

REGIONAL CAPACITY BUILDING & KNOWLEDGE INSTITUTE, JAIPUR**“Induction Training Programme for DRAAOs Batch 2021”**

	SESSION TIMINGS		NON-SESSION TIMINGS	
	I 10:15 AM to 11.30 AM II 11:45 AM to 1:00 PM III 02:00 PM to 03.15 PM IV 03:30 PM to 4.45 PM		11.30 AM to 11.45 AM 01.00 PM to 02.00 PM 03.15 PM to 03.30 PM	
Day	Session	Topics		FACULTY
25.09.2023 Monday	I	Inauguration of course. Getting to know each other		Principal Director, Course Director, and other Faculties, RCBKI, Jaipur
	II	CAG's Institution: Get an overview of the Constitutional provisions and History of IAAD.		Shri Ramavatar Sharma, IAAS Principal Director, RCBKI, Jaipur
	III	CAG's Institution: Get an overview of CAG's DPC Act, 1971		Shri Pankaj Kr. Maurya, IAAS Dy. Director, PDA NW Railways Jaipur
	IV	Gender Sensitization		Ms. Kanchan Mathur, Professor Institute of Development Studies, Jaipur
26.09.2023 Tuesday	I	Hierarchy and Protocol: Understand the basis of hierarchy i.e., respect. Understand the structure and hierarchy of the executive as well as specifically for the IA&AD. Determine the best mode of communication within inter-and intra-government offices. Enlist office procedure within the IA&AD		Shri Amit Goyal, Sr.AO (Comm.) O/o the AG (Audit-II), Jaipur
	II	Role of Government Accounting Standards Advisory Board (GASAB): Indian Government Accounting Standards (IGASs) for cash system of accounting notified by Government		Shri Rajeev Maheshwari, AAO O/o the AG (A&E), Jaipur
	III & IV	Regulations on Audit and Accounts, 2020		Shri Pankaj Kr. Maurya, IAAS Dy. Director, PDA NW Railways Jaipur
27.09.2023 Wednesday	I & II	CCS Conduct Rules: Get introduced to the rules that govern the conduct of a government servant at all times. Understand the rules governing the personal conduct of a government servant. Understand the rules governing the financial conduct of a government servant.		Shri Rajiv Bhatia, Sr.AO, O/o the PAG (Audit-I), Jaipur

	III	Walk through CAG's Website: Exploring various resources available on website including KMS. External links to GOI websites.	Shri Vinod Sencha, AAO EDP Faculty, RTI, Jaipur
	IV	Online Meetings	Shri Vinod Sencha, AAO and Shri Puneet Kumar Sharma, AAO EDP Faculties, RCBKI Jaipur
29.09.2023 Friday	I	Mandate of SAIs & Capacity Building in SAIs: Need for SAIs and their importance. Global presence of SAIs and their achievements in assuring improved governance.	Ms Poonam Kulhari, IAAS Dy. Director, DGA (A, F. & WR), New Delhi
	II	Discipline: What is discipline? How a disciplined approach helps maintain consistency in performance and ensures long term credibility & success? Applying simple techniques to build self-discipline. Disciplinary policies & procedures	Ms Poonam Kulhari, IAAS Dy. Director, DGA (A, F. & WR), New Delhi
	III & IV	Overview of CAG's Compliance Auditing Guideline: New Compliance Auditing Guidelines. The basic elements & general principles of compliance audit. Planning the compliance audit and individual audits. Defining Apex Auditable Entities and Auditable Units. The audit universe. Determining the scope audit objectives audit criteria. The concept of Compliance Audit Design Matrix and audit Finding Matrix. The new formats of reports	Shri Rohit Gutte, IAAS Director, O/o the DG of Audit, Environment & Scientific, New Delhi
03.10.2023 Tuesday	I & II	Fundamental Rules and Supplementary Rules (FR & SR): Get introduced to Fundamental Rules that govern the government servant during his service. Get introduced to the Supplementary Rules that govern the Government servant during his service understand the implementation and relevance of the rules.	Shri Rajiv Bhatia, Sr. AO O/o the PAG (Audit-I), Jaipur
	III & IV	Team Player: Teamwork brings efficiency engagement creativity, camaraderie and fun-which ultimately contributes to the overall vision of the organization practice	Shri Abhishek Arora Co-founder, Personal Reflection, Jaipur

		skills that aid in becoming a successful team player	
04.10.2023 Wednesday	I & II	Compliance Audit Case Studies of Respective Stream (Civil / Commercial Defense /Railway/Navy/F&C etc.	Shri Rakesh Vijayvargiya, Sr.AO, Faculty, RCBKI Jaipur
	III& IV	Exposure to Appropriation and Finance accounts (Union/State) (visit to Treasury/A&E offices/ CGA/ relevant accounting office)	Visit at A&E Office
05.10.2023 Thursday	I & II	Broad framework of Financial, Compliance and Performance Audits: Guiding Principles of Auditing Standards.	Shri P.K. Jain Sr.AO & Faculty, RTI, Jaipur
	III & IV	Emotional intelligence, Execution Excellence: The importance of shared expectations and outcomes. Dealing with constraints. Tools to pre-empt and manage constraints, Conduct performance and accountability-related conversations. Execute projects with harmony. Understand how to drive progress through transparent communication.	Dr. Vandana Choudhary
06.10.203 Friday	I&II	CCS (CCA) Rules: Get introduced to and to understand the rules that govern the activities of the government servant throughout his career. Understand what are disciplinary proceedings and the procedures involved. Understand the sanctity of the rules and their implementation.	Shri Arvind Agarwal, AAO Confidential Cell O/o the PAG (Audit-I), Jaipur
	III& IV	Overview of CAG's Performance Auditing Guidelines	Shri Amit Goyal, Sr.AO (Comm.) O/o the AG (Audit-II), Jaipur