Regional Training Institute, Nagpur

Induction Training for Promoted AAOs & Supervisors 02.01.2023 to 13.02.2023 (6 Weeks) **Course Title: -**

Period: -

Mode: -(Online Mode) **Target Group: -Promoted AAOs**

To understand the purpose objective and functioning of SAI Aim.

Aim: -	To understand the purpose, objective and functioning of SAI				
Day &	Sessions I & II		Sessions III & IV		
Date	(10:00AM to 11:15	'AM')& (11:30 AM	(2:15 PM to 3:30PM) & (3:45PM to		
	to 12:45 PM)		5:00PM)		
	Week 1				
Day – 1	Inauguration	Integrity Accountability and Ownership,		nd Ownership,	
02.01.2023	Ms. Lata		Ownership In Action, Own Your		
Monday	Mallikarjuna		Career, Communication		
v	Director General		,		
	Inauguration, preface to the six weeks Induction Training and self- introduction	Smt. V.S. Reddy Sr. Audit Officer/CF(Gen)	Shri Chitwan Tahalyani Gurukul, Nagpur		
Day – 2 03.01.2023 Tuesday	Compliance Auditing with case studies	Overview of Financ Financial Statement on Financial Auditin audit reports)	ents Case Studies constitutional		
	Smt. V.S. Reddy Sr. Audit Officer/CF(Gen)	Smt. V.S. Sr. Audit Offic			
Day – 3	Gender Se	ensitization	Team Player – W	Vorking closely with	
04.01.2023			the group and how to lead the team		
Wednesday		S. Reddy icer/CF(Gen)	Shri P.V. Kale Sr. Audit Officer/CF (Gen)		
Day – 4	Negotiation	An overview on	Commitment, Di	ilemmas of	
05.01.2023		Goods and	Commitment		
Thursday		Services Tax			
	Faculty from	(GST)			
	Gurukul	Dr. Hariom		Gurukul Education,	
	Education, Nagpur	Puniyani, HoD,	N	agpur	
		Hislop College,			
Dov. 5	Enthusiasm	Nagpur Statistical Compline	<u> </u>	Evoluation Test	
Day – 5 06.01.2023	Enthusiasm	Statistical Sampling, Evaluation Test		Evaluation Test	
00.01.2023 Friday	Faculty from	Classification of data,			
Tiluay	Gurukul	Types and Techniques			
	Education, Nagpur	Dr. Sandhya Dhabe, Professor and HoD of Statistics, Institute of Science, Nagpur			

		Week 2		
Day - 6	Emotional	Execution	Email Writing, Onl	ine Meetings
09.01.2023	Intelligence	Excellence	Zman witting, omme weetings	
Monday	Ms. Chetali		Smt. V.S. Reddy	
1.202200	Jadhav	Faculty from	Sr. Audit Officer/CF(Gen)	
	Clinical	Gurukul		
	Psychologist and	Education,		
	behavior trainer	Nagpur		
Day - 7	Drafting Skills	What is Outcome	Indian Fiscal	Role change &
10.01.2023	Noting & Drafting	Audit	Policy, Principles	leading by
Tuesday	(Ordinary letter,		of Taxation in	example with
•	DO letter,	Smt. V.S. Reddy	India	activities
	Circulars, UOs,	Sr. Audit		
	OMs etc.,)	Officer/CF(Gen)	Shri S. R.	Shri S. R.
	Smt. V.S. Reddy		Gaikwad	Gaikwad
	Sr. Audit		Sr. Audit	Sr. Audit
	Officer/CF(Gen)		Officer/CF (Gen)	Officer/CF (Gen)
Day - 8	Sampling technique		IT Audit - Big Data	<u> </u>
11.01.2023	collection for Outco	ome Audits	Application of Sam	pling in IT Audit
Wednesday		1 11 640	a a a	
		abadkar, SAO it)-II, Nagpur	Shri G.K. Omee AAO/CF(IS)	
Day - 9	Social Media	Report Writing	Fixed mindset Vs Growth Mindset –	
12.01.2023	Social Micala	Report Willing	(Fixed mindset vs Growth Windset (Fixed mindset our character,	
Thursday	Neena Verma,		intelligence, and cre	
J	AAO		static, avoids challenges and failure;	
	O/o AG (Audit)-		Growth mindset-thrives on challenges	
	II, Nagpur		and sees failure as springboard for	
		Shri P.V. Kale	success and growth)
		Sr. Audit		
D 10	CACA III	Officer/CF (Gen)		a Mathur
Day – 10	CAG Audit	Regulations	Roles and	Evaluation Test
13.01.2023	Comt V	C Dodde	responsibilities,	
Friday		S. Reddy icer/CF(Gen)		
	Si. Hudit Oil	icel/Cl (Gell)		
			tmental	
			Examinations)	
			Shri P.V. Kale	
			Sr. Audit	
		TT/ 1 2	Officer/CF (Gen)	
Do-: 11	Overview	Week 3	Conflict Darrier	
Day – 11 16.01.2023	Overview of Corporate Law	Cost and Management	Conflict Resolution	I
10.01.2025 Monday	and Commercial	Management Accounting,	Dr Pram	a Mathur
wionuay	Laws	Marginal costing	Divitagy	w avanviilli
	14 W 5	& Break Even		
	Dr. Hariom	Analysis		
	Puniyani, HoD,	Dr. Hariom		
	Hislop College,	Puniyani, HoD,		
	Nagpur	Hislop College,		
		Nagpur		

Dov. 12	Introduction to VI C	and How to	General	
Day – 12	Introduction to VLC and How to			Changa
17.01.2023	extract data from the VLC database		Awareness about	Change
Tuesday	Chui Voucal M. Minoni. AAO		National e-	Management
	Shri Kamal M. Mirani, AAO		Governance Plan	
	Faculty from AG(A&E)-II, Nagpur		(NeGP), Security	Eggylty, fygy
			Threats of data	Faculty from Gurukul
			Shri Hemant	Education,
			Kumar Bhure, AAO	Nagpur
			O/o the PAG	J-
			(Audit) CG.	
			Raipur	
Day – 13	Supervisory skills, Rapport building		Environment Conso	ciousness
18.01.2023				
Wednesday	Shri S. R.			
	Sr. Audit Offi	cer/CF (Gen)	Dr. Mashitha Pise, HoD	
	771			ege, Nagpur
Day – 14	Hierarchy and	Presentation	Vigilance and Lega	il cases with case
19.01.2023	Protocol,	Skills	studies	
Thursday	Reporting	Ma M 1		
	hierarchy structure	Ms. Monika	Chui D	V. Kale
	Shri P.V. Kale	Jain Head BCCA		v. Kaie icer/CF (Gen)
	Siri P. v. Kale Sr. Audit		SI. Addit Off	icer/cr (Gen)
	Officer/CF (Gen)	Department		
Day – 15	Discip	pline	Disciplinary cases	Evaluation Test
20.01.2023	Выстрине		with case studies	
Friday				
	Shri P.V. Kale		Shri P.V. Kale	
	Sr. Audit Officer/CF (Gen)		Sr. Audit	
		XX714	Officer/CF (Gen)	
D. 16	D f(: f A 1:4	Week 4	antina Daritant	D
Day – 16	Drafting of Audit	Government Accor	0 0	Reporting
23.01.2023	Observations	Estimates, Revised	Estilliates	Outcome Audits
Monday	during field audit with case studies	Shei S D	Gaikwad	V V Doonals
	with case studies		icer/CF (Gen)	Y. K. Deepak, AAO
			decired (Gen)	O/o AG(Audit)-
	Smt. V.S. Reddy			II, Nagpur
	Sr. Audit			11, Maspur
	Officer/CF(Gen)		T	
Day – 17	Listening Skill, Ask		Diversity &	& Inclusion
24.01.2023	Speaking with convi	iction	7	
Tuesday	a · a ·	C-:1 1	Faculty from Gurukul Education,	
	Shri S. R. Gaikwad		Nagpur	
Day – 18	Sr. Audit Officer/CF (Gen) How to deal with Right to Information		Appropriation Accounts Transfer	
25.01.2023	Act cases with case	_	Appropriation Accounts, Transfer Entries, Demands for Grants	
Wednesday	1101 Cases with case	Biddles	Limites, Demands I	or Grants
Viculesuay	Shri P V	V. Kale	Shri Y. Siril Paul Bob	
	Shri P.V. Kale Sr. Audit Officer/CF (Gen)		SAO (Retd.)	
26.01.2023	Republic Day			
Thursday	Tropublic 24,			

Day – 19	Networking – Shari	ng of knowledge	Criticism and how	to deal with it along
27.01.2023	Networking – Sharing of knowledge, expertise, official information		Criticism and how to deal with it along with activities	
Friday	expertise, official information			
·	Shri Hemant Kur	· · · · · · · · · · · · · · · · · · ·	Faculty from Gurukul Education,	
	O/o the PAG (Audit) CG. Raipur		Nagpur	
Day – 20	Transparency	Stress ma	nagement	Evaluation Test
30.01.2023			C 1 1	
Monday		Shri S. R. Sr. Audit Off		
		Si. Addit Oil		
	Shri P.V. Kale			
	Sr. Audit			
	Officer/CF (Gen)			
	T	Week 5	T	
Day – 21	Computer Assisted	Audit Techniques	Positive	Approach
31.01.2023	(CAATs)	1 41 1		
Tuesday	MS-Excel as audit t	ool – Advanced	Faculty from Gu	rukul Education
	features Shri G.I	7 Omaa	Faculty from Gurukul Education, Nagpur	
	AAO/C			51 ··
Day - 22	Computer Assisted		Public Debt	Management
01.02.2023	(CAATs)	1		
Wednesday	Interactive Data Ext	traction and		
	Analysis (IDEA) – A	An introduction to		
	IDEA – Extraction and Analysis		Shri S. R. Gaikwad	
			Sr. Audit Officer/CF (Gen)	
	Shri G.K. Omee AAO/CF(IS)			
Day - 23	AAO/CF(IS) Assertiveness, Time management		Drafting of Audit Paras for inclusion	
02.02.2023	Tissorti voliciss, Time	munugement	in CAG's Report	
Thursday	Shri S. R.	Gaikwad	Shri P.V. Kale	
	Sr. Audit Offi	cer/CF (Gen)	Sr. Audit Officer/CF (Gen)	
Day – 24	Decision	making	An overview of	Financial powers
03.02.2023	E14 6 C		Tableau features	and Delegation of
Friday	Faculty from Gui Nag		Chair C. V. Oanas	Financial Powers
	Nag	pui	Shri G.K.Omee AAO/CF(IS)	Shri S. R. Gaikwad
			AAO/CF(IS)	Sr. Audit
				Officer/CF (Gen)
Day - 25	Government	Financial Attest	Audit Guidelines	Evaluation Test
06.02.2023	Accounting	(Governmen	nt Accounts)	
Monday	Standards and			
	Role of GASAB		S. Reddy	
	Shri Y. Siril Paul	Sr. Audit Officer/CF(Gen)		
	Bob, SAO (Retd.)	Week 6		1
Day - 26	Ethics in Public	Data	Central Public Wor	rks Accounts Code
07.02.2023	Governance	Visualisation		Tio Tio Games Code
Tuesday				
Ĭ	Smt. V.S. Reddy	Ms. Monika Jain		
	Sr. Audit	Head BCCA	Shri Shivam	Dwivedi, AAO,
	Officer/CF(Gen)	Department	O/o DGA (CI	R) Br: Gwalior

Day: 27	Code of Ethics –	What is basking	Audit of Ilubon I	and Dading(III Da)
Day – 27		What is hacking,		ocal Bodies(ULBs)
08.02.2023	CAG office	measures to	& Panchayati Raj	Institutions (PRIs)
Wednesday		secure data		
	Smt. V.S. Reddy	Ms. Monika Jain		
	Sr. Audit	Head BCCA		
	Officer/CF(Gen)	Department	Shri D.R. Mishra, SAO	
		Deptt	O/o the AG(Au	ıdit)-II, Nagpur
Day - 28	Environment Audit			mote Sensing in
09.02.2023	studies		conducting Environment Audits &	
Thursday			Performance Audit	
	Faculty From NEERI		Shri R. P. Raghuveer, IFS	
			PCCF (Retd.) Hyderabad	
Day - 29	Performance Auditi	ng – selection of	Sharing expertise by Senior Officers	
10.02.2023	topics, preparation of Audit Design			
Friday	Matrix	C		
•			Shri S. R. Gaikwad	
	Shri R.K. Sharma, AAO		Sr. Audit Officer/CF (Gen)	
		II, Mah., Nagpur		
Day - 30	Audit of	Visit to State Treasury		Evaluation Test
13.02.2023	Autonomous		•	G
Monday	bodies	Smt. V.S. Reddy Sr. Audit Officer/CF(Gen)		Summing up the
				course and
	Shri S. R.			Valediction
	Gaikwad			
	Sr. Audit			Ms. Lata
	Officer/CF (Gen)			Mallikarjuna,
	, ,			Director General
L	1	1		Zuccioi General

Time Schedule: Session I – 10:00 AM to 11:15 AM, Session II- 11:30 AM to 12:45 PM

Session III –02:15 PM to 03:30 PM and Session IV – 03:45 PM to 05:00 PM

Tea breaks: 11:15 AM to 11:30 AM and 03:30 PM to 03:45 PM.

Lunch Break: 12:45 PM to 02:15 PM