

Annexure-E**IN HOUSE TRAINING CALENDAR 2016-17**

Sl. No.	Month	Name of Training Course	No. of Session	Faculty (Proposed name) S/Shri/Smt.	Level of Training/Persons to be trained	No. of participants (planned)	Type of Course
1	Apr	Writing of APAR (Batch- I)	1	D. Pattnaik Stand By Sabir Ali, AAO	All Auditors/DEOs/other official recruited during the year 2014, 2015 & 2016	50	Estt. Matter
2	Apr	Writing of APAR (Batch- II)	1	D. Pattnaik, Sr. AO Stand By Md. Sabir Ali, AAO	All Sr. AOs/AOs, AAOs & Supervisors promoted during the year 2014, 2015 & 2016	20	Estt. Matter
3	May	Manual of Office Procedure & Conduct Rules	4	Preeti Sharma, AAO Stand By D. Pattnaik, Sr. AO	All Auditors/DEOs/other official recruited during the year 2014, 2015 & 2016	50	Estt. Matter
		Sexual Harassment of Women at work place	2	Sowmya Srinivasan, Sr.AO Stand By Shiben Roy, AAO			
4	May	Introduction to Audit	2	N.K. Biswal, Sr. AO Stand By Manoj Kumar, Sr. AO	All Auditors/DEOs/other official recruited during the year 2014, 2015 & 2016	50	Audit Methodology
5	Jun	Course on Right to Information Act, 2005	2	D. Pattnaik, AAO Standby Gitesh Shyamkunwar, AAO	All AAOs/AOs/Sr. AOs	10	Estt. Matter
6	Jun	Working of FINAT, FAW, Checking of Financial & Appropriation Accounts And Preparation of State Finance Report As per New Guilelines of FAAG	5	Sr. AO/FAAG Stand By P.V. Giri, AO	Staff of FAAG section	10	Audit Methodology
7	Jul	Preparation of Budget	2	D. Pattnaik, AO Standby S. Thambi, Sr. AO	Staff of Admn/GS	10	Estt. Matter

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8	Jul	ISSAIs Awareness	5	A.E. Rao, Sr.AO Stand By A.D. Deshlehra, Sr.AO	All AAOs/AOs/Sr. Aos	10	Audit Methodology
9	Aug	Preparation of Audit Plans for all Sector	4	S.R. Mishra, AAO Stand By Sr. AO/Social Sector	AAOs/AOs/Sr. Aos	10	Audit Methodology
10	Aug	Evidence Gathering & Analysis	5	A.D. Deshlehra, Sr.AO Stand By A.E. Rao, Sr.AO	AAOs/AOs/Sr. Aos	10	Audit Methodology
11	Sept	Introduction to MS Word/Power Point	5	Amit Kumar, AAO Stand By Bhojram Nayak, AAO	DEO/Auditor	10	IT
12	Sept	Introduction to MS Excel	5	Amit Kumar, AAO Stand By Bhojram Nayak, AAO	DEO/Auditor	10	IT
13	Oct	Computer Typing in Hindi(Devi Divya font)	16	Arjun Kumar, DEO Stand By K.K. Prasad, DEO	Newly recruited DEOs		IT
14	Oct	Documentataion for Various Stages of Audit	6	N.K. Biswal, Sr. AO Standby U.S. Maurya, Sr.AO	Newly promoted AAOs and Auditors recruited during the year 2012-13, 2013-14 & 2014-15	5	Audit Methodology
15	Nov	Report Writing-Style guide & Report formating, Use of infographics and Data Visualization	6	Sr. AO/Report	All the Staff of Report and DEO	10	Audit Methodology
16	Nov	Preparation of Chapter I, II and III of Audit Report	6	Sr. AO/FAW Stand By P.V. Giri, AO	Sr. AO/AO/AAO	10	Audit Methodology
17	Dec	Performance Audit & Thematic Audit	3	AVN Pantulu, Sr AO Stand By A.D. Deshlehra, Sr.AO	Sr. AO/AO/AAO	50	Audit Methodology

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18	Dec	Audit of Pension, Final Payment of GPF, Voucher, Scrutiny of Running Account Bill, Final Bill, Forest Voucher, VAT etc.	4	P.V. Giri, AO Stand By U.S. Maurya, Sr. AO	All Auditors recruited during the year 2014, 2015 & 2016	20	Sector Specific
19	Jan	Introduction to MS Access	5	Amit Kumar, AAO Stand By Bhojram Nayak, AAO	DEO/Auditor	10	IT
21	Jan	Training of DEO for Promotion	36	Various Faculty	All the DEO who have completed 5 years of service in IA&AD	-	Estt. Matter
20	Feb	Conduct of Physical Verification	2	A.D. Deshlehra, Sr.AO Stand By Adabala E. Rao, Sr.AO	All Auditors recruited during the year 2014, 2015 & 2016		Sector Specific
24	Feb	Audit of PPP, E-Governance	4	U.S. Maurya, Sr.AO Stand By A.E. Rao, Sr. AO	Sr. AO/AO/AAO	10	Sector Specific
25	Mar	Course on Techniques of Statistical Sampling in Audit	2	K. Sai Shankar, DAG(RS/ES) Stand By Shiben Roy, AAO	Sr. AO/AO/AAO	10	Audit Methodology
26	Mar	Training on Environment Audit	2	AO/Economics Stand By A.V.N. Pantulu, Sr.AO	Sr. AO/AO/AAO	10	Audit Methodology

Sr. Audit Officer/Confidential Cell