

Regional Training Institute, Nagpur

Course Title: - Induction Training for Promoted AAOs & Supervisors
Period: - 02.01.2023 to 13.02.2023 (6 Weeks)
Mode: - (Online Mode)
Target Group: - Promoted AAOs
Aim: - To understand the purpose, objective and functioning of SAI

Day & Date	Sessions I & II (10:00AM to 11:15AM)& (11:30 AM to 12:45 PM)	Sessions III & IV (2:15 PM to 3:30PM) & (3:45PM to 5:00PM)	
Week 1			
Day – 1 02.01.2023 Monday	Inauguration <i>Ms. Lata Mallikarjuna</i> Director General Inauguration, preface to the six weeks Induction Training and self-introduction	Integrity Smt. V.S. Reddy Sr. Audit Officer/CF(Gen)	Accountability and Ownership, Ownership In Action, Own Your Career, Communication Shri Chitwan Tahalyani Gurukul, Nagpur
Day – 2 03.01.2023 Tuesday	Compliance Auditing with case studies Smt. V.S. Reddy Sr. Audit Officer/CF(Gen)	Overview of Financial auditing, Financial Statements Case Studies on Financial Auditing (based on audit reports) Smt. V.S. Reddy Sr. Audit Officer/CF(Gen)	Mandate of SAI India and constitutional provisions Shri S. R. Gaikwad Sr. Audit Officer/CF (Gen)
Day – 3 04.01.2023 Wednesday	Gender Sensitization Smt. V.S. Reddy Sr. Audit Officer/CF(Gen)		Team Player – Working closely with the group and how to lead the team Shri P.V. Kale Sr. Audit Officer/CF (Gen)
Day – 4 05.01.2023 Thursday	Negotiation Faculty from Gurukul Education, Nagpur	An overview on Goods and Services Tax (GST) Dr. Hariom Puniyani, HoD, Hislop College, Nagpur	Commitment, Dilemmas of Commitment Faculty from Gurukul Education, Nagpur
Day – 5 06.01.2023 Friday	Enthusiasm Faculty from Gurukul Education, Nagpur	Statistical Sampling, Classification of data, Types and Techniques Dr. Sandhya Dhabe, Professor and HoD of Statistics, Institute of Science, Nagpur	Evaluation Test

Week 2				
Day – 6 09.01.2023 Monday	Emotional Intelligence Ms. Chetali Jadhav Clinical Psychologist and behavior trainer	Execution Excellence Faculty from Gurukul Education, Nagpur	Email Writing, Online Meetings Smt. V.S. Reddy Sr. Audit Officer/CF(Gen)	
Day – 7 10.01.2023 Tuesday	Drafting Skills Noting & Drafting (Ordinary letter, DO letter, Circulars, UOs, OMs etc.,) Smt. V.S. Reddy Sr. Audit Officer/CF(Gen)	What is Outcome Audit Smt. V.S. Reddy Sr. Audit Officer/CF(Gen)	Indian Fiscal Policy, Principles of Taxation in India Shri S. R. Gaikwad Sr. Audit Officer/CF (Gen)	Role change & leading by example with activities Shri S. R. Gaikwad Sr. Audit Officer/CF (Gen)
Day – 8 11.01.2023 Wednesday	Sampling techniques and Evidence collection for Outcome Audits Shri. V.G. Jainabadkar, SAO O/o AG(Audit)-II, Nagpur		IT Audit - Big Data Analytics, Application of Sampling in IT Audit Shri G.K. Omee AAO/CF(IS)	
Day – 9 12.01.2023 Thursday	Social Media Neena Verma, AAO O/o AG (Audit)-II, Nagpur	Report Writing Shri P.V. Kale Sr. Audit Officer/CF (Gen)	Fixed mindset Vs Growth Mindset – (Fixed mindset our character, intelligence, and creative ability are static, avoids challenges and failure; Growth mindset-thrives on challenges and sees failure as springboard for success and growth) Dr. Pragya Mathur	
Day – 10 13.01.2023 Friday	CAG Audit Regulations Smt. V.S. Reddy Sr. Audit Officer/CF(Gen)		Roles and responsibilities, Professional growth in the department(Departmental Examinations) Shri P.V. Kale Sr. Audit Officer/CF (Gen)	Evaluation Test
Week 3				
Day – 11 16.01.2023 Monday	Overview of Corporate Law and Commercial Laws Dr. Hariom Puniyani, HoD, Hislop College, Nagpur	Cost and Management Accounting, Marginal costing & Break Even Analysis Dr. Hariom Puniyani, HoD, Hislop College, Nagpur	Conflict Resolution Dr. Pragya Mathur	

Day – 12 17.01.2023 Tuesday	Introduction to VLC and How to extract data from the VLC database Shri Kamal M. Mirani, AAO Faculty from AG(A&E)-II, Nagpur		General Awareness about National e-Governance Plan (NeGP), Security Threats of data Shri Hemant Kumar Bhure, AAO O/o the PAG (Audit) CG. Raipur	Change Management Faculty from Gurukul Education, Nagpur
Day – 13 18.01.2023 Wednesday	Supervisory skills, Rapport building Shri S. R. Gaikwad Sr. Audit Officer/CF (Gen)		Environment Consciousness Dr. Mashitha Pise, HoD Hislop College, Nagpur	
Day – 14 19.01.2023 Thursday	Hierarchy and Protocol, Reporting hierarchy structure Shri P.V. Kale Sr. Audit Officer/CF (Gen)	Presentation Skills Ms. Monika Jain Head BCCA Department	Vigilance and Legal cases with case studies Shri P.V. Kale Sr. Audit Officer/CF (Gen)	
Day – 15 20.01.2023 Friday	Discipline Shri P.V. Kale Sr. Audit Officer/CF (Gen)		Disciplinary cases with case studies Shri P.V. Kale Sr. Audit Officer/CF (Gen)	Evaluation Test
Week 4				
Day – 16 23.01.2023 Monday	Drafting of Audit Observations during field audit with case studies Smt. V.S. Reddy Sr. Audit Officer/CF(Gen)	Government Accounting Budget Estimates, Revised Estimates Shri S. R. Gaikwad Sr. Audit Officer/CF (Gen)	Reporting Outcome Audits Y. K. Deepak, AAO O/o AG(Audit)-II, Nagpur	
Day – 17 24.01.2023 Tuesday	Listening Skill, Asking Questions, Speaking with conviction Shri S. R. Gaikwad Sr. Audit Officer/CF (Gen)		Diversity & Inclusion Faculty from Gurukul Education, Nagpur	
Day – 18 25.01.2023 Wednesday	How to deal with Right to Information Act cases with case studies Shri P.V. Kale Sr. Audit Officer/CF (Gen)		Appropriation Accounts, Transfer Entries, Demands for Grants Shri Y. Siril Paul Bob SAO (Retd.)	
26.01.2023 Thursday	Republic Day			

Day – 19 27.01.2023 Friday	Networking – Sharing of knowledge, expertise, official information Shri Hemant Kumar Bhure, AAO O/o the PAG (Audit) CG. Raipur		Criticism and how to deal with it along with activities Faculty from Gurukul Education, Nagpur
Day – 20 30.01.2023 Monday	Transparency Shri P.V. Kale Sr. Audit Officer/CF (Gen)	Stress management Shri S. R. Gaikwad Sr. Audit Officer/CF (Gen)	Evaluation Test
Week 5			
Day – 21 31.01.2023 Tuesday	Computer Assisted Audit Techniques (CAATs) MS-Excel as audit tool – Advanced features Shri G.K. Ome AAO/CF(IS)		Positive Approach Faculty from Gurukul Education, Nagpur
Day – 22 01.02.2023 Wednesday	Computer Assisted Audit Techniques (CAATs) Interactive Data Extraction and Analysis (IDEA) – An introduction to IDEA – Extraction and Analysis Shri G.K. Ome AAO/CF(IS)		Public Debt Management Shri S. R. Gaikwad Sr. Audit Officer/CF (Gen)
Day – 23 02.02.2023 Thursday	Assertiveness, Time management Shri S. R. Gaikwad Sr. Audit Officer/CF (Gen)		Drafting of Audit Paras for inclusion in CAG’s Report Shri P.V. Kale Sr. Audit Officer/CF (Gen)
Day – 24 03.02.2023 Friday	Decision making Faculty from Gurukul Education, Nagpur		An overview of Tableau features Shri G.K.Ome AAO/CF(IS) Financial powers and Delegation of Financial Powers Shri S. R. Gaikwad Sr. Audit Officer/CF (Gen)
Day – 25 06.02.2023 Monday	Government Accounting Standards and Role of GASAB Shri Y. Siril Paul Bob, SAO (Retd.)	Financial Attest Audit Guidelines (Government Accounts) Smt. V.S. Reddy Sr. Audit Officer/CF(Gen)	Evaluation Test
Week 6			
Day – 26 07.02.2023 Tuesday	Ethics in Public Governance Smt. V.S. Reddy Sr. Audit Officer/CF(Gen)	Data Visualisation Ms. Monika Jain Head BCCA Department	Central Public Works Accounts Code Shri Shivam Dwivedi, AAO, O/o DGA (CR) Br: Gwalior

Day – 27 08.02.2023 Wednesday	Code of Ethics – CAG office Smt. V.S. Reddy Sr. Audit Officer/CF(Gen)	What is hacking, measures to secure data Ms. Monika Jain Head BCCA Department Deptt	Audit of Urban Local Bodies(ULBs) & Panchayati Raj Institutions (PRIs) Shri D.R. Mishra, SAO O/o the AG(Audit)-II, Nagpur
Day – 28 09.02.2023 Thursday	Environment Auditing with case studies Faculty From NEERI		Use of GIS and Remote Sensing in conducting Environment Audits & Performance Audits Shri R. P. Raghuvver, IFS PCCF (Retd.) Hyderabad
Day – 29 10.02.2023 Friday	Performance Auditing – selection of topics, preparation of Audit Design Matrix Shri R.K. Sharma, AAO O/o AG (Audit)-II, Mah., Nagpur	Sharing expertise by Senior Officers Shri S. R. Gaikwad Sr. Audit Officer/CF (Gen)	
Day – 30 13.02.2023 Monday	Audit of Autonomous bodies Shri S. R. Gaikwad Sr. Audit Officer/CF (Gen)	Visit to State Treasury Smt. V.S. Reddy Sr. Audit Officer/CF(Gen)	Evaluation Test Summing up the course and Valediction Ms. Lata Mallikarjuna, Director General

Time Schedule: Session I – 10:00 AM to 11:15 AM, Session II- 11:30 AM to 12:45 PM

Session III – 02:15 PM to 03:30 PM and Session IV – 03:45 PM to 05:00 PM

Tea breaks: 11:15 AM to 11:30 AM and 03:30 PM to 03:45 PM.

Lunch Break : 12:45 PM to 02:15 PM