

DIRECTORATE OF TRAINING : UNION TERRITORIES CIVIL SERVICES
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
Institutional Area, Shaheedara, Behind Karkardooma Courts, Shahdara Delhi 32

File No.5(1)6/10-UTCS(TS-I)

Date

CIRCULAR

The Directorate of Training is entrusted with the basic responsibility of conducting training programmes for various levels of officials/officers in various areas of administration. The Directorate has identified subjects needing basic knowledge and skill for functional efficiency. A two days training course on "**Basic Functional Efficiency in Audit Matters**" is an important course in the list. The Course shall commence on 27th January, 2011 to 28th January, 2011 (Thursday to Friday).

IMPORTANCE OF THE COURSE

Audit of Government accounts, policies and performance is necessary to ensure accountability of the Executive to the Parliament/State Legislature. Audit is, primarily, an accountability procedure. Financial Audit, Compliance Audit and Performance Audit are necessary for any functioning democracy and effective audit systems lead to efficiency and transparency in governance.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to benefit those working in the Government, its local/autonomous bodies, Public sector undertakings and entrusted with auditing accounts. The course would be useful to all accounts functionaries, specially those auditing Government accounts, accounts of the cooperative societies, accounts of the Government corporations and examining audits reports external agencies. Training Module/Learning Units are enclosed.

OBJECTIVES OF THE COURSE

At the end of the Course the participants will be able to:

1. Explain constitutional provisions providing structure of conducting audit.
2. List various types of audit.
3. Describe broad principles of Audit.
4. List obligations placed on auditable entities and auditing standards expected from auditors.

CONTENTS OF THE COURSE

1. Constitutional Provisions, C&AG Act,1971,Duties of C&AG
2. Internal Audit
3. Audit and Report Preparation
4. Financial Audit
5. Performance and Compliance Audit
6. IT Audit and Environment Audit
7. Report Compliance and follow-up

P.T.O.

METHODOLOGY OF THE COURSE

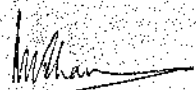
The Course would be conducted by experts and experienced in the area of Government Audit. While lecture method would be generally followed, case studies and questionnaires may also be included in some sessions. The Course would be interactive and participants encouraged to raise questions and get the doubts cleared.

NOMINATIONS FOR THE COURSE

1. The Course envisages class strength of 40 Participants.
2. Nominations shall be accepted on first-come-first-serve basis.
3. Nomination letter along with bio-data form of the participants in the format prescribed (enclosed) may be sent by 20th January, 2011.
4. Nominations received after 20th January, 2011 may not be entertained.
5. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

OTHER INSTRUCTIONS

1. Participants are expected to come prepared with basic information on the course subject.
2. Participants may bring copies of the latest departmental/Government circulars/orders/reports etc., relating to the course subject, if any available. This would benefit other participants, the Directorate and also the faculty.
3. Participants are expected to observe punctuality and regularity.
4. Participants are expected to keep their mobile phones on silent mode during the training sessions.
5. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
6. Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.
7. Participants may contact the undersigned for any information/clarification on training course.
8. Contact/correspondence may be made on phone nos. **22308552**, fax no. **22307822**, **22308556** email address dutcs@nic.in & adtrglutcs.delhi@nic.in.


(NEEL KAMAL)

Assistant Director (Training)

File No.5(1)6/10-UTCS(TS-I)/ 32804 - 3291)

Date 20/1/11

Copy forwarded to:

1. All HODs/Local/Autonomous Bodies and State Undertakings/Corporations.
2. S.O. to the Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat, N.D.-2.
3. E.O. for updating on the website of the Department.


(NEEL KAMAL)

Assistant Director (Training)

**DIRECTORATE OF TRAINING : UNION TERRITORIES CIVIL SERVICES
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**TRAINING MODULE ON BASIC FUNCTIONAL EFFICIENCY IN
AUDIT MATTERS**

Name of the Package of Courses		BASIC FUNCTIONAL EFFICIENCY	
Duration of the Course		Three Days (27.01.2011 to 28.01.2011) Thursday – Friday	
Number of Sessions		Twelve (08)	
Training Branch		I	
Name of Course Coordinator		Sh. Neel Kamal, Asstt. Director	
Sessions	Duration	Topics	Proposed Speaker
27.01.2011 Session – I 10.00 am- 11.15am	75 Min.	• Constitutional Provisions, C&AG Act,1971,Duties of C&AG	
Tea			
Session – II 11.30 am- 12.45pm	75 Min.	• Internal Audit	
Lunch			
Session – III 01.45 pm- 03.00pm	75 Min.	• Audit and Report Preparation	
Tea			
Session – IV 03.15 pm- 04.30pm	75 Min.	• Audit and Report Preparation (Contd.)	
28.01.2011 Session – V 10.00 am- 11.15am	75 Min.	• Financial Audit	
Tea			
Session – VI 11.30 am- 12.45pm	75 Min.	• Performance and Compliance Audit	
Lunch			
Session – VII 01.45 pm- 03.00pm	75 Min.	• IT Audit and Environment Audit	
Tea			
Session – VIII 03.15 pm- 04.30pm	75 Min.	• Report Compliance and follow-up	

DIRECTORATE OF TRAINING, UNION TERRITORY CIVIL SERVICES

BIODATA FORM

(For Employees of GNCTD, Local/Autonomous Bodies/Corporations etc)

Name of the Training Progress: _____

Course Code: _____

Date of Training Programme : _____

[Tick mark (✓) the appropriate box]

01.	Name (As per Service Book)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	First	
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Middle
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Last
02.	Designation																		
03.	Service Cadre	IAS <input type="checkbox"/>	DANICS <input type="checkbox"/>	DASS <input type="checkbox"/>	Accounts <input type="checkbox"/>	Medical <input type="checkbox"/>	ENGG. <input type="checkbox"/>	Teaching <input type="checkbox"/>	Others <input type="checkbox"/>										
04.	Name of the Department/Organisation																		
05.	Category of Dept./Organisation	Delhi Govt. <input type="checkbox"/>	Local Body <input type="checkbox"/>	Autonomous Body <input type="checkbox"/>	PSU <input type="checkbox"/>	Others <input type="checkbox"/>													
06.	Employee Code (if any)																		
07.	Date of Birth	<input type="text"/>	<input type="text"/>	DD	<input type="text"/>	<input type="text"/>	MM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YYYY	
08.	Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>																
09.	Category	UR <input type="checkbox"/>	SC <input type="checkbox"/>	ST <input type="checkbox"/>	OBC <input type="checkbox"/>	Other <input type="checkbox"/>	<input type="text"/>												
10.	Educational Qualification [Highest qualification]	Middle <input type="checkbox"/>	Metric <input type="checkbox"/>	Inter <input type="checkbox"/>	Graduate <input type="checkbox"/>	P.Grad <input type="checkbox"/>	M.Phil <input type="checkbox"/>	Ph.D. <input type="checkbox"/>	Others <input type="checkbox"/>										
11.	Professional/Technical qualification																		
12.	Date of joining the Service	<input type="text"/>	<input type="text"/>	DD	<input type="text"/>	<input type="text"/>	MM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YYYY	
13.	Pay Band & Grade Pay																		
14.	Details of trainings attended in the past in the Directorate of Training, UTCS/Other Institutes																		
15.	Contact Number	Office										Personal							

37 32804-32917

**Estate Officer
Directorate of Training UTCS
Vishwas Nagar Delhi - 32**

Signature _____

Date: _____

**Off. of Trg (UTCS)
Govt. of N.C.T. of Delh
Institutional Area
Vishwas Nagar
Delhi-110022**