

Training Programme for the year 2020-21 R.T.I. Shillong, General Courses.

Sl No	Programme title	Duration (Days)	Period	Slot	Name of Nominee proposed for Training
1	Course on Performance Auditing and Thematic Audit	5	13/04/2020 to 17/04/2020	2	Shri Amit Kr. Chanchal, Supervisor Shri Raj Kr. Jha, Sr.Ar.
2	Course on Government Accounts- the Process Flow, VLC, PW/Forest Accounts, Accounts Current Module of VLC (Practical sessions) and Management Issues	5	20/04/2020 to 24/04/2020	2	Shri Monjit Taw, AAO Shri Rakesh Kumar III, Acctt.
3	Course on Noting and Drafting of Audit Memos/IR/Review Notes/Draft Paragraph/Reviews including preparation of Chapter-I of Audit Report (Revenue) and Commercial Audit Reports	5	27/04/2020 to 01/05/2020	1	Smti C. Brahma, Sr. AO
4	Soft skills (clients orientation, GOI's sevottam model of citizen services, e-governance) (Hqrs Courses)	2	04/05/2020 to 05/05/2020	1	Shri P. Kr. Deb, AAO
5	Course on Disciplinary Proceedings, Legal Issues and handling of court cases, Handling of Estate Matter, Entitlements and Administrative matter, Right to Information (RTI) and Code of Ethics in IA & AD	5	11/05/2020 to 15/05/2020	1	Shri S. Muansang Ngaihte, AAO
6	Course on Inspection of Treasuries and IT Audit on inspection of Treasuries, Data extraction including visit to a Treasury	6	18/05/2020 to 23/05/2020	1	Shri Ajay Kumar I, AAO
7	Companies Act 2013, Balance Sheet Audit and Applicable Indian Accounting Standards (IND-AS)	5	26/05/2020 to 29/05/2020	1	Shri Rajan Roy, AAO
8	Course on Preparation and certification of Finance Accounts and Appropriation Accounts including Financial Attest Audit Manual (FAAM) and Central Audit Approach	6	01/06/2020 to 06/06/2020	1	Shri Krishna J. P. Gam, Sr.AO
9	Preparation of State Finance Audit Report (SFAR)	3	08/06/2020 to 10/06/2020	1	Shri Ajay Kumar, Sr. Ar.
10	DRAAOs Classroom Training at RTI (_Phase-I)*	4 Months	15/06/2020 to 16/10/2020	*	Slots will be intimated later
11	RAE – 2 revised paper on GST (Hqrs. Course)	1 weeks	14/08/2020 to 21/08/2020	*	Slots will be intimated later
12	Mandatory training to AAOs eligible for promotion to SAOs (Hqrs. Course)	2-4 weeks	31/08/2020 to 25/09/2020	4	1.Shri H Babul Singh, AAO 2. Shri N.Arun Kr.Singh, AAO 3. Shri N. Tao, AAO

					4. Shri Dipten Ratan, AAO
Sl No	Programme title	Duration (Days)	Period	Target Group	Slot
13	GST Accounting Payment and deduction related to PAO function of GST and Report	3	19/10/2020 to 21/10/2020	1	Shri Pranab Jyoti Das, AAO
14	Mid Career Training Programme (MCTP) (Hqrs. Course)	1 week	02/11/2020 to 06/11/2020	1	Shri N Zenith Singh, AAO
15	Mid Career Training Programme (MCTP) (Hqrs. Course)	1 week	9/11/2020 to 13/11/2020	1	Shri Sandeep Kumar, AAO
16	Induction Course for newly promoted AAOs/SAS passed officials	10	16/11/2020 to 27/11/2020	2	Shri Om Prakash Kumar, AAO Shri Ajay Kumar II, AAO
17	Course on Goods and Service Tax (GST) and Audit Revenue Receipts	5	01/12/2020 to 05/12/2020	1	Shri Barun Kr. Singh, SAO
18	Course on Maintenance of Broadsheets, Debt Deposits and Remittance Head, Adverse Balance in the Public Accounts and improper operation of PLA, Personal Deposits, Lapsed Deposits, Clearance of suspense Head, Maintenance of GPF Accounts and Disposal of Fund, GAD, Pension Cases and Complaint Cases	5	07/12/2020 to 11/12/2020	1	Shri H. Babul Singh, AAO
19	Course on Audit of PRIs and Urban Local Bodies/Municipal Corporation	3	14/12/2020 to 16/12/2020	1	Shri Suresh Kr. Sahu, AAO
20	Course on Common Administrative Issues, iBEMS, Income Tax Calculation TDS procedure, Reservation Roster, Writing of APAR and GeM	5	11/01/2021 to 15/01/2021	1	Shri Amit Kaushik, Sr. Acctt
21	DRAAOs Classroom Training at RTI (_Phase-III) (Hqrs. Course)	2 months	18/01/2021 to 19/03/2021	*	<i>Slots will be intimated later</i>
22	Course on Audit of Public Works, Audit of Projects, Tender and Contracts and PPP	5	22/02/2021 to 26/02/2021	1	Shri Atul Sharma, Ar.
23	Induction Course for newly recruited/promoted Acctts/Ars/DEOs	10	15/03/2021 to 26/03/2021	*	<i>Slots will be intimated later</i>

Sd/-

Sr. Audit Officer/ Admn.

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General Courses.**

1	Course on Performance Auditing and Thematic Audit	5	13/04/2020 to 17/04/2020	Sr. Ar to Sr. DAGs	2
2	Course on Government Accounts- the Process Flow, VLC, PW/Forest Accounts, Accounts Current Module of VLC (Practical sessions) and Management Issues	5	20/04/2020 to 24/04/2020	Acctt/ Ars to AAOs	2
3	Course on Noting and Drafting of Audit Memos/IR/Review Notes/Draft Paragraph/Reviews including preparation of Chapter- I of Audit Report (Revenue) and Commercial Audit Reports	5	27/04/2020 to 01/05/2020	AAOs to SAOs	1
4	Soft skills (clients orientation, GOI's sevottam model of citizen services, e-governance) (Hqrs Courses)	2	04/05/2020 to 05/05/2020	Sr. Acctts/ Sr. Ar to SAOs	1
5	Course on Disciplinary Proceedings, Legal Issues and handling of court cases, Handling of Estate Matter, Entitlements and Administrative matter, Right to Information (RTI) and Code of Ethics in IA &AD	5	11/05/2020 to 15/05/2020	Sr. Ars /Sr. Acctts to SAOs	1
6	Course on Inspection of Treasuries and IT Audit on inspection of Treasuries, Data extraction including visit to a Treasury	6	18/05/2020 to 23/05/2020	Sr. Acctts to SAOs	1
7	Companies Act 2013, Balance Sheet Audit and Applicable Indian Accounting Standards (IND-AS)	5	26/05/2020 to 29/05/2020	Sr. Ar/ to SAOs	1
8	Course on Preparation and certification of Finance Accounts and Appropriation Accounts including Financial Attest Audit Manual (FAAM) and Central Audit Approach	6	01/06/2020 to 06/06/2020	Sr. Ar/ Sr. Acctts to SAOs	1
9	Preparation of State Finance Audit Report (SFAR)	3	08/06/2020 to 10/06/2020	Sr. Ar to SAOs/GOs	1
10	DRAAOs Classroom Training at RTI (_Phase-I)*	4 Months	15/06/2020 to 16/10/2020	DRAAOs	<i>Slots will be intimated later</i>
11	RAE – 2 revised paper on GST (Hqrs. Course)	1 weeks	14/08/2020 to 21/08/2020	AAOs to SAOs	<i>Slots will be intimated later</i>
12	Mandatory training to AAOs eligible for promotion to SAOs (Hqrs. Course)	2-4 weeks	31/08/2020 to 25/09/2020	AAOs	4
13	GST Accounting Payment and deduction related to PAO function of GST and Report	3	19/10/2020 to 21/10/2020	Sr. Acctts/ Sr. Ar to SAOs	1
14	Mid Career Training Programme (MCTP) (Hqrs. Course)	1 week	02/11/2020 to 06/11/2020	Group B	<i>Slots will be intimated later</i>
15	Mid Career Training Programme (MCTP) (Hqrs. Course)	1 week	9/11/2020 to 13/11/2020	Group B	<i>Slots will be intimated later</i>

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16	Induction Course for newly promoted AAOs/SAS passed officials	10	16/11/2020 to 27/11/2020	AAOs/SAS passed officials	<i>Slots will be intim ated later</i>
17	Course on Goods and Service Tax (GST) and Audit Revenue Receipts	5	01/12/2020 to 05/12/2020	Sr. Ar. to SAOs	1
18	Course on Maintenance of Broadsheets, Debt Deposits and Remittance Head, Adverse Balance in the Public Accounts and improper operation of PLA, Personal Deposits, Lapsed Deposits, Clearance of suspense Head, Maintenance of GPF Accounts and Disposal of Fund, GAD, Pension Cases and Complaint Cases	5	07/12/2020 to 11/12/2020	Accts/ Ars. to SAOs	1
19	Course on Audit of PRIs and Urban Local Bodies/Municipal Corporation	3	14/12/2020 to 16/12/2020	Sr. Ar. to SAOs	1
20	Course on Common Administrative Issues, iBEMS, Income Tax Calculation TDS procedure, Reservation Roster, Writing of APAR and GeM	5	11/01/2021 to 15/01/2021	Sr. Accts/ Sr. Ars. to SAOs	1
21	DRAAOs Classroom Training at RTI (_Phase-III) (Hqrs. Course)	2 months	18/01/2021 to 19/03/2021	DRAAOs	<i>Slots will be intim ated later</i>
22	Course on Audit of Public Works, Audit of Projects, Tender and Contracts and PPP	5	22/02/2021 to 26/02/2021	Sr. Ars. to SAOs	1
23	Induction Course for newly recruited/promoted Accts/Ars/DEOs	10	15/03/2021 to 26/03/2021	Accts/ Ars. /DEOs	<i>Slots will be intim ated later</i>

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