Revised COTP 2020-21

Introduction

In the backdrop of COVID 19 pandemic, the COTP 2020-21 as approved by the Headquarters Office (Training Wing) had to be revised to make the courses suitable for Online Training and conducted through the Core Faculties available with the Training Institute.

In the process of revision, keeping in view of the instructions issued by Headquarters Office from time to time, the Revised COTP 2020-21 contains the courses already conducted/ being conducted since June 2020 and those being proposed to be conducted subsequently during the year 2020-21.

It may be mentioned that the instructions from the Headquarters Office (Training Wing) communicated through email dated 27.01.2019 required the following courses to be covered in the COTP 2020-21:

- 9 months training, including 3 months on job training, to the Direct Recruit AAOs,
- Mid-Career Training Programme for Group B officers (two weeks slots) in the second half of 2020-21,
- AAOs due for promotion in the cadre of SAO (2-4 weeks slots) in September 2020,
- RAE-2 revised paper on GST (one week slot) in August 2020,
- Courses on 'GST' and 'Audit of IT Environment' as per needs of the user offices.

However, the timeline indicated in the Headquarters' instructions had to be adopted in the context of prevailing Covid-19 situation. Further, approval of '**Mid-Career Training Programme for Group B officers'** and training **to 'Direct Recruit AAOs'** from Headquarters Office is awaited.

General Courses 2020-21

Sl. No	Programme Title	Duration (Working Days)	Period		Slot Allocations		
			From	**To**	**Office**	**Slots**	**Total**
June 2020							
1	Financial Attest Audit Manual and Financial Attest Audit Guidelines	03	24.06.2020	26.06.2020			25
2	Workshop on Drafting of Audit Queries, Inspection Report and Draft Paras with Style Guide	03	29.06.2020	01.07.2020			**17**
July 2020							
3	Audit of Public Works and Public-Private Partnership	03	08.07.2020	10.07.2020			**21**
4	Establishment matters including APAR, Roster, DPC, Promotion and Disciplinary proceedings	03	20.07.2020	22.07.2020			**18**
August 2020							
5	Financial Audit of Autonomous Bodies	03	05.08.2020	07.08.2020			**13**
6	Seminar on RTI Act 2005	03	25.08.2020	27.08.2020			**11**
September 2020							
1	Risk Based Audit and Statistical Sampling	03	01.09.2020	03.09.2020	DGA(Coal)	01	12
					DGA(Mines)	02	
					DGA (Central)	02	
					PAG (Audit I)	02	
					DGA (ESD)	01	
					PAG(Audit II)	03	
					PDA(Fin&Comm)	01	
2	Pre-examination SAS Training-Group-I	06	14.09.2020	19.09.2020	DGA (ESD)	01	06
					DG(Mines)	05	
3	Performance Audit	03	21.09.2020	23.09.2020	DGA(ER)	01	24
					DGA(Coal)	02	
					DGA(Mines)	04	
					PAG (Audit I)	04	
					PAG (Audit II)	06	
					DGA (OF)	01	

					PDA(Fin&Comm)	01	
					DGA(AF&WR)	01	
October 2020							
4	RAE-1(Revised Syllabus)**	08	05.10.2020	14.10.2020	DG(Mines)	04	04
5	RAE-2(Revised Paper on GST)**	05	15.10.2020	21.10.2020	DG(Mines)	04	04
6	RAE-2(Revised Paper on Branch Specific Revenues)	Detailed course content along with course schedule and all faculties may be provided by the respective User Office for organising the Online Training. MS Teams platform for conducting Online Training will be provided by RTI, Kolkata.					
A	**Central and State Revenues Audit**	**As proposed/desired by respective HODs**					
B	**Railway Revenue Audit**	**As proposed/desired by respective HODs**					
C	**Post and Telecommunications Revenues Audit**	**As proposed/desired by respective HODs**					
D	**Defence Revenues Audit**	**As proposed/desired by respective HODs**					

**The Nodal Office (O/o the DGA(C), Kolkata, WB) may provide all faculties along with the slots requested by the User Offices. MS Teams platform for conducting Online Training will be provided by RTI, Kolkata.

Sl.No	Programme Title	Duration (Working Days)	Period		Slot Allocations		
			From	To	Office	Slots	Total
November 2020							
7	Training for AAOs due to promotion in the cadre of SAOs	2-4 weeks	Subject to confirmation by HQs		Awaited		
December 2020							
8	Environment Audit	03	02.12.2020	04.12.2020	DGA(Coal)	01	11
					DGA(Mines)	02	
					DGA (Central)	01	
					PAG(Audit I)	04	
					DGA (ESD)	01	
					DGA(SER)	01	
					PDA(Fin&Comm)	01	
9	Training for newly recruited Divisional Accountant (Probationer) (Subject to availability of faculties from User Offices)	12	07.12.2020	22.12.2020	PAG(A&E)	Awaited	

Sl. No	Programme Title	Duration (Working Days)	Period		Slot Allocations		
			From	To	Office	Slots	Total
January 2021							
10	Seminar on Indian Accounting Standards (Ind_As)	03	06.01.2021	08.01.2021	DGA (Coal)	03	17
					DGA (Central)	03	
					DGA(Mines)	03	
					PAG (Audit I)	02	
					PAG (Audit II)	02	
					DGA(OF)	01	
					DGA(AF&WR)	01	
					DGA (ESD)	01	
					PDA(Fin&Comm)	01	
11	ISSAI Guidelines with Ethics & Values in Public Governance	03	27.01.2021	29.01.2021	DGA(OF)	01	13
					DGA (Mines)	01	
					DGA(Central)	03	
					PAG(Audit I))	02	
					DGA(ESD)	01	
					PAG(Audit II)	03	
					PDA(Fin&Comm)	01	
					DGA(AF&WR)	01	

Sl.No	Programme Title	Duration (Working Days)	Period		Slot Allocations		
			From	To	Office	Slots	Total
February 2021							
12	Financial Attest Audit Guidelines with reference to checking of vouchers/challans, MCA and Annual Accounts	03	08.02.2021	10.02.2021	PAG(A&E)	10	15
					PAG(Audit I)	05	
13	Workshop on preparation of Notes to Accounts and SFR	02	22.02.2021	23.02.2021	PAG(A&E)	10	15
					PAG(Audit I)	05	
March 2021							
14	Compliance Audit Guidelines	03	01.03.2021	03.03.2021	DGA (ER)	01	28
					DGA(Coal)	02	
					DGA(Mines)	04	
					DGA (Central)	07	
					PAG(Audit I)	05	
					DGA(ESD)	01	
					PAG (Audit II)	06	
					DGA(AF&WR)	01	
					PDA(Fin&Comm)	01	
15	Audit of Contracts and Tenders	03	08.03.2021	10.03.2021	DGA(Coal)	02	16
					DGA(Mines)	02	
					DGA(Central)	05	
					PAG (Audit I)	04	
					DGA(ER)	01	
					DGA(AF&WR)	01	

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