group problems/conflicts and appropriate strategies for their resolution.
5	Gender Sensitization	Gender Sensitization	Field trip (visit to IIM, Bangalore)	Field trip (visit to IIM, Bangalore)
6	Adopting the big data approach, IA&AD big data policy and guidelines	Personal Ethics, Professional Ethics, Code of Ethics	Group dynamics, concept and functions, theories, group development & group forming, social influence in groups, group thinking, group problems/conflicts and appropriate strategies for their resolution.	Group dynamics, concept and functions, theories, group development & group forming, social influence in groups, group thinking, group problems/conflicts and appropriate strategies for their resolution. Valediction

MCTP LEVE-3 (BATCH-1)

Day	Session 1	Session 2	Session 3	Session 4
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1	<p>Inauguration of training ; World Environment Day celebrations- Planting of saplings in RTC by Principal Director</p> <p>Analytical Thinking- the importance of analytical thinking skills, think analytically and approach a problem, identify root cause of the problem and solve the problem systematically and logically</p>	<p>Analytical Thinking- the importance of analytical thinking skills, think analytically and approach a problem, identify root cause of the problem and solve the problem systematically and logically</p>	<p>Communication Skills- to understand how to be better communicators with Superiors, Peers, Team Members & Internal Audit Teams, Audited organisations, State Government offices, General Public & Media</p>	<p>Time Management & Stress Management-definition of time and time management; its requirement; Planning Time Management; Developing Priorities; Time Management Matrix; Differentiating Urgent and Important and Setting Goals; Time Traps and Managing Interruptions; Stress Management â What is Stress ?;It's Symptoms, Causes and recognizing stress levels; Handling Stress “ Steps to combat stress</p>
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2	<p>"Role Change Management & Tactful behaviour- Setting the mind-set on Change and its acceptance in our Personal and Professional life, Introduction to the role of Change agents and their impact; Strike a relationship of Change and Change Agents in Personal and Professional Live, Connect the Learning Objective with Professional Requirement by explaining the Roles and Challenges of C&AG Organization, Actual duties and responsibilities to be taken up and adapt oneself with the sense of acceptance to the New Role in the Organization "</p>	<p>Internal Controls- Brief introduction and presentation the objectives of internal control, CAG Internal Control Evaluation Manual, Limitations of Internal Control; Fraud & Forensic Audit</p>	<p>Stakeholders Engagement- Importance of Stakeholder engagement, Audit Quality Management Framework, Good practices to meet Stakeholders expectations, Accessibility to records, Relationship with the PAC/COPU</p>	<p>Management of Government Finances - Structure of Government accounts and Union budget, Sources of revenue of Union and State Governments, Types of Government expenditure, Implementation of FRBM Act, Fiscal parameters reflecting fiscal health of Governments, Features of fiscal policy</p>
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3	<p>Team Management - the concept of Teams and Team Dynamics; the process of Team Development; the features and strategies to build High-Performance Teams; the process of effective brainstorming; the importance of consensus building in teams; Team Conflicts and types of conflicts;</p>	<p>Team Management - the concept of Teams and Team Dynamics; the process of Team Development; the features and strategies to build High-Performance Teams; the process of effective brainstorming; the importance of consensus building in teams; Team Conflicts and types of conflicts;</p>	<p>Team Management</p>	<p>Auditing in IT Environment-The digitalisation initiatives by the Central/State governments and the impact on audit processes due to non-availability of manual records; The challenges the auditors going to face due to increased volume of data available in electronic format; Opportunities and challenges in conducting audits in IT environment; Need for Data Analysis and the methodology to be followed in Data Analysis; The challenges in conducting the audit in the present pandemic situation and the concept of Remote Audit and the opportunities and challenges in conducting the audits remotely;</p>
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Governance, Risk Management & Compliance- Introduction to GRC, Governance, Risk Management, risk identification, risk analysis, risk assessment and response to risk, Risk management in IAAD, Audit Risk and its types, Audit Risk Model, Importance of Risk Based Audit, Stages of Risk Based Audit, Compliance

Governance, Risk Management & Compliance- Introduction to GRC, Governance, Risk Management, risk identification, risk analysis, risk assessment and response to risk, Risk management in IAAD, Audit Risk and its types, Audit Risk Model, Importance of Risk Based Audit, Stages of Risk Based Audit, Compliance

"e-Governance, National IT Policy 2012, National e-governance plan, Major Core infrastructure components of e-governance, Key benefits of e-governance, Mission Mode Projects -Central MMPs, State MMPs, Integrated MMPs"

Introduction to e-office ; Role of e-office in e-governance, Components of e-office; File management System ; Demonstration of e-office

5	<p>Understanding Global Environmental Crises- Meaning, Environmental issues, Effects of Environmental issues; Measures to prevent Environmental crisis; Global Warming; Climate Change, Habitat loss</p>	<p>Management of Different kinds of Environmental pollution-Importance of Environment and meaning of Enviornmental pollution, Management of different kinds of pollution, Air pollution-Meaning, source, effect, and measures, Water pollution-Meaning, source, effect, and measurs, Waste Management-Meaning, source, effect, and measures, Conservation of Forests-Importance, causes and measures</p>	<p>Field Trip to Ramakrishna Mission, Shivanahalli</p>	<p>Field Trip to Ramakrishna Mission, Shivanahalli</p>
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6	Public Expenditure- Definition of Public Expenditure and Causes and Growth of Public Expenditure, Composition of Public Expenditure, Principles Governing Public Expenditure, & FRBM Act- Fiscal Responsibility and Budget Management Act and its objectives, Important Definitions forming the basis for understanding the FRBM Act, Salient Features of the FRBM Act, Kelkar Committee, Strong points and limitations of the Act	Revenue System- Definition of Revenue, the history of revenue system in India, Tax and non-tax revenue and Direct and Indirect taxes, Union Taxes and their types, State Taxes and their types, Characteristics of a Good Tax System	Environmental Governance -Meaning of Environment and Environmental governance, Importance of Environmental governance, Evolution of Regulatory framework for Environmental protection and different levels of authority, Salient features of Important acts and policies	Feedback and Valediction
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MCTP LEVEL-2 (BATCH-2)

Day	Session 1	Session 2	Session 3	Session 4
1	Inauguration of training Effective communication, Verbal and Non-Verbal communication, Social skills, Active listening skills- Concept, Definition, Need and Forms of communication; communication process; Barriers of communication; Absence of clarity; Effective communication; Social skills and etiquettes; Active Listening Skills; CAGs media policy	Effective communication, Verbal and Non-Verbal communication, Social skills, Active listening skills- Concept, Definition, Need and Forms of communication; communication process; Barriers of communication; Absence of clarity; Effective communication; Social skills and etiquettes; Active Listening Skills; CAGs media policy	Principles of Public Finance; Union budget and components -concept and need of social finance, views of various thinkers on the matter and principles of public finance. The importance of union budget and its components	Adopting the big data approach, IA&AD big data policy and guidelines

2	My values, our values, community values, alignment with organisational values-concept of Values and its Characteristics. The impact of personal values and community values on individual and society	My values, our values, community values, alignment with organisational values-concept of Values and its Characteristics. The impact of personal values and community values on individual and society	Celebration of World Yoga Day-Yoga, pranayama and Meditation	Basics of Environment & Sustainable Development Goals
3	IT Act 2008, CERT-in, Leveraging the entity	Over View of IT System Risk in IT Environment	Personality is something which is unique in each individual	Morale issues
4	Introduction to the 2030 agenda for Sustainable Development and the Sustainable Development Goals (SDGs)	Introduction to the 2030 agenda for Sustainable Development and the Sustainable Development Goals (SDGs)	Group dynamics, concept and functions, theories, group development & group forming, social influence in groups, group thinking, group problems/conflicts and appropriate strategies for their resolution.	Group dynamics, concept and functions, theories, group development & group forming, social influence in groups, group thinking, group problems/conflicts and appropriate strategies for their resolution.
5	Field Trip to IIHR, Hesaraghatta, Bangalore	Field Trip to IIHR, Hesaraghatta, Bangalore	Gender Sensitization	POSH Act, 2013
6	Financial market and Capital market	Personal Ethics, Professional Ethics, Code of Ethics	Group dynamics, concept and functions, theories, group development & group forming, social influence in groups, group thinking, group problems/conflicts and appropriate strategies for their resolution.	Group dynamics, concept and functions, theories, group development & group forming, social influence in groups, group thinking, group problems/conflicts and appropriate strategies for their resolution. Feedback & Valediction

GOODS & SERVICE TAX

Day	Session 1	Session 2	Session 3	Session 4
1	Inauguration of Training Overview of GST , Enabling Constitutional Amendments, What is GST and how it works, Subsumed Taxes .	GST structure and concept, GST Council- Purpose, Composition and its role	Application of SGST,CGST and IGST Law	Levy and collection of GST, exemption from GST, Reverse charge.
2	Input tax credits- eligibility and claim, set-off of ITC under old and new provisions, transfer of ITC.	Input tax credits- eligibility and claim, set- off of ITC under old and new provisions, transfer of ITC.	Concept of supply including composite and mixed supplies. Time of supply	Concept of supply including composite and mixed supplies. Time of supply
3	Registration, Composition scheme under GST Act, migration provisions, transition provisions	Registration, Composition scheme under GST Act, migration provisions, transition provisions	Place of Supply, Valuation of supply of goods and services, job work.	Place of Supply, Valuation of supply of goods and services, job work.
4	Demands and recovery, offences and penalties, appeals and revision	Demands and recovery, offences and penalties, appeals and revision	Refunds, E commerce	Refunds, E commerce
5	Tax Invoice, Debit and credit notes, Payment of Tax, Returns	Visit to GST Portal	Types of assessments, E- way Bill	TDS, TCS in GST Feedback & Valediction