Regional Capacity Building and Knowledge Institute, Nagpur

Course Title: -   **Orientation Training for AAOs & Supervisors**

Period: -   **01.04.2024 to 14.05.2024 (6 Weeks)**

Target Group: -   **Promoted AAOs & Supervisor**

Aim: -   To understand the purpose, objective and functioning of SAI

Day & Date	Sessions I & II (10:00AM to 11:15AM)& (11:30 AM to 12:45 PM)		Sessions III & IV (2:15 PM to 3:30PM) & (3:45PM to 5:00PM)	
	Week 1			
Day – 1 01.04.2024 Monday	***Inauguration Director General*** Inauguration of course and ice-breaking session: Introduction to HQ instructions regarding One-week Exposure Course of top 10 AAOs at NAAA Shimla Basis/Criteria for judging top 2 AAOs by each Training Institute self-introduction **Shri S. R. Gaikwad Sr. AO/CF (Gen)**	**C&AG Institution** Overall Organizational Structure of the Department, Introduction to the Department as a whole and introducing important aspects of the Regulations on Audit & Accounts 2020 **Shri S. R. Gaikwad Sr. AO/CF (Gen)**	**IT Audit/Audit of IT System** All phases from need analysis, procurement of hardware, procurement/development of software. Software Development life cycle, rolling out in production environment, change management, contract management. **Shri L. G. Bhute, Sr. AO O/o AG (Audit)-II, MH. Nagpur**	
Day – 2 02.04.2024 Tuesday	**IT Security measures –** hacking and measures to secure IT assets **Shri Sunil Sadasivan Cyber Security Expert, Corporate Trainer**		**Communicating with confidence** Understand the importance of confidence while communicating with others, how to interact with the auditee organization, how to conduct the surveys, interviews. **Shri S. R. Gaikwad Sr. AO/CF (Gen)**	**Enthusiasm** Connectedness, Clarity of Purpose, Competence and Positivity **Shri Chitwan Tahalyani Gurukul, Nagpur**

Day	Column 1	Column 2	Column 3
Day – 3 03.04.2024 Wednesday	**IT Audit/Audit of IT System** GST IT Audit Case Study or any other IT Audit Case Study. Business continuity and disaster recovery plan and its testing, safety and IT security aspects of hardware and software including access. **Shri L. G. Bhute, Sr. AO** **O/o AG (Audit)-II, MH. Nagpur**	**Taxes and Tax Laws** Overview of Direct and Indirect Tax related provisions, sharing between Centre and States, Taxes levied by Centre, Taxes levied by States, Scheme of GST Compensation Fund Legislation **Shri Hariom Puniyani, HoD** **Hislop College, Nagpur**	
Day – 4 04.04.2024 Thursday	**Office Procedure in IA&AD** (including returns & archiving) **Shri Gaurav Kashive, AAO** **O/o DGA, F&C Audit, Nagpur**	**Hindi Rajbhasha Neeti** Supervision and reporting **Shri Anil Tripathi Sir** **Asstt. Director**	
Day – 5 05.04.2024 Friday	**Group Presentation by the Participants** (Topics can be decided by the respective RTIs/RTCs) **Shri S. R. Gaikwad** **Sr. AO/CF (Gen)**	**(GIGW)** Guidelines for Indian Government Websites Digital India **Shri G. K. Omee** **AAO/CF/(IS)**	**Evaluation Test** **(Assignment-1)** **Shri S. R. Gaikwad** **Sr. AO/CF (Gen)**

Week 2

Day	Column 1	Column 2
Day – 6 08.04.2024 Monday	**Drafting Skills** Noting and Drafting (Ordinary letter, DO letter, Circulars, UOs **Shri A.P. Virodkar.** **Director (Retd)**	**Auditing in IT Environment/IT Assisted Audits** Understanding of IT Applications like ERP systems/ Front-end and back end systems, Identify IT systems relevant to MIS and financial management of the entity, Understanding Structure and fields of IT application and its interfaces, arrangement for accessing front-end and back-end application for data extraction and substantive audit