Sessions for OIOS training

Date/Session	Time	Module	Sub Module	Faculty
24.04.23 I	10.00 am-11.15 am	Course Inauguration Personnel	Session objective is to understand • Create an Employee • Search employee • Update employee • Deactivate employee	Shri Manish Dey SAO and CF/OIOS
II	11.30 am 12.45 pm	Auditee Universe	Session objective is to understand • Create an Auditee Entity • Create Child Entity • Search an auditee entity • Update an auditee entity • Create legacy observation	Shri Ary Zereel Lyngdoh AAO and CF/OIOS
III	1.45 pm 3.00 pm	Post	Session objective is to understand • Concept of privilege, role, Record based permission and post • Create/Search/Update a post • View Post Hierarchy • Posting an employee	Shri Ary Zereel Lyngdoh AAO and CF/OIOS
IV	3.15 pm 4.30 pm	Posting/Transfer of an employee	Session objective is to understand • Allocating Additional Charge • Transferring an employee • Relieve an employee • Deactivate an employee • Cancel posting tasks • Sending back posting tasks	Shri Ary Zereel Lyngdoh AAO and CF/OIOS
		Document workspace & Auditee Information System (Part-1)	Session objective is to understand • Adding content to auditee information system • Managing content • Approving / Rejecting contributions to KMS • Searching for documents • Maintaining document workspace • Creating and managing wiki and wiki pages	
25.04.23 I	10.00 am-11.15 am	Audit Plan & Design Audit Assignments	Session objective is to understand • Create Audit Plan • Create Audit Assignment • Update Audit Plan	Shri Manish Dey SAO and CF/OIOS

			• Linking audit assignments (for All India Reviews)
			• Design audit assignment
			   o Map auditable entities
			   o Allocate task to prepare ADM
			   o Allocate task to prepare sampling approach (wherever necessary)	

II	11.30 am 12.45 pm	**Practical Session**		Shri Manish Dey SAO and CF/OIOS
III	1.45 pm 3.00 pm	Audit Execution	Session objective is to understand • Create Audit Team • Update Audit Team • View Audit Team History • Create Audit Programme • Review/Approve audit programme • Update audit programme • View History of audit programme	Shri Manish Dey SAO and CF/OIOS
IV	3.15 pm 4.30 pm	**Practical Session**		Shri Ary Zereel Lyngdoh AAO and CF/OIOS

26.04.23 I	10.00 am-11.15 am	ADM	Session objective is to understand
			   o Prepare ADM and Sampling Approach
			   o Review, approve draft and approve ADM and Sampling Approach
				Shri Ary Zereel Lyngdoh AAO and CF/OIOS

II	11.30 am 12.45 pm	Audit Execution (Field)	Session objective is to understand • Prepare record requisition • Approve and issue record requisition • Receive response to record requisition • Prepare audit enquiry • Approve and issue audit enquiry • Receive response to audit enquiry	Shri Manish Dey SAO and CF/OIOS

			• Prepare audit observation • Approve and issue audit observation • Receive response to audit observation • Digital Diary • Request for Deviation • Fill ADM • Collect data using tool kit • Contribute to KMS • Generate draft IR • **Mobile app for scanning** • Complete field visit by team members. • Resolve on field cases by Inspecting officer. • Draft IR info • Generate template – Draft IR, Title sheet. • Fill check list • Submit for QA/QC	
		Completion of field visit	Session objective is to understand • View communication • Complete field visit by team members. • Resolve on field cases by Inspecting officer. • Generate template – Draft IR, Title sheet. • Submit for QA/QC • Fill check list. • Spell (automatic) - Re Programme.	Shri Manish Dey SAO and CF/OIOS
III & IV	**1.45 pm 3.00 pm** **3.15 pm 4.45 pm**	**Practical Session**		Shri Ary Zereel Lyngdoh AAO and CF/OIOS

27.04.23 I II & III	10.00 am-11.15 am 11.30 am 12.45 pm 1.45 pm 3.00 pm	Process of QA/QC, Cancellation of Audit program and addition of holidays	Session objective is to understand • Update audit observation. • Link key documents in observation. • Review observation and Key documents. • Revive an enquiry, observation. • Create a Record requisition, audit enquiry, audit observation. • Dispatch Record requisition, audit enquiry, audit observation • Receipt – Inward communication • Create Receipt Manually • Link to objects in field visits • Dispatch – Outward communication • Prepare Dispatch • View responses to audit design matrix. • View Digital Diary • Edit IR Info – Part I, Part IV, Part V if necessary. • Approval of QA/QC by Higher authority. • Cancellation of Audit Programme • Addition of Holidays and events	Shri Ary Zereel Lyngdoh AAO and CF/OIOS
IV	3.15 pm 4.30 pm	**Practical Session**		Shri Ary Zereel Lyngdoh AAO and CF/OIOS
28.04.23 I, II & III	10.00 am-11.15 am 11.30 am 12.45 pm	Audit Products	Session objective is to understand functionalities of Audit products SOF (OIOS and Non-OIOS) • Install Enterprise Connect Plugin • Create audit product • Upload relevant word documents • Upload key documentary evidence (Non-OIOS) • Link key documentary evidence • Add product keys • Review audit product	Shri Manish Dey SAO and CF/OIOS

			• Approve audit product • Issue audit product	
	1.45 pm **3.00 pm**	Audit Products	Session objective is to understand functionalities of Audit products (DP to auditee and DP to Hqrs) • Create audit product • Upload relevant word documents • Link key documentary evidence • Add product keys • Review audit product • Approve audit product • Issue audit product • Send the DP to CAG HQ for review and approval to CAG HQ	Shri Manish Dey SAO and CF/OIOS
		Audit Products	Session objective is to understand functionalities of Audit products (SAR) • Create audit product • Upload relevant word documents • Link key documentary evidence • Add product keys • Review audit product • Send the SAR for review and approval to CAG HQ	Shri Ary Zereel Lyngdoh AAO and CF/OIOS
		Audit Products	Session objective is to understand functionalities of Audit products (Financial attest audit) • Aide memoire • Provisional comment • Draft comment • Certificate	Shri Ary Zereel Lyngdoh AAO and CF/OIOS

		Audit Products	Session objective is to understand functionalities of Audit products
			• Thematic audit report
			• Performance audit report
			• State finance report
			• Departmental appreciation note
			    ○ To auditee
			    ○ To CAG HQ
				Shri Ary Zereel Lyngdoh
				AAO and CF/OIOS

IV	**3.15 pm** **4.30 pm**	**Review and Course End Test** **Valediction by Director General, RTI Shillong**		