REGIONAL TRAINING INSTITUTE, SHILLONG

TRAINING SCHEDULE OF DIRECT RECRUIT ASSISTANT AUDIT OFFICERS 2019 and 2020 BATCH FOR SAS EXAMINATION (CIVIL AUDIT) w.e.f 13.03.2023 to 20.04.2023

SESSION TIMINGS	NON-SESSION TIMINGS
I – 10:00 AM to 11:15 AM	Tea Break: 11:15 to 11:30 am
II – 11:30 AM to 12:45 PM	
III- 01:45 PM to 3:00 PM	Lunch Break: 12:45 to 01:45 pm
IV- 3:15 PM to 4:30 PM	Tea Break:3:00 to 3:15 pm

DAY/ DATE	SESSION	TOPIC
DAY 1	09:45 AM to	Inauguration and Course Briefing
DAY 1	10:00 AM	
13.03.2023	I	PC 4 Word 2013 Basic and Mid-Level
(Monday)	II	PC 4 Word 2013 Advanced Topics
	III	PC 4 Excel 2013 Basic and Mid-Level
	IV	PC 4 Excel 2013 Advanced topics
5177.0	I	PC 4 Power Point 2013
DAY 2	II	PC 4 Power Point 2013
14.03.2023	III	PC 4 Access 2013 Basic
(Tuesday)	IV	PC 4 Access 2013 Basic
DAY 3	I	PC 3 Software and Hardware Components
15.03.2023	II	PC 3 Database Systems
(Wednesday)	III	PC 3 Governance and Management of Information
(Systems in India
	IV	PC 3 Governance and Management of Information
		Systems in India
	I	PC 3 Protection of Information Assets
DAY 4	II	PC 3 Information System Auditing Process
16.03.2023	III	PC 3 Information System Auditing Process
(Thursday)	IV	PC 3 Information Systems acquisition, development and
(Indisday)	1 V	implementation
		implementation
	I	PC 1 Drafting of an official letter giving the facts, as
DAY 5	1	directed.
17.03.2023	II	PC 1 Drafting of an official letter giving the facts, as
(Friday)	11	directed
	III	PC 1 Precis
	IV	PC 1 Precis
	I	PC 1 Draft Para to be drafted from material provided
	II	PC 1 Draft Para to be drafted from material provided
DAY 6	11	1 C 1 Diant I ara to be dianted from material provided
18.03.2023	III	PC 1 Verbal and reading Abilities Basics - with
(Saturday)	111	emphasis on Audit Report
(Saturday)	IV	PC 1 Verbal and reading Abilities Basics - with
	1 V	emphasis on Audit Report
		emphasis on Madit Report
DAY 7	I	PC 2 Data Interpretation & Data Sufficiency
20.03.2023		
(Monday)	<u>II</u>	PC 2 Data Interpretation & Data Sufficiency
(wionuay)	<u>III</u>	PC 2 Statistics & Statistical Sampling
DAT 0	IV T	PC 2 Statistics & Statistical Sampling
DAY 8	I	PC 2 Reasoning
21.03.2023	<u>II</u>	PC 2 Statistics & Statistical Sampling
(Tuesday)	<u>III</u>	PC 2 Quantitative Ability
	IV	PC 2 Quantitative Ability

DAY/ DATE	SESSION	TOPIC
DAY 9	I	PC 5 Central Civil Services (Conduct) Rules 1964
22.03.2023	II	PC 5 Central Civil Services (Classification, Control and
(Wednesday)		Appeal) Rules 1965
	III	PC 5 Central Civil Services (Leave) Rules,
	IV	PC 5 Central Civil Services (Joining Time) Rules
	I	PC 5 Fundamental Rules
Day 10 23.03.2023	II	PC 5 Fundamental Rules
(Thursday)	III	PC 5 Travelling Allowances Rules as contained in the Supplementary Rules
	IV	PC 5 Travelling Allowances Rules as contained in the Supplementary Rules
DAY 11	I	PC 5 Central Civil Services (Pension) Rules
24.03.2023 (Friday)	II	PC 5 Defined Contribution Pension Scheme (New Pension Scheme)
	III	PC 5 Central Civil Services (Medical Attendance) Rules
	IV	PC 5 Central Civil Services (Medical Attendance) Rules
	I	PC 5 Constitution of India Parts I, V, VI with relevant
D 12		schedules
Day 12	II	PC 5 Constitution of India Part VIII, IX, IX A and X
25.03.2023		with relevant appended schedules
(Saturday)	III	PC 5 Constitution of India Parts XI, XII and XIV with
		relevant appended schedules
	IV	PC 5 Constitution of India Part XVIII, XIX and XX
		with relevant appended schedules
	I	PC 5 General Provident Fund (Central Services) Rules
Day 13	II	PC 5 Central Civil Services (LTC) Rules
27.03.2023 (Monday)	III	PC 5 Comptroller and Auditor General's (Duties, Powers and Conditions of Service) Act 1971
	IV	PC 5 Regulations on Audit and Accounts
		1
	I	PC 8 Financial Rules: Provisions of General Financial Rules 2017
DAY 14 28.03.2023	II	PC 8 Financial Rules: Provisions of General Financial Rules 2017
(Tuesday)	III	PC 8 Financial Rules: Provisions of General Financial Rules 2017
	IV	PC 8 Financial Rules: Provisions of Central
		Government Accounts (Receipts and Payments) Rules, 1983
	I	PC 8 Financial Rules: Provisions of Central
		Government Accounts (Receipts and Payments) Rules,
Day 15		1983
29.03.2023	II	PC 8 Financial Rules: Provisions of Central
(Wednesday)		Government Accounts (Receipts and Payments) Rules,
		1983
	III	PC 8 Principles of Civils Accounts: Provisions of
		Government Accounting Rules, 1990
	IV	PC 8 Principles of Civils Accounts: Provisions of
		Government Accounting Rules, 1990

Day 18 II PC 14 Financial Accounting: Nature and Scope, Limitations of Financial Accounting, Basic concepts and Conventions, Generally Accepted Accounting Principles (GAAP). III PC 14 Depreciation, Provisions and Reserves.	DAY/ DATE	SESSION	TOPIC
(Thursday) II PC 8 Provisions of Civil Accounts Manual issued by Controller General of Accounts, Ministry of Finance, Department of Expenditure: Chapters 1-10 and Chapter 13 and Chapter 17 III PC 8 Provisions of Civil Accounts Manual issued by Controller General of Accounts, Ministry of Finance, Department of Expenditure: Chapters 1-10 and Chapter 13 and Chapter 17 IV PC 8 List of Major and Minor Heads of Accounts of Union and States (LMMH) I PC 8 Manual of Standing Orders (A&E) Vol II: Chapter II — Finance Accounts (Revised) Annexure and Appendices IV PC 8 Manual of Standing Orders (A&E) Vol II: Chapter II — Finance Accounts (Revised) Annexure and Appendices IV PC 8 Manual of Standing Orders (A&E) Vol II: Chapter II — Finance Accounts (Revised) Annexure and Appendices IV PC 8 Financial Rules: Provisions of Delegation of Financial Powers Rules (DFPR) 1978 I PC 8 Financial Rules: Provisions of Delegation of Financial Powers Rules (DFPR) 1978 I PC 8 Financial Rules: Provisions of Delegation of Financial Powers Rules (DFPR) 1978 I PC 14 Financial Accounting: Nature and Scope, Limitations of Financial Accounting, Basic concepts and Conventions, Generally Accepted Accounting Principles (GAAP) III PC 14 Financial Statements: Sole Proprietorship Concerns, Analysis of Financial Statements, Preparation of Financial Statements, Preparation of Bank Reconciliation Statement, Trial Balance and Rectification of Errors. II PC 14 Accounting Process: From recording of transactions to preparation of Financial Statements, Preparation of Bank Reconciliation Statement, Trial Balance and Rectification of Financial Statements, Preparation of Financial Stateme	Doy 16	I	PC 8 Principles of Civils Accounts: Provisions of
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13 and Chapter 17 PC 8 Provisions of Civil Accounts, Ministry of Finance, Department of Expenditure: Chapters 1-10 and Chapter 13 and Chapter 13 and Chapter 13 and Chapter 13 and Chapter 14 PC 8 List of Major and Minor Heads of Accounts of Union and States (LMMH)	(Indisday)		
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Day 20 II Materials PC 14 Cost Accounting Topics: Labour and Direct			
Day 20 II PC 14 Cost Accounting Topics: Labour and Direct		1	
•	Day 20	II	
05.04.2023 Expenses	05.04.2023	**	
(Wednesday) III PC 14 Cost Accounting Topics: Overheads (I) Factory		III	_
Overheads	, , , , , , , , , , , , , , , , , , , ,		
IV PC 14 Cost Accounting Topics: Overheads (II) Office		IV	
and Administrative, Selling and Distribution Overheads			

DAY/ DATE	SESSION	TOPIC
	I	PC 14 Cost Accounting Topics: Marginal Costing
D 21	II	PC 14 Cost Accounting Topics: Production Accounts
Day 21 06.04.2023		and Cost Sheets.
(Thursday)	III	PC 14 Cost Accounting Topics: Process Accounts
(Thursday)		
	IV	PC 14 Uniform Format of Accounts for Central
		Autonomous Bodies
	I	PC 14 Accounting Standards issued by Institute of
		Charted Accountants of India and IND AS notified by
		the Ministry of Corporate Affairs
	II	PC 14 Accounting Standards issued by Institute of
		Charted Accountants of India and IND AS notified by
		the Ministry of Corporate Affairs
Day 22	III	PC 16 Central Public Works Accounts Code with
10.04.2023		Appendices
(Monday)		Chapter 1 – Extent of Application
		Chapter 2 – Definitions Chapter 3 – General Outlines of System of Accounts
		Chapter 4 – Relations with Accounts Officer
	IV	PC 16 Central Public Works Accounts Code with
	1 V	Appendices
		Chapter 5 – Appropriations
		Chapter 6 – Cash
		Chapter 6 Cash
	I	PC 16 Central Public Works Accounts Code with
		Appendices
		Chapter 7 – Stores
		Chapter 8 – Transfer Entries
		Chapter 9 – Revenues Receipts
	II	PC 16 Central Public Works Accounts Code with
		Appendices
Day 23		Chapter 10 – Work Accounts
11.04.2023	III	PC 16 Central Public Works Accounts Code with
(Tuesday)		Appendices
		Chapter 11 – Accounts Procedure for Lump-sum
		contracts Chapter 12 – Manufacture Accounts
		Chapter 13 – Suspense Accounts
	IV	PC 16 Central Public Works Accounts Code with
	1 (Appendices
		Chapter 14 – Workshop Accounts
		Chapter 15 – Deposits
		Chapter 16 – Non – Government Works
	I	PC 16 Central Public Works Accounts Code with
Day 24 12.04.2023 (Wednesday)		Appendices
		Chapter 17 – Transaction with other Divisions,
		Department and Government
		Chapter 18 – Pay and Allowances
	II	PC 16 Central Public Works Accounts Code with
		Appendices
		Chapter 19 – Contingent Charges
		Chapter 20 – Direction and other Special offices
		Chapter 21 – Accounts Returns of Sub- Divisional
		officers

DAY/ DATE	SESSION	TOPIC
-	III	PC 16 Central Public Works Accounts Code with
		Appendices
		Chapter 22 – Accounts of Divisional Officer
	IV	PC 16 Central Public Works Accounts Code with
		Appendices
		Chapter 23 – Banking Arrangements
	I	PC 16 Central Public Works Accounts Code with
Day 25		Appendices
13.04.2023		Chapter 24 – Miscellaneous and Appendices
(Thursday)	II	PC 16 Accounts Code Volume-III
, , ,	III	PC 16 Accounts Code Volume-III
	IV	DC 16 Manual of Standing Ordons (A &E) Vol I Chapter
	1 V	PC 16 Manual of Standing Orders (A&E) Vol-I Chapter 8 – Accounts of Public Works
	I	PC 16 Manual of Standing Orders (A&E) Vol-I Chapter
Day 26	1	9 – Accounts of Forests
15.04.2023	II	PC 16 CPWD Works Manual 2014
(Saturday)	III	PC 16 CPWD Works Manual 2014
	IV	PC 22 Provisions of Regulation on Audit & Accounts
	1,	1 C 22 110 (1510H5 of 110gulation of 11duit & 11000thts
	I	PC 22 Provisions of CAG's Manual of Standing Orders
		(Audit)
Day 27	II	PC 22 Provisions of CAG's Manual of Standing Orders
17.04.2023		(Audit)
(Monday)	III	PC 22 Provisions of Compliance Audit Guidelines of
		C&AG
	IV	PC 22 Provisions of Compliance Audit Guidelines of
		C&AG
	I	PC 22 Provisions of Auditing Standards issued by the
Day 28 18.04.2023		C&AG
	II	PC 22 Provisions of Auditing Standards issued by the
	TIT	C&AG
	III	PC 22 Provisions of Performance Audit Guidelines of C&AG
(Tuesday)	IV	PC 22 Provisions of Performance Audit Guidelines of
	1 V	C&AG
	I	PC 22 Financial Attest Audit: Provisions of Financial
	1	Attest Audit Manual and Financial Attest Auditing
		Guidelines for audit of State Government Accounts of
		C&AG
Day 29	II	PC 22 Financial Attest Audit: Provisions of Financial
19.04.2023 (Wednesday)		Attest Audit Manual and Financial Attest Auditing
		Guidelines for audit of State Government Accounts of
		C&AG
	III	PC 22 Provisions of Manual of Instructions for Audit of
		Autonomous Bodies of C&AG
	IV	PC 22 Provisions of Audit Quality Management
	_	Framework Guidelines issued by C&AG
	I	PC 22 Provisions of Internal Controls Evaluation Manual
Day 30	TT	of C&AG
20.04.2023	II	PC 22 Provisions of Standing Order on Role of Audit in
(Thursday)		Relation to Cases of Fraud and Corruption issued by C&AG
	III	PC 22 Provisions of Public Private Partnerships in
	111	Infrastructure Project Public Auditing Guidelines of
		C&AG
		1

DAY/ DATE	SESSION	TOPIC
	IV	PC 22 Provisions of Environment and Climate Change
		Auditing Guidelines issued by C&AG
	05.00 pm	Discussion on Feed
	onwards	back and Valediction