	क्षेत्रीय क्षमता निर्माण एंव ज्ञान संस्थान, जयपुर
SUPREME AUDIT INSTITUTION OF INDIA लोकहितार्थ सत्यनिष्ठा Dedicated to Truth in Public Interest	**Regional Capacity Building and Knowledge Institute, Jaipur**

Six-Week Orientation Training for Direct Recruit and Departmentally Promoted AAOs/Supervisors
(04.04.2024 to 17.05.2024)

Training Schedule			
SESSION TIMINGS		**NON-SESSION TIMINGS**	
I 10:15 AM to 11.30 AM II 11:45AM to 1:00 PM III 02:00 PM to 03.15 PM IV 03:30 PM to 4.45 PM		11.30 AM to 11.45 AM; 1.00 PM to 2.00 PM; 03.15 PM to 03.30 PM	
Date	**Session**	**Topic**	**Faculty Sh./Ms.**
04.04.2024 (Thursday)	I	**Inauguration of course and ice-breaking session**	PD, RCBKI, Jaipur alongwith all core faculties
	II	**C&AG Institution** Overall Organizational Structure of the Department, Introduction to the Department as a whole and introducing important aspects of the Regulations on Audit & Accounts 2020	Sh. P. K. Jain, SAO & Core Faculty, RCBKI, Jaipur
	III & IV	**IT Audit/Audit of IT System** All phases from need analysis, procurement of hardware, procurement/development of software. Software Development life cycle, rolling out in production environment, change management, contract management	Sh. Vinod Sencha, AAO & Core Faculty, RCBKI, Jaipur
05.04.2024 (Friday)	I & II	**Office Procedure in IA&AD** (including returns & archiving)	Sh. Sourabh Jindal, AAO
	III & IV	**IT Audit/Audit of IT System** All phases from need analysis, procurement of hardware, procurement/development of software. Software Development life cycle, rolling out in production environment, change management, contract management	Sh. Vinod Sencha, AAO & Core Faculty, RCBKI, Jaipur
08.04.2024 (Monday)	I	**How to make an effective Presentation**	Sh. Vinod Sencha, AAO & Core Faculty, RCBKI, Jaipur
	II	**Hands on exercise on presentation by the Participants**	
	III & IV	**MS-Word** – Advanced features	Sh. Mahesh Kumawat, AAO
09.04.2024 (Tuesday)	I	**(GIGW)** Guidelines for Indian Government Websites Digital India	Sh. I. D. Variyani, Technical Director, NIC, Rajasthan
	II	**RTI Act 2005** How to deal with Right to Information Act cases – Discussion with case studies	Dr. Soni Kulshreshtha,

Date	Session	Topic	Faculty
	III & IV	**Auditing in IT Environment/IT Assisted Audits** Understanding of IT Applications like ERP systems/ Front-end and back end systems, Identify IT systems relevant to MIS and financial management of the entity, Understanding Structure and fields of IT application and its interfaces, arrangement for accessing front-end and back-end application for data extraction and substantive audit	Sh. Puneet Kumar Sharma, AAO & Core Faculty, RCBKI, Jaipur
10.04.2024 (Wednesday)	I	**Drafting Skills** Assignment on Report Writing (IR)	Sh. S. K. Jain, SAO & Core Faculty, RCBKI, Jaipur
	II	**Introduction to LIMBS**	Anisha Grower, AAO
	III & IV	**Auditing in IT Environment/ IT Assisted Audits** Data driven risk assessment and risk Profiling from user database to establish risk criteria, sample size and sample selection for analysis and substantive audit, writing queries in English, taking the help of Auditee to convert English queries into data executable query and Data Extraction, ensuring authentication and correctness of data, data analysis, and conduct of substantive audit. (Experience of GST audit/custom audit and any other audit in IT environment be taught)	Sh. Puneet Kumar Sharma, AAO & Core Faculty, RCBKI, Jaipur
12.04.2024 (Friday)	I & II	**Computer Assisted Audit Techniques (CAATs)** MS-Access as audit tool – Advanced features, analysis & practice.	Sh. D. K. Saxena, AAO
	III	**Delegation of Financial Powers Rules 1978**	Sh. R. N. Tailor, Sr. AO (Retd.)
	IV	**Evaluation Test (Assignment-1)**	Sh. Rakesh Vijayvergia, SAO & Core Faculty, RCBKI, Jaipur
15.04.2024 (Monday)	I	**Computer Assisted Audit Techniques (CAATs)** MS-Access as audit tool – Advanced features, analysis & practice.	Sh. D. K. Saxena, AAO
	II	**Constitutional Provisions relating to the Budget** All the constitutional Provisions relating to the Budget, the procedure in the Parliament relating to the Budget and Financial Matters	Sh. Rakesh Vijayvergia, SAO & Core Faculty, RCBKI, Jaipur
	III & IV	**Presentation-1** To assess the Presentation skill by each Participant	10 participants will present their power point presentation on allocated topics and each will be given 15 min for presentation
16.04.2024 (Tuesday)	I & II	**Drafting Skills** Assignment on drafting of Audit Paras for inclusion in CAG's Report	Sh. S. K. Jain, SAO & Core Faculty, RCBKI, Jaipur
	III & IV	**Computer Assisted Audit Techniques (CAATs)** MS Excel as audit tool – Advanced features & practice	Sh. Puneet Kumar Sharma, AAO & Core Faculty, RCBKI, Jaipur
17.04.2024 (Wednesday)	I	**Drafting Skills** Noting and Drafting (Ordinary letter, DO letter, Circulars, UOs)	Sh. Asif beg, AAO, O/o DGA(Central) Ahmedabad, branch at Jaipur
	II	**Drafting Skills** Assignment on drafting of Audit Observations during fieldaudit with case studies	Sh. Rakesh Vijayvergia, SAO & Core Faculty, RCBKI, Jaipur
	III & IV	**Computer Assisted Audit Techniques (CAATs)** MS Excel as audit tool – Advanced features & practice	Sh. Naresh Kriplani, AAO

Date	Session	Topic	Faculty
18.04.2024 (Thursday)	I & II	**Computer Assisted Audit Techniques (CAATs)** Interactive Data Extraction and Analysis (IDEA) –An introduction to IDEA – Extraction, Analysis & practice	Sh. Puneet Kumar Sharma, AAO & Core Faculty, RCBKI, Jaipur
	III	**Holistic Wellbeing**	Dr. Ananya Bora,
	IV	**Evaluation Test (Assignment-2)**	
22.04.2024	I & II	**Presentation-2** To assess the Presentation skill by each Participant	10 participants will present their power point presentation on allocated topics and each will be given 15 min for presentation
	III & IV	**Gender Sensitization** Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act,2013 and latest Laws and court decisions on Women protection (Case study based)	Dr. Kanchan Mathur
23.04.2024	I	**Overview of Corporate Law and Commercial Laws**	Sh. S. K. Garg, Pr. AG, West Bengal
	II	**IT Security measures** – hacking and measures to secure IT assets	Sh. I. D. Variyani, Technical Director, NIC
	III & IV	Compliance Audit with case studies	Sh. P. K. Jain, SAO & Core Faculty, RCBKI, Jaipur
24.04.2024	I & II	**OIOS**	Sh. Kamlesh Kumar, AAO & Core Faculty, RCBKI, Jaipur
	III	Computer Assisted Audit Techniques (CAATs) Interactive Data Extraction and Analysis (IDEA) –An introduction to IDEA – Extraction, Analysis & practice	Sh. Puneet Kumar Sharma, AAO & Core Faculty, RCBKI, Jaipur
	IV	**Walk through e-Office**	Sh. Vinod Sencha, AAO & Core Faculty, RCBKI, Jaipur
25.04.2024	I & II	**Extracurricular Activity** Day out	
	III	**Change management** networking, role change & leading by example, sharing of expertise by senior officer	Sh. Rajesh Maheshwari, Sr. AO
	IV	**Professional Growth in the department with introduction to the IA&AD setup**	Sh. Rajesh Maheshwari, Sr. AO
26.04.2024	I& II	**Journey of Preparation of Appropriation and Finance Accounts** (PFMS to e-Lekha/Treasury Inspection/A&E office/CGA/relevant accounting system)	Sh. Tarachand, AAO
	III	**Supervisory Skills & Interpersonal relation at workplace, Mentoring Skills**	Sh. R. K. Choubisa,
	IV	**Evaluation Test (Assignment-3)**	
29.04.2024	I & II	**Presentation-3** To assess the Presentation skill by each Participant	10 participants will present their power point presentation on allocated topics and each will be given 15 min for presentation
	III & IV	**Performance Audit and Outcome Audit** with case studies	Sh. Vishwanath Singh Jadon, AG, Odisha
30.04.2024	I & II	**Introduction and application in audit** - Hive and HADOOP	Sh. I. D. Variyani, Technical Director, NIC
	III & IV	**Games/Sports Activities**- To assess the performance of the AAOs	

01.05.2024	I	**Enthusiasm** Connectedness, Clarity of Purpose, Competence and Positivity	Dr. Nitin Saraswat
	II	**Decision making**	Dr. Nitin Saraswat
	III & IV	**Tableau** – features, analysis & practice	Sh. Mahesh Kumawat
02.05.2024	I & II	**SQL as an Audit tool** - features, analysis & practice	Sh. Puneet Kumar Sharma, AAO & Core Faculty, RCBKI, Jaipur
	III & IV	**SQL as an Audit tool** - features, analysis & practice	Sh. Vinod Sencha, AAO & Core Faculty, RCBKI, Jaipur
03.05.2024	I & II	**Financial Audit** (Case Study discussion) (Certification of finance and appropriation accounts)	Sh. Ashok Kumar Sharma-III
	III	**Communicating with confidence** Understand the importance of confidence while communicating with others, how to interact with the auditee organization, how to conduct the surveys, interviews.	Sh. P. K. Jain, SAO & Core Faculty, RCBKI, Jaipur
	IV	**Evaluation Test (Assignment-4)**	
06.05.2024	I & II	**Presentation-4** To assess the Presentation skill by each Participant	06 groups will present their power point presentation each will be given 25 min
	III & IV	**Tableau** – features, analysis & practice	Sh. Mahesh Kumawat
07.05.2024	I & II	**Appropriation and Finance Accounts** (case studies related to SFAR analysis /suspense/JEs/ UGFAR)	Sh. Ashok Kumar Sharma-III
	III & IV	**Walk through e-Office**	Sh. Vinod Sencha, AAO & Core Faculty, RCBKI, Jaipur
08.05.2024	I	**Transparency**	Dr. Nitin Saraswat
	II	**Preparation of Annual Audit Plan** (Risk based planning & conversion into quarterly audit programs)	Sh. Amit Goyal, Sr. AO AG(Audit-II), Jaipur
	III & IV	**KNIME** – features, analysis & practice	Sh. Vinod Sencha, AAO & Core Faculty, RCBKI, Jaipur
09.05.2024	I & II	**OIOS**	Sh. Deepak Saini, AAO & Core Faculty, RCBKI, Jaipur
	III	**Preparation for official meetings** In-house/Auditee entity(entry/exit)/PAC functioning/Minutes of Meeting	Sh. Gourav Prajapat, Sr. AO
	IV	**Creative Problem Solving** Understand the difference between integrative approach vs a distributive approach to problem solving	Sh. Akash Deep Arora, RAS
10.05.2024	I & II	**Environment Auditing** including Principle, legislations, Rules made like waste disposal Rules with case studies	Dr. Rajesh Saini, Retd. Horticulture Officer
	III	**Conflict Resolution & Negotiation**	Sh. Abhishek Arora
	IV	**Evaluation Test (Assignment-5)**	
13.05.2024	I & II	**Compliance and certification Audit of Autonomous Bodies** (case studies)	Sh. Amit Goyal, SAO, AG(Audit-II), Jaipur
	III & IV	**Hindi Rajbhasha Neeti** Supervision and reporting	Ms. Meenakshi, AAO, Rajbhasha, CAG HQ

14.05.2024	I & II	**Public Debt Management**	Dr. Monika Mathur
	III & IV	**Taxes and Tax Laws** Overview of Direct and Indirect Tax related provisions, sharing between Centre and States, Taxes levied by Centre, Taxes levied by States, Scheme of GST Compensation Fund Legislation	Sh. Sumit Agarwal, Deputy Director (Cost), Central Excise Dept, Jaipur
15.05.2024	I & II	**IT Audit/Audit of IT System** Business continuity and disaster recovery plan and its testing, safety and IT security aspects of hardware and software including access. IT Audit Case Study	Sh. Vinod Sencha, AAO & Core Faculty, RCBKI, Jaipur
	III & IV	**Extracurricular & Cultural Activities**	
16.05.2024	I	**Ethics in Public Governance**	Ms. Archana Gurjar, AG (Audit-II), Rajasthan
	II	**Code of Ethics – CAG office**	Ms. Archana Gurjar, AG (Audit-II), Rajasthan
	III & IV	**Teamwork Activity-** To assess the performance of the AAOs	Sh. Rakesh Vijayvergia, SAO & Core Faculty, RCBKI, Jaipur
17.05.2024	I & II	Overall legislative arrangements and organizational structure, accounting system of Local Bodies and Audit of Local Bodies	Sh. Amit Goyal, SAO, AG(Audit-II), Jaipur
	III	**Evaluation Test** **(Assignment-6)**	Sh. Rakesh Vijayvergia, SAO & Core Faculty, RCBKI, Jaipur
	IV	**Feedback and Valediction**	PD, RCBKI, Jaipur alongwith all core faculties