

GOVERNMENT OF ANDHRA PRADESH
Dr . MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF A.P.

Induction Training Programme for Senior Auditors/Typists of State Audit Department
from 16-12-2013 to 14-04-2014 (Batch I Section A)

Course Director: Sri K.Bhavani Sankar, Deputy Director, ADTW

Course Objectives:

Participants would be empowered with....

1. Awareness of various Government **Rules**.
2. Understanding of various **Budgetary** Issues
3. Knowing Government **Financial** Principles and Rules, Interpretations.
4. Understanding and practice **Book Keeping** and **Accounts** Matters.
5. Understanding Nature, objectives and process of **Audit**.
6. Utilizing IT Application of State Audit.
7. Various Skills like Communications, Goal Setting and Ethical Values etc.

Module 3: Finance

OBJECTIVES :

At the end of the training programme the participants will be able to:

- Explain the salient features of A.P. Fundamental Rules
- Explain the salient features of A.P. Treasury Code
- Explain how to maintain Service Registers
- Explain the salient features of A.P. State and Subordinate Service Rules
- Explain the rules relating to Preparation of Panels, Reservations in Service matters and Fixing of Seniority etc.
- Explain the salient features of A.P. Ministerial Service Rules and A.P. Last Grade Service Rules
- Explain the rules relating to Pay Fixations
- Explain the salient features of A.P. Leave Rules
- Explain the salient features of A.P. Revised Pension Rules

TENTATIVE TRAINING SCHEDULE

Week 1 :(16.12.2013 to 22.12.2013)

Time	Topic	Resource Person
16-12-2013 Day 1		
10.30 am to 11.00 am	Registration & Introductions	Sri K. Bhavani Sankar Course Director
11.00 am to 1.30 pm	Inauguration and Overview of the Course	DG/DDG
2.30 pm to 4.00 pm	Human Relations*	Sri VLN.Gupta, Addl.CD
4.00 pm to 05.00 pm	Introduction of the all modules	Sri K. Bhavani Sankar Deputy Director, ADTW
17-12-2013 Day 2		
10.30 am to 1.30 pm	Right to Information Act	Sri K.Ramgopal, Faculty Dr.MCR HRD I AP
2.30 pm to 5.00 pm	AP CS Conduct Rules	Sri K.Anil Kumar Faculty, Dr.MCR HRD I AP
18-12-2013 Day 3		
10.30 am to 1.30 pm	AP State & Subordinate Service Rules	Sri A.Venugopal Rao, AAO, Retd, State Audit
2.30 pm to	AP State & Subordinate Service Rules	Sri A.Venugopal Rao,

5.00 pm		AAO, Retd, State Audit
19-12-2013	Day 4	
10.30 am to 1.30 pm	AP CCA Rules.	Sri L.Subuddi, JD, Retd, T & A Dept
2.30 pm to 5.00 pm	APGLI, GIS, FBF,	Sri VLN.Gupta, Addl.CD
20-12-2013	Day 5	
10.30 am to 1.30 pm	AP Ministerial Service Rules & AP Last Grade Service Rules	Sri M.Bramhachary, ATO, T & A Dept
2.30 pm to 5.00 pm	AP TA Rules	Sri M.Shankaraiah, Retd, Account Officer
21-12-2013	Day 6	
10.30 am to 1.30 pm	Loans and Advances	Sri T.Samba Siva Rao AO, T & A Dept
2.30 pm to 3.45 pm	District Office Manual	Sri K. Bhavani Sankar Course Director
04.00 pm to 05.00 pm	Personality Behavior and Stress Management *	Sri. L.Shashidhar, IAS, JDG Dr. MCR HRD I AP
22-12-2013	Day 7 (Sunday)	

Week 2 : (23.12.2013 to 29.12.2013)

Time	Topic	Resource Person
23-12-2013	Day 8	
10.30 am to 01.30 am	Disciplinary and Vigilance procedures *	Sri A.Venugopal Rao, AAO, Retd, State Audit
2.30 pm to 5.00 pm	Disciplinary and Vigilance procedures *	Sri A.Venugopal Rao, AAO, Retd, State Audit
24-12-2013	Day 9	
10.30 am to 1.30 pm	A.P. Fundamental Rules *	Sri N.Kesava Murthy, Retd, T & A Dept
2.30 pm to 5.00 pm	AP Leave Rules	Sri Bh.Pandu Ranga Sarma AO, ATW
25-12-2013	Day 10 (Christmas)	
26-12-2013	Day 11	
10.30 am to 1.30 pm	A.P. Fundamental Rules *	Sri N.Kesava Murthy, Retd, T & A Dept
2.30 pm to 5.00 pm	AP Revised Pension Rules 1980 *	Sri VLN.Gupta, Addl.CD
27-12-2013	Day 12 (Module 2 Budgetary Issues starts)	
10.30 am to 1.30 pm	Budget Manual *	Sri SS.Sudhakar, Section Officer, Finance Dept
2.30 pm to 5.00 pm	Budget Concepts *	Sri SS.Sudhakar, Section Officer, Finance Dept
28-12-2013	Day 13	
10.30 am to 1.30 pm	Outcome Budget and Appropriation of Budget*	Sri SS.Sudhakar, Section Officer, Finance Dept

2.30 pm to 03.45 pm	Personality Behavior and Stress Management *	Sri. L.Shashidhar, IAS, JDG Dr. MCR HRD I AP
04.00 pm to 05.00 pm	Communication Skills	Sri VLN.Gupta, Addl.CD
29.12.2013 Day 14 (Sunday)		

***Indicating combined class in room no 422**

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Course Objectives:

Participants would be empowered with....

1. Awareness of various Government **Rules**.
2. Understanding of various **Budgetary** Issues
3. Knowing Government **Financial** Principles and Rules, Interpretations.
4. Understanding and practice **Book Keeping** and **Accounts** Matters.
5. Understanding Nature, objectives and process of **Audit**.
6. Utilizing IT Application of State Audit.
7. Various Skills like Communications, Goal Setting and Ethical Values etc.

Module 3: Finance

OBJECTIVES :

At the end of the training programme the participants will be able to:

- Explain the salient features of A.P. Treasury Code
- Explain the salient features of A.P. Financial Code
- Explain the Role of Accountant General & A.P. Accounts Code
- Explain the Role of Audit & CAG Report
- Make them aware of importance of Communication Skills & Leadership Qualities of Highly Effective People
- Explain how to calculate Pensionary benefits under A.P. Revised Pension Rules

SCHEDULE

Week 3: (30.12.2013 to 06.01.2014)

Time	Topic	Resource Person
30-12-2013 Day 15		
10.30 am to 01.30 am	AP Treasury Code *	Sri G.Siva Rami Reddy, Retd, T & A Dept
2.30 pm to 5.00 pm	Role of Audit *	Sri N.Kumar Babu, AO, Retd, State Audit
31-12-2013 Day 16		
10.30 am to 1.30 pm	AP Treasury Code *	Sri G.Siva Rami Reddy, Retd, T & A Dept

2.30 pm to 5.00 pm	Pension Problems*	Sri M.Shankaraiah, Retd, Account Officer
01-01-2014 Day 17		
10.30 am to 1.30 pm	AP Treasury Code *	Sri G.Siva Rami Reddy, Retd, T & A Dept
2.30 pm to 5.00 pm	Role of Audit & C & AG Report *	Sri SSS.Bapuji, DAO, Retd, State Audit
02-01-2014 Day 18		
10.30 am to 1.30 pm	Role of AG & Accounts Code *	Sri G.Rajeswara Rao, AO, Retd
2.30 pm to 5.00 pm	Role of AG & Accounts Code *	Sri G.Rajeswara Rao, AO, Retd
03-01-2014 Day 19		
10.30 am to 1.30 pm	AP Financial Code *	Sri N.Kesava Murthy, Retd, T & A Dept
2.30 pm to 5.00 pm	AP Financial Code *	Sri N.Kesava Murthy, Retd, T & A Dept
04-01-2014 Day 20		
10.30 am to 1.30 pm	AP Financial Code *	Sri N.Kesava Murthy, Retd, T & A Dept
2.30 pm to 3.45 pm	District Office Manual	Sri K.Bhavani Sankar, Deputy Director, ADTW
04.00 pm to 05.00 pm	Habits of highly effective people *	Dr. K.Tirupataiah, IFS, ADG Dr. MCR HRD I AP
05-01-2014 Day 21 (Sunday)		

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7. Various Skills like Communications, Goal Setting and Ethical Values etc.

Modules: 1, 2, 3, 4, & 5 (Practical sessions)

OBJECTIVES :

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

1. Solve various Pay fixations problems.
2. Maintain Leave Accounts.
3. Prepare Scrutiny the TA Bills.
4. Process Pension Claims.
5. Through Workshop, improve their knowledge and presentation skills.
6. Explore the knowledge by studying books in library.
7. Improves Communication Skills and Interpersonal Relations at work place.

SCHEDULE

Week 4 & 5 (06.01.2014 to 19.01.2014)

Time	Topic	Resource Person
06-01-2014	Day 22	
10.30 am to 1.30 pm	Noting and drafting, Maintenance of Service Registers	Sri A.Venugopal Rao, AAO, Retd, State Audit

2.30 pm to 5.00 pm	Noting and drafting, Maintenance of Service Registers	Sri A.Venugopal Rao, AAO, Retd, State Audit
07-01-2014 Day 23		
10.30 am to 01.30 am	AP Leave Rules -Exercises	Sri VLN.Gupta, ATO, ATW
2.30 pm to 05.00 pm	AP Leave Rules -Exercises	Sri Bh.Pandu Ranga Sarma AO, ATW
08-01-2014 Day 24		
10.30 am to 01.30 am	Pay Fixations, PRCs (Theory)	Sri A K Sunabha Chary, Sub Treasury Officer
2.30 pm to 05.00 pm	Pay Fixations, PRCs (Practice)	Sri A K Sunabha Chary, Sub Treasury Officer
09-01-2014 Day 25		
10.30 am to 01.30 am	Pension claims Process-Exercises	Sri VLN.Gupta, ATO, ATW
2.30 pm to 05.00 pm	Pension claims Process-Exercises	Sri VLN.Gupta, ATO, ATW
10-01-2014 Day 26		
10.30 am to 01.30 am	Preparation & Scrutiny of TA Bills - (Exercises)	Sri M.Shankaraiah, AO, Retd
11-01-2014 Day 27 (Second Saturday)		
12-01-2014 Day 28 (Sunday)		
13-01-2014 Day 29 (Bhogi)		
14-01-2014 Day 30 (Sankranti)		
15-01-2014	Day 31	
10.30 am to 01.30 am	Library	
2.30 pm to 05.00 pm	Library	
16-01-2014	Day 32	
10.30 am to 01.30 am	Pay Fixations, PRCs (Theory)	Sri A.Venugopal Rao, AAO, Retd, State Audit
2.30 pm to 05.00 pm	Pay Fixations, PRCs (Practice)	Sri A.Venugopal Rao, AAO, Retd, State Audit
17-01-2014 Day 33		
10.30 am to 01.30 am	Workshop on Loans and Advances	Sri VLN.Gupta, ATO, ATW
2.30 pm to 05.00 pm	Workshop on Leave Rules	Sri VLN.Gupta, ATO, ATW
18-01-2014 Day 34		
10.30 am to 01.30 am	Habits of Highly effective people	Sri K Tirupataiah IFS Additional Director General, Dr.MCR HRD IAP
2.30 pm to 05.00 pm	Interpersonal Relations at work place	Ms. Sumitha Ayodhya, IPoS, Deputy Director General, Dr. MCR HRD I AP
19-01-2014 Day 35 (Sunday)		

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Module: IV(Accountancy)

OBJECTIVES :

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

1. Will be Acquainted with the accountancy rules and procedures
2. Understand the cash based and accrual based accounts
3. Understand the methods of trail balance
4. Learn the Rules of the Reconciliation with Bank Account
5. Understand the types of cash books that the participant would see in their job duties.
6. Finally understand the role of Accountancy in the Audit.

7. Because of practice sessions in accounts, the participant would enrich with the knowledge that not only useful for their duties but also for the end course examinations and departmental examinations.

SCHEDULE

Week 6: (20.01.2014 to 26.01.2014) & Week 7:(27-01-2014 to 04-02-2014)

Time	Topic	Resource Person
20-01-2014 Day 36		
10.30 am to 1.30 pm	Elementary Book Keeping (a) Single Entry and Double Entry, (b) Cash based and Accrual Based Accounting System (Practice)	Sri Mohd.Taquiddin, CFA, Retd
2.30 pm to 5.00 pm	Elementary Book Keeping (a) Single Entry and Double Entry, (b) Cash based and Accrual Based Accounting System (Theory)	Sri D.Srinivasa Rao, Financial Adviser, MEPMA
21-01-2014 Day 37		
10.30 am to 01.30 am	Journal & Ledger Accounts (Theory)	Sri D.Srinivasa Rao, Financial Adviser, MEPMA
2.30 pm to 05.00 pm	Journal & Ledger Accounts (Practice)	Sri Mohd.Taquiddin, CFA, Retd
22-01-2014 Day 38		
10.30 am to 01.30 am	Trial Balance(Theory)	Sri D.Srinivasa Rao, Financial Adviser, MEPMA
2.30 pm to 05.00 pm	Trial Balance(Practice)	Sri Mohd.Taquiddin, CFA, Retd
23-01-2014 Day 39		
10.30 am to 01.30 am	Maintenance of Cash book and subsidiary Registers, Types of Cash Books(Theory)	Sri Mohd.Taquiddin, CFA, Retd
2.30 pm to 05.00 pm	Maintenance of Cash book and subsidiary Registers, Types of Cash Books(Practice)	Sri Mohd.Taquiddin, CFA, Retd
24-01-2014 Day 40		
10.30 am to 01.30 am	Maintenance of Cash book and subsidiary Registers, Types of Cash Books(Theory)	Sri Mohd.Taquiddin, CFA, Retd
2.30 pm to 05.00 pm	Maintenance of Cash book and subsidiary Registers, Types of Cash Books(Practice)	Sri Mohd.Taquiddin, CFA, Retd
25-01-2014 Day 41		
10.30 am to 01.30 am	Habits of Highly effective people.	Sri K TIRUPATAIAH, IFS Additional Director General, Dr. MCR HRD IAP
2.30 pm to 05.00 pm	Main Qualities of a Auditor & Compliance Professional	DR. PRASANTA MAHAPATRA,IAS Director General, DR.MCRHRD IAP
26-01-2014 Day 42(Sunday)		
27-01-2014 Day 43		
10.30 am to 01.30 pm	BRS(Theory)	Sri Mohd.Taquiddin, CFA, Retd
2.30 pm to 05.00 pm	BRS(Practice)	Sri Mohd.Taquiddin, CFA, Retd

28-01-2014			Day 44		
10.30 am to 01.30 pm	BRS(Theory)				Sri Mohd.Taquiddin, CFA, Retd
2.30 pm to 05.00 pm	BRS(Practice)				Sri Mohd.Taquiddin, CFA, Retd
29-01-2014			Day 45		
10.30 am to 01.30 pm	Receipts & Payment Account (Theory), BRS(Practice)				Sri D.Srinivasulu C.A
2.30 pm to 05.00 pm	Receipts & Payment Account(Practice)				Sri D.Srinivasulu C.A
30-01-2014			Day 46		
10.30 am to 01.30 pm	Income & Expenditure (Theory)				Sri D.Srinivasulu C.A
2.30 pm to 05.00 pm	Income & Expenditure (Practice)				Sri D.Srinivasulu C.A
31-01-2014			Day 47		
10.30 am to 01.30 pm	Final Accounts(Theory),				Sri D.Srinivasulu C.A
2.30 pm to 05.00 pm	Final Accounts(Practice)				Sri D.Srinivasulu C.A
01-02-2014			Day 48		
10.30 am to 01.30 pm	Habits of Highly effective people.				Sri K Tirupataiah IFS Additional Director General, Dr. MCR HRD IAP
2.30 pm to 05.00 pm	Essential skills at work place				Ms. Sumitha Ayodhya, IPoS Deputy Director General, Dr .MCR HRD IAP
02-02-2014			Day 49(Sunday)		
03-02-2014			Day 50		
10.30 am to 01.30 pm	Preparation of monthly and annual Accounts				Sri D. Srinivasulu C.A
2.30 pm to 05.00 pm	Preparation of monthly and annual Accounts				Sri D. Srinivasulu C.A
04-02-2014			Day 51		
10.30 am to 01.30 pm	Habits of Highly effective people.				Sri K Tirupataiah IFS Additional Director General, Dr. MCR HRD IAP
2.30 pm to 05.00 pm	Personality Behavior and Stress Management				Sri L. Shashidhar, IAS Joint Director General Dr. MCR HRD IAP

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Modules: VI (Audit) & VII (Computerization of State Audit)

OBJECTIVES:

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

1. Will be acquainted with the AP State Audit Act 1989 And Rules Issue there under.
2. Understand the Audit Methods And Procedures.
3. Understand the Various Issues Pertaining to Audit of Auditable Institutions like PRIs, ULBs, AMCs, etc...
4. Learn the Processing of Pensions through E-Pension Module.
5. Understand the Methodology of Audit of Various Works done.
6. Acquainted with the follow up Action after Issue of Audit report like issue of special letters settlement of Audit objections and issue of surcharge certificates.
7. To know about the computerization AP State Audit department.

SCHEDULE

From 05-02-2014 to 14-03-2014 (Week 8 to Week 13)

05-02-2014 Day 52 (Audit module starts)		
10.30 am to 01.30 pm	Kind of Audit and Procedures	Sri M.Venkateswara Rao, Regional Deputy Director, Zone II.
2.30 pm to 05.00 pm	Concept of Performance Audit and Stages in Performance Audit, case studies	Sri. K. Srinivas Rao Asst. Audit Officer
06-02-2014 Day 53		
10.30 am to 01.30 pm	AP State Audit Act & Rules	Sri A.Venugopal Rao, AO, Retd, State Audit
2.30 pm to 05.00 pm	AP State Audit Act & Rules	Sri A.Venugopal Rao, AO, Retd, State Audit
07-02-2014 Day 54		
10.30 am to 01.30 pm	Audit Procedure, flow of Audit	Sri. K. Srinivas Rao Asst. Audit Officer
2.30 pm to 05.00 pm	Technical guidance and specification of CAG	Sri. K. Srinivas Rao Asst. Audit Officer
08-02-2014 Day 55(Second Saturday)		

09-02-2014			Day 56(Sunday)		
10-02-2014			Day 57		
10.30 am to 1.30 pm		Library for Preparation of workshop(Section A) Computer lab for preparation of workshop(Section B)		Sri.K.B.Sankar DD ATW, Dr.MCR HRD IAP	
2.30 pm to 5.00 pm		Computer lab for preparation of workshop(Section A) Library for Preparation of workshop(Section B)		Sri.K.B.Sankar DD ATW, Dr.MCR HRD IAP	
11-02-2014			Day 58		
10.30 am to 01.30 am		Workshop		Sri.K.B.Sankar DD ATW, Dr.MCR HRD IAP& Sri K. Srinivas Rao Asst. Audit Officer	
2.30 pm to 5.00 pm		Workshop		Sri.K.B.Sankar DD ATW, Dr.MCR HRD IAP& Sri K. Srinivas Rao Asst. Audit Officer	
12-02-2014			Day 59		
10.30 am to 01.30 pm		Workshop		Sri.K.B.Sankar DD ATW, Dr.MCR HRD IAP& Sri K. Srinivas Rao Asst. Audit Officer	
2.30 pm to 05.00 pm		Workshop		Sri.K.B.Sankar DD ATW, Dr.MCR HRD IAP& Sri K. Srinivas Rao Asst. Audit Officer	
13-02-2014			Day 60		
10.30 am to 01.30 pm		Scheme Audit(BRGF, 13 th Finance Commission, RGPSA)		Sri. K. Srinivas Rao Asst. Audit Officer	
2.30 pm to pm	05.00	Establishment of Audit, Verification of service matters		Sri A.Venugopal Rao AO, Retd, State Audit	
14-02-2014			Day 61		
10.30 am to 01.30 pm		Financial resources and utilization in respect of PRIs. Provisions of Panchayat Raj Acts & Rules useful for audit.		Sri Gangadhar Asst. Audit Officer MPP (West Godavari, Eluru)	
2.30 pm to pm	05.00	Financial resources and utilization in respect of PRIs. Provisions of Panchayat Raj Acts & Rules useful for audit.		Sri Gangadhar Asst. Audit Officer MPP (West Godavari, Eluru)	
15-02-2014			Day 62		
10.30 am to		Provisions that are useful for Audit of		Sri. K. Srinivas Rao	

01.30 pm	Mandal Panchayats, check list	Asst. Audit Officer
2.30 pm to 05.00 pm	Provisions that are useful for Audit of Zilla Parishads, checklist	Sri. K. Srinivas Rao Asst. Audit Officer
16-02-2014 Day 63 (Sunday)		
17-02-2014 Day 64		
10.30 am to 01.30 pm	Provisions of AP Municipalities Acts & Rules that are useful for audit.	Sri. P.Srinivas Rao, Deputy Director, Examiner of Accounts, Khammam
2.30 pm to 05.00 pm	Provisions of AP Municipalities Acts & Rules that are useful for audit	Sri. P.Srinivas Rao, Deputy Director, Examiner of Accounts, Khammam
18-02-2014 Day 65		
10.30 am to 01.30 pm	Audit of Relief Accounts	Sri. K. Srinivas Rao, AAO, Dr. MCRHRD IAP
2.30 pm to 05.00 pm	Settlement of Audit Objections, Surcharge & Appeals.	Sri.K.B.Sankar DD ADTW, Dr.MCR HRD IAP
19-02-2014 Day 66		
10.30 am to 01.30 pm	AP Charitable & Endowment Act. Audit procedure.	Sri. K. Srinivas Rao. AAO, Dr.MCR HRD IAP.
2.30 pm to 05.00 pm	Introduction of State Audit Web Application	Sri.K.B.Sankar DD ATW, Dr. MCR HRD IAP
20-02-2014 Day 67		
10.30 am to 01.30 pm	Model Accounting format of PRIS Discussion	Sri B. Chinnapa Reddy RDD, Zone III
2.30 pm to 05.00 pm	Check List of PRIS for Audit Discussions	Sri B. Chinnapa Reddy RDD, Zone III
21-02-2014 Day 68		
10.30 am to 01.30 pm	Works Accounts	Sri B. Chinnapa Reddy RDD, Zone III
2.30 pm to 05.00 pm	Audit of Work bills	Sri B. Chinnapa Reddy RDD, Zone III
22-02-2014 Day 69		
10.30 am to 01.30 pm	Drafting of Audit Para's and Reports, follow up action, Preparation of Consolidated Audit Reports	B. Chinnapa Reddy RDD, Zone III
2.30 pm to 05.00 pm	DEBAS	B. Chinnapa Reddy RDD, Zone III
23-02-2014 Day70(Sunday)		
24-02-2014 Day 71		
10.30 am to 01.30 pm	Social audit and its significance in the present era of transparent Administration, RTI	Sri K Tirupataiah IFS Additional Director General,

		Dr. MCR HRD IAP
2.30 pm to 05.00 pm	Role of Accounting & Audit Services for Good organisation	DR. PRASANTA MAHAPATRA,IAS Director General, DR.MCRHRD IAP.
25-02-2014 Day72		
09.00 am to 01.30 pm	Basics of computers	IT Division of Dr. MCR HRD
2.30 pm to 06.30 pm	Basics of computers	IT Division of Dr. MCR HRD
26-02-2014 Day 73		
09.00 am to 01.30 pm	MS Word	IT Division of Dr. MCR HRD
2.30 pm to 06.30 pm	MS Word	IT Division of Dr. MCR HRD
27-02-2014 Day 74(Maha Shivarathri)		
28-02-2014 Day 75		
09.00 am to 01.30 pm	MS Excel	IT Division of Dr. MCR HRD
2.30 pm to 06.30 pm	MS Excel	IT Division of Dr. MCR HRD
01-03-2014 Day 76		
09.00 am to 01.30 pm	Power Point	IT Division of Dr. MCR HRD
2.30 pm to 06.30 pm	Power Point	IT Division of Dr. MCR HRD
02-03-2014 Day 77(Sunday)		
03-03-2014 Day 78		
10.30 am to 01.30 pm	AP Market Committees Acts and Rules	Sri T.Venkateshwara Rao Audit Officer(FAC)
2.30 pm to 05.00 pm	Audit of receipts and Expenditure in Market Committees	Sri T.Venkateshwara Rao Audit Officer(FAC)
04-03-2014 Day 79		
10.30 am to 5.00 pm	Section A: Visit to AG office Section B : State Home ,Dialogue in the Dark.	
05-03-2014 Day 80		

Section A: State Home ,Dialogue in the Dark Section B : Visit to AG office		
06-03-2014 Day 81		
Cultural Activities		
07-03-2014 Day 82		
Sports		
08-03-2014 Day 83 (Second Saturday)		
09-03-2014 Day 84 (Sunday)		
10-03-2014 Day 85		
10.30 am to 01.30 pm	Works Accounts & Audit procedure	N.Kumar Babu Retd Audit Officer
2.30 pm to 05.00 pm	Works Accounts & Audit procedure	N.Kumar Babu Retd Audit Officer
11-03-2014 Day 86		
10.30 am to 01.30 pm	Works Accounts & Audit procedure	N.Kumar Babu Retd Audit Officer
2.30 pm to 05.00 pm	Works Accounts & Audit procedure	N.Kumar Babu Retd Audit Officer
12-03-2014 Day 87		
10.30 am to 01.30 pm	Provisions of AP Universities Acts & Rules that are useful for Accounts and Audit	Smt Lakshmi. N Deputy Director Audit Party ,OU
2.30 pm to 05.00 pm	Provisions of AP Universities Acts & Rules that are useful for Accounts and Audit	Smt Lakshmi. N Deputy Director Audit Party ,OU
13-03-2014 Day 88 (COMPUTARIZATION OF STATE AUDIT)		
10.30 am to 01.30 pm	Audit of receipts and Expenditure in Zilla Grandhalaya Samasthas, Audit of Libraries.	Sri. K .Srinivas Rao AAO, Dr. MCR HRD IAP
2.30 pm to 05.00 pm	Intra mail System	Sri.K.B.Sankar DD ATW, Dr. MCR HRD IAP
14-03-2014 Day 89		
10.30 am to 01.30 pm	Preparation of Action Plan Entry of Audit report (VISA)	Smt. Manjula. V Asst. Audit Officer
2.30 pm to 05.00 pm	Appeals(VISA)	Smt. I. Chandra Kala Asst Audit Officer.