
STANDARD OPERATING PROCEDURE

for Conducting the

CAG–ICSSR COLLOQUIUM

	A Collaboration between the Office of the Comptroller & Auditor General of India & Indian Council of Social Science Research	
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1 Purpose of CAG-ICSSR Colloquium

This SOP lays down a standardised framework for planning, organising and conducting the CAG–ICSSR Colloquium at the State level, under the collaboration between the Office of the Comptroller and Auditor General (CAG) of India and the Indian Council of Social Science Research (ICSSR).

The objective is to ensure uniformity, clarity of roles, timely execution, and effective academic and stakeholder engagement.

2 Scope

This SOP shall be applicable to all State-level CAG–ICSSR Colloquia organised by the Offices of the Principal Accountant General/Accountant General (PAG/AG), acting as the nodal office, during the period of the collaboration. Nodal Office will be the Audit Office of the State. In case a State has more than one Audit Office, the Office as identified by PPG shall be the Nodal Office.

3 Nodal Responsibility

- The concerned PAG/AG Audit Office of the State shall act as the Nodal Office for organising the Colloquium in the State.
- ICSSR would coordinate with the local academic institutions, speakers, and participants. This would be informed to the concerned Nodal office.

4 Broad Themes

The Colloquium shall be organised on the theme of '**State Finances**' and one of the following broad themes identified under the collaboration:

- ▶ Fiscal Federalism and Governance
- ▶ Social Sector Spending
- ▶ Skilling, Employment and MSMEs
- ▶ Empowering Urban and Local Bodies

State-specific themes (other than the above 4) which are relevant to recent CAG Reports or regional priorities may also be included in consultation with ICSSR.

5 Pre-Colloquium Activities

5.1 Finalisation of Date and Venue

- The date of the Colloquium shall be finalised by the PAG/AG Office in consultation with ICSSR and intimated to the PPG Wing of CAG Headquarters.
- The venue may be the PAG/AG Office premises, ICSSR venue, or any other suitable external venue (e.g., University campus, College, School, etc.), as decided by the State office, in consultation with ICSSR. The intent is to have a venue where maximum participation of external audience is achieved. Diversity in participation may also be ensured by involving representatives from different colleges, think tanks, research institutions etc.

5.2 Identification of Speakers

- **Internal Speakers:** Officers from the PAG/AG Office/s from both A&E and Audit.
- **External Speakers:** Eminent academicians, researchers, policy experts, or domain specialists as nominated by ICSSR.

5.3 Publicity and Outreach

- ICSSR shall primarily handle publicity and outreach through universities, colleges, and research institutions.
- The PAG/AG Office shall support local dissemination through official communication channels like press briefs (including Social Media) of CAG of India.
- The press brief of the event may be prepared and uploaded on the same day of the conduct of the Colloquium.

5.4 Logistical Arrangements

- Arrangement of venue, seating, audio-visual equipment, and presentation facilities.
- Arrangement of high tea/refreshments, stationery, photography, and mementos, as per approved norms.

6 Duration and Structure of the Colloquium

6.1 Duration

- The CAG–ICSSR Colloquium shall ordinarily be organised as a half-day programme.
- The indicative duration shall be approximately 2 hours, excluding registration and high tea.
- The exact timing (forenoon or afternoon) may be finalised by the PAG/AG Office in consultation with ICSSR, keeping local convenience in view.

6.2 Structure of the Colloquium

◆ 6.2.1 Inaugural Session

The Colloquium shall begin with a brief inaugural session, structured on the lines of the approved [minute-to-minute programme](#) followed in earlier CAG–ICSSR Colloquia. The inaugural session may broadly include:

- Welcome Address by the PAG/AG or senior officer of the host office
- Opening remarks by ICSSR representative
- Address by senior officers of CAG. on the topic being deliberated. [10-15 minutes with 10 Slides]
- Address by eminent expert on these reports viz. relevance to the audience. The external speaker should be briefed on the reports in advance. by the Head of the Department of the Nodal Office

The inaugural session shall be concise and time-bound to allow adequate time for technical deliberations.

◆ 6.2.2 Technical / Thematic Sessions

Each thematic session shall broadly follow the structure below:

(a) Presentations

- Internal Speakers: 15 minutes per presentation **[not more than 10 slides]**
- External Speakers: 25 minutes per presentation

Speakers may include IA&AS officers of the PAG/AG office of that State where the Nodal office is located, eminent academicians, domain experts, and policy practitioners, as finalised by the Nodal Office in consultation with ICSSR.

(b) Question & Answer (Q&A) Session

The tentative structure of each Colloquium shall ordinarily be as under:

- Thematic presentation on State Finances, followed by a Q&A session;
 - Thematic presentation on a broad theme identified by concerned PAG/AG based on the report published in the state, followed by a Q&A session;
 - Presentations by eminent academicians and domain experts in State Finance and the theme separately.
- Questions raised during such Q&A sessions may be responded to by both external and internal speakers, as appropriate.
 - All Q&A sessions shall be moderated and time-bound to ensure focused discussion and adherence to the overall programme schedule.
 - The Q&A session should be used as an opportunity to capture expectations and specific inputs for improving our reports that were discussed.

◆ 6.2.3 Launch / Special Segment (where applicable)

- Where approved, the Colloquium may include a brief **launch or announcement segment**, such as the launch of the Research Article Competition.
- Such segments shall be limited in duration and integrated into the programme without duplication of content.

Dissemination of Research Article Competition Information

Brief information about the CAG–ICSSR Research Article Competition shall be disseminated during the Colloquium to encourage participation from students and research scholars present. This may include:

- Overview of the Competition objectives and themes
- Eligibility criteria and submission guidelines
- Timelines for submission and evaluation
- Details of State-level and National-level awards

◆ 6.2.4 Concluding Session

- Vote of Thanks by the PAG/AG Office
- High Tea, as per approved norms

7 Participants

Participants may include:

- Officers of the PAG/AG Office of A&E and Audit
- Faculty members from universities and colleges
- Research scholars and students (UG/PG and Doctoral)
- Representatives from think tanks and policy and research institutions

8 Documentation and Reporting

- Proceedings of the Colloquium shall be documented, including key discussion points, questions raised, and major takeaways.
- Photographs and attendance records shall be maintained.
- A brief Post-Colloquium Report shall be submitted to the Director (PPG) of CAG Headquarters.

9 Financial Management

- Expenditure for the colloquium shall be met from ‘Charged Expenditure’ head of CAG Headquarters. The rates at which the items can be consumed are placed at *Annexure-I*.

10 Post-Colloquium Follow-up

- Feedback from participants and speakers may be collected for future improvement.
- Relevant insights from discussions may be considered for dissemination, research linkage, or future audit-academic engagements.

Budgetary provisions for each CAG-ICSSR Colloquium

Sl. No.	Item	Rate
1	High Tea per head [in accordance with MoF DoE OM dated 06.05.2015]	₹ 500/-
2	Stationery per head	₹ 50/-
3	Gifts & Mementos for speakers/dignitaries [Maximum 4 speakers/dignitaries]	₹ 1000/-
4	Incidental/Miscellaneous expenditure	₹ 2000/-

*venue arrangement and photography costs will be met as per actuals, wherever required