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|  | **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**

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| **Training Schedule** | | | | |
| **SESSION TIMINGS** | | | **NON-SESSION TIMINGS** | |
| I 10:15 AM to 11.30 AM  II 12:00 Noon to 01:15 PM  III 02:15 PM to 03.30 PM  IV 04:00 PM to 05.15 PM | | | 11.30 AM to 12.00 Noon  01.15 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 |