

REGIONAL TRAINING INSTITUTE, SHILLONG

General Course No.08: Six-Week Orientation Training for Direct Recruit and Departmentally Promoted AAOs/Supervisors w.e.f 29.01.2024 to 08.03.2024

SESSION TIMINGS	NON-SESSION TIMINGS
I – 10:00 AM to 11:15 AM	Tea Break: 11:15 to 11:30 am Lunch Break: 12:45 to 01.45 pm Tea Break:3:00 to 3:15 pm
II – 11:30 AM to 12:45 PM	
III- 01.45 PM to 3:00 PM	
IV- 3:15 PM to 4:30 PM	

DAY/ DATE	Session	TOPIC	FACULTY S/Shri/Smt.
DAY 1 29-01-2024 Monday		Inauguration and Course Briefing	
	I	Inauguration of course and icebreaking session: <input type="checkbox"/> Introduction to HQ instructions regarding One-week Exposure Course of top 10 AAOs at NAAA Shimla <input type="checkbox"/> Basis/Criteria for judging top 2 AAOs by each Training Institute <input type="checkbox"/> self-introduction	Director General RCBKI, Shillong
	II	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	John K. Sellate, D.G RCBKI, Shillong
	III&IV	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	Rothan L. Gangte, CF/RCBKI
DAY 2 30.01.2024 Tuesday	I	Professional Growth in the department	Faculty support O/o PAG (A&E), Meghalaya
	II	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	T.G. Wanniang, CF(Gen.)
	III&IV	IT Audit/Audit of IT System Business continuity and disaster recovery plan and its testing, safety and IT security aspects of hardware and software including access. GST IT Audit Case Study or any other IT Audit Case Study	Rothan L. Gangte, CF/IT
DAY 3 31.01.2024 Wednesday	I & II	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	A.M. Paul, Asst. Commissioner (Retd.) CGST, Shillong
	III&IV	MS-Word –Advanced features	Rothan L. Gangte, CF/IT
DAY 4 01.02.2024	I & II	Office Procedure in IA&AD (including returns & archiving)	H.P Singh, CF/Admn

DAY/ DATE	Session	TOPIC	FACULTY S/Shri/Smt.
Thursday	III & IV	Hindi Rajbhasha Neeti Supervision and reporting	Faculty support O/o PAG (A&E), Meghalaya
DAY 5 02.02.2024 Friday	I & II	Group Presentation by the Participants (Topics can be decided by the respective RTIs/RTCs)	T.G. Wanniang/ V. Nengthianlal CF/Gen
	III	(GIGW) Guidelines for Indian Government Websites Digital India	Rothan L. Gangte, CF/IT
	IV	Evaluation Test (Assignment-1)	T.G. Wanniang/ V. Nengthianlal CF/Gen
Day 6 05.02.2024 Monday	I & II	Drafting Skills Noting and Drafting (Ordinary letter, DO letter, Circulars, UOs)	T.G. Wanniang/ V. Nengthianlal CF/Gen
	III & IV	Auditing in IT Environment/IT Assisted Audits Understanding of IT Applications like ERP systems/ Front-end and back end systems, Identify IT systems relevant to MIS and financial management of the entity, Understanding Structure and fields of IT application and its interfaces, arrangement for accessing front-end and back-end application for data extraction and substantive audit	Faculty support O/o PAG (Audit) Meghalaya
Day 7 06.02.2024 Tuesday	I	Drafting Skills Assignment on drafting of Audit Observations during field audit with case studies	Faculty support O/o AG (Audit) Assam
	II	Drafting Skills Assignment on Report Writing (IR)	Faculty support O/o AG (Audit) Assam
	III & IV	Auditing in IT Environment/ IT Assisted Audits Data driven risk assessment and risk Profiling from user database to establish risk criteria, sample size and sample selection for analysis and substantive audit, writing queries in English, taking the help of Auditee to convert English queries into data executable query and Data Extraction, ensuring authentication and correctness of data, data analysis, and conduct of substantive audit. (Experience of GST audit/custom audit and any other audit in IT environment be taught)	Faculty support O/o PAG (Audit) Meghalaya
Day 8 07.02.2024 Wednesday	I & II	Drafting Skills Assignment on drafting of Audit Paras for inclusion in CAG's Report	Faculty support O/o PAG (Audit) Meghalaya
	III & IV	Computer Assisted Audit Techniques(CAATs) MS Excel as audit tool–Advanced features & practice	Kiran Limbu CF/IT

Day 9 08.02.2024 Thursday	I	Enthusiasm Connectedness, Clarity of Purpose, Competence and Positivity	Susana D. Khongwir, Life Coach
	II	Creative Problem Solving Understand the difference between integrative approach vs a distributive approach to problem solving	Susana D. Khongwir, Life Coach
	III&IV	Computer Assisted Audit Techniques (CAATs) MS Excel as audit tool–Advanced features & practice	Kiran Limbu CF/IT
Day 10 09.02.2024 Friday	I & II	Teamwork Activity- To assess the performance of the AAOs	T.G. Wanniang/ V. Nengthianlal CF/Gen
	III	Transparency	T.G. Wanniang, CF/Gen
	IV	Evaluation Test (Assignment-2)	T.G. Wanniang, CF/Gen
Day 11 12-02-2024 Monday	I & II	Presentation-1 To assess the Presentation skill by each Participant	T.G. Wanniang/ V. Nengthianlal CF/Gen
	III&IV	Computer Assisted Audit Techniques (CAATs) MS-Access as audit tool–Advanced features, analysis & practice	Kiran Limbu CF/IT
Day 12 13-02-2024 Tuesday	I & II	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	K.R. Nongrum, MFS, Jt. Director, Directorate of Local Fund Audit
	III	Delegation of Financial Powers Rules 1978	V. Nengthianlal CF/Gen
	IV	Computer Assisted Audit Techniques (CAATs) MS-Access as audit tool–Advanced features, analysis & practice	Kiran Limbu CF/IT
Day 13 14.02.2024 Wednesday	I & II	Journey of Preparation of Appropriation and Finance Accounts (PFMS to e-Lekha/Treasury Inspection/A&E office/CGA/relevant accounting system)	Faculty support O/o the PAG (A&E) Meghalaya
	III&IV	Tableau – features, analysis& practice (Vol 5, Pg 168)	Kiran Limbu, CF/IT
Day 14 15.02.2024 Thursday	I & II	Appropriation and Finance Accounts (case studies related to SFAR analysis /suspense/JEs/ UGFAR)	Faculty support O/o PAG (A&E), Assam
	III&IV	Tableau – features, analysis & practice (continued session with practicals)	Faculty support O/o PAG (A&E), Assam
Day 15 16.02.2024 Friday	I & II	Public Debt Management	Faculty from O/o Finance Dept. Govt. of Meghalaya
	III	IT Security measures – hacking and measures to secure IT assets	Seiborlang Wankhar, Scientist C, NIC Shillong
	IV	Evaluation Test (Assignment-3)	T.G. Wanniang/ V. Nengthianlal CF/Gen

Day 16 19.02.2023 Monday	I & II	Presentation-2 To assess the Presentation skill by each Participant	T.G. Wanniang/ V. Nengthianlal CF/Gen
	III & IV	Computer Assisted Audit Techniques (CAATs) Interactive Data Extraction and Analysis (IDEA) –An introduction to IDEA– Extraction, Analysis & practice	Kiran Limbu, CF/IT
Day 17 20.02.2024 Tuesday	I & II	Overall legislative arrangements and organizational structure, accounting system of Local Bodies and Audit of Local Bodies (case studies based on stream specific subject)	Faculty support O/o PAG (Audit) Assam
	III&IV	Computer Assisted Audit Techniques (CAATs) Interactive Data Extraction and Analysis (IDEA) –An introduction to IDEA– Extraction, Analysis & practice	Kiran Limbu CF/IT
Day 18 21.02.2024 Wednesday	I	Change management networking, role change & leading by example, sharing of expertise by senior officer	Group Officer
	II	Supervisory Skills & Interpersonal relation at workplace, Mentoring Skills	
	III&IV	SQL as an Audit tool - features, analysis & practice	Rothan L Gangte, CF/IT
Day 19 22.02.2024 Thursday	I	Overview of Corporate Law and Commercial Laws	T.G. Wanniang, CF/Gen
	II	RTI Act 2005 How to deal with Right to Information Act cases –Discussion with case studies	John K. Sellate, D.G RCBKI, Shillong
	III&IV	SQL as an Audit tool - features, analysis & practice	Rothan L Gangte, CF/IT
Day 20 23.02.2024 Friday	I & II	Games/Sports Activities- To assess the performance of the AAOs	T.G. Wanniang/ V. Nengthianlal CF/Gen
	III	Extracurricular Activities	T.G. Wanniang/ V. Nengthianlal CF/Gen
	IV	Evaluation Test (Assignment-4)	T.G. Wanniang/ V. Nengthianlal CF/Gen
Day 21 26.02.2024 Monday	I & II	Environment Auditing including Principle, legislations, Rules made like waste disposal Rules with case studies	Faculty support O/o PAG (Audit), Nagaland
	III&IV	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)	John K. Sellate, D.G RCBKI, Shillong
Day 22 27.02.2024 Tuesday	I & II	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)	Faculty support O/o PAG (A&E), Assam
	III	Conflict Resolution & Negotiation	Faculty support O/o the PAG (A&E), Meghalaya
	IV	Decision making	

Day 23 28.02.2024 Wednesday	I & II	Preparation of Annual Audit Plan (Risk based planning & conversion into quarterly audit programs)	Faculty support O/o AG (Audit) Assam
	III&IV	KNIME – features, analysis & practice	Kiran Limbu CF/IT
Day 24 29.02.2024 Thursday	I & II	Compliance Audit with case studies of respective stream (Civil/Commercial/Defence/ Railway/Navy/ F&C etc.)	Faculty support O/o the PAG (Au) Meghalaya
	III&IV	Introduction and application in audit - Hive and HADOOP	Faculty support O/o PAG (Audit), Assam
Day 25 01.03.2024 Friday	I & II	Extracurricular Activity Day out	T.G. Wanniang/V. Nengthianlal CF/Gen
	III	Cultural Activities- To assess the performance of the AAOs	T.G. Wanniang/V. Nengthianlal CF/Gen
	IV	Evaluation Test (Assignment-5)	T.G. Wanniang/V. Nengthianlal CF/Gen
Day 26 04.03.2024 Monday	I	Ethics in Public Governance	Faculty support O/o PAG (Audit), Tripura
	II	Code of Ethics–CAGoffice	Faculty support O/o PAG (Audit), Tripura
	III & IV	Walk through e-Office	Rothan L Gange,CF/IT
Day 27 05.03.2024 Tuesday	I & II	Performance Audit and Outcome Audit (with case studies Civil)	Faculty support O/o PAG (Audit) Assam
	III&IV	Walk through e-HRMS	Lienlalgin P. Gange, AAO (eHRMS)
Day 28 06.03.2024 Wednesday	I & II	Presentation-3 To assess the Presentation skill by each Participant	T.G. Wanniang/V. Nengthianlal CF/Gen
	III&IV	OIOS (HQ email dated 9.5.2023)	Ary Z Lyngdoh, AAO/OIOS
Day 29 07.03.2024 Thursday	I & II	Compliance and certification Audit of Autonomous Bodies (case studies)	Faculty support O/o PAG (Audit) Meghalaya
	III & IV	OIOS (HQ email dated 9.5.2023)	Ary Z Lyngdoh, AAO/OIOS
Day 30 08.03.2024 Friday	I & II	Presentation-4 To assess the Presentation skill by each Participant	T.G. Wanniang/V. Nengthianlal CF/Gen
	III	Evaluation Test (Assignment-6)	T.G. Wanniang/V. Nengthianlal CF/Gen
	IV	Feedback and Valediction	Director General