



SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थं सत्यनिष्ठा
Dedicated to Truth in Public Interest

क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, जयपुर
Regional Capacity Building and Knowledge Institute,
Jaipur

Induction Training for DRAAOs (Online)
(01.07.24 to 20.08.24)

Date & Day	Sessions	Topic	Name of Faculty
01.07.24 Monday	I 10.15 AM to 11.30 AM	Getting to know each other	Principal Director, RCB&KI along with all core Faculties
	II 11.45 AM to 1.00 PM	CAG's Institution: Get an overview of the constitutional provisions and History of IAAD	Shri Ramavatar Sharma, IAAS Principal Director, RCB&KI, Jaipur
	III 2.00 PM to 3.15 PM	Mandate of SAIs & Capacity Building in SAIs Needs for SAIs and their importance Global presence of SAIs and their achievements in assuring improved governance	Ms Meena Bisht Sr. DAG, O/o the AG(A&E), Rajasthan
	IV 3.30 PM to 4.45 PM	CAG's Institution: Get an overview of CAG's DPC Act, 1971	Shri Rakesh Vijayvargiya, Faculty/Sr.AO, RCB&KI, Jaipur
02.07.24 Tuesday	I 10.15 AM to 11.30 AM	Hierarchy and Protocol: Understand the basis of hierarchy, i.e. respect. Understand the structure and hierarchy of the executive, as well as specially for the IA&AD. Determine the best mode of communication with inter and intra government offices. Enlist office procedure within the IA&AD	Shri Rajesh Maheshwari, Sr.AO (Comm.) O/o the AG (Audit-II), Jaipur
	II 11.45 AM to 1.00 PM	Introduction to eHRMS	Shri Dinesh Lohar & Shri Rajendra Meena, AAO, RTI
	III & IV 02.00 PM to 4.45 PM	Regulations on Audit and Accounts, 2020	Shri S.K. Jain Sr.AO & Faculty, RCB&KI, Jaipur
03.07.24 Wednesday	I & II 10.15 AM to 01.00 PM	Broad framework of Financial, Compliance and Performance Audit Guiding Principles of Auditing Standards	Shri P.K. Jain Sr.AO & Faculty, RCB&KI, Jaipur
	III 2.00 PM to 3.15 PM	Social Media and IAAD (WhatsApp/email communication)	Shri B. S. Chouhan, Media Advisor, CAG of India, New Delhi
	IV 3.30 PM to 4.45 PM	Online Meetings	Shri Puneet Sharma, AAO Shri Vinod Sencha, AAO RCB&KI, Jaipur
04.07.24 Thursday	I & II 10.15 AM to 01.00 PM	CCS Conduct Rules: Get Introduced to the rule that govern the conduct of a government servant at all times. Understand the rules governing the personal conduct of a government servant.	Shri Rajiv Bhatia, Sr.AO, O/o the PAG (Audit-I), Jaipur

		Understand the rule governing the financial conduct of a government servant.	
	III 2.00 PM to 3.15 PM	Walk through CAG Website Exploring various resources available on website including KMS. External links to GoI websites.	Shri Vinod Sencha, AAO/ Faculty, EDP
	IV 3.30 PM to 4.45 PM	Integrity Why is Integrity a 'must have' quality at CAG?	Shri P.K. Jain Sr.AO & Faculty, RCB&KI, Jaipur
05.07.24 Friday	I & II 10.15 AM to 01.00 PM	CCS (CCA) Rules <ul style="list-style-type: none"> Get introduced to and to understand the rules the govern the activities of the government servant throughout the career. Understand what are disciplinary proceeding and the procedures involved. Understand the sanctity of the rules and their implementation.	Shri Arvind Agarwal, AAO Confidential Cell O/o the PAG (Audit-I), Jaipur
	III & IV 02.00 PM to 4.45 PM	Exposure to Appropriation and Finance Accounts	Shri Ravinder Gang, Sr. Accounts Officer
08.07.24 Monday	I & II 10.15 AM to 01.00 PM	Overview of CAG's Financial Auditing Guidelines Become familiarized with key points of ISSAI guidelines on Financial Audit and the concepts embodied therein.	Principal Director, RCB&KI, Jaipur
	III & IV 02.00 PM to 4.45 PM	Team Player: Teamwork brings efficiency, engagement, creativity, camaraderie, and fun-which ultimately contributes to the overall vision of the organization practice skills that aid in becoming a successful team player.	Shri Abhishek Arora Co-founder, Personal Reflection, Jaipur
09.07.24 Tuesday	I & II 10.15 AM to 01.00 PM	Fundamental Rules and Supplementary Rules (FR&SR) Get introduced to Fundamental Rules that govern the government servant during this service Get Introduced to the Supplementary Rules that govern the government servant during his service Understand the implementation and relevance of the rule.	Shri Rajiv Bhatia, Sr. AO O/o the AG (Audit-I), Jaipur
	III 2.00 PM to 3.15 PM	Introduction to OIOS	Shri Kamlesh Kumar, AAO/OIOS, RTI
	IV 3.30 PM to 4.45 PM	Gender Sensitization	Professor, Kanchan Mathur, Institute of Development Studies, Jaipur
10.07.24 Wednesday	I & II 10.15 AM to 01.00 PM	Overview of CAG's Compliance Auditing: New Compliance Auditing Guidelines. The basic elements & general principles of Compliance Audit. Planning the Compliance Audit and individual audits. Defining Apex Auditable Entities and Auditable Units. The audit universe. Determining the scope, audit objectives, audit criteria. The concept of compliance Audit Design Matrix and Audit Finding Matrix. The new formats of Report.	Shri Vinod Parihar, DAG O/o the A.G (Audit-II), Jaipur

	III & IV 02.00 PM to 4.45 PM	Compliance Audit case studies	Shri Rakesh Vijayvargiya, Sr.AO, Faculty, RTI Jaipur
11.07.24 Thursday	I 10.15 AM to 11.30 AM	Role and Responsibilities & Professional Growth in the Department Understand the various aspects of Manpower Management as a supervisor. Various certifications for profession growth (CISA, CFE, CPD etc.)	Shri Vinod Kumar Sharma, Retired Sr.AO
	II 11.45 AM to 1.00 PM	Medical Attendance Rules Have an overview of the rules governing medical benefits/attendance	Shri Ajay Singh Khinchi, AAO O/o AG (Audit-I), Jaipur
	III 2.00 PM to 3.15 PM	Commitment, Dilemmas of Commitment: Understand the importance of commitment in their own lives, identify psychologic attachment as a key component to commitment.	Shri Rohit Manikrao Gutte DAG , Pr. (AUDIT) Haryana, Chandigarh
	IV 3.30 PM to 4.45 PM	Discipline: What is discipline How a disciplined approach helps maintain consistency in performance and ensures long term credibility & success? Applying simple techniques to build self-discipline. Disciplinary policies & procedures	Shri Rohit Manikrao Gutte DAG , Pr. (AUDIT) Haryana, Chandigarh
12.07.24 Friday	I & II 10.15 AM to 01.00 PM	Audit Process Management: Entry Conference, Audit Requisition, Audit Memos, IR, Exit Conference, AN, PDP	Shri Nitin Vyas, AAO (Commercial), O/o the AG (Audit-II), Jaipur
	III 2.00 PM to 3.15 PM	Evaluation Test	
	IV 3.30 PM to 4.45 PM	Extracurricular Activities	
15.07.24 Monday	I & II 10.15 AM to 01.00 PM	Administration: Understand the administrative tribunals and courts where appeals lie. Learn about the procedure for dealing with legal cases, Become aware of the points to be kept in mind while drafting replies.	Ms. A. Fani Rao, Dy. Director (Legal)/CPIO O/o CAG of India, New Delhi
	III & IV 02.00 PM to 4.45 PM	Overview of CAG's Performance Auditing Guidelines	Shri S.K. Jain Sr.AO/Faculty, RCB&KI, Jaipur
16.07.24 Tuesday	I & II 10.15 AM to 01.00 PM	Emotional intelligence, Execution Excellence: The importance of shared expectations and outcomes. Details with constraints. Tools to pre-empt and manage constraints, Conduct performance and accountability-related conversations. Execute projects with harmony. Understand how to drive progress through transparent communication.	Dr. Anil Mehta, Professor of Management, Department of Legal Studies, Banasthali Vidyapith, and Former Professor HCMRIPA, Jaipur.
	III & IV 02.00 PM to 4.45 PM	Case Study- Performance Audit	Shri Rakesh Vijayvargiya, Sr.AO/Faculty, RCB&KI, Jaipur

18.07.24 Thursday	I & II 10.15 AM to 01.00 PM	Statistical Sampling	Shri Banwari Lal Gahlot, AAO, AG (Audit-II), Rajasthan
	III 2.00 PM to 3.15 PM	Role of Government Accounting Standards Advisory Board (GASAB) Indian Government Accounting Standards (IGASs) for cash system of accounting notified by Government.	Shri Rajeev Maheshwari, AAO, AG (A&E), Jaipur
	IV 3.30 PM to 4.45 PM	National Pension Scheme	Shri Rajeev Maheshwari, AAO O/o the AG (A&E), Jaipur
19.07.24 Friday	I & II 10.15 AM to 01.00 PM	Public Procurement Rules especially related to Gem	Shri Puneet Sharma, AAO, RTI
	III & IV 02.00 PM to 4.45 PM	Introduction of OIOS	Shri Deepak Saini, AAO/Faculty, OIOS, RCB&KI, Jaipur

Date & Day	Sessions	Topic	Name of Faculty
22.07.24 Monday	I & II	Finance Commission and its recommendations: Understand role of Finance Commission Get an overview of the FRBM Act Set the overview of Public Sector Fund Management	Dr. Bhaskar Arora, Assistant Professor, Manipal University, Jaipur
	III & IV	Principles of Taxation in India	Shri Piyush Dhallaiya, CA, Jaipur
23.07.24 Tuesday	I & II	Introductory Economics Understand the concepts of Economics	Dr. Monika Mathur, Assistant Professor, Manipal University, Jaipur
	III & IV	Overview of audit of Appropriation and Finance Accounts and SFAR	Shri Ashok Kumar Sharma, AAO, O/o AG (Audit-I) Jaipur
24.07.24 Wednesday	I & II	Case Studies related to audit of Appropriation and Finance Accounts and SFAR	Shri Ashok Kumar Sharma, AAO, O/o AG (Audit-I) Jaipur
	III & IV	Group Presentation to be made by participant	
25.07.24 Thursday	I & II	Benefit & Costs of Environmental Auditing: Understand the benefits of environmental auditing. Become aware of the cost and challenges involved in environmental auditing. Good Environmental Governance & Basics of Environmental Audit.	Shri Rohit Gutte, Director, Dy Accountant General, O/o PAG (Audit), Haryana, Chandigarh
	III & IV	General awareness about the National e-governance plan Associated MMPs, Digital India, Programme, e-Kranti mission.	Shri I.D. Variyani, Sr. Director (IT), NIC, Jaipur
26.07.24 Friday	I & II	Indian Contract Act, 1982: Have an understanding of the terms 'agreement' and 'contract' and note the distinction between the two. Understand the essential elements of a contract. Become aware of various type of contract.	Dr. Sony Kulshreshtha, Asstt Professor, Manipal University, Jaipur
	III & IV	Environmental Consciousness: This experiential (part indoor and part outdoor) module aims to enable the probationary officers to strike a connection	Ms. Pooja Lata, Executive Engineer, RPCB, Jaipur

		with and between-the natural world and the man made world.	
29.07.24 Monday	I & II	Auditing of projects & contract Management	Shri Rakesh Vijayvargiya, Sr.AO/Faculty, RTI, Jaipur
	III	Evaluation Test	
	IV	Extracurricular Activities	
30.07.24 Tuesday	I & II	Fiscal Policy: The concepts of Fiscal Policy and Stabilization.	Dr. Monika Mathur, Asstt. Professor, Manipal University, Jaipur
	III & IV	Audit in IT environment: Understanding Audit in IT environment, Opportunities and challenges in IT Audit, Risk Management	Shri K.P. Singh Retired Sr.AO, iCISA, New Delhi
31.07.24 Wednesday	I & II	Data Visualization & Presentation Skill: Identify the broader objectives of delivering a presentation identify the fundamental constituents of a presentation.	Ms. Pushplata, Director O/o National Academy of Audit & Accounts, Shimla
	III & IV	Audit in IT environment: It controls-Audit of General Controls and Application Controls.	Shri K.P. Singh Retired Sr.AO, iCISA, New Delhi
01.08.24 Thursday	I & II	Simple Database-Concepts of Joins view data manipulation etc. Have an understanding of the practical concepts of a simple database, concepts of joins, view, data manipulation etc.	Shri Vinod Sencha, AAO/Faculty EDP, RCB&KI, Jaipur
	III & IV	Influential Persuasion Skills: -Understand the concept of persuasion and influential skills. - Learn about the two ways of persuasion. - Understand the science behind persuasion/influential skills. - Learn about the participants take on persuasion -Understand the 4 most import influencing skills at workplace.	Dr. Nitin Saraswat, Director ACE Institute, Jaipur
02.08.24 Friday	I & II	GST: Understand the legal provisions and salient features of GST Law Appreciate the role of the audit while performing an audit of the levy and collection of GST.	Shri Arun Sharma, Sr.AO O/o AG (Audit-I), Jaipur
	III & IV	Introduction of IDEA software and analysis on IDEA software	Shri Puneet Kumar Sharma, AAO, EDP, Faculty, RCBKI, Jaipur

REGIONAL CAPACITY BUILDING AND KNOWLEDGE INSTITUTE, JAIPUR

**Induction Training for DRAAOs Phase-I
from 01.07.24 to 20.08.24**

(Training Programme from 05.08.24 to 20.08.24)

Date & Day	Sessions	Topic	Name of Faculty
05.08.24 Monday	I & II	What are sustainable Development Goals? Environment Audit in the context of SDGs. Understand the context and nature of Sustainable Development Goals. (SDGs) Learn how the concept of SDGs impacts environmental audit.	Shri Nanda Dulal Das, Director, NAAA, Shimla
	III & IV	How to manage personnel finance?	Shri Manish Kumar Sharma, MBA, Advocate, Jaipur
06.08.24 Tuesday	I&II	OLQ Growth Mind-set-Bias -Recognize unconscious biases and their resulting behaviors when working in a diverse team. -Recognize visible and invisible traits that form one's own biases. -Recognize the social traits that are protected by laws.	Ms. Sristi Gulati, Certified Corporate Trainer, Jaipur
	III & IV	Assertiveness: Understand the different styles in which people often communicate others. Adjust personal style to a more assertive style. Appreciate the role of stress, social, and belief barriers in unassertive behaviors; equip oneself with the tools to compact these barriers.	Shri Abhishek Arora Co-founder, Personal Reflection, Jaipur,
07.08.24 Wednesday	I	Monetary Policy of RBI: Introduction	Dr. Bhaskar Arora, Asstt. Professor, Manipal University, Jaipur
	II	Revenue Mobilization and allocation: Become aware about monetary Policy of RBI	Dr. Bhaskar Arora, Asstt. Professor, Manipal University, Jaipur
	III & IV	Time Management and Stress Management	Ms. Chetali Sharad Jadhav M.A., Psychology, specialization clinic, Mumbai

08.08.24 Thursday	I&II	Use of GIS and Remote sensing in conducting Environment Audit & Performance Audit Case study on Performance Audit.	Shri Adarsh Agrawal, Director, office of the Principal Director (Central) Audit, Lukhnow, branch at CRA, Ranchi
	III & IV	Taking & Giving criticism Lean to appraise criticism that trigger feelings and behaviors that follow Understand that perfectionism requires that we hold a certain set of beliefs, expectations and assumptions.	Dr. Anil Mehta, Professor of Management, Department of Legal Studies, Banasthali Vidyapith, , Jaipur.
09.08.24 Friday	I&II	Right to Information Act 2005	Dr. Sony Kulshreshtha, Asstt Professor, Manipal University, Jaipur
	III & IV	IDEA SOFTWARE	Shri Puneet Sharma, AAO RCB&KI, Jaipur
12.08.24 Monday	I&II	Supervisory skill, Rapport Building: 1. Assess the current level of effectiveness at bridging the gap between people. 2. Understand that building rapport requires that we hold a certain set of belief, expectations and assumptions. 3. Determine what kind of behaviors held in rapport-building Evaluate how changing one's perspective can help to establish rapport.	Shri Vinod Kumar Sharma, Retired Sr.AO
	III & IV	Communication & Finance Wing Organisation structure, Rules, Regulations, Format of Accounts, Accounting and Reporting Standards and any other specific rules, regulation etc.	Shri Gurlal Bansal, AAO O/o Communication & Finance Wing, Jaipur
13.08.24 Tuesday	I&II	Positive Approach: To inculcate the value of a positive approach for the DRAAOs To breakdown the various elements that make a positive mind-set.	Shri R.K. Chobisa, Ex Professor, HCMRPA
	III	Holistic Wellbeing	Shri Puneet Kumar Chaturvedi, Asstt. Professor, NIA, Jaipur
	IV	Preparation of Financial Statement according to Companies Act 2013	Shri P.K. Jain, Sr.AO RCB&KI, Jaipur

14.08.24 Wednesday	I to II	Defence Wing, Organisation structure, Rules, Regulations, Format of Accounts, Accounting and Reporting Standards and any other specific rules, regulation etc.	Smt. Mona Kumari Jain Director (Report), O/o the Director General of Audit, Defense Services, New Delhi
	III & IV	Communication Skills, Listening Skill, Asking questions-speaking with conviction: Confidently introduced CAG – be present to the need of their stakeholder and be crisp & precise. Listen actively and accurately to take appropriate actions/s. Adapt their own communication style according to the other person have collaborative conversation with peers, managers and subordinates.	Shri Vinod Parihar, DAG AG (Audit-II), Rajasthan, Jaipur
16.08.24 Friday	I	Administrative Vigilance Cases Learn about the Vigilance Cases and procedure governing vigilance cases	Shri R.K. Chobisa, Ex Professor, HCMRPA
	II	Accountability and Ownership in actions; Own your career	Shri R.K. Chobisa, Ex Professor, HCMRPA
	III & IV	Railway Audit Organisation structure, Rules, Regulations, Format of Accounts, Accounting and Reporting Standards and any other specific rules, regulation etc.	Shri Jitendra tiwari, Director, O/o C&AG New Delhi
19.08.24 Monday	I to II	Commercial Audit: Ind AS and Accounting Standards	Shri Subodh Kumar Agrawal, Sr.AO, AG (Audit-II), Jaipur
	III & IV	End Course Evaluation Test	
20.08.24 Tuesday	I&II	How to prepare for SAS Exam	Shri Mahesh Kumawat, AAO O/o AG (A&E), Rajasthan, Jaipur
	III & IV	Validation of course	