

REGIONAL TRAINING INSTITUTE, JAMMU

General Course Number	07 (Calendar of Training Programme 2021-22)
Course on	Induction training for Direct Recruit Assistant Audit Officers- Phase II (Defence)
Working Days	71
Duration	31.08.2021 to 30.11.2021

P R O G R A M M E

Session	Time	Break	Time
I	10:30 AM to 11:30 AM	Tea Break	11:30 AM to 11:45 AM
II	11:45 AM to 12:45 PM		03:00 PM to 03:15 PM
III	02:00 PM to 03:00 PM	Lunch Break	12:45 PM to 01:30 PM
IV	03:15 PM to 04:15 PM	Library Session	01:30 PM to 02:00 PM

Main

Date and day	Session	Subject	Faculty	Mode
Day 1 31.08.2021 (Tuesday)	10:00 AM to 10:30 AM	Inauguration of course and ice breaking session	Director General, RTI Jammu	Online
	I & II	Mandate, Vision, Mission and Core Values of SAI India CAG in Indian - Role, mandate, functions, relationship with executive and legislature and other stakeholders such as Min. of Finance, and CGA etc IA&AD- An introduction to its organisation, types, functions and responsibilities	Grp 'A' IA&AS Faculty from O/o DGADS, New Delhi	Online
	III & IV	Punctuality & Discipline, CCS Conduct Rules	Smt. Sunita Rambal, Sr.AO/Core Faculty	Online
Day 2 01.09.2021 (Wednesday)	I & II	Role and responsibilities of the AAO in Headquarters and field Audit	Sh. A.K. Bhan, DAG (Retd.)	Online
	III & IV	Organisational behaviour and HR Development	Dr. Nutan Kumar, Principal (Retd.),	Online
Day 3 02.09.2021 (Thursday)	I & II	FR/SR Part I General Conditions of service, Pay, additions to pay, lien and etc.	Faculty from O/o PAG(Audit), J&K	Online
	III & IV	Introduction to CCS (CCA) Rules 1965	Smt. Sunita Rambal, Sr.AO/Core Faculty	Online
Day 4 03.09.2021	I & II	Financial Rules and Principals of Government Accounting:	Sh. D.D. Sharma, AAO	Online

(Friday)		General Financial Rules Chapter 1-6	(KC-DA)/Core Faculty	
	III & IV	Constitution of India- An Overview	Sh. A.K. Bhan, DAG (Retd.)	Online
Day 5 04.09.2021 (Saturday)	I & II	Financial Rules and Principals of Government Accounting: General Financial Rules Chapter 7-12	Sh. D.D. Sharma, AAO (KC-DA)/Core Faculty	Online
	III & IV	CCS (Leave Rules) 1972	Smt. Sunita Rambal, Sr.AO/Core Faculty	Online
Day 6 06.09.2021 (Monday)	I & II	FR/SR CCS (TA) Rules	Sh. A.K. Bhan, DAG (Retd.)	Online
	III & IV	CCS AMA Rules	Sh. A.K. Bhan, DAG (Retd.)	Online
Day 7 07.09.2021 (Tuesday)	I & II	An introduction to CAGs Regulation on Audit and Accounts-2007-preliminary, General, Scope and extent of Audit etc.	Sh. D.D. Sharma, AAO (KC-DA)/Core Faculty	Online
	III & IV	C&AG's DPC Act and Important Manuals of the Department (IA&AD)	Sh. J.K. Pandita, Sr.AO (Retd.)	Online
Day 8 08.09.2021 (Wednesday)	I & II	Overview of Auditing standards- Concept, Basic postulates and General Standards of CAG Auditing Standards 2017, Types of Audit conducted by CAG, Authority, scope and extent of audit, power to dispense with detailed audit, request for special audit and reporting the results there of.	Sh. Sanjay Bhan, Sr.AO (Trg)/Core Faculty	Online
	III & IV	Overview of Auditing Standards and Guidelines contd., Specific Standards – Introduction, Financial audit Performance Auditing,	Faculty from O/o DGA (AF), New Delhi	Online
Day 9 09.09.2021 (Thursday)	I & II	General Principles and practices of Audit Role of the C&AG in regard to Audit, objectives of audit, Outline of various types of audits conducted by the C&AG as per the audit mandate-Financial Audit, Compliance Audit, and Performance Audit, mandate, authority, relationship between the executive and audit.	Gp 'A' IA&AS Faculty from O/o DGADS, New Delhi	Online

	III & IV	Compliance Audit Guidelines Introduction, General Principals, Compliance Audit Plan	Gp 'A' IA&AS Faculty from O/o DGA (AF), New Delhi	Online
Day 10 10.09.2021 (Friday)	I & II	Compliance Audit Guidelines Planning compliance Audit, conducting Compliance Audit and Reporting	Gp 'A' IA&AS Faculty from O/o DGADS, Chandigarh	Online
	III & IV	Performance Audit: Introduction to Performance Audit, mandate for Performance Audit, 3 E's concept, specific nature of Performance Audit and programme evaluation etc. What was the earlier method? What is the new one? <u>Performance Audit for selected subject</u> Performance Audit Plan, understanding the programme, audit organisation and environment, understanding the subject, risk analysis.	Gp 'A' (IA&AS) Faculty from O/o DGA (AF), New Delhi	Online
Day 11 13.09.2021 (Monday)	I & II	Performance Audit contd., Pilot study, preliminary survey criteria, Role of criteria in Performance Audit, development of guidelines etc. Hands-on exercise Evidence gathering techniques in performance audit, evidence and documentation	Faculty from O/o DGA (AF), New Delhi	Online
	III & IV	Performance Audit contd., Development of audit observations, Development of conclusions and recommendation audit findings matrix	Faculty from O/o DGA (AF), New Delhi	Online
Day 12 14.09.2021 (Tuesday)	I & II	Audit evidence in compliance and performance Audit	Faculty from O/o DGA (Navy), New Delhi	Online
	III & IV	Introduction to Defence Accounts, overview of the Compilation of Accounts & its various functions	Faculty from O/o DGADS, Chandigarh	Online
Day 13 15.09.2021 (Wednesday)	I	Role of Regional PCs DA in function of Army;	Gp 'A' (IA&AS) Faculty from	Online

			O/o DGADS, Pune	
	II	Procedure for allocation of funds, booking & accounting of expenditure by PCDAAs	Faculty from O/o DGADS, Pune	Online
	III & IV	Financial Accounting with Elementary costing Financial Accounting, Nature and Scope, Limitation of Financial Accounting, Accounting process including recording of transactions, Trail balance.	Chartered Accountant	Online
Day 14 16.09.2021 (Thursday)	I & II	Financial Accounting with Elementary costing -- Preparation of Financial Statements, Bank Reconciliation, Rectification of errors, Depreciation, Provisions and Reserves,	Chartered Accountant	Online
	III & IV	Certification audit by IAAD/C& AG	Faculty from O/o DGADS, Pune	Online
Day 15 17.09.2021 (Friday)	I & II	Descriptive statistics: 1. What is data? (Qualitative vs Quantitative data) 2. What is an Attribute? 3. Frequency distribution of data 4. Concept of random variable 5. What is Statistical Sampling? 6. How it is different from judgmental and convenience sampling. Advantage of statistical sampling	Faculty from O/o DGA (AF), New Delhi	Online
	III & IV	1. Different techniques of statistical sampling: Simple Random Sampling (SRS), Systematic Random Sampling: concepts, definition & applicability 2. Methodology of drawing samples using SRS & Systematic (both Linear Systematic and Circular Systematic) using, Random Number Table 3. Estimation formulae for estimation of population average, total and proportion of an attribute & corresponding estimation of standard errors: (Only the formulae to be stated, without proof)	Faculty from O/o DGA (AF), New Delhi	Online

		<p>Risk assessment & sampling in audit</p> <ol style="list-style-type: none"> 1. Risk based analysis & the risk model in audit 2. Risk perception as input to statistical sampling 3. Case Studies <p>Discussion on risk assessment and statistical sampling with Case studies</p>		
<p>Day 16 18.09.2021 (Saturday)</p>	I & II	<p>Audit of Non-Commercial Autonomous bodies Statutory provisions, audit of certain authorities or bodies-audit under sections 14, section 15 and section 20, Audit objectives and scope, procedure for taking up audit, audit approach and procedures.</p>	Sh. A.K. Bhan, DAG (Retd.)	Online
	III & IV	<p>Documentation and Reporting Financial Audits Importance of adequate documentation, working papers, reporting framework, opinions and management letters, Audit mandate, audit of annual accounts of the Government, Certification of Finance and Appropriation Accounts</p>	Sh. A.K. Bhan, DAG (Retd.)	Online
<p>Day 17 20.09.2021 (Monday)</p>	I & II	<p>Audit of Grants-in-aid and loans Audit approach, issues for audit scrutiny, submission of utilization certificates A case study</p>	Sh. J.K. Pandita, Sr.AO (Retd.)	Online
	III & IV	<p>Introduction to Computers- Overview of fundamentals-hardware, software, Introduction to IT Act 2000</p>	Ms. Sneha Chopra Master Trainer,	Online
<p>Day 18 21.09.2021 (Tuesday)</p>	I & II	Introduction to MS Office.	Sh. Aseem Beetan, AAO/Core Faculty	Online
	III & IV	Overview of IT Audit- General Controls	Faculty from O/o PAG(Audit), J&K	Online
<p>Day 19 22.09.2021 (Wednesday)</p>	I & II	IT Audit – Life cycle of Project-Application controls	Faculty from O/o PAG(Audit), J&K	Online
	III & IV	MS Excel as an Audit Tool	Faculty from O/o PAG(Audit), Punjab	Online
<p>Day 20 23.09.2021</p>	I & II	Introduction to CAATs. Excel as CAAT	Faculty from O/o	Online

(Thursday)			PAG(Audit), Haryana	
	III & IV	Data Analytics tools: Idea	Faculty from O/o PAG(Audit), Haryana	Online
Day 21 24.09.2021 (Friday)	I & II	Data Analytics tools: Knime & Tablue (sub. to availability of License)	Sh. Aseem Beetan, AAO/Core Faculty	Online
	III & IV	Introduction to DBMS, RDBMS- MS Access and Oracle	Ms. Sneha Chopra, Master Trainer	Online
Day 22 25.09.2021 (Saturday)	I & II	Networking concepts- Types of Networks	Ms. Sneha Chopra, Master Trainer	Online
	III & IV	Internal Controls: Definition and objective of Internal Control INTOSAI Guidelines for internal control standards With Case study and exercises	Faculty from O/o DGA (OF), Kolkata	Online
Day 23 27.09.2021 (Monday)	I & II	Internal Controls Control environment, control activities, Case Study and exercise	Faculty from O/o DGA (OF), Kolkata	Online
	III & IV	Audit of Fraud and corruption Basic concepts of fraud and corruption, categories of fraud and corruption, Modus operandi of fraud and factors responsible. Potential risk and fraud indicators	Gp 'A' (IA&AS) Faculty from O/o DGA (Navy), New Delhi	Online
Day 24 28.09.2021 (Tuesday)	I & II	Audit of Fraud and corruption continued High risk areas, internal controls and risk assessment. Role of Auditor in consideration of fraud. Case studies	Gp 'A' (IA&AS) Faculty from O/o DGA (Navy), New Delhi	Online
	III & IV	Introduction to GST and overview.	Chartered Accountant	Online
Day 25 29.09.2021 (Wednesday)	I & II	Role of CAG in Audit of GST Audit checks to be exercised	Faculty from O/o PAG(Audit), J&K	Online
	III & IV	Basic concepts, elements of communication, functions of communication etc.	Dr. Nutan Kumar, Principal (Retd.),	Online
Day 26 30.09.2021 (Thursday)	I & II	Noting and drafting General information including practical exercises	Sh. J.K. Pandita, Sr.AO (Retd.)	Online

	III & IV	Audit Reporting Introduction to Audit Reporting, covering key aspects of audit reporting as detailed in Level 2 and Level 3 of ISSAIs, Compliance Audit Reports with focus on compliance audit reporting requirements as envisaged in ISSAI 4100.	Gp 'A' (IA&AS) Faculty from O/o DGADS,Pune	Online
Day 27 01.10.2021 (Friday)	I & II	Audit Reporting contd., Link between Report, audit objectives & working paper with emphasis on linkage between audit objectives identified at the planning stage & the audit report -Audit objectives and issue analysis -Reporting against audit objective -Working paper -Linkage between report, audit objective & working paper	Faculty from O/o DGADS New Delhi	Online
	III & IV	Audit Reporting contd., Balanced & fair reporting with focus on -Characteristics of audit evidence -Consideration of audited agencies' response & views Audit Report- language and structure: - Audit memos, inspection reports & audit reports - Sequencing audit findings and structuring and audit paragraph - Common pitfalls in the language used in audit reports	Faculty from O/o DGA (Navy), New Delhi	Online
Day 28 04.10.2021 (Monday)	I & II	Audit Reporting contd., Components of Audit Paragraph with focus on components of paragraph in a report -Audit criteria -Condition (Evidence) -Cause -Effects	Faculty from O/o DGADS, Pune	Online
	III & IV	Audit Reporting continued Style Guide, focus on the key requirements of the Style Guide issued by the Headquarters' office.	Faculty from O/o DGADS, New Delhi	Online
Day 29 05.10.2021 (Tuesday)	I & II	Action Taken on Audit Reports Institutional arrangements for follow up on audit findings. Roles of PAC/COPU Vetting of ATNs and response on the recommendations of PAC/COPU by	Faculty from O/o DGADS, New Delhi	Online

		the Accountant General/ Principal Director		
	III & IV	Annual Performance Assessment Reports (APARs) assessing performance, Performance based appraisal, maintenance of APARs, Numerical Grading	Sh. D.D. Sharma, AAO (KC-DA)/Core Faculty	Online
Day 30 06.10.2021 (Wednesday)	I & II	E -Governance	Ms. Sneha Chopra, Master Trainer	Online
	III & IV	Gender sensitisation – Concept of Gender, need for sensitisation and other	Smt. Sunita Rambal, Sr.AO/Core Faculty	Online
Day 31 07.10.2021 (Thursday)	I & II	Code of ethics in IA&AD	Sh. Sanjay Bhan, Sr.AO (Trg)/Core Faculty	Online
	III & IV	Principles of Govt. Accounts: System of accounts- Cash vs. Accrual system, objectives, comparison, differences. Basis of accounting- Classification, Major & Minor Heads, Accounts Code.	Faculty from O/o DGA (AF), New Delhi	Online
Day 32 08.10.2021 (Friday)	I & II	The main divisions of Government Accounts Introduction – Part I Consolidated Fund, Part II Contingency Fund, Part III Public Account and Coding system The main features of how the Government transactions are exhibited in final Accounts Compilation of Accounts	Faculty from O/o DGA (AF), New Delhi	Online
	III & IV	Budget Process - Budgetary control, New Service, New Instrument of Service, Vote on account, Supplementary, Re-appropriations, Excess grants, etc. Budget Scope - Charged and Voted, Revenue and Capital expenditure Introduction to Budget Module of VLC	Faculty from O/o DGA (AF), New Delhi	Online
Day 33 11.10.2021 (Monday)	I & II	Public Revenue and Public Debt	Faculty from PAG (A&E), Punjab	Online
	III & IV	Role of Government in economic Development, economic planning, meaning and types	Faculty from PAG (A&E), Punjab	Online
Day 34 12.10.2021 (Tuesday)	I & II	Incidence of Taxation	Chartered Accountant	Online
	III & IV	Foreign exchange transactions & derivatives- letters of credit, currency exchange, forwards, hedging	Chartered Accountant	Online

		operations and accounting of exchange rate variations		
Day 35 13.10.2021 (Wednesday)	I & II	Introduction to International Audit Bodies, i.e. INTOSAI, ASOSAI, and, ISSAI Framework etc.	Faculty from O/o PAG(Audit), J&K	Online
	III & IV	Organisational structure of Ministry of Defence (MoD)- Role of CDS & integration amongst Defence services	Faculty from O/o DGA (AF), New Delhi	Online
Day 36 14.10.2021 (Thursday)	I & II	Organisational structure of Army, Role & Functions AHQ, Duties and Responsibilities of Principal Staff Officers, Line Directorates & Branches of AHQ etc.	Faculty from O/o DGADS, New Delhi	Online
	III & IV	Organisational Set up and Role & Responsibilities of Command Headquarters and various Branches Procedure of Audit of these branches	Faculty from O/o DGA DS, Pune	Online
Day 37 16.10.2021 (Saturday)	I & II	Functional structure of the Army Fighting & Non- fighting formations; Role of various branches like GS, Q, Admn, SD, Q Ops, ST, EME, AOC etc.;; Procedure for audit of these branches	Faculty from O/o DGADS, Chandigarh	Online
	III & IV	Manuals of Audit Department	Faculty from O/o DGA (Navy), New Delhi	Online
Day 38 18.10.2021 (Monday)	I & II	Organisational structure of Defence Audit Branch of C&AG of India. Audit jurisdiction and role and responsibility of each wing of Defence Audit.	Faculty from O/o DGADS, New Delhi	Online
	III & IV	Organization of Ordnance Factory Board and Allied Establishment, Material Accounting.	Faculty from O/o DGA (OF), Kolkata	Online
Day 39 20.10.2021 (Wednesday)	I & II	Defence account code -Budget estimates & control, cash assignment, Deposits, Advance & Suspense, Charged expenditure Inter department transfers, Review of balances.	Faculty from O/o DGA (OF), Kolkata	Online
	III & IV	Organisational structure of Indian Navy, Its functions and responsibilities, role and responsibility of Material organisation.	Faculty from O/o DGA (Navy), New Delhi	Online
Day 40 21.10.2021 (Thursday)	I & II	Role and responsibilities of Directorate of Fleet Maintenance or Naval Dockyard.	Faculty from O/o DGA (Navy), New Delhi	Online

	III & IV	Organisational structure of Indian Air Force, Role and responsibility of Air Force Commands, Wings/FBSU, Sqn.	Faculty from O/o DGA (AF), New Delhi	Online
Day 41 22.10.2021 (Friday)	I & II	Introduction to Defence Procurement Procedure Categories of Capital Acquisitions ('Buy', 'Buy and Make' & 'Make' category)	Faculty from O/o DGA (AF), New Delhi	Online
	III & IV	DPP Continued... RFP Format & Std. Contract Documents	Faculty from O/o DGA (AF), New Delhi	Online
Day 42 23.10.2021 (Saturday)	I & II	Defence Audit code-Rules of Audit, Audit against provision of funds, MES expenditure, Field Cashier, Imprest a/c, Defence Appropriation A/cs	Faculty from O/o DGA (OF), Kolkata	Online
	III & IV	Introduction to Defence works procedure including classification of works, Annual Works Programme, Budgeting procedures etc.	Sh. Sanjay Bhan, Sr.AO (Trg)/Core Faculty	Online
Day 43 25.10.2021 (Monday)	I & II	Introduction to Defence Financial Regulations part-I & II	Faculty from O/o DGA (OF), Kolkata	Online
	III & IV	Delegation of Financial Powers to Defence Authorities.	Faculty from O/o DGADS, New Delhi	Online
Day 44 26.10.2021 (Tuesday)	I & II	DWP Continued.. Audit of Sanctions-wr.t. DFPDS, Scale of Accn., DWP, Accn Statement etc. with case studies	Sh. Sanjay Bhan, Sr.AO (Trg)/Core Faculty	Online
	III & IV	DWP Continued.. Technical Sanctions, their pricing, referencing to SSR/ED rates and correctness Contract Conclusion-types of contracts, significance of each type	Faculty from O/o DGADS, Chandigarh	Online
Day 45 27.10.2021 (Wednesday)	I & II	DWP Continued.. 1. Audit of Works Contract 2. Site documents-their significance and auditing procedures in Works Contracts 3. Audit of Payments-RAR, Final Bills etc.	Faculty from O/o DGADS, Chandigarh	Online
	III & IV	DWP Continued.. Procedure for Sanction & Execution of Urgent Works along with case studies	Sh. Sanjay Bhan, Sr.AO (Trg)/Core Faculty	Online

Day 46 28.10.2021 (Thursday)	I & II	Defence Procurement Manual- Introduction, Objective & policy. Necessity of procurement, Approval Process of Procurement proposals.	Faculty from O/o DGA (Navy), New Delhi	Online
	III & IV	<u>Defence Procurement Manual-</u> Tendering Process, Types of Tenders, Technical/commercial bid, Opening, Examination, Evaluation & Reasonability of price. Retendering. Procurement of stores involving testing	Faculty from O/o DGA (Navy), New Delhi	Online
Day 47 29.10.2021 (Friday)	I & II	Defence Procurement Manual- Conclusion of contract including Rate Contract. conditions of contract including Repeat order, option clause, Risk and expenses, Delivery, LD, Payment, etc.	Sh. D.D. Sharma, AAO (KC- DA)/Core Faculty	Online
	III & IV	Defence Procurement Manual- Process of Procurement from Foreign countries, Contract conditions including Letter of Credit, delivery	Faculty from O/o DGA (Navy), New Delhi	Online
Day 48 30.10.2021 (Saturday)	I & II	<u>Audit of Units in Ordnance Corps</u> 1. Provisioning procedure and Audit of Provisioning 2. Audit of Procurements both central and Local including ULPO. 3. Inspection and Quality controls- Procedures and Audit Checks. 4. Inventory Management., accounting of salvage and audit of disposal proceedings 5. Ammunition Management, Reserves & Types of Reserves	Faculty from O/o DGADS, Chandigarh	Online
	III & IV	<u>Audit of Army Service Corps (Supply & Transport) Units</u> 1. Supply Chain of dry ration. 2. Audit of Quality Control Procedures in fresh ration. Case Studies 3. Management and Utilisation (Optimum) of DD vehicles (First, Second and Third Line). Case Studies	Faculty from O/o DGADS, Chandigarh	Online
Day 49 01.11.2021 (Monday)	I & II	Role and responsibilities of Equipment depot and Base Repair Depots.	Faculty from O/o DGA (Navy), New Delhi	Online
	III & IV	Defence Store Accounting Instructions	Faculty from O/o DGADS, Chandigarh	Online

Day 50 02.11.2021 (Tuesday)	I & II	Functioning & Audit of E-Section, M-Section, Store contract Section, Store Audit Section, of DAD	Faculty from O/o DGADS, Chandigarh	Online
	III & IV	Organisational set up of Border Roads Organisation. Works planning, Preparation of estimates. & allocation of funds ; Budget accounting & booking of expenditure	Faculty from O/o DGADS, Chandigarh	Online
Day 51 03.11.2021 (Wednesday)	I & II	Audit of execution of works by BRO, Department Works/Contract; categorisation, accounting, consumption of stores; construction accounts; works execution document like work diary etc., work progress report, accounting & payment for manpower engaged	Faculty from O/o DGADS, Chandigarh	Online
	III & IV	Process involved in requisition/acquisition and hiring of Defence lands. Introduction to Military land Manual.	Faculty from O/o DGADS,Pune	Online
Day 52 05.11.2021 (Friday)	I & II	Structural changes being carried out in OFB ; impact on their accounting system & role of audit thereon	Gp A (IA&AS) Faculty from O/o DGA (OF), Kolkata	Online
	III & IV	Organisational setup & Functions of DRDO	Faculty from O/o DGADS,Pune	Online
Day 53 06.11.2021 (Saturday)	I & II	Provisions in Defence Pension Regulations, Army, Air Force, Navy.	Faculty from O/o DGADS, New Delhi	Online
	III & IV	Army Commanders Special Financial Powers with case studies	Sh. Sanjay Bhan, Sr.AO (Trg)/Core Faculty	Online
<p>On Site Interactive Sessions comprising of Group Discussions, Workshops, Evaluation of Case Studies, Doubt Clearance Sessions and Field visit to important Army Formations from 08.11.2021 To 27.11.2021</p> <p>Evaluation will be done by DG/in-house faculty of RTI (Structure of the interactive session is explained in Annexure)</p>				
Date	Session	Topic	Faculty/Course Moderator	Mode

Day 54 08.11.2021 (Monday)	I	Welcome & Ice Breaking Session wherein the candidates will be introduced to the methodology for conduct of the Interactive sessions	DG, RTI & Sr. AO (Training), RTI	On Site at RTI Jammu
	II	Brief introduction to the topics to be discussed/debated during the interactive sessions.	Sh. Sanjay Bhan, Sr.AO (Trg)	
	III & IV	Sessions dedicated to clarification of doubts on the topics covered during Online sessions	Sh. Sanjay Bhan, Sr.AO (Trg) & Sh. D.D. Sharma, AAO (KC-DA)	On Site at RTI Jammu
Day 55 09.11.2021 (Tuesday)	I & II	Hands-on Session on IT Tools Knime/Tableau/IDEA etc.	Sh. Aseem Beetan, AAO/Core Faculty	On Site at RTI Jammu
	III & IV		Sh. Aseem Beetan, AAO/Core Faculty	On Site at RTI Jammu
Day 56 10.11.2021 (Wednesday)	I & II	Presentation on the topic allocated by Group -1	DG, RTI & Sr. AO (Training), RTI	On Site at RTI Jammu
	III & IV	<ul style="list-style-type: none"> • Evaluation of the Presentation by the other Groups. • Points for discussion (at least one point to be presented by each group) followed by the response mainly from the presenting group • Take away from possible responses duly moderated by the faculty 	Sh. Sanjay Bhan, Sr.AO (Trg) & Sh. D.D. Sharma, AAO (KC-DA)	On Site at RTI Jammu
Day 57 11.11.2021 (Thursday)	I & II	Presentation on the topic allocated by Group - 2	DG, RTI & Sr. AO (Training), RTI	On Site at RTI Jammu
	III & IV	<ul style="list-style-type: none"> • Evaluation of the Presentation by the other Groups. • Points for discussion (at least one point to be presented by each group) followed by the response mainly from the presenting group • Take away from possible responses duly moderated by the faculty 	Sh. Sanjay Bhan, Sr.AO (Trg) & Sh. D.D. Sharma, AAO (KC-DA)	On Site at RTI Jammu
	I & II			

Day 58 12.11.2021 (Friday)	III & IV	Visit to HQrs Northern Command & Ordnance Units in Udhampur.	Sh. Sanjay Bhan, Sr.AO (Trg) & Sh. D.D. Sharma, AAO (KC-DA)	On Site at RTI Jammu On Site at RTI Jammu
Day 59 15.11.2021 (Monday)	I & II	Presentation on the topic allocated by Group - 3	DG, RTI & Sr. AO (Training), RTI	On Site at RTI Jammu
	III & IV	<ul style="list-style-type: none"> • Evaluation of the Presentation by the other Groups. • Points for discussion (at least one point to be presented by each group) followed by the response mainly from the presenting group • Take away from possible responses duly moderated by the faculty 	Sh. Sanjay Bhan, Sr.AO (Trg) & Sh. D.D. Sharma, AAO (KC-DA)	On Site at RTI Jammu
Day 60 16.11.2021 (Tuesday)	I & II	Visit to Border Road Organisation Units /Task Force/RCC	Sh. Sanjay Bhan, Sr.AO (Trg) & Sh. D.D. Sharma, AAO (KC-DA)	On Site at RTI Jammu On Site at RTI Jammu
	III & IV			
Day 61 17.11.2021 (Wednesday)	I & II	Presentation on the topic allocated by Group 4	DG, RTI & Sr. AO (Training), RTI	On Site at RTI Jammu
	III & IV	<ul style="list-style-type: none"> • Evaluation of the Presentation by the other Groups. • Points for discussion (at least one point to be presented by each group) followed by the response mainly from the presenting group • Take away from possible responses duly moderated by the faculty 	Sh. Sanjay Bhan, Sr.AO (Trg) & Sh. D.D. Sharma, AAO (KC-DA)	On Site at RTI Jammu
Day 62 18.11.2021 (Thursday)	I & II	Presentation on the topic allocated by Group 5	DG, RTI & Sr. AO (Training), RTI	On Site at RTI Jammu
	III & IV	<ul style="list-style-type: none"> • Evaluation of the Presentation by the other Groups. • Points for discussion (at least one point to be presented by each group) followed by the response mainly from the presenting group 	Sh. Sanjay Bhan, Sr.AO (Trg) & Sh. D.D. Sharma, AAO (KC-DA)	On Site at RTI Jammu

		<ul style="list-style-type: none"> • Take away from possible responses duly moderated by the faculty 		
Day 63 20.11.2021 (Saturday)	I & II	Visit to HQ 16 Coprs & Allied Units	Sh. Sanjay Bhan, Sr.AO (Trg) & Sh. Sahil Pangotra, AAO (Trg)	On Site at RTI Jammu
	III & IV			On Site at RTI Jammu
Day 64 22.11.2021 (Monday)	I & II	Presentation on the topic allocated by Group - 6	DG, RTI & Sr. AO (Training), RTI	On Site at RTI Jammu
	III & IV	<ul style="list-style-type: none"> • Evaluation of the Presentation by the other Groups. • Points for discussion (at least one point to be presented by each group) followed by the response mainly from the presenting group • Take away from possible responses duly moderated by the faculty 	Ms. Sunita Rambal, Sr.AO (Admin) & Sh. D.D. Sharma, AAO (KC-DA)	On Site at RTI Jammu
Day 65 23.11.2021 (Tuesday)	I & II	Presentation on the topic allocated by Group - 7	DG, RTI & Sr. AO (Training), RTI	On Site at RTI Jammu
	III & IV	<ul style="list-style-type: none"> • Evaluation of the Presentation by the other Groups. • Points for discussion (at least one point to be presented by each group) followed by the response mainly from the presenting group • Take away from possible responses duly moderated by the faculty 	Sh. Sanjay Bhan, Sr.AO (Trg) & Sh. D.D. Sharma, AAO (KC-DA)	On Site at RTI Jammu
Day 66 24.11.2021 (Wednesday)	I & II	Presentation on the topic allocated by Group 8	DG, RTI & Sr. AO (Training), RTI	On Site at RTI Jammu
	III & IV	<ul style="list-style-type: none"> • Evaluation of the Presentation by other Groups. • Points for discussion (at least one point to be presented by each group) followed by the response mainly from the presenting group • Take away from possible responses, duly moderated by the faculty 	Sh. Sanjay Bhan, Sr.AO (Trg) & Sh. D.D. Sharma, AAO (KC-DA)	On Site at RTI Jammu
	I & II			

Day 67 25.11.2021 (Thursday)	III & IV	Visit to 10 Division-Field Units/Battalions	Sh. Sanjay Bhan, Sr.AO (Trg) & Sh. Sahil Pangotra, AAO (Trg)	On Site at RTI Jammu
Day 68 26.11.2021 (Friday)	I & II	Presentation on the topic allocated by Group 9	DG, RTI & Sr. AO (Training), RTI	On Site at RTI Jammu
	III & IV	<ul style="list-style-type: none"> Evaluation of the Presentation by the other Groups. Points for discussion (at least one point to be presented by each group) followed by the response mainly from the presenting group Take away from possible responses duly moderated by the faculty 	Sh. Sanjay Bhan, Sr.AO (Trg) & Sh. D.D. Sharma, AAO (KC-DA	On Site at RTI Jammu
Day 69 27.11.2021 (Saturday)	I to II	Presentation on the topic allocated by Group 10	DG, RTI & Sr. AO (Training), RTI	On Site at RTI Jammu
	III	<ul style="list-style-type: none"> Evaluation of the Presentation by the other Groups. Points for discussion (at least one point to be presented by each group) followed by the response mainly from the presenting group Take away from possible responses duly moderated by the faculty 	Sh. Sanjay Bhan, Sr.AO (Trg) & Sh. D.D. Sharma, AAO (KC-DA)	On Site at RTI Jammu
	IV	Valediction	Director General, RTI Jammu	
Day 70 29.11.2021 (Monday)	I & II	Right to Information Act- an introduction, salient features, responsibilities of public offices including IAAD for providing information, duties of CPIOs	Sh. Sanjay Bhan, Sr.AO (Trg)/Core Faculty	Online
	III & IV	Time Management and Stress Management for better performance	Dr. Nutan Kumar, Principal (Retd.),	Online
Day 71 30.11.2021 (Tuesday)	I & II	Motivation and leadership for Government Employees to improve efficiency	Dr. Nutan Kumar, Principal (Retd.),	Online

	III & IV	Course Evaluation & Feedback Session	Sh. Sanjay Bhan, Sr.AO (Trg)/Core Faculty	Online
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Structure of the Interactive sessions

(08.11.2021 to 27.11.2021)

1. Participants will be divided in a uniform groups of 5 to 6 officers, forming 10 Teams.
2. Each team will be allocated one topic/case study, well in advance (by middle of October) for study, analysis and presentation.
3. Presentation shall be prepared in the following format ;
 1. Introduction
 2. Background
 3. Organisational setup of the audited entity with specific focus for understanding the hierarchy in the organisation to which the case pertains.
 4. Accounting Rules being followed by the auditee organisation
 5. Methodology adopted by audit
 6. Main Content of the case.
 7. Identification of the main issues or “Hook” in the case
 8. Evaluation of the situation, course of action and consequences i.e. What was the situation; why was it serious/important; who were the stake holders or parties involved; who was the main protagonist; was the irregularity because of omission /commission.
 9. What could have been done to avert the irregularity?
 10. What were the deeper issues that resulted in the situation?
 11. Result of the analysis carried out by the Group
 12. Points for Discussion.