

PROGRAMME

Training schedule for Inspection & Peer Review from 4.11.2019 to 8.11.2019

DAY	SESSION	TIMING	TOPIC	FACULTY	
4.11.2019 Monday		10.00 AM TO 10.15 AM	Introductory session (15 minutes) How to conduct yourself (Inspection Teams) in field audit	Sh. DP Yadav, AG (A&E) Rajasthan	
	I	10.15 AM TO 11.15 AM	(i) Ethics Integrity and Probity (ii) Provisions of Ethics and Code of Ethics	Ms. Laxmi Purohit, Sr. AO Retd.	
		11.15 AM TO 11.30 AM	Tea Break		
	II	11.30 AM TO 1.00PM	(i) MSO Vol. I-Admin with reference to Inspection wing (ii) Manual of Office Procedure with reference to Inspection wing (iii) Internal Audit Manual	Sh. Vinod Sharma, Sr AO O/o AG (A&E)	
		1.00 PM TO 2.00 PM	Lunch		
	III	2.00 PM TO 3.15 PM	(i) PPG guidance note issued on 23 August 2017; (ii) Compliance audit guidelines with reference to different functional wings.	Sh. Akshay Gopal, DAG (GSSA) Rajasthan	
		3.15 PM TO 3.30 PM	Tea Break		
	IV	3.30 PM TO 5.00 PM	Commercial Audit Offices: (i) Important CPSUs/ CABs under each MAB (ii) Broad Sections of PD office and their functions (iii) List of documents/ registers/ records to be maintained by the Auditee and points thereof to be checked by Inspection Teams (iv) Certification of Accounts its phases and times lines (v) Points to be checked by Inspection Teams with regard to Financial Audit of PSUs and ABs	Sh. Dipen Karmakar, Director, MAB-II	
	5.11.2019 Tuesday	I	10.00 AM TO 11.15 AM	Railway Audit Offices: (i) Structure of Railway Department and auditable units	Sh. Mohd. FaizanNayyar

			(ii) Sections in PD Railway Audit offices and their functions. Their monitoring in PD office	Sr. DAG, O/o AG (A&E) Raipur
			(iii) List of documents/ registers/ records to be maintained by the Auditee and points thereof to be checked by Inspection Teams	
		11.15 AM TO 11.30 AM	Tea Break	
	II	11.30 AM TO 1.00PM	Railway Audit Offices:	Sh. Mohd. FaizanNayyar Sr. DAG, O/o AG (A&E) Raipur
			(i) Discussion on Railway Audit Checklist	
			(ii) Important Guidelines/ Instruction/ Orders issued by Headquarters from time to time with respect to functions aspects	
			(iii) One Case Study on Railway audit	
		1.00 PM to 2.00 PM	Lunch	
	III	2.00 PM TO 3.15 PM	Defence Audit Offices:	Ms. Pratibha Agrawal, Director, O/o DGA (DS), New Delhi
			(i) Structure, functions and jurisdiction of various Defence audit offices	
		(ii) List of documents/ registers/ records to be checked by Inspection Teams		
		(iii) Points to be checked in Contracts audits		
		(iv) Points to be checked in Ordinance Factory audit office		
		(v) Important Guidelines/ Instruction/ Orders issued by Headquarters from time to time and Defence manuals with respect to functions aspects		
	3.15 PM TO 3.30 PM	Tea Break		
IV	3.30 PM TO 5.00 PM	Points to be checked in P&T Audit Offices	Sh. Teg Singh, DAG (GSSA) Rajasthan	
6.11.2019	I	10.00 AM TO 11.15 AM	Central Receipts Audit Offices	Sh. S. P. Narula Sr. AO CRA, O/o PD Central
			(i) Structure, functions and jurisdiction of various Central Receipt Audit Offices	

Wednesday			(ii) Important Guidelines/ Instruction/ Orders issued by Headquarters from time to time and manuals with respect to functions aspects	Branch Office Jaipur
			(iii) Discussion on check list	
			(iv) Important points on Audit of Income Tax with reference to Inspection Wing	
		11.15 AM TO 11.30	Tea Break	
	II	11.30AM TO 1.00 PM	Central Receipts Audit Offices	Sh. Arun Sharma II, AO O/o AG (E&RSA) Rajasthan
			(i) Discussion on check list	
			(ii) Important points on Audit of Customs & GST with reference to Inspection Wing	
		1.00 PM to 2.00 PM	Lunch	
	III	2.00 PM TO 3.15 PM	A&E Offices	Sh. Ravindra Gang, Sr. AO O/o AG (A&E) Rajasthan
			(i) Structure, Functions and Jurisdiction of A&E offices	
			(ii) Various sections in each function of A&E office	
			(iii) Accounts function – Flow of Accounts	
			(iv) VLC	
			(v) Outstanding AC/DC bills UC for GIA Bills	
		3.15 PM TO 3.30 PM	Tea Break	
IV	3.30 PM TO 5.00 PM	A&E Offices	Ms. Priti Jain, DAG (A&E) Rajasthan	
		(i) Receipt and Scrutiny of Accounts received from Treasuries		
		(ii) Compilation of Treasury Accounts		
		(i) Wanting vouchers		
		(ii) Preparation of monthly Civil Accounts		
		(iii) PW and Forest Accounts including broadsheets		
		(iv) Reconciliation of Accounts of Receipt and Expenditure by State Government		

			(iii) Accounts Current and Interpretation of various Outstanding balances	
			(iv) Deposit and Loans under Suspense head	
			(v) VLC	
7.11.2019 Thursday	I	10.00 AM TO 11.15 AM	A&E Offices Points to be seen in Funds by Inspection Wing	Sh. DhruvBhola, DAG (A&E) Haryana
		11.15 AM TO 11.30	Tea Break	
	II	11.30 AM TO 1.00PM	A&E Offices Points to be seen in Pension and GE by Inspection Wing	Sh. DhruvBhola, DAG (A&E) Haryana
		1.00 PM to 2.00 PM	Lunch	
	III	2.00 PM TO 3.15 PM	A&E Offices PAO functions and Points to be checked by Inspection Wing	Sh. PP Sreemali, Sr. AO, O/o AG (A&E) Rajasthan
		3.15 PM TO 3.30 PM	Tea Break	
	IV	3.30 PM TO 5.00 PM	A&E Offices	Sh. Ravindra Gang, Sr. AO O/o AG (A&E) Rajasthan
Appropriation and Finance Accounts Including interpretation of Notes on Accounts and various other statements				
8.11.2019 Friday	I	10.00 AM TO 11.15 AM	Civil Audit Office:	Ms. MeenaBisht, DAG (GSSA) Rajasthan
			(i) FINAT including integrated audit module.	
			(ii) Interface between A&E Office and Civil Audit office	
		11.15 AM TO 11.30	Tea Break	
	II	11.30 AM TO 1.00PM	Points to be checked in all Training Institutes	Sh. Devendra Saxena, AAO RTI
		1.00 PM TO 2.00 PM	Lunch	
III	2.00 PM	Valediction	DG (Inspection)	