

**Annexure-I**

**In-house Training Annual Calendar for 2016-17**

**(Compulsory Courses)**

Sl. No.	Name of the Course	Duration (days)	Expected in month	Slots
1	Office Procedure	03 days	April-2016	25
2	APAR and writing of Performance Appraisals			
3	Code of Ethics for IA & AD			
4	Evidence gathering and Analysis	03 days	July-2016	25
5	Report Drafting and Key Documentation			
6	Documentation for various stages of audit			
7	Awareness about ISSAIs (Sr.AOs/AOs/AAOs)	04 days	October-2016	25
8	Right to Information Act			

**(Office Specific Courses)**

Sl. No.	Name of the Course	Duration (days)	Expected in month	Slots	
1	Management of contracts, Categories of contracts and registration of contracts Penal clauses in contracts and their analysis. Turnkey contracts for work.	03 days	April-2016	15	
2	Calculation of earthworks in road works. Escalation and Audit checks for over payment. Earthwork in canal. Maintenance of subsidiary records in works department.	03 days	July-2016	15	
3	Audit of Forest Department	03 days	October-2016	15	
4	Audit of Farmer Welfare and Agricultural Division	03 days	April-2016	15	
5	Audit of Animal Husbandry Department	03 days	January-2017	15	
6	Audit of Co-operative department and Fisheries Department	03 days	September-2016	15	
7	Accounts audit of PSUs with respect to accounting standards of ICAI	03 days	October-2016	15	
8	Audit of Power sector companies	Transaction Audit Accounts Audit	03 days	July-2016	15
9	Audit of Public Private Partnership Projects/PWD	03 days	April-2016	30	
10	Audit of VAT	03 days	January-2017	15	
11	Audit of MVT	03 days	April-2016	15	
12	Audit of Excise Department	03 days	January-2017	15	

13	Audit of Land Revenue Department		03 days-	October-2016	15
14	General In-house training for new Auditors	Classification of Account Head	06 days	May-2016	15
		Introductory course on Audit		June-2016	
		Submission of drafts and maintenance of records		September-2016	
		Course on computerized formation of drafts of IRs and ARs		November-2016	
		CCA/CCS Rules & Conduct Rules		December-2016	
			February-2017		
			March-2017		

**(IS Based Courses)**

Sl. No.	Name of the Course	Duration (days)	Expected in month	Slots
1	Level-I-A (Basic Computer Skills)	03 days	October-2016	10
2	MS Office-I	03 days	November-2016	10
3	MS Office-II	03 days	December-2016	10
4	Unicode Akshar Naveen and Saransh Multilingual Software	03 days	January-2017	10

  
 Senior Audit Officer/O.E.-I