

**General Course 13: Induction training for newly recruited/Promoted Auditors w.e.f 09-21 Jan 2023**

Session I: 10:00am to 11:15am

Tea Break: 11:15am to 11:30am

Session II: 11:30am to 12:45pm

Lunch Break: 12:45 pm to 01.45 pm

Session III: 01.45 pm to 03:00pm

Tea Break: 3:00pm to 3:15pm

Session IV: 3:15pm to 04:30pm

Days	Session	Topic	Faculty
Day-1 09.01.23 (Monday)	10:30 am to 11:30 am I	<b>Introduction &amp; Ice Breaking</b> Introduction of the participants, expectation sharing and overview of the course	Principal Director RTI Shillong
	II	<b>Introduction to IA&amp;AD:</b> Concept of SAI, (C&AG), Role and responsibility of C&AG in good governance, Brief History of IA&AD.	T.G Wanniang, CF/RTI
	III	INTOSAI, Organizational Set up, various branches of Audit Offices	T.G Wanniang, CF/RTI
	IV	<b>C&amp;AG's website:</b> Contents of C&AG's, website including recent Audit Reports	Rothan L Gangte, CF/RTI
Day- 2 10.01.23 (Tuesday)	I & II	<b>Constitution of India and DPC Act:</b> Articles of the Constitution of India relating to C&AG and an introduction to the various provisions of the DPC Act relating to Duties and Responsibilities of the C&AG	Ary Z Lyngdoh, CF/RTI
	III & IV	<b>Regulations on Audit &amp; Accounts:</b> Regulations on Audit & Accounts	T.G Wanniang, CF/RTI
Day 3 11.01.23 Wednesd ay	I & II	<b>Conditions of Service and Administrative Matters:</b> Job Description of Auditors, Career prospects in the Department, Departmental Examinations, Conditions relating to probation, confirmation, promotions, deputation, Importance of APAR, etc.	H.P Singh, CF/RTI
	III & IV	<b>Salient Features of the Manual of General Procedure:</b> Provisions in the Manual of General Procedure of the Office relating to Attendance, Conduct, Maintaining Decorum	T. G Wanniang, CF/RTI
Day 4 12.01.23 (Thursday )	I & II	Opening and maintenance of Registers and Files, Procedures for preservation and destruction of records, purchase of moveable and immovable assets, undertaking trips abroad, etc	Manish Dey, CF/RTI
	III & IV	<b>Budget formulation and GFR:</b> Budget formulation and implementation, Procurement of Goods and Services, Inventory Management, Receipt and withdrawal from Government Accounts.	H.P Singh, CF/RTI
Day 5 13.01.23 (Friday)	I & II	<b>Noting and Drafting – with practical exercises:</b> Introduce the participants to the importance of detailed Notes and the related different types of correspondence Drafting of Audit Queries/Audit Slips/Half Margins	T.G Wanniang, CF/RTI
	III & IV	<b>CCS (Conduct) Rules and CCS (CCA (Rules):</b> Provisions of the Conduct Rules and introduction to Minor and Major Penalties and procedures for imposing the penalties	H.P Singh, CF/RTI

	Days	Session	Topic	Faculty
	Day 6 14.01.23 (Saturday)	I	<b>Leave Rules:</b> Discussion of the conditions of CCS (Leave) Rules	H.P Singh, CF/RTI
		II	<b>Travelling Allowance Rules:</b> The various allowances admissible while on Tour/ Transfer/ Superannuation	
		III	<b>Important provisions of MSO (Audit):</b> Introduction to various types of Audit, Planning and conduct of Audit, Various parts of Inspection Reports and their pursuance, Draft Paragraphs, Audit Reports.	T.G Wanniang, CF/RTI
		IV	<b>Important provisions of MSO (Audit):</b> Introduction to various types of Audit, Planning and conduct of Audit, Various parts of Inspection Reports and their pursuance, Draft Paragraphs, Audit Reports.	T. G Wanniang, CF/RTI
	Day 7 16.01.23 (Monday)	I & II	<b>Audit Evidence &amp; Documentation:</b> Discussion on the importance of collection of evidence and documentation of the entire Audit process	T. G Wanniang, CF/RTI
		III & IV	Legislative Committees and their role w.r.t. Audit Reports Explanation on the Duties of Auditors in Central Audit, Audit Teams, Inspection Report processing wings, etc.	Manish Dey, CF/RTI
	Day 8 17.01.23 (Tuesday)	I & II	<b>Compliance Auditing Guidelines:</b> Definition, planning, conduct, reporting and follow-up of Compliance Audit	Manish Dey, CF/RTI
		III & IV	<b>Performance Auditing Guidelines:</b> Definition, planning, conduct, reporting and follow-up of Performance Audit	T. G Wanniang, CF/RTI
	Day 9 18.01.23 Wednesday	I & II	<b>Soft Skills</b>	Anita Pde, Asst. Professor St. Anthony College
		III & IV	<b>MS WORD:</b> Opening and saving files. Formatting text paragraph formatting, bullets and numbering, multilevel bulleting and numbering, page layout, printing of files	Chazouphhelie Kire, Sr. Acctt, RTI Shillong
	Day 10 19.01.23 (Thursday)	I & II	<b>Pension Rules and National Pension System:</b> Provisions relating to calculation and grant of Pension, Gratuity and Family Pension Discussion on the features of the National Pension System	H.P Singh, CF/RTI
		III & IV	<b>MS EXCEL:</b> Performing basic calculations, filtering and sorting data	Anjanav Kr Nongkhlaw, Auditor, RTI Shillong
	Day 11 20.01.23 (Friday)	I & II	<b>Introduction to Government Accounting:</b> Structure of Government Accounts – Consolidated Fund, Contingency Fund & Public Account, List of Major and Minor Heads of Accounts, Finance and Appropriation Accounts	Pankaj Kumar Lal, AAO O/o the PAG (Au) Mizoram

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		III	<b>e-Office:</b> An overview of e- Office	Chazouphelie Kire, Sr. Acctt, RTI Shillong
		IV	<b>Gender Sensitisation:</b> Important provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013	<b>Deigracia Nongkynrih,</b> <b>Associate Professor,</b> <b>NEHU</b>
	Day 12 21.01.23 (Saturday )	I & II	<b>Code of Ethics for IA&amp;AD:</b> Code of Ethics for Auditors	T.G Wanniang, CF/RTI
III		<b>Evaluation test :</b> A test containing multiple choice questions,	H.P Singh, CF/RTI	
IV		<b>Experience Sharing and Valediction</b> Experience Sharing, feedback and Valediction	Principal Director, RTI Shillong	