

Annexure-IV (Annexure to S.N. 4 of Annual Plan)  
**Office of the Pr. Accountant General (G&S.S.A) M.P., Gwalior**  
 Training Needs Analysis for In-house Training year 2020-21

**General Courses**

Sl No	Course No	Group	Title Course (No. of Sessions)	Course Duration			Allocation of Slots	Slots	Annexure no. for Faculties & Trainees
				From	To	Days			
1	2	3	4	5	6	7	8	9	10
1.	IH-01	GS	<b>Construction of works under Pradhanmantri and Mukhyamatri Gram Sadak Yojna</b> (Evidence gathering and analysis, documentation for various stages of audit and Report writing.) (2), <b>Office Procedure and CCS Conduct Rules (1)</b> , Evaluation (1)	14.04.20	16.04.20	03	Admn:3 GS:8 SS-I:3 SS-II:2 SS-III:3 AG:1	20	Annexure IV-IH-1
2.	IH-02	Admn FAAS	Audit of Scheduled Docket and Monthly Account of Public Health Engineering Department (1), Audit Certification of State Plan, Central Sector, Centrally Sponsored Schemes (1) <b>Right to Information Act (1)</b> Evaluation (1)	28.04.20	30.04.20	03	Admn:8 GS:2 SS-I:3 SS-II:3 SS-III:3 AG:1	20	Annexure IV-IH-2
3.	IH-03	Report Civil/ Report PAC	Preparation of Factual Statement, Converting Factual Statements to Draft Paras, Follow up of Audit Report G&SS (Non-PSUs) and Audit Report on State Finance with Public Accounts Committee & Committee on Public undertaking (2), <b>Office Procedure (1)</b> Evaluation (1)	12.05.20	14.05.20	03	Admn:8 GS:3 SS-I:3 SS-II:3 SS-III:2 AG:1	20	Annexure IV- IH-3
4.	IH-04	Admn	CCS (conduct Rule), CCS (CCA Rules) (1), <b>APAR and writing of performance appraisal (1)</b> , <b>Awareness about ISSAI guidelines</b> (1), Evaluation (1)	19.05.20	21.05.20	03	Admn:8 GS:3 SS-I:3 SS-II:2 SS-III:3 AG:1	20	Annexure IV-IH-4

5.	IH-05	GS	Workshop on protocol of Access of remote sensing data (1), Compliance Audit Guidelines (1), <b>Right to Information Act</b> (1) Evaluation (1)	23.06.20	25.06.20	03	Admn:2 GS:8 SS-I:3 SS-II:3 SS-III:3 AG:1	20	Annexure IV-IH-5
6.	IH-06	SS-III	<b>Post Matrix scholarship (Performance Auditing)</b> (Evidence gathering and analysis, documentation for various stages of audit and Report writing.) (2), <b>Course on risk based Audit Approach and Development of Audit Skills</b> (1), Evaluation (1)	23.06.20	25.06.20	03	Admn:2 GS:3 SSI:3 SSII:3 SSIII:8 AG:1	20	Annexure IV-IH-6
7.	IH-07	SS-II	<b>National Health Mission (Public health and family welfare department)</b> (2), <b>Awareness about ISSAI guidelines(1)</b> , Evaluation (1)	23.06.20	25.06.20	03	Admn:2 GS:3 SS-I:3 SS-II:8 SS-III:3 AG:1	20	Annexure IV-IH-7
8.	IH-08	Admn	Determination of seniority, Maintenance of roaster, Vacancy calculation for promotion in various cadre (2), Pay fixation, MACP scheme(1) Evaluation (1)	14.07.20	16.07.20	03	Admn:8 GS:2 SSI:3 SSII:3 SSIII:3 AG:1	20	Annexure IV-IH-8
9.	IH-09	GS	Brief about the department of General Sector Group, Risk Analysis & Unit Selection, Preparation of Annual Audit Plan (2) AQMF (1) Evaluation (1)	28.07.20	30.07.20	03	Admn:2 GS:8 SSI:3 SSII:3 SSIII:3 AG:1	20	Annexure IV-IH-9
10.	IH-10	SS-II	<b>Human resource management in Universities</b> (1), <b>Right to Information Act (1)</b> , <b>Office Procedure (1)</b> , Evaluation (1)	18.08.20	20.08.20	03	Admn:2 GS:3 SSI:3 SSII:8 SSIII:3 AG:1	20	Annexure IV-IH-10
11.	IH-11	SS-III	<b>Ladali Laxmi Scheme (Thematic Audit)</b> (Evidence gathering and analysis, documentation for various stages of audit and Report writing.) (2), <b>APAR and writing of</b>	29.09.20	01.10.20	03	Admn:2 GS:3 SSI:3 SSII:3	20	Annexure IV-IH-11

			<b>Performance Appraisals (1), Evaluation (1)</b>				SSIII:8 AG:1		
12.	IH-12	SS-I	<b>Audit of construction works in Local Bodies (infrastructure development in PRI)</b> {Evidence gathering and analysis, documentation for various stages of audit and Drafting of Inspection Report, Documentation with respect to each para of IRs, Editing IRs of above units at HQ & Preparation of Factual Statement, Converting Factual Statements to Draft Paras ( <b>Report Writing</b> ) (3), Evaluation (1)	29.09.20	01.10.20	03	Admn:2 GS:3 SSI:8 SSII:3 SSIII:3 AG:1	20	Annexure IV-IH-12
13.	IH-13	SS-II	Functioning of Nutritional Rehabilitation centers (Evidence gathering and analysis, Documentation for various stages of audit and Report Writing(2), <b>Right to Information Act (1)</b> , Evaluation (1)	29.09.20	01.10.20	03	Admn:2 GS:3 SSI:3 SSII:8 SSIII:3 AG:1	20	Annexure IV-IH-13
14.	IH-14	Admn FAAS	Financial Attest Audit (Scope, Objective and Criteria) (2), Procurement of Goods and Services-GeM Portal (1) Evaluation (1)	13.10.20	15.10.20	03	Admn:8 GS:2 SS-I:3 SS-II:3 SS-III:3 AG:1	20	Annexure IV-IH-14
15.	IH-15	SSA-II	Honorarium to Contractual teachers(1), Grant to Public Participation Committees for filling up of posts on honorarium basis in colleges(2), Evaluation (1)	17.11.20	19.11.20	03	Admn:2 GS:3 SSI:3 SSII:8 SSIII:3 AG:1	20	Annexure IV-IH-15
16.	IH-16	SS-III	<b>Atal Bihari Vajpayee Bal Arogya evam Poshan Mission (1), APAR and writing of Performance Appraisals (1), Right to Information Act (1)</b> , Evaluation (1)	17.11.20	19.11.20	03	Admn:2 GS:3 SSI:3 SSII:3 SSIII:8 AG:1	20	Annexure IV-IH-16
17.	IH-17	SS-I	<b>Non Tax revenue scheme on Audit of Taxation in PRIs &amp; ULBs</b> , (Evidence gathering and analysis, documentation for	29.12.20	31.12.20	03	Admn:2 GS:3 SSI:8	20	Annexure IV-IH-17

			various stages of audit and Report writing.) (1), <b>Solid waste management (Performance Audit)</b> (Evidence gathering and analysis, documentation for various stages of audit and Report writing.) (1), <b>Office Procedure</b> (1), Evaluation (1)				SSII:3 SSIII:3 AG:1		
18.	IH-18	SS-III	<b>Audit of Public Works and Projects including water supply scheme, Course on Public Private Partnership Projects, Audit of Externally aided Projects</b> {Evidence gathering and analysis, documentation for various stages of audit and Drafting of Inspection Report, Documentation with respect to each para of IRs, Editing IRs of above units at HQ & Preparation of Factual Statement, Converting Factual Statements to Draft Paras (3), Evaluation (1)	29.12.20	31.12.20	03	Admn:2 GS:3 SSI:3 SSII:3 SSIII:8 AG:1	20	Annexure IV-IH-18
19.	IH-19	GS	<b>Fraudulent Payment made to beneficiaries under various schemes (MPs/MLAs/Janbhagidari Yojna)</b> (2), <b>Office Procedure</b> and CCS Conduct Rules (1) Evaluation (1)	29.12.20	31.12.20	03	Admn:2 GS:8 SSI:3 SSII:3 SSIII:3 AG:1	20	Annexure IV-IH-19
20.	IH-20	Admn FAAS	Sampling and procedure for selection of Voucher & Audit of Sanction and nil Payment of Voucher, Preparation of SOE & Idea (1), Certification of Accounts and Audit of Autonomous Bodies, Companies & Preparation and Issue of SARs (2) Evaluation (1)	12.01.21	14.01.21	03	Admn:8 GS:2 SSI:3 SSII:3 SSIII:3 AG:1	20	Annexure IV-IH-20
21.	IH-21	GS	<b>Mineral Area Development Fund Drinking Water Arrangement in Mineral Area (1), Implementation of Water Supply Scheme through Water Corporation (1), Sewage Disposal Schemes in Urban Areas (1),</b> Evaluation (1)	09.02.21	11.02.21	03	Admn:2 GS:8 SSI:3 SSII:3 SSIII:3 AG:1	20	Annexure IV- IH-21

22.	IH-22	SS-I	<b>National Rural Livelihood mission (Day NRLM) (1)</b> , (Evidence gathering and analysis, documentation for various stages of audit and Report writing.) (1), <b>Right to Information Act (1)</b> , Evaluation (1)	30.03.21	01.04.21	03	Admn:2 GS:3 SSI:8 SSII:3 SSIII:3 AG:1	20	Annexure IV-IH-22
23.	IH-23	GS	<b>Disposal of e-Waste (Pollution Control Board)</b> , (Evidence gathering and analysis, documentation for various stages of audit and Report writing.) (2), <b>Review of Cash Book and Bill Register (1)</b> , Evaluation (1)	30.03.21	01.04.21	03	Admn:3 GS:8 SSI:2 SSII:3 SSIII:3 AG:1	20	Annexure IV-IH-23
24.	IH-24	SS- II	Functioning of ITIs (1), Operationalization of Polytechnic colleges (1), Functioning of Pollution Control Board (1) Evaluation (1)	30.03.21	01.04.21	03	Admn:2 GS:3 SSI:3 SSII:3 SSIII:8 AG:1	20	Annexure IV-IH-24

**Sr. Audit Officer/Legal Cell**