

Regional Capacity Building and Knowledge Institute, Nagpur

Course Title: - Six Week Orientation Training for AAOs & Supervisors
Period: - 04.08.2025 to 17.09.2025 (6 Weeks)
Target Group: - Newly 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 04.08.2025 Monday	Course Inauguration Shri Dinesh R. Patil, Director General	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. D. H. Mate, Sr. DAG, O/o the AG(A&E)-II, MP, Gwalior	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 Y. Siril Paul Bob, SAO/CF(IS)(C)	
	Introduction to HQ instructions regarding six-week training for newly promoted AAOs and Supervisors; One-week Exposure Course of top 10 AAOs at NAAA Shimla; Self-introduction Shri Dinesh R. Patil, Director General			
Day – 2 05.08.2025 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 Ms. Alefiya Burhani, Gurukul, Nagpur

Day – 3 06.08.2025 Wednesday	IT Audit/Audit of IT System Audit Case Study. Business continuity and disaster recovery plan and its testing, safety and IT security aspects of hardware and software including access. Shri Y. Siril Paul Bob, SAO/CF(IS)(C)	Office Procedure in IA&AD (including returns & archiving) Shri P.V. Kale Sr. AO (Retd.)	
Day – 4 07.08.2025 Thursday	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 Y. Siril Paul Bob, SAO/CF(IS)(C)	Hindi Rajbhasha Neeti Supervision and reporting Dr. Priyanka Goswami, Hindi Adhikari, O/o AG (Audit) II, Nagpur	
Day – 5 08.08.2025 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 Y. Siril Paul Bob, SAO/CF(C)	Evaluation Test (Assignment-1) Shri S. R. Gaikwad Sr. AO/CF (Gen)
09.08.2025 (Saturday)			
10.08.2025 (Sunday)			
Week 2			
Day – 6 11.08.2025 Monday	Drafting Skills Noting and Drafting (Ordinary letter, DO letter, Circulars, UOs) Shri P.V. Kale Sr. AO (Retd.)	Auditing in IT Environment/IT Assisted Audits Understanding of IT Applications like ERP systems/ Front-end and back end systems, IT Audit Process, Risk assessment to define audit objective and scope, AI Strategy Framework Shri Y. Siril Paul Bob, SAO/CF(C)	
Day – 7 12.08.2025 Tuesday	Auditing in IT Environment/ IT Assisted Audits IT Controls – Understanding General and Application Control Shri Venkatesh J, AAO/eHRMS	Drafting Skills Assignment on drafting of Audit Observations during field audit with case studies Shri P.V. Kale Sr. AO (Retd.)	Drafting Skills Assignment on Report Writing (IR) Shri P.V. Kale Sr. AO (Retd.)
Day – 8 13.08.2025 Wednesday	Computer Assisted Audit Techniques (CAATs) MS Excel as audit tool – Advanced features & practice Shri Venkatesh J, AAO/eHRMS	Teamwork Activity- To assess the performance of the AAOs Shri S. R. Gaikwad Sr. AO/CF (Gen)	

Day – 9 14.08.2025 Thursday	Computer Assisted Audit Techniques (CAATs) MS Excel as audit tool – Advanced features & practice Shri G. K. Omee AAO/CF/(IS)	Transparency Shri S. R. Gaikwad Sr. AO/CF (Gen)	Creative Problem Solving Understand the difference between integrative approach vs a distributive approach to problem solving Ms. Alefiya Burhani, Gurukul, Nagpur
15.08.2025 (Friday) Independence Day			
16.08.2025 (Saturday)			
17.08.2025 (Sunday)			
Day –10 18.08.2025 Monday	Drafting Skills Assignment on drafting of Audit Paras for inclusion in CAG's Report Shri Akshay Khandare, Sr. DAG, O/o the PAG (A&E), Rajasthan, Jaipur	Delegation of Financial Powers Rules 1978 Shri Akshay Khandare, Sr. DAG, O/o the PAG (A&E), Rajasthan, Jaipur	Evaluation Test (Assignment-2) Shri S. R. Gaikwad Sr. AO/CF (Gen)
Week 3			
Day –11 19.08.2025 Tuesday	Computer Assisted Audit Techniques (CAATs) MS-Access as audit tool – Advanced features, analysis & practice. Shri G K Omee AAO/CF(IS)	Presentation-1 To assess the Presentation skill by each Participant Shri S. R. Gaikwad Sr. AO/CF (Gen)	
Day –12 20.08.2025 Wednesday	Constitutional Provisions relating to the Budget All the constitutional Provisions relating to the Budget, the procedure in the Parliament relating to the Budget and Financial Matters Shri S. R. Gaikwad Sr. AO/CF (Gen)	Supervisory Skills & Interpersonal relation at workplace, Mentoring Skills Shri S. R. Gaikwad Sr. AO/CF (Gen)	Computer Assisted Audit Techniques (CAATs) MS-Access as audit tool – Advanced features, analysis & practice. Shri G K Omee AAO/CF(IS)
Day –13 21.08.2025 Thursday	Appropriation and Finance Accounts (case studies related to SFAR analysis /suspense/JEs/ UGFAR) Shri Y. Siril Paul Bob, SAO/CF(C)	Extracurricular Activities Meditation Session Shri Nagaketu Meditation Practitioner	
Day –14 22.08.2025 Friday	Journey of Preparation of Appropriation and Finance Accounts (PFMS to e-Lekha/Treasury Inspection/A&E office/CGA/relevant accounting system) Shri Y. Siril Paul Bob, SAO/CF(C)	IT – Group Activity Shri G K Omee AAO/CF(IS)	Evaluation Test (Assignment-3) Shri G K Omee AAO/CF(IS)

23.08.2025 (Saturday)			
24.08.2025 (Sunday)			
Week 4			
Day –15 25.08.2025 Monday	Presentation-2 To assess the Presentation skill by each Participant Shri S. R. Gaikwad Sr. AO/CF (Gen)		Computer Assisted Audit Techniques (CAATs) Interactive Data Extraction and Analysis (IDEA) – An introduction to IDEA – Extraction, Analysis & practice Shri G. K. Omee AAO/CF/(IS)
Day - 16 26.08.2025 Tuesday	Computer Assisted Audit Techniques (CAATs) Interactive Data Extraction and Analysis (IDEA) – An introduction to IDEA – Extraction, Analysis & practice Shri G. K. Omee AAO/CF/(IS)	Overview of Corporate Law and Commercial Laws Dr. Hariom Puniyani, HoD, Hislop College, Nagpur	RTI Act 2005 How to deal with Right to Information Act cases Discussion with case studies Shri Y. Siril Paul Bob, SAO/CF(C)
27.08.2025 (Wednesday) Ganesh Chaturthi			
Day –17 28.08.2025 Thursday	Change management networking, role change & leading by example, sharing of expertise by senior officer Shri P.V. Kale Sr. AO(Retd)	Professional Growth in the department Shri P.V. Kale Sr. AO (Retd)	Walk through e-Office Shri G K Omee AAO/CF(IS)
Day –18 29.08.2025 Friday	Gender Sensitization Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act,2013 and latest Laws and court decisions on Women protection (Case study based) Adv. Suwarna L. Dhankute & Shri Mustak Pathan, District Child Protection Officer(DCPO) Karmveer Bahuddeshiya Sanstha		Overall legislative arrangements and organizational structure, accounting system of Local Bodies and Audit of Local Bodies (case studies based on stream specific subject) Shri P.V. Kale Sr. AO(Retd)
30.08.2025 (Saturday)			
31.08.2025 (Sunday)			
Day –19 01.09.2025 Monday	Public Debt Management Shri S. R. Gaikwad Sr. AO/CF (Gen)		Games/Sports Activities- To assess the performance of the AAOs Shri S. R. Gaikwad Sr. AO/CF (Gen)
Day –20 02.09.2025 Tuesday	OIOS- One IAAD One System (Overview and working with OIOS) Dheeraj Kumar Bhardwaj AAO/OIOS-FHD RCBKI, Mumbai	Extracurricular Activities Meditation Session Shri Nagaketu	Evaluation Test (Assignment-4) Shri S. R. Gaikwad Sr. AO/CF (Gen)

		Meditation Practitioner	
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Week 5			
Day –21 03.09.2025 Wednesday	OIOS- One IAAD One System (Overview and working with OIOS) Dheeraj Kumar Bhardwaj AAO/OIOS-FHD RCBKI, Mumbai	Decision making and Experience sharing Shri S. R. Gaikwad Sr. AO/CF (Gen)	Conflict Resolution & Negotiation Shri S. R. Gaikwad Sr. AO/CF (Gen)
Day –22 04.09.2025 Thursday	Financial Audit (Case Study discussion) (Nodal RTI can decide based on their nodal offices whether it is Certification of finance and appropriation or certification of Companies and ABs accounts) Shri Saroj Prajapati, AAO O/o DG COMMERCIAL AUDIT, MUMBAI (Online)	Tableau – Features, analysis & practice Shri Venkatesh J, AAO/eHRMS	
05.09.2025 (Friday) Onam			
06.09.2025 (Saturday)			
07.09.2025 (Sunday)			
Day –23 08.09.2025 Monday	Compliance and certification Audit of Autonomous Bodies (case studies) Shri S. R. Gaikwad Sr. AO/CF (Gen)	Tableau – Case Study: Analysing data, Deriving Insights; Identifying risk areas, building dashboards. Shri Y. Siril Paul Bob, SAO/CF(C)	
Day –24 09.09.2025 Tuesday	Walk through e-HRMS Shri Venkatesh J, AAO/eHRMS	Ethics in Public Governance Shri S. R. Gaikwad Sr. AO/CF (Gen)	Code of Ethics – CAG office Shri S. R. Gaikwad Sr. AO/CF (Gen)
Day –25 10.09.2025 Wednesday	Presentation-3 To assess the Presentation skill by each Participant Shri S. R. Gaikwad Sr. AO/CF (Gen)	Extracurricular Activities Meditation Session Shri Nagaketu Meditation Practitioner	Evaluation Test (Assignment-5) Shri S. R. Gaikwad Sr. AO/CF (Gen)
Week 6			
Day –26 11.09.2025 Thursday	SQL as an Audit tool – features, analysis & practice Shri G. K. Ome AAO/CF/(IS)	Performance Audit and Outcome Audit with case studies of respective stream (Civil/Commercial/Defence/ Railway/ Navy/ F&C etc.) Shri Y. Siril Paul Bob, SAO/CF(C)	

Day –27 12.09.2025 Friday	SQL as an Audit tool – features, analysis & practice Shri G. K. Omee AAO/CF/(IS)	Knime - Features, analysis & practice Shri G K Omee AAO/CF(IS)	
13.09.2025 (Saturday)			
14.09.2025 (Sunday)			
Day –28 15.09.2025 Monday	Environment Auditing including Principle, legislations, Rules made like waste disposal Rules with case studies. Dr. Gajanan Khadse, (NEERI, Nagpur)	Preparation of Annual Audit Plan (Risk based planning & conversion into quarterly audit programs) Shri A.K. Sinha, SAO O/o AG (Audit)-II, Nagpur	Preparation for official meetings In-house/Auditee entity(entry/exit)/PAC functioning/Minutes of Meeting Preparation of ADM Shri R. K. Sharma, SAO O/o AG (Audit)-II, Nagpur
Day –29 16.09.2025 Tuesday	Day Out Shri S. R. Gaikwad Sr. AO/CF (Gen)	Compliance Audit with case studies of respective stream (Civil/Commercial/Defence/ Railway/Navy/ F&C etc.) Shri R. K. Sharma, SAO O/o AG (Audit)-II, Nagpur	
Day –30 17.09.2025 Wednesday	Presentation-4 To assess the Presentation skill by each Participant Shri S. R. Gaikwad Sr. AO/CF (Gen)	Evaluation Test (Assignment-6) Shri S. R. Gaikwad Sr. AO/CF (Gen)	Feedback and Valediction <i>Shri Dattaprasad Shirsat, Principal Director</i>

Time Schedule: Session I – 10:00 AM to 11:15 AM, Session II- 11:30 AM to 12:45 PM

Session III –02:15 PM to 03:30 PM and Session IV – 03:45 PM to 05:00 PM

Tea breaks: 11:15 AM to 11:30 AM and 03:30 PM to 03:45 PM.

Lunch Break : 12:45 PM to 02:15 PM