

Regional Capacity Building and Knowledge Institute, Nagpur

Course Title: - Six Week Orientation Training for AAOs & Supervisors
Period: - 04.08.2025 to 17.09.2025 (6 Weeks)
Target Group: - Newly Promoted AAOs & Supervisor
Aim: - To understand the purpose, objective and functioning of SAI

Day & Date	Sessions I & II (10:00AM to 11:15AM)& (11:30 AM to 12:45 PM)		Sessions III & IV (2:15 PM to 3:30PM) & (3:45PM to 5:00PM)	
Week 1				
Day – 1 04.08.2025 Monday	Course Inauguration Shri Dinesh R. Patil, Director General	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	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.	
	Introduction to HQ instructions regarding six-week training for newly promoted AAOs and Supervisors; One-week Exposure Course of top 10 AAOs at NAAA Shimla; Self-introduction Shri Dinesh R. Patil, Director General	Shri. D. H. Mate, Sr. DAG, O/o the AG(A&E)-II, MP, Gwalior	Shri Y. Siril Paul Bob, SAO/CF(IS)(C)	
Day – 2 05.08.2025 Tuesday	IT Security measures – Hacking and measures to secure IT assets Shri Sunil Sadasivan Cyber Security Expert & Corporate Trainer		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. Shri S. R. Gaikwad Sr. AO/CF (Gen)	Enthusiasm Connectedness, Clarity of Purpose, Competence and Positivity Ms. Alefiya Burhani, Gurukul, Nagpur

Day – 3 06.08.2025 Wednesday	IT Audit/Audit of IT System Audit Case Study. Business continuity and disaster recovery plan and its testing, safety and IT security aspects of hardware and software including access. Shri Y. Siril Paul Bob, SAO/CF(IS)(C)	Office Procedure in IA&AD (including returns & archiving) Shri P.V. Kale Sr. AO/CF (Gen)	
Day – 4 07.08.2025 Thursday	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 Shri Y. Siril Paul Bob, SAO/CF(IS)(C)	Hindi Rajbhasha Neeti Supervision and reporting Dr. Priyanka Goswami, Hindi Adhikari, O/o AG (Audit) II, Nagpur	
Day – 5 08.08.2025 Friday	Group Presentation by the Participants (Topics can be decided by the respective RTIs/RTCs) Shri S. R. Gaikwad Sr. AO/CF (Gen)	(GIGW) Guidelines for Indian Government Websites Digital India Shri Y. Siril Paul Bob, SAO/CF(C)	Evaluation Test (Assignment-1) Shri S. R. Gaikwad Sr. AO/CF (Gen)
09.08.2025 (Saturday)			
10.08.2025 (Sunday)			
Week 2			
Day – 6 11.08.2025 Monday	Drafting Skills Noting and Drafting (Ordinary letter, DO letter, Circulars, UOs) Shri P.V. Kale Sr. AO/CF (Gen)		Auditing in IT Environment/IT Assisted Audits Understanding of IT Applications like ERP systems/ Front-end and back end systems, IT Audit Process, Risk assessment to define audit objective and scope, AI Strategy Framework Shri Y. Siril Paul Bob, SAO/CF(C)
Day – 7 12.08.2025 Tuesday	Drafting Skills Assignment on drafting of Audit Observations during field audit with case studies Shri P.V. Kale Sr. AO/CF (Gen)	Drafting Skills Assignment on Report Writing (IR) Shri P.V. Kale Sr. AO/CF (Gen)	Auditing in IT Environment/ IT Assisted Audits IT Controls – Understanding General and Application Control Shri Venkatesh J, AAO/eHRMS
Day – 8 13.08.2025 Wednesday	Computer Assisted Audit Techniques (CAATs) MS Excel as audit tool – Advanced features & practice Shri G. K. Omee AAO/CF/(IS)		Teamwork Activity- To assess the performance of the AAOs Shri S. R. Gaikwad Sr. AO/CF (Gen)

Day – 9 14.08.2025 Thursday	Computer Assisted Audit Techniques (CAATs) MS Excel as audit tool – Advanced features & practice Shri G. K. Omee AAO/CF/(IS)	Transparency Shri S. R. Gaikwad Sr. AO/CF (Gen)	Creative Problem Solving Understand the difference between integrative approach vs a distributive approach to problem solving Ms. Alefiya Burhani, Gurukul, Nagpur
15.08.2025 (Friday) Independence Day			
16.08.2025 (Saturday)			
17.08.2025 (Sunday)			
Day –10 18.08.2025 Monday	Drafting Skills Assignment on drafting of Audit Paras for inclusion in CAG's Report Shri Akshay Khandare, Sr. DAG, O/o the PAG (A&E), Rajasthan, Jaipur	Delegation of Financial Powers Rules 1978 Shri Akshay Khandare, Sr. DAG, O/o the PAG (A&E), Rajasthan, Jaipur	Evaluation Test (Assignment-2) Shri S. R. Gaikwad Sr. AO/CF (Gen)