



**Indian Audit & Accounts Department,
Office of the Director General of Audit,
Environment & Scientific Departments, Kolkata Branch
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OFFICE ORDER

O.O. No. Admn./2

Date: 01.04.2022

All the Officers/officials holding the following posts are nominated for the training on OIOS to be conducted from **5th April, 2022** to **8th April, 2022** between 2 P.M. and 4 P.M. through MS Team:

1. Senior Audit Officer;
2. Assistant Audit Officer;
3. Supervisor (Audit);
4. Assistant Supervisor;
5. Assistant Supervisor (Audit);
6. Stenographer;
7. Senior Auditor;
8. Auditor;
9. Data Entry Operator Gr. 'A' and 'B'

The schedule of the training is enclosed in Annexure-I. The link to join the said training will be provided as and when the same is received from Head Office.

This issues with the approval of Deputy Director.

Sd/-

Senior Audit Officer (Admn)

No.Admn/2(18)/Vol.-IV/Training/2022-23/83-97

Dated: 01.04.2022

Copy forwarded for information and necessary action to:-

1. The Sr. Audit Officer (Admn), O/o the Director General of Audit, Environment & Scientific Departments, D.G.C.R Building, I.P. Estate, New Delhi-110 002
2. Establishment Section
3. OAD/Central/FAP Section
4. IT Cell with the request to share the link of the training to the participants upon receiving from Head Office

5. Director's Cell
6. Report Section
7. Routine Section
8. GAD/FPA Section
9. Hindi Cell
10. All employees except Clerk/Typists and Multi Tasking Staff and the employees of the Rajbhasha Cadre
11. Secretary, Scientific Audit (Category-I) Association, Kolkata,
12. Secretary, Scientific Audit (Category-II) Association, Kolkata,
13. Secretary, Scientific Audit (Category-III) Association, Kolkata,
14. Office Order Book
15. Notice Board

Sd/-

Sr. Audit Officer (Admn.)

Date	Module	Sub Module
5 April 2022 (2 PM to 4 pm)	QA/QC	Session objective is to understand <ul style="list-style-type: none"> • Mobile app for scanning • Complete field visit by team members. • Resolve on field cases by Inspecting officer. • Draft IR info • Generate template – Draft IR, Title sheet. • Fill check list • Submit for QA/QC • Monitoring the field visit (dashboard) • Update audit observation. • Link key documents in observation. • Review observation and Key documents. • Revive an enquiry, observation. • View responses to audit design matrix. • View Digital Diary • Edit IR Info – Part I, Part IV, Part V if necessary. • Approval of QA/QC by Higher authority. • Create an Audit Product (IR)
06 April 2022 (2 pm to 3 pm)	Audit Products	Session objective is to understand functionalities of Audit products SOF (OIOS and Non-OIOS) <ul style="list-style-type: none"> • Install Enterprise Connect Plugin • Create audit product • Upload relevant word documents • Upload key documentary evidence (Non-OIOS) • Link key documentary evidence • Add product keys • Review audit product • Approve audit product • Issue audit product
6 April 2022 (3 pm to 4 pm)	Audit Products	Session objective is to understand functionalities of Audit products (DP to auditee and DP to Hqrs) <ul style="list-style-type: none"> • Create audit product • Upload relevant word documents • Link key documentary evidence • Add product keys • Review audit product • Approve audit product • Issue audit product • Send the DP to CAG HQ for review and approval to CAG HQ
7 April 2022	Audit Products	Session objective is to understand functionalities of Audit products (SAR)

(2 pm to 3 pm)		<ul style="list-style-type: none"> • Create audit product • Upload relevant word documents • Link key documentary evidence • Add product keys • Review audit product • Send the SAR for review and approval to CAG HQ
7 April 2022 (3 pm to 4 pm)	Audit Products	<p>Session objective is to understand functionalities of Audit products (Financial attest audit)</p> <ul style="list-style-type: none"> • Aide memoire • Provisional comment • Draft comment • Certificate
8 April 2022 (2 pm to 4 pm)	Audit Products	<p>Session objective is to understand functionalities of Audit products</p> <ul style="list-style-type: none"> • Thematic audit report • Performance audit report • State finance report • Departmental appreciation note <ul style="list-style-type: none"> ○ To auditee ○ To CAG HQ

Sd/-
Sr. Audit Officer (Admn.)