

Day	Session No.	Session Time	Topic	Faculty
2025-11-17, Monday	Session 1	10:15 - 11.30	Types of Legal cases in field offices(AG/PAGs), Handling legal cases: General instructions as well as CAG's guidelines to handle legal cases by field offices : Types of Legal cases in field offices (AG/PAGs), Handling legal cases: General instructions as well as CAG's guidelines to handle legal cases by field offices	Ms. Anjani Lata, Assistant Administrative Officer
	Session 2	11:45 - 13.00	Preliminary submission of cases with formats Preparation of brief and para wise comments of the OAWP, Preparation of affidavit to be filed in the court. : Preliminary submission of cases with formats Preparation of brief and para wise comments of the OAWP, Preparation of affidavit to be filed in the court.	Ms. Anjani Lata, Assistant Administrative Officer
	Session 3	14.00 - 15.15	Codal Provisions: Article 32 and 226 of constitution Administrative Tribunal Act 1985-Function, power and jurisdiction Section 80 of CrPC (legal notices) : Codal Provisions: Article 32 and 226 of constitution Administrative Tribunal Act 1985- Function, power and jurisdiction Section 80 of CrPC (legal notices)	Ms. Meenal Bhargava, Advocate
	Session 4	15.30 - 16.45	Hierarchy of Judicial System in India Jurisdictions of courts and functions of Ministry of law and judicial bodies Terminology used in Legal cases : Hierarchy of Judicial System in India Jurisdictions of courts and functions of Ministry of law and judicial bodies Terminology used in Legal cases	Ms. Meenal Bhargava, Advocate
2025-11-18, Tuesday	Session 1	10:15 - 11.30	Overview of CCS conduct rules : Overview of CCS conduct rules	Mr. Arvind Agrawal, Assistant Audit Officer
	Session 2	11:45 - 13.00	Disciplinary proceedings including adherence to the procedures and Role of Inquiring Officer and Presenting Officer in disciplinary proceeding : Disciplinary proceedings including adherence to the procedures and Role of Inquiring Officer and Presenting Officer in disciplinary proceeding	Mr. Arvind Agrawal, Assistant Audit Officer
	Session 3	14.00 - 15.15	Procedure of filing Appeals Dealing with different kinds of appeals : Procedure of filing Appeals Dealing with different kinds of appeals	Ms. Anjani Lata, Assistant Administrative Officer
	Session 4	15.30 - 16.45	Handson exercises on preparation of affidavit to be filed in the court and preparation of para wise comments : Handson exercises on preparation of affidavit to be filed in the court and preparation of para wise comments	Ms. Anjani Lata, Assistant Administrative Officer
2025-11-19, Wednesday	Session 1	10:15 - 11.30	Pension and Provident Fund Cases-case study Gazetted entitlement cases Court Cases due to Audit related work : Pension and Provident Fund Cases-case study Gazetted entitlement cases Court Cases due to Audit related work	Mr. Suresh Kumar Kharwas, Assistant Accounts Officer
	Session 2	11:45 - 13.00	Monitoring of legal cases, Quarterly returns to CAG and Introduction to Legal Information Management System (LIMBS) software and its functions : Monitoring of legal cases, Quarterly returns to CAG and Introduction to Legal Information Management System (LIMBS) software and its functions	Mr. Rahul Gupta, Assistant Audit Officer
	Session 3	14.00 - 15.15	Steps to be taken /mechanism to be evolved to ensure the execution/implementation of Court Judgement, Avoiding Contempt Cases and Caveat Petition, Special Leave Petition (SLP) Assistance to Govt. servants involved in Legal proceedings : Steps to be taken /mechanism to be evolved to ensure the execution/ implementation of Court Judgement, Avoiding Contempt Cases and Caveat Petition, Special Leave Petition (SLP) Assistance to Govt. servants involved in Legal proceedings	Mr. Rahul Gupta, Assistant Audit Officer
	Session 4	15.30 - 16.45	Feedback, Evaluation and Valediction : Feedback, Evaluation and Valediction	