

**Induction course for newly promoted AAOs/SAS passed officials from
26 August to 05 Sept 2019
Course Duration: 10 Working Days**

Session Timing		Tea Break		
Session I - 10.00 to 11.15 am	Session II- 11.30 to 12.45 pm	I Break: 11.15 to 11.30 am	II Break: 3.00 to 3.15 pm	
Session III- 1.45 to 3.00 pm	Session IV- 3.15 to 4.30 pm	Lunch Break: 12.45 pm to 1.45 pm		
Day	Session I	Session II	Session III	Session IV
Day-1 26.08.2019 (Monday)	Inauguration and Course Briefing PD/RTI	C&AG's DPC Act, 1971. Various Sections relating to Accounts and Audit matters	Works done in different branches of A&E and Audit Offices	Exhibition of Government Accounts right from Treasury till these appear in Finance Accounts
		Thomas Sebastian, CF/Gen		
Day-2 27.08.2019 (Tuesday)	Accounting of Mechanism of Public Works and Forest Departments	Structure of Government Accounts . List of Major and Minor Heads of Accounts. Difference between Consolidated Fund and Public Accounts	Inter-Government adjustment. Role of Account Current Section. Role of RBI in conduct of business between Central and State Govts.	Gender Sensitization- a general overview
	Thomas Sebastian, CF/Gen			
Day-3 28.08.2019 (Wednesday)	Preparation of Finance and Appropriation Accounts- an overview. Thomas Sebastian, CF/Gen	Audit comments on Government Accounts as appearing in State Finance Report. Deepak Kumar, AO O/o the PAG(Au) Assam		
Day-4 29.08.2019 (Thursday)	Functions of Administration Section, maintenance of Service Records, Service Book/Leave Accounts- Income Tax calculation, pay Fixation, Rules regarding LTC, HBA, MCA, GP Fund Advances Partho Jyoti Dey, AAO O/o the PAG(A&E), Meghalaya	Effective Communication, Leadership and Motivation N. M. PANDA, Professor NEHU		
Day-5 30.08.2019 (Friday)	Recruitment Rules, Reservation Quotas for various categories in recruitment and promotion C.A. Bodh, PAG Manipur	Preparation of Rosters for various categories and carry forward vacancies C.A. Bodh, PAG Manipur	Office Procedure: Maintenance of records, files and registers, disposal of old records. Preparation of Notes and Drafts to higher authorities, Practical exercise Thomas Sebastian, CF/Gen	

Day-6 31.08.2019 (Saturday)	Compliance Audit Guidelines C.A. Bodh, PAG Manipur		International Standards of Supreme Audit Institutions	Writing of APRR- Reporting, Reviewing, communicating of adverse entries
				Thomas Sebastian, CF/Gen
Day-7 01.09.2019 (Monday)	Right to Information Act 2005 (Overview)	Overview of GST in India		Functions of FINAT and FAW Section
	Thomas Sebastian, CF/Gen	Faculty from CGST, Shillong		Smt. Yuribel Roy AAO PAG(AU), Meghalaya
(Day-8) 02.09.2019 (Tuesday)	Concept of Performance Audit, Audit. Planning, Execution and Reporting Shri B. K. Kharrubon, AO O/o the PAG(Au), Meghalaya			Code of Ethics of IA&AD
Day-9 03.09.2019 (Wednesday)	Code of Ethics of IA&AD	CCS (Conduct) Rules, 1964	CCS (CCA) Rules 1965	
	Principal Director/RTI	Thomas Sebastian, CF/Gen		
Day-10 04.09.2019 (Thursday)	Right to Information Act 2005	Right to Information Act 2005 (Latest Development)	Course end test	
	Binod Bhujel, WO O/o the PAG(Au), Meghalaya	Thomas Sebastian, CF/Gen	C.F/RTI Valediction PD/RTI	