

**REGIONAL TRAINING INSTITUTE (SHILLONG)
COURSE SCHEDULE**

Course Title:	Use of VLC Software for Audit Group – B & C -
Duration:	5 Days w.e.f. 25-03-2019 to 29-03-2019

SESSION	FROM	TO
I	10 Am	11.15 Am
II	11.30 Am.	12.45 Pm.
III	1.45 Pm.	3.00 Pm.
IV	3.15 Pm.	4.30 Pm
Tea Break	11.15 A.m. 3 P.m.	11.30 3.15.
Lunch Break	12.45 P.m.	1.45 P.m.

Day	Session I & II	Session III & IV
25-03-2019 Monday	Inauguration and Course Briefing Pr. Director Entry Behaviour Assessment CF(EDP) RTI Overview of VLC Package ➤ Master Module ➤ Compilation Module ➤ Treasury Module Faculty : Shri R. Shyam, DAG O/o the Pr.AG(Audit), Assam.	➤ Book1,Book2,Book3 Module ➤ Works Module ➤ Accounts current Module ➤ Pension Compilation Module ➤ Loan Compilation Module ➤ Security Module ➤ Miscellaneous Module ➤ Audit Module Faculty: Faculty : Shri R. Shyam, DAG O/o the Pr.AG(Audit), Assam.
26-03-2019 Tuesday	Overview of VLC Package Continue... ➤ Source of VLC data ➤ Categorisation of vouchers in VLC package Faculty: Guest Faculty from O/o the Pr. AG(A&E), Meghalaya.	Different DDO's Various Classification of vouchers Faculty Guest Faculty from O/o the Pr. AG(A&E), Meghalaya.
27-03-2019 Wednesday	Audit Module ➤ Use of Voucher Query Screen (Demonstration and Practical use) ➤ Navigate to voucher for details query ➤ Navigate to Forest for details query ➤ Navigate to Works for details Faculty: Guest Faculty from O/o the Pr. AG(A&E), Meghalaya.	Various Audit Module Reports ➤ Criterion Based Account Consolidation Report (Receipt) & (Payment) ➤ Voucher listing based on Exception Condition ➤ Stratified voucher sampling ➤ Profile on Schemes and Project Expenditure (Scheme-wise) ➤ Profile of Schemes and Project Expenditure (Grant – wise) ➤ Categorisation of Expenditure under Estt/Non-Estt. ➤ Scheme wise work reports Faculty: Guest Faculty from O/o the Pr. AG(A&E), Meghalaya.
28-03-2019 Thursday	Querying VLC data using Oracle SQL command Faculty: Guest Faculty from O/o the Pr. AG(A&E), Meghalaya.	Querying VLC data using Oracle SQL command Faculty:
29-03-2019 Friday	Review of Grey Area Faculty: Guest Faculty from O/o the Pr. AG(A&E), Meghalaya.	Course End Test : CF(EDP) RTI Evaluation and Valediction Principal Director