

Schedule for Mandatory Training for AAOs due for promotion to SAO we.f 29.08.2022 to 16.09.2022

Session I : 10:00am to 11:15am	Tea Break: 11:15am to 11:30pm
Session II: 11:30am to 12:45pm	Lunch Break: 12.45pm to 01.45 pm
Session III: 01.45pm to 3:00 pm	Tea Break: 3:00pm to 3:15pm
Session IV: 3:15pm to 4:30pm	

Module	Overall Day /Module Day	Session	Topic	Faculty
Common Topics for all	Day-I 29.08.2022 Monday	10.00 AM TO 10.15 AM	Course Briefing and Inauguration	Principal Director, RTI Shillong
		I	SAO – prospects and entitlements	Manish Dey, CF/RTI
		II	Ethics & Governance. : Ethics & Governance.	Thomas Sebastian, CF/RTI
		III & IV	Leadership and Human Resource Management	N.M Panda, Professor NEHU Dept. of Commerce
	Day-2 30.08.2022 Tuesday	I	Legal matters in IAAD	-
		II & III	Effective Interpersonal Skills – Communication skills and Relationship skills	Auswyn Winter Japang, Asst. Professor St. Anthony College
		IV	Stress Management	Dr. Anamika Upadhaya, Guest Faculty NEHU
	Day-3 31.08.2022 Wednesday	I	Audit and Accounts mandate of CAG	Thomas Sebastian, CF/RTI
		II	Right to Information Act	T.G Wanniang,CF/RTI
		III	Disciplinary Issues	H.P Singh, CF/RTI
		IV	Gender Sensitisation	Deigracia Nongkynrih, Asst. Professor, NEHU
	Day-4 01.09.2022 Thursday	I	Time management	Anita Pde, Asst. Professor St. Anthony College
		II	Big data management	Rothan L Gante, CF/RTI
		III	Computer Assisted Audit	
		IV	Techniques (CAATs)-Data Analysis	
	Day-5 02.09.2022 Friday	I	Overview of Data Analytics	Kiran Limbu CF/RTI
		II	IT Security & Emerging applications in IA&AD	
		III	Computer Assisted Audit Techniques (CAATs)-Data Analytics	
		IV	Computer Assisted Audit Techniques (CAATs)-Data Analytics	

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	Day-6 05.09.2022 Monday	I	Principles of Budgeting	Thomas Sebastian, CF/RTI	
		II	PFMS & iBEMS	H.P Singh, CF/RTI	
		III	Revenue for both Union and State Government	Bankitlang Ksanieng, o/o the AG (A&E) Meghalaya	
		IV	Fund flows among Union and States	Bankitlang Ksanieng, o/o the AG (A&E) Meghalaya	
	Day-7 06.09.2022 Tuesday	I	Overview of a Revenue system- Goods and services Tax	A.M Paul, Asst. Commissioner (Rtd), CGST Shillong	
		II	Procurement of Goods, Services and Works	H.P Singh, CF/RTI	
		III	Procurement of Goods, Services and Works Contd...		
		IV	Procurement of Goods, Services and Works Contd...		
	Day-8 07.09.2022 Wednesday	I	An Overview of role and responsibilities of SAO	Manish Dey, CF/RTI	
		II	An Overview of role and responsibilities of SAO Contd...	Thomas Sebastian, CF/RTI	
		III	An Overview of role and responsibilities of SAO Contd...	T.G. Wanniang, CF/RTI	
		IV	An Overview of role and responsibilities of SAO Contd...	Thomas Sebastian, CF/RTI	
	Common Topics for Audit Stream	Day-9 08.09.2022 Thursday	I	INTOSAI framework	Manish Dey, CF/RTI
			II		
			III	INTOSAI Framework of Professional Pronouncements	T.G. Wanniang, CF/RTI
			IV	Financial Audit	T.G. Wanniang, CF/RTI
Day-10 09.09.2022 Friday		I	Audit Quality Management Framework	T.G. Wanniang, CF/RTI	
		II	Compliance Audit	T.G. Wanniang, CF/RTI	
		III	Risk Based Audit Approach and Use of Sampling in Audit	O/o the AG (Au) Assam	
		IV	Performance Audit	O/o the AG (Au) Assam	
Day-11 12.09.2022 Monday		I	Audit of Contracts	O/o the AG (Au) Assam	
		II	Audit of Public works and projects		
		III	Overview of PPP Audit	T.G. Wanniang, CF/RTI	
		IV	Role of Audit in relation to Cases of Fraud and Corruption	T.G. Wanniang, CF/RTI	
Day-12 13.09.2022 Tuesday		I	Audit of extended public sector	T.G. Wanniang, CF/RTI	
		II			
		III	Professional Drafting	Manish Dey, CF/RTI	
		IV	Follow-up of Reports	T.G. Wanniang, CF/RTI	

Module	Overall Day /Module Day	Session	Topic	Faculty	
Civil Audit Topics	Day-13 14.09.2022 Wednesday	I	Overview of Government Accounts	Wandalyne Khyriem, AAO O/o the AG (A&E) Meghalaya	
		II	Overview of Government Accounts (Continued)	Wandalyne Khyriem, AAO O/o the AG (A&E) Meghalaya	
		III	Overview of Model Accounting System for Panchayats	O/o PAG (Au) Manipur	
		IV	Overview of Municipal Accounting System	O/o PAG (Au) Manipur	
	Day-14 15.09.2022 Thursday	I	Case Study and Group Discussion on a para typical of Civil Audit of Expenditure	Manish Dey, CF/RTI	
		II	Case Study and Group Discussion on a para typical of Civil Audit of Expenditure (Continued)	Manish Dey, CF/RTI	
		III	Overview of Revenue Audit Audit of Direct Taxes	O/o DGA(C) Kolkata BO Guwahati	
		IV	Overview of Revenue Audit Audit of Direct Taxes (Continued)		
	Day-15 16.09.2022 Friday	I	Overview of Revenue Audit- Indirect Taxes	O/o DGA(C) Kolkata BO Guwahati	
		II	Overview of Revenue Audit- Indirect Taxes (Continued)		
		III	Feedback and Valediction (Common for All Streams)	PD, RTI Shillong	
		IV			
	Comml. Audit Topics	Day-13 14.09.2022 Wednesday	I	Commercial Audit- Typical features	T. G Wanniang, CF/RTI
			II	Commercial Audit- Typical features	
			III	Legal provisions on Company Accounts and Audit	
			IV	Legal provisions on Company Accounts and Audit	
Day-14 15.09.2022 Thursday		I	Ind AS	T. G Wanniang, CF/RTI	
		II	Ind AS		
		III	Legal and regulatory provisions on Corporate Governance and Ethics		
		IV	Legal and regulatory provisions on Corporate Governance and Ethics		
Day-15 16.09.2022 Friday		I	Case Study and Group Discussion on Audit Report on Financial Reports of CPSEs	T. G Wanniang, CF/RTI	
		II	Case Study and Group Discussion on Audit observation relating to a PSU		

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		III	Feedback and Vaediction <i>(Common for All Streams)</i>	
		IV		
Railway Audit Topics	Day-13 14.09.2022 Wednesday	I	Audit of Railway Accounts	Faculty from the O/o the DGA, NF Railway
		II		
		III	Audit of Railway commercial operations	
		IV		
	Day-14 15.09.2022 Thursday	I	Audit of Projects and Works	
		II	Contracts	
		III	Audit of Railway Stores	
		IV		
	Day-15 16.09.2022 Friday	I	Audit in IT environment	
		II		
III		Feedback and Vaediction	PD, RTI	
IV		<i>(Common for All Streams)</i>		
Accounts Stream Topics	Day-9 08.09.2022 Thursday	I	Introduction to Government Accounts	Thomas Sebastian, CF/RTI
		II	Concept of Accounts	Thomas Sebastian, CF/RTI
		III	Structure and Form of Government Accounts	Thomas Sebastian, CF/RTI
		IV	Receipt & Compilation of Treasury Accounts	H.P Singh, CF/RTI
	Day-10 09.09.2022 Friday	I	Receipt of Divisional Accounts	H.P Singh, CF/RTI
		II	Debt, Deposit and Remittance Transactions	Thomas Sebastian, CF/RTI
		III	Transfer Entry	Thomas Sebastian, CF/RTI
		IV	GASAB	Thomas Sebastian, CF/RTI
	Day-11 12.09.2022 Monday	I	Appropriation Act (Budget) and Finance Act	Thomas Sebastian, CF/RTI
		II	Government Revenue and Expenditure including IGAS	Thomas Sebastian, CF/RTI
		III	Classification of Vouchers	Thomas Sebastian, CF/RTI
		IV	Functions of Pay and Accounts Office	Amit Kumar Ghosh, AAO O/o PAG (A&E) Meghalaya
	Day-12 13.09.2022 Tuesday	I	Inter Government Adjustments	Thomas Sebastian, CF/RTI
		II	VLC Modules	Swarup Chakraborty, Sr. Acctt O/o PAG (A&E) Meghalaya

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		III	IFMS - Its implementation	Banrapbor Mawroh, System Analyst NIC Shillong.
		IV	RBI's role in Government Transactions	Thomas Sebastian, CF/RTI
	Day-13 14.09.2022 Wednesday	I	Deposit Accounts	Thomas Sebastian, CF/RTI
		II	Suspense Accounts	Thomas Sebastian, CF/RTI
		III	Maintenance of Broad Sheets	Thomas Sebastian, CF/RTI
		IV	Inspection of Treasuries	Ashim Kumar Biswas, SAO O/o PAG (A&E) Assam
	Day-14 15.09.2022 Thursday	I	Financial Statements –Concepts and Objectives	Thomas Sebastian, CF/RTI
		II	Finance Accounts – Concepts and Objective	Thomas Sebastian, CF/RTI
		III	Appropriation Accounts – Concepts and Objective	Thomas Sebastian, CF/RTI
		IV	Appropriation Accounts – Concepts and Objective	Thomas Sebastian, CF/RTI
	Day-15 16.09.2022 Friday	I	Entitlement Functions – GPF	Haukholam Tythul, O/o the AG (A&E) Meghalaya
		II	Entitlement Functions – Pension	Sunder Lamsal, AAO , O/o the AG (A&E) Meghalaya
		III	Feedback and Valediction <i>(Common for All Streams)</i>	Principal Director, RTI Shillong
		IV		