|  |  |
| --- | --- |
|  | **क्षेत्रीय क्षमता निर्माण एंव ज्ञान संस्थान, जयपुर****Regional Capacity Building and Knowledge Institute, Jaipur** |

**Training on ‘One IAAD One System (OIOS)’**

 **(3 Days Course)**

**From 15.04.2025 to 17.04.2025**

|  |
| --- |
| **Training Schedule** |
| **SESSION TIMINGS** | **NON-SESSION TIMINGS** |
| I 10:15 AM to 11.30 AMII 12:00 Noon to 01:15 PMIII 02:15 PM to 03.30 PMIV 04:00 PM to 05.15 PM | 11.30 AM to 12.00 Noon01.15 PM to 02.15 PM 03.30 PM to 04.00 PM |
| **Day**  | **Session** | **Content**  | **Faculty** |
| **15.04.25****Tuesday** | **10.00 AM** | **Inauguration** | **Principal Director, RCB&KI, Jaipur** |
| **I****10.15 AM to 11.30 AM** | **Introduction to OIOS*** Overview of Audit Planning, audit programs
* Roles and Privileges
* FAQs on Audit Programs
* Initiating a field visit
* Difference between a field visit case and on-field case
 | Sh. Kamlesh Kumar, FHD OIOS & Core Faculty, RCBKI Jaipur |
| **II****12:00 PM to 01.15 PM** | **Issuing Requisitions, Audit Enquiries:** * Creating audit requisitions
* List of records
* Adding annexures to requisitions
* Issuing Requisitions
* Dispatch process
* Updating requisitions with quality of records and date of receipt
* Creating enquiries, sending enquiry for review, approval
* Updating enquiries by the reviewer/ approver
* Track noting history
* Description history
 | Sh. Kamlesh Kumar, FHD OIOS & Core Faculty, RCBKI Jaipur |
| **III****02.15 PM to 03.30 PM** | **Issuing Audit Observations:*** Create and issue observations
* Create sub-paras within an observation
* Upload key documents
* Mark Annexures for dispatch
* Send for approval, approve and reject observations
* Issue observations
* Update observations
* Link key documents in Regular window and split window
* Convert enquiry to observations
* Drop observations
 | Sh. Deepak Saini, FHD OIOS & Core Faculty, RCBKI Jaipur |
| **IV****04.00 PM to 05.15 PM** | **Practice Sessions:*** Hands on sessions
* Create and issue a requisition, an enquiry, and observation
 | Sh. Deepak Saini/Kamlesh Kumar, FHD OIOS & Core Faculty, RCBKI Jaipur |
| **16.04.25****Wednesday** | **I****10.15 AM to 11.30 AM** | **Mobile app, KMS and AIS:*** Installing and using mobile app for scanning documents
* Accessing KMS and AIS and marking KDs uploaded in KMS/AIS
 | Sh. Kamlesh Kumar, FHD OIOS & Core Faculty, RCBKI Jaipur |
| **II****12:00 PM to 01.15 PM** | **Sending Reminders, Processing receipts:** * Create additional dispatch
* Sending communication to employees within IAAD (Search and add employee)
* Forwarding replies to email listener to create receipts
 | Sh. Kamlesh Kumar, FHD OIOS & Core Faculty, RCBKI Jaipur |
|  | **III****02.15 PM to 03.30 PM** | **ADMs, Sampling and Toolkits:** * Create ADMs and send for review/approval
* Complete ADMs in field visits
* Create sampling task and send for review/approval
* Brief discussion on toolkits
* Accessing toolkits in field visits for entering data and editing data
 | Sh. Deepak Saini, FHD OIOS & Core Faculty, RCBKI Jaipur |
|  | **IV****04.00 PM to 05.15 PM** | **Practice sessions:** * Create receipts by adding manually and through listener
* Filling an ADM
 | Sh. Deepak Saini/Kamlesh Kumar, FHD OIOS & Core Faculty, RCBKI Jaipur |
| **17.04.25****Thursday**  | **I****10.15 AM to 11.30 AM** | **Allocate tasks, items for verification, deviation in audit program** * Allocate tasks
* Update tasks allocated
* Complete items for verification
* Initiate deviation note and watch its approval
* Accepting cancellation of audit program
 | Sh. Deepak Saini, FHD OIOS & Core Faculty, RCBKI Prayagraj |
| **II****12:00 PM to 01.15 PM** | **Verification of observations pending for closure, Generate Drft IR and Submit for QAQC:** * Verification report of pending observations
* Part I, Part-IV and Part V of Compliance Audit Report
* Generate IR, Auto fitting tables
* Generate discussion Note, Title sheet and Contribution report
* Using attachment Info
* Closing field visits
* Submission for QAQC
 | Sh. Deepak Saini, FHD OIOS & Core Faculty, RCBKI Prayagraj |
| **III****02.15 PM to 03.30 PM** | **Performance audits and Financial Audits:*** Working on performance audits; Linking assignments to lead offices’ assignments
* Cloning ADMs and linking to assignments
* Cloning toolkits
* Linking Data Collection Projects to Assignments
* Generate Aide Memoire
* Discussion on spells, cancellation, and postponement of audit programs
* Using KMS, issues likely to be faced by field parties and how to handle them
 | Sh. Kamlesh Kumar, FHD OIOS & Core Faculty, RCBKI Jaipur |
| **IV****04.00 PM to 05.15 PM** | **Recap and discussion on field visits:*** Suggestions in improving field visits
 | Sh. Kamlesh Kumar, FHD OIOS & Core Faculty, RCBKI Jaipur |
|  |  | **End Course Assessment, Feedback and Valediction** | PD, RCB&KI, Jaipur along with core faculties |