

Date	Day	Sessions	Session Topic	Faculty	Category
01-09-2021	Wednesday	I	Inauguration by Director General		Inauguration
		II	Ethics	Ms. Laxmi Purohit	Ethics
		III	Organisational Structure of IAAD and its functions	Sh. Vinod Kumar Sharma, Core Faculty, RTI, Jaipur	Organisational Structure
		IV	Organisational Structure of IAAD and its functions	Sh. Vinod Kumar Sharma, Core Faculty, RTI, Jaipur	Organisational Structure
02-09-2021	Thursday	I	Dak System: From receipt, marking, diarisation to disposal; Filing system: Opening, numbering, paging, punching, referencing and closing of files etc.	Ashok Yadav, AAO, O/o AG (Audit-II), Rajasthan, Jaipur	Office Procedure
		II	Noting and correspondence	Prabhkar Joshi, Retid. SAO	Office Procedure
		III	MIS including calendar of returns and Monthly Progress Report	Sh. Mukesh Shrimal, AAO, O/o AG (Audit-II), Rajasthan, Jaipur	Office Procedure
		IV	Introduction to ISSAI- Lima Declaration (P-1); Mexico Declaration (P-10);	Sh. Vinod Kumar Sharma, Core Faculty, RTI, Jaipur	ISSAI
03-09-2021	Friday	I	Provisions relating to Right to Information Act	Rakesh Vijayvergia, Core Faculty, RTI, Jaipur	RTI and Legal Matters
		II	Provisions relating to Right to Information Act	Rakesh Vijayvergia, Core Faculty, RTI, Jaipur	RTI and Legal Matters
		III	Value and Benefit of SAI (P-12); Principles of Transparency and Accountability (P-20);	Sh. Vinod Kumar Sharma, Core Faculty, RTI, Jaipur	ISSAI

		IV	ISSAI-Principles of Jurisdictional Activities (P-50);Fundamental Principles of Public Sector Auditing (P-100)	Sh. P K Jain , Core Faculty, RTI, Jaipur	ISSAI
04-09-2021	Saturday	I	ISSAI-Principles of Jurisdictional Activities (P-50);Fundamental Principles of Public Sector	Sh. P K Jain , Core Faculty, RTI, Jaipur	ISSAI
		II	Dealing of legal matters in IA&AD	Rakesh Vijayvergia, Core Faculty, RTI, Jaipur	RTI and Legal Matters
		III	Dealing of legal matters in IA&AD	Rakesh Vijayvergia, Core Faculty, RTI, Jaipur	RTI and Legal Matters
		IV	Weekly test		Weekly Test
06-09-2021	Monday	I	Gender Mainstreaming in Government Policy and Programmes	Ms. Ranjana Bhandari, SAO, O/o PD (C), Br. Jaipur	Gender Mainstreaming
		II	Gender Mainstreaming in work place	Ms. Ranjana Bhandari, SAO, O/o PD (C), Br. Jaipur	Gender Mainstreaming
		III	Communication: Meaning and importance; Communication as an important tool of organisation; Types of communication Written communication, Verbal and Non-verbal/Body language communication its merits and demerits; characteristics of a good communication system; One way versus Two way communication	Nitin Saraswat, ACE Institute for Education and Language Pvt. Ltd., Jaipur	Effective Communication

		IV	Communication: Meaning and importance; Communication as an important tool of organisation; Types of communication Written communication, Verbal and Non-verbal/Body language communication its merits and demerits; characteristics of a good communication system; One way versus Two way communication	Nitin Saraswat, ACE Institute for Education and Language Pvt. Ltd., Jaipur	Effective Communication
07-09-2021	Tuesday	I	Income-Chargeability of Income; Status of Assessee; Type of Taxation; Furnishing of Return	CA Piyush Dhallaiya	Income Tax
		II	Head of Income-Income from Salary	Adv Manish SJ Sharma	Income Tax
		III	Communicate effectively in a multicultural environment;; Active listening; Communication planning; Clarifying and Questioning during communication	Nitin Saraswat, ACE Institute for Education and Language Pvt. Ltd., Jaipur	Effective Communication
		IV	Exercise on Developing Communication Style	Nitin Saraswat, ACE Institute for Education and Language Pvt. Ltd., Jaipur	Effective Communication
08-09-2021	Wednesday	I	Head of Income-Income from House Property	CA Piyush Dhallaiya	Income Tax
		II	Head of Income-Income from Business/Profession	CA Piyush Dhallaiya	Income Tax
		III	Effective communication in work place; challenges in communication; understand your interpersonal communication and conflict styles; dealing with different communication styles; practical skills for communicating with all internal and external stakeholders	Nitin Saraswat, ACE Institute for Education and Language Pvt. Ltd., Jaipur	Effective Communication

		IV	Effective communication in work place; challenges in communication; understand your interpersonal communication and conflict styles; dealing with different communication styles; practical skills for communicating with all internal and external stakeholders	Nitin Saraswat, ACE Institute for Education and Language Pvt. Ltd., Jaipur	Effective Communication
09-09-2021	Thursday	I	Capital Gains and Income from Other Sources	Adv Manish SJ Sharma	Income Tax
		II	Income not included in total income (Section-10)	Adv Manish SJ Sharma	Income Tax
		III	Unleashing the Leadership potential in you	Nitin Saraswat, ACE Institute for Education and Language Pvt. Ltd., Jaipur	Effective Communication
		IV	Time and Stress Management for better performance.	Nitin Saraswat, ACE Institute for Education and Language Pvt. Ltd., Jaipur	Effective Communication
10-09-2021	Friday	I	Computation of Tax Liability-Individual, HUF, Association of Persons (AOP), Body of Individuals (BOI)	S S Chauhan, SAO, O/o PD (C), Br. Jaipur, Retd. SAO	Income Tax
		II	Human Resource Development- Supervision & Control e.g. How supervision enhances the productivity in organisations; Frontline manager- Role of a supervisor in organisations, Qualities of a supervisor.	Nitin Saraswat, ACE Institute for Education and Language Pvt. Ltd., Jaipur	Effective Communication
		III	Human Resource Development- Supervision & Control e.g. How supervision enhances the productivity in organisations; Frontline manager- Role of a supervisor in organisations, Qualities of a supervisor.	Nitin Saraswat, ACE Institute for Education and Language Pvt. Ltd., Jaipur	Effective Communication

		IV	Weekly test		Weekly Test
13-09-2021	Monday	I	Computation of Tax Liability-Firm and Company	S S Chauhan, SAO, O/o PD (C), Br. Jaipur, Retd. SAO	Income Tax
		II	Minimum Alternate Tax/Alternate Marginal Tax	S S Chauhan, SAO, O/o PD (C), Br. Jaipur, Retd. SAO	Income Tax
		III	Organizational effectiveness: Meaning; Measures of Organizational effectiveness; A brief introduction to Decision making process	Nitin Saraswat, ACE Institute for Education and Language Pvt. Ltd., Jaipur	Effective Communicatio n
		IV	Organizational effectiveness: Meaning; Measures of Organizational effectiveness; A brief introduction to Decision making process	Nitin Saraswat, ACE Institute for Education and Language Pvt. Ltd., Jaipur	Effective Communicatio n
14-09-2021	Tuesday	I	Case Study on Computation of Income	S S Chauhan, SAO, O/o PD (C), Br. Jaipur, Retd. SAO	Income Tax
		II	Provision regarding TDS/TCS/Advance Tax	S S Chauhan, SAO, O/o PD (C), Br. Jaipur, Retd. SAO	Income Tax
		III	Motivation in Organizations: Need & Importance; Types of Motivation; Motivation process; How Motivation is relates to Morale and Work efficiency.	Nitin Saraswat, ACE Institute for Education and Language Pvt. Ltd., Jaipur	Effective Communicatio n
		IV	Motivation in Organizations: Need & Importance; Types of Motivation; Motivation process; How Motivation is relates to Morale and Work efficiency.	Nitin Saraswat, ACE Institute for Education and Language Pvt. Ltd., Jaipur	Effective Communicatio n
15-09-2021	Wednesday	I	Interest Chargeable	Adv Manish SJ Sharma	Income Tax

		II	Set off of losses and Carry Forward of losses	Adv Manish SJ Sharma	Income Tax
		III	Effective leadership is all about communicating effectively: Connecting Leadership and Communication. How Communication improves Leadership qualities.	Nitin Saraswat, ACE Institute for Education and Language Pvt. Ltd., Jaipur	Effective Communication
		IV	Effective leadership is all about communicating effectively: Connecting Leadership and Communication. How Communication improves Leadership qualities.	Nitin Saraswat, ACE Institute for Education and Language Pvt. Ltd., Jaipur	Effective Communication
16-09-2021	Thursday	I	Deduction under Chapter-VI	Adv Manish SJ Sharma	Income Tax
		II	Deduction under Chapter-VI	Adv Manish SJ Sharma	Income Tax
		III	Roles & Responsibilities of a civil servant including vigilance matters.	P N Mathur, SAO, O/o PAG (A&E), Rajasthan, Jaipur/Deependra Sharma, Retd. SAO	Effective Communication
		IV	Role of Disciplinary Authority and Role of Inquiry Officer with case examples.	P N Mathur, SAO, O/o PAG (A&E), Rajasthan, Jaipur/Deependra Sharma, Retd. SAO	Effective Communication
17-09-2021	Friday	I	Assessment Procedure	CA Piyush Dhallaiya	Income Tax
		II	Rectification/Appeals Procedure	CA Piyush Dhallaiya	Income Tax
		III	Overview of File Management System, Creation of Files, Receipt of Dak in E-Office	Sh. Vinod Sencha, Core Faculty, RTI, Jaipur	E-Office

		IV	Diarisation of Dak,Acknowledgement of Dak, Filing of Dak(PUC) in E-Office	Sh. Vinod Sencha,Core Faculty, RTI, Jaipur	E-Office
18-09-2021	Saturday	I	Understanding and Interpretation of Financial Accounts	S S Chauhan, SAO, O/o PD (C), Br. Jaipur	Income Tax
		II	Important Forms as per Income Tax Rules	S S Chauhan, SAO, O/o PD (C), Br. Jaipur	Income Tax
		III	Noting/Drafting,File Submission in E-Office	Sh. Vinod Sencha,Core Faculty, RTI, Jaipur	E-Office
		IV	Weekly test		Weekly Test
20-09-2021	Monday	I	Note/Draft approval(by Draft Approving Authority), Dispatch, MIS report in E-Office	Sh. Vinod Sencha,Core Faculty, RTI, Jaipur	E-Office
		II	Exercise on E-Office	Sh. Vinod Sencha,Core Faculty, RTI, Jaipur	E-Office
20-09-2021		III	Introduction to Tableau, Data downloading/connectivity, live connection and extraction, Manipulatioin; Visulaization:bar, line, pie charts etc., maps	Sh. Srikant, AAO, O/o AG (Audit-I), Rajasthan, Jaipur	Tableu
		IV	Appending the data, union, joining, relationship; exporting the sheets/data, types of workbook	Sh. Srikant, AAO, O/o AG (Audit-I), Rajasthan, Jaipur	Tableu
21-09-2021	Tuesday	I	Tableu: calculated field, filters, hierarchy, dashboards, other features in tableu: story	Sh. Rajesh Singh, AAO, O/o AG (Audit-I), Rajasthan, Jaipur	Tableu

		II	Tableu exercise/case study: analysing data, deriving insights; identifying risk areas, building dashboards	Sh. Rajesh Singh, AAO, O/o AG (Audit-I), Rajasthan, Jaipur	Tableu
		III	Overview of GST/IGST/SGST/UGST Acts , Central & State Financial relations, constitutional amendments made for Implementation of GST	Akshya Kumar jain, CA	GST
		IV	Overview of GST/IGST/SGST/UGST Acts , Central & State Financial relations, constitutional amendments made for Implementation of GST	Akshya Kumar jain, CA	GST
22-09-2021	Wednesday	I	Activation of User account; Basic understanding of OIOS Application, Terminologies and its modules; Familiarity with landing page and other options; Create Audit Plan; Create Audit Assignment; Update Audit Plan; Linking audit assignments (for All India Reviews); Design audit-assignment	Sh. Deepak Saini, Core Faculty, RTI	OIOS
		II	Prepare ADM; Review, approve draft and approve ADM; Prepare Sampling Approach; Review, approve draft and approve ADM	Sh. Deepak Saini, Core Faculty, RTI	OIOS
		III	Meaning, Scope, Time, Place of Supply under GST	CA Piyush Dhallaiya	GST
		IV	Meaning, Scope, Time, Place of Supply under GST	CA Piyush Dhallaiya	GST
23-09-2021	Thursday	I	Create Audit Team; Update Audit Team; View Audit Team History; Creat Audit Programme; Review/Approve Audit Programme; Update audit programme; View history of audit programme	Sh. Deepak Saini, Core Faculty, RTI	OIOS

		II	Prepare record requisition; Approve and issue record requisition; Receive response to record requisition; Prepare audit enquiry; Approve and issue audit enquiry; Receive response to audit enquiry; Prepare audit observation; Approve and issue audit observation; Receive response to audit observation	Sh. Deepak Saini, Core Faculty, RTI	OIOS
		III	Levy & Important Exemptions under GST; Value of Supply under GST	Pulkit Khandelwal, CA	GST
		IV	Levy & Important Exemptions under GST; Value of Supply under GST	Pulkit Khandelwal, CA	GST
24-09-2021	Friday	I	Communication; Toolkit info; Checklist details; Deviation info; Ditial Diary; Attachment info; Contribute to KMS; Generate draft IR	Sh. Deepak Saini, Core Faculty, RTI	OIOS
		II	Basic understanding of Organisation; Personnel and Audit Execution modules and their features	Sh. Deepak Saini, Core Faculty, RTI	OIOS
		III	Registration (Procedure for Registration of Govt. Deptts./Autonomous bodies etc.),Filing of Returns(Including returns filed by Govt. Departments) and Payment of Taxes and provisions related to TDS under GST	Pulkit Khandelwal, CA	GST
		IV	Registration (Procedure for Registration of Govt. Deptts./Autonomous bodies etc.),Filing of Returns(Including returns filed by Govt. Departments) and Payment of Taxes and provisions related to TDS under GST	Pulkit Khandelwal, CA	GST
25-09-2021	Saturday	I	Input Tax Credit and Cross utilization of Taxes under GST	Ujjval Sharma, CA	GST
		II	Input Tax Credit and Cross utilization of Taxes under GST	Ujjval Sharma, CA	GST

		III	Fundamentals of investing suitable to new government servants	J R Bhojwani, Retd. Sr. DAG/Chartered Accountant	Financial Planning
		IV	Weekly test		Weekly Test
27-09-2021	Monday	I	Emerging areas of investment suitable to new government servants	CA Piyush Dhallaiya	Financial Planning
		II	Trading v/s investment suitable to new government servants	J R Bhojwani, Retd. Sr. DAG/Chartered Accountant	Financial Planning
		III	Payment and refund of Taxes under GST	Narendra Singhvi, CA	GST
		IV	Payment and refund of Taxes under GST	Narendra Singhvi, CA	GST
28-09-2021	Tuesday	I	Practical approach to investment planning suitable to new government servants	Adv Manish SJ Sharma	Financial Planning
		II	Overview of Information Technology In Audit & Accounts. Overview of Windows O.S. and its application.	Vinod Sencha, Core Faculty, RTI, Jaipur	Overview of IT System
		III	Overview of various websites, web applications, web portals e.g. iBEMS, PFMS	Vinod Sencha, Core Faculty, RTI, Jaipur	Overview of IT System
		IV	Cell Referencing, Ranges, creating formulae, Copying and Moving Formulas. Applying formulas and functions in Excel sheet, Linking of worksheets, Controlling calculations.	Puneet kumar Sharma, Core Faculty, RTI, Jaipur	MS Excel
29-09-2021	Wednesday	I	Protecting, hiding and Unhiding worksheet / Cells/ Columns/ranges and its content ,Sorting and filtering work, Sorting data in list, Filtering a list Using Auto Filter, Automatic subtotals sorting Subtotalled list. Preparing a Subtotalled list as a report.Pivot Table	Puneet kumar Sharma, Core Faculty, RTI, Jaipur	MS Excel
		II	Creating Letter Head, Thematic Report, articles, and newsletters using Ms Word	Vinod Sencha, Core Faculty, RTI, Jaipur	MS Word

		III	Overview of Power Point. Create a new presentation, Use different slide formats, Enter both Text and Graphics, Save a slide show	Vinod Sencha,Core Faculty, RTI, Jaipur	Microsoft Powerpoint
		IV	Creating, modifying and formatting chart, Enhancing Charts, Saving Custom Chart Formats	Puneet kumar Sharma,Core Faculty, RTI, Jaipur	MS Excel
30-09-2021	Thursday	I	Exercise on Microsoft Excel	Puneet kumar Sharma,Core Faculty, RTI, Jaipur	MS Excel
		II	Working with colours and Transitions, Animation and sound- Pre-set Animation, Custom Animation, Timing, Effects, Action Buttons / Settings / Preview,Exercise on Microsoft Power Point	Vinod Sencha,Core Faculty, RTI, Jaipur	Microsoft Powerpoint
		III	Cyber laws, Cyber security and introduction to cybercrime with the latest trends, cyber criminals modus operandi,Computer Hacking & Security - Malware - Types of Malware	Vinod Sencha,Core Faculty, RTI, Jaipur	Cyber Security
		IV	Data Protection techniques - Data Hiding techniques - countermeasures ,Ensuring Cyber security at workplace-including link between personal security practices and their impact on cyber security of the oraganisation	Dr. Mahendra Limaye	Cyber Security