



*Calendar  
of  
Training Programmes  
2020-21*

*Regional Training Institute Kolkata  
Indian Audit and Accounts Department*

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*Calendar  
Of  
Training  
Programmes  
For  
General Courses  
2020-21*

*General Courses at a Glance 2020-21*

Sl. No.	Group	Course Title	No. of courses	Course duration (working days)	Total slots allocated
01.	Administration	Establishment Matters including APARs, Roster, DPC, Promotion and Disciplinary proceedings.	01	05	12
02.		Handling Complaints/allegations/matters regarding entitlement function along with sensitization on interaction with stakeholder i.e. pensioners, GPF subscribers.	01	03	20
03.	Management	Management Development Programme	01	06	12
04	Preparatory and Pre-examination	Induction training/on boarding for the newly inducted direct recruit AAOs in IA&AD	02	-	-
05.		Pre-examination Revenue Audit Training	03	23	-
06.		Pre-examination SAS Training Group-I	01	06	-
07.	General	Companies Act 2013	01	03	14
08.		Training for AAOs due for promotion in the cadre of Sr.AOs	01	-	-
09.		Mid-Career Training Programme for Group B Officers	02	10	-
10.		Overview of IFMS including HRMS and CTS modules and emphasis on treasury and entitlement facilities	01	03	33
11.		Seminar on RTI Act 2005	01	03	11
12.		Seminar on Ind_AS including Accounting Standards	02	10	36
13.	Audit	Goods and Services Tax	02	10	36
14.		Financial Attest Audit Manual and Financial Attest Audit Guidelines	01	04	20
15.		Audit Evidence and Audit Reporting alongwith AQMF	01	03	16
16		Workshop on drafting of Audit Queries, Inspection Report and DPs with Style Guide	02	06	28

Sl. No.	Group	Course Title	No. of courses	Course duration (working days)	Total slots allocated
17.		Audit of Public Works and Public-Private Partnership	01	05	19
18.		Financial Audit of Autonomous Bodies	01	04	12
19.		Risk Based Audit and Statistical Sampling	02	06	25
20.		Performance Audit	01	05	24
21.		Analytical Procedures in Audit/Analysis of Financial Statements	01	04	16
22.		Detecting Fraud while auditing	01	03	15
23.		Environment Audit	01	03	11
24.		Compliance Audit Guidelines	01	03	28
		ISSAI Guidelines with Ethics and Values in Public Governance	01	04	13
25.		Audit	Workshop on preparation of Notes to Accounts and SFR	01	02
26.	Preparation of Finance and Appropriation Accounts, Govt. Accounting System (GASAB) and FAAM Guidelines		01	05	12
27.	Financial Attest Audit Guidelines with reference to checking of vouchers/challans, MCA and Annual Accounts		01	03	12
	Audit of Contracts and Tenders		01	03	16
28.	Local Bodies Audit	All India Programme on Local Bodies Audit ( Urban Local Bodies)	01	03	-
29.		All India Programme on Local Bodies Audit (Panchayati Raj Institutions)	01	03	-
<b>TOTAL</b>			<b>39</b>	<b>148</b>	<b>456</b>

## *General Courses 2020-21*

Sl. No.	Programme Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Office	Slots	Total
<b>April 2020</b>							
01	Companies Act 2013.	03	07.04.2020	09.04.2020	DGCA MAB II	02	14
					DGCA MAB I	02	
					DGA (SER)	01	
					PAG (G&SSA)	02	
					PAG (E&RSA)	04	
					DGA (SD)	01	
					PDCA MAB-IV	01	
					P & T Audit Office	01	
02	Goods & Services Tax	05	20.04.2020	24.04.2020	PAG (A&E)	01	18
					DGCA MAB II	01	
					DGCA MAB I	01	
					DGA (OF)	01	
					PAG (G&SSA)	02	
					PAG (E&RSA)	06	
					DGA (SD)	01	
					DGA (Central)	04	
P & T Audit Office	01						

Sl. No.	Programme Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Office	Slots	Total
<b>May 2020</b>							
03	Induction Training/on boarding for the newly inducted direct recruit AAOs in IA&AD.	4 Months	01.05.2020	31.08.2020		Awaited	
04	Financial Attest Audit Manual and Financial Attest Audit Guidelines	04	12.05.2020	15.05.2020	PAG(G&SSA)	11	20
					DGA(Central)	04	
					PAG (E&RSA)	03	
					DGA (OF)	01	
					P & T Audit Office	01	
05	Seminar on Indian Accounting Standards (Ind_AS) including Accounting Standards (AS)	05	18.05.2020	22.05.2020	DGCA MAB II	04	19
					DGA (Central)	04	
					DGCA MAB I	03	
					PAG (G&SSA)	03	
					PAG (E&RSA)	03	
					P & T Audit Office	01	
					PDA (OF)	01	
06	Audit Evidence and Audit Reporting along with AQMF	03	19.05.2020	21.05.2020	DGCA MAB II	02	16
					DGA (OF)	01	
					PAG (E&RSA)	03	
					DGA (CENTRAL)	05	
					PDCA MAB-IV	02	
					P & T Audit Office	03	

Sl. No.	Programme Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Office	Slots	Total
<b>June 2020</b>							
07	Workshop on Drafting of Audit Queries, Inspection Report and DPs with Style Guide	03	03.06.2020	05.06.2020	DGA(ER)	01	14
					DGCA MAB II	01	
					DGCA MAB I	01	
					PAG (G&SSA)	03	
					PAG (E&RSA)	02	
					PDCA MAB-IV	01	
					DGA(Central)	04	
					P & T Audit Office	01	
08	Pre-examination Revenue Audit Training (RAE-2)	10	08.06.2020	19.06.2020	DGA (SD)	04	
09	Pre-examination Revenue Audit Training (RAE-1)	08	22.06.2020	30.06.2020	DGA (SD)	01	

Sl. No.	Programme Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Office	Slots	Total
<b>July 2020</b>							
10	Audit of Public works and Public-Private Partnership	05	06.07.2020	10.07.2020	DGCA MAB I	01	19
					DGA(SER)	01	
					DGA (Central)	06	
					PAG (G&SSA)	05	
					PAG (E&RSA)	06	
11	Pre-examination SAS Training-Group-I	06	13.07.2020	18.07.2020	DGA (SD)	01	
12	Establishment matters including APAR, Roster, DPC ,Promotion and Disciplinary proceedings	05	20.07.2020	24.07.2020	DGA(ER)	01	12
					DGCA MAB II	02	
					DGCA MAB I	02	
					DGA (Central)	03	
					DGA (SD)	02	
					P & T Audit Office	01	
					PDCA MAB IV	01	



Sl. No.	Programme Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Office	Slots	Total
<b>August 2020</b>							
13	Financial Audit of Autonomous Bodies.	04	04.08.2020	07.08.2020	DGCA MAB-I	02	12
					DGA (Central)	05	
					DGA (SD)	01	
					PAG (G&SSA)	02	
					PAG (E&RSA)	02	
14	Handling Complaints/ allegations/matters regarding entitlement function along with sensitization on interaction with stakeholder i.e., pensioners, GPF subscribers.	03	19.08.2020	21.08.2020	PAG(A&E)	20	20
15	RAE-2 revised paper on GST	05	25.08.2020	29.08.2020		Awaited	

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Sl. No.	Programme Title	Duration (Working days)	Period		Slots Allocation			
			From	To	Office	Slots	Total	
<b>September 2020</b>								
16	Training for AAOs due to promotion in the cadre of SAOs	2-4 Weeks	01.09.2020				Awaited	
17	Risk Based Audit and Statistical Sampling	03	01.09.2020	03.09.2020	DGCA MAB-II	01	13	
					DGCA MAB-I	02		
					DGA (Central)	03		
					PAG (G&SSA)	02		
					DGA (SD)	01		
					PAG(E&RSA)	03		
					P & T Audit Office	01		
18	Seminar on RTI Act 2005	03	07.09.2020	09.09.2020	DGA (ER)	01	11	
					DGCA MAB-I	01		
					PAG (G&SSA)	03		
					DGA (SD)	01		
					DGA (Central)	01		
					DGCA MAB-II	01		
					PDA (RPU&MR)	01		
					PDCA MAB-IV	01		
					P & T Audit Office	01		
19	Performance Audit	05	21.09.2020	25.09.2020	DGA(ER)	01	24	
					DGCA MAB-II	02		
					DGCA MAB-I	04		
					PAG (G&SSA)	04		
					PAG (E&RSA)	06		
					DGA (OF)	01		
					P & T Audit Office	01		
					PDCA MAB-IV	01		
					DGA (Central)	04		

Sl. No.	Programme Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Office	Slots	Total
<b>October 2020</b>							
20	<b>Knowledge Centre Topic</b> All India Programme on Local Bodies Audit (Panchayati Raj Institutions)	03	06.10.2020	08.10.2020		Awaited	
21	Analytical Procedures in Audit/ Analysis of Financial Statements.	04	12.10.2020	15.10.2020	PAG (G&SSA)	02	16
					DGCA MAB-II	02	
					DGCA MAB-I	03	
					DGA (Central)	03	
					PAG (E&RSA)	02	
					DGA (OF)	02	
					DGA (SD)	01	
					P & T Audit Office	01	

Sl. No.	Programme Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Office	Slots	Total
<b>November 2020</b>							
22	Management Development Programme	06	02.11.2020	07.11.2020	DGCA MAB-I	02	12
					DGA (OF)	01	
					DGA (Central)	04	
					PAG (G&SSA)	02	
					DGA (SD)	01	
					PDCA MAB-IV	01	
					P & T Audit Office	01	
23	<b>Knowledge Centre Topic</b> All India Programme on Local Bodies Audit (Urban Local Bodies)	03	09.11.2020	11.11.2020		Awaited	
24	Detecting Fraud while auditing	03	25.11.2020	27.11.2020	DGA(SER)	01	15
					DGA (OF)	01	
					DGCA MAB I	02	
					PAG (G&SSA)	04	
					P & T Audit Office	01	
					PAG (E&RSA)	05	
					PDCA MAB-IV	01	
25	Overview of IFMS including HRMS & CTS modules and emphasis on Treasury and entitlement function	03	25.11.2020	27.11.2020	PAG(A&E)	30	33
					PAG (E&RSA)	03	

Sl. No.	Programme Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Office	Slots	Total
<b>December 2020</b>							
26	Induction Training/on boarding for the newly inducted direct recruit AAOs in IA&AD.	2 Months	01.12.2020	30.01.2021		Awaited	
27	Environment Audit	03	02.12.2020	04.12.2020	DGCA MAB-II	01	11
					DGCA MAB-I	02	
					DGA (Central)	01	
					PAG (G&SSA)	04	
					DGA (SD)	01	
					DGA (SER)	01	
					P & T Audit Office	01	
28	Compliance Audit Guidelines	03	07.12.2020	09.12.2020	DGA (ER)	01	28
					DGCA MAB-II	02	
					DGCA MAB I	04	
					DGA (Central)	07	
					PAG (G&SSA)	05	
					DGA (SD)	01	
					PAG (E&RSA)	06	
					PDCA MAB-IV	01	
					P & T Audit Office	01	
29	Goods & Services Tax	05	14.12.2020	18.12.2020	DGCA MAB II	02	18
					DGCA MAB I	01	
					DGA (SER)	01	
					PAG (G&SSA)	02	
					PAG (E&RSA)	06	
					PDCA MAB-IV	01	
					DGA (Central)	05	

Sl. No.	Programme Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Office	Slots	Total
<b>January 2021</b>							
30	Mid Career Training Programme for Group B Officers	05	04.01.2021	08.01.2021	DGA (SD)	02	
31	Seminar on Indian Accounting Standards (Ind_AS) including Accounting Standards (AS)	05	11.01.2021	15.01.2021	DGCA MAB II	03	17
					DGA (Central)	03	
					DGCA MAB I	03	
					PAG (G&SSA)	02	
					PAG (E&RSA)	02	
					PDA (OF)	01	
					PDCA MAB-IV	01	
					DGA (SD)	01	
P & T Audit Office	01						
32	Mid Career Training Programme for Group B Officers	05	18.01.2021	22.01.2021		Awaited	
33	ISSAI Guidelines with Ethics & Values in Public Governance	04	27.01.2021	30.01.2021	DGA (OF)	01	13
					DGCA MAB-I	01	
					DGA (Central)	03	
					PAG (G&SSA)	02	
					DGA (SD)	01	
					PAG(E&RSA)	03	
					P & T Audit Office	01	
PDCA MAB-IV	01						

Sl. No.	Programme Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Office	Slots	Total
<b>February 2021</b>							
34	Preparation of Finance & Appropriation Accounts , Govt. Accounting System (GASAB) and FAAM Guidelines	05	01.02.2021	05.02.2021	PAG (A&E)	10	12
					DGA (SD)	01	
					P&T Audit	01	
35	Financial Attest Audit Guidelines with reference to checking of vouchers/challans, MCA and Annual Accounts	03	08.02.2021	10.02.2021	PAG (A&E)	10	15
					PAG (G&SSA)	05	
36	Risk Based Audit and Statistical Sampling	03	17.02.2021	19.02.2021	DGCA MAB-II	01	12
					DGCA MAB-I	01	
					DGA (Central)	03	
					PAG (G&SSA)	01	
					PAG(E&RSA)	03	
					PDA (OF)	01	
					PDCA MAB-IV	01	
					P&T Audit	01	
37	Workshop on preparation of Notes to Accounts and SFR	02	22.02.2021	23.02.2021	PAG(A&E)	10	15
					PAG (G&SSA)	05	

Sl. No.	Programme Title	Duration (Working days)	Period		Slots Allocation		
			From	To	Office	Slots	Total
<b>March 2021</b>							
38	Workshop on Drafting of Audit Queries, Inspection Report and DPs with Style Guide	03	01.03.2021	03.03.2021	DGCA MAB II	02	14
					PAG (G&SSA)	04	
					PAG (E&RSA)	01	
					PDCA MAB-IV	01	
					DGA(Central)	05	
					P & T Audit Office	01	
39	Audit of Contracts and Tenders	03	08.03.2021	10.03.2021	DGCA MAB-II	02	16
					DGCA MAB-I	02	
					DGA (Central)	05	
					PAG (G&SSA)	04	
					DGA (ER)	01	
					PDCA MAB-IV	01	
					P & T Audit Office	01	