

**भारतीय लेखापरीक्षा और लेखा विभाग
क्षेत्रीय प्रशिक्षण संस्थान, राँची**

**PHASE II - INDUCTION TRAINING PROGRAMME FOR DIRECTLY
RECRUITED ASSISTANT AUDIT OFFICERS**

चरण II - डायरेक्टली रिक्रूइटेड असिस्टेंट ऑडिट ऑफिसर्स के लिए इंडक्शन ट्रेनिंग प्रोग्राम

: 01-09-2021 to 30-11-2021

SESSION TIMINGS	NON-SESSION TIMINGS
I - 10.15 AM to 11.30 AM	Tea Break -11.30 AM to 11.45 AM Lunch Break 1.00 to 2.15 PM Tea Break- 3.30 PM to 3.45 PM
II - 11.45 AM to 01.00 PM	
III- 02.15 PM to 03.30 PM	
IV- 03.45 PM to 05.00 PM	

दिनांक/दिन	सत्र	विषय वस्तु	संकाय (S/Shri/Smt)
Day 1 01/09/2021 (Wednesday)	I	Inauguration of the course and Ice breaking session	Director General /RTI
	II	CAG in Indian democracy- Role, Mandate, functions, relationship with executive and legislature and other stakeholders	Bharat Chandra Behera DAG O/o of PAG (A & E) Jharkhand
	III & IV	IAAD- An introduction to organisation type, functions and responsibilities	Jyoti Prabha Toppo SAO/CF
Day 2 02/09/2021 (Thursday)	I & II	Role and responsibilities of AAO in field audit and headquarters	Jyoti Prabha Toppo SAO/CF
	III & IV	Leadership to improve efficiency	Dr. P K. Banerjee Ex-GM /SAIL
Day 3 03/09/2021 (Friday)	I & II	Effective Communication- oral and written	Dr. Arana Kauser XISS Ranchi
	III & IV	Introduction to International Audit Bodies, i.e. INTOSAI, ASOSAI and ISSAI Framework	Jyoti Prabha Toppo SAO/CF
Day 4 04/09/2021 (Saturday)	I & II	Introduction to International Audit Bodies, ISSAI Framework contd.	A P Pandey CF/IT
	III & IV	Motivation and Stress management	Dr. P K. Banerjee Ex-GM /SAIL
05/09/2021	SUNDAY		
Day 5 06/09/2021 (Monday)	I & II	Functions, Role and Authority of C&AG (Constitutional provisions and DPC Act 1971)	Faculty From PAG (Audit) Jharkhand

	III & IV	Functions of Administration and Establishment sections	Mithilesh Kumar Jha SAO/RTI
Day 6 07/09/2021 (Tuesday)	I & II	FR/SR TA rules	Faculty From PAG (Audit) Jharkhand
	III & IV	General Financial Rules 2017 Chap 1 to 6	Faculty From PAG (Audit) Jharkhand
Day 7 08/09/2021 (Wednesday)	I & II	CAG's Regulations on Audit and Accounts- an Overview	Jyoti Prabha Toppo SAO/CF
	III & IV	FR & SR Part-I Pay, addition to pay, lien and General conditions to service, etc.	A P Pandey CF/IT
Day 8 09/09/2021 (Thursday)	I & II	Introduction to CCS CCA Rules 1965	Mithilesh Kumar Jha SAO/RTI
	III & IV	Emotional Intelligence	Dr. P K. Banerjee Ex-GM /SAIL
Day 9 10/09/2021 (Friday)	I & II	General Financial Rules 2017 Chap 7 to 12	Faculty From PAG (Audit) Jharkhand
	III & IV	Team Building	Dr. P K. Banerjee Ex-GM /SAIL
11/09/2021 and 12/09/2021	SECOND SATURDAY SUNDAY		
Day 10 13/09/2021 (Monday)	I & II	Governments Accounting System- parts of government Accounts and coding system	Pravin Kumar CF/IT
	III & IV	C&AG Auditing standards	Jyoti Prabha Toppo SAO/CF
Day 11 14/09/2021 (Tuesday)	I & II	Introduction to A & E Offices- Overview of Compilation of accounts and its various functions	A P Pandey CF/IT
	III & IV	Principles of Govt. accounts: system of accounts- cash vs. accrual system, major & Minor heads, Accounts code	Pravin Kumar CF/IT

Day 12 15/09/2021 (Wednesday)	I & II	Government Financial planning and management- constitutional provisions, Budget- its preparation and passing in legislature, its execution & link with accounts	A P Pandey CF/IT
	III & IV	Performance Audit:- Introduction, principles of Performance Audit	Jyoti Prabha Toppo SAO/CF
Day 13 16/09/2021 (Thursday)	I & II	Performance Audit contd: Performance Audit Plan, Understanding the subject, Pilot Study, Criteria	Faculty from PDA Steel Ranchi
	III & IV	Government Accounts: Preparation of Finance and Appropriation Accounts	Rajesh Prasad Retd. SAO
Day 14 17/09/2021 (Friday)	I & II	Receipt and Payment Rules	Pravin Kumar CF/IT
	III & IV	Gender Sensitisation	Dr. Rajshree Verma XISS Ranchi
Day 15 18/09/2021 (Saturday)	I & II	Awareness of 'Sexual harassment of women at Workplace(Prevention, Prohibition and Redressal) Act 2013.	Dr. Rajshree Verma XISS Ranchi
	III & IV	Group Discussion/ quiz	Faculty RTI
19/09/2021	SUNDAY		
Day 16 20/09/2021 (Monday)	I & II	CCS Leave Rules	Faculty From PAG (Audit) Jharkhand
	III & IV	CPWD Code	Himanshu Pandey DAO O/o PAG (A& E) Jharkhand
Day17 21/09/2021 (Tuesday)	I & II	CCS Conduct Rules	Faculty From PAG (Audit) Jharkhand
	III & IV	IT Audit- Life cycle of project- Application Control	A P Pandey CF/IT
Day 18 22/09/2021 (Wednesday)	I & II	Performance Audit contd: Evidence gathering techniques, documentation, development of audit conclusion and recommendation	Faculty from PDA Steel Ranchi
	III & IV	Right to Information Act- An introduction and salient features, responsibilities of public officers	Faculty From PAG (Audit) Jharkhand
Day 19 23/09/2021 (Thursday)	I & II	IT Audit- General Controls	A P Pandey CF/IT
	III & IV	Right to Information Act- duties of CPIO Communication policy	Faculty From PAG (Audit) Jharkhand

Day 20 24/09/2021 (Friday)	I & II	Internal Controls:- Definitions and objectives of Internal control, INTOSAI guidelines for Internal control Standards	Jyoti Prabha Toppo SAO/CF
	III & IV	CPWD Code	Himanshu Pandey DAO O/o PAG (A& E) Jharkhand
Day 21 25/09/2021 (Saturday)	I & II	Internal Controls:- Internal auditing	Jyoti Prabha Toppo SAO/CF
	III & IV	Group Discussion/Quiz	Faculty RTI
26/09/2021	SUNDAY		
Day 22 27/09/2021 (Monday)	I & II	Noting and drafting general information including practical exercises	Kumar Manoj Sahay SAO/CF
	III & IV	CAAT SQL	Pravin Kumar CF/IT
Day 23 28/09/2021 (Tuesday)	I & II	Concept of Audit evidence- evidence gathering techniques	Kumar Manoj Sahay SAO/CF
	III & IV	CAAT SQL	A P Pandey CF/IT
Day 24 29/09/2021 (Wednesday)	I & II	Audit of Social Programmes	Faculty From PAG (Audit) Jharkhand
	III & IV	MS Excel Advance	Pravin Kumar CF/IT
Day 25 30/09/2021 (Thursday)	I & II	Audit of Zilla Parishad	Faculty From PAG (Audit) Jharkhand
	III & IV	MS Excel Advance	A P Pandey CF/IT
Day 26 01/10/2021 (Friday)	I & II	Audit of Panchayati Raj Institutions	Faculty From PAG (Audit) Jharkhand
	III & IV	Audit of State PSUs	Faculty From PAG (Audit) Jharkhand