



Training Programme on "Embassy Audit"

(30 July to 03 August, 2012)

Date/Day	1st Session (1000 to 1115 hours)	2nd Session (1130 to 1245 hours)	3rd Session (1400 to 1515 hours)	4th Session (1530 to 1645 hours)
30.07.12 Monday	Introduction and general issues Shri G. Bhattacharjee (DG), Shri Satish Sethi (Sr. DAG)		Introduction to the organizational set-up of Missions/Posts abroad, role and functions of various wings in the Missions/Posts Dr. Amit S. Telang, US (GA), MEA	Working of the consular wings outsourcing of services, internal control and custody of consular documents etc. Shri P. S. Ramratnam, Consulatant, CPV Division, MEA
31.07.12 Tuesday	(i) Introduction to financial powers of Govt. of India's representatives abroad and audit issues in purchases of equipments, stationary, furniture, capital exp etc. (ii) Audit issues in use of telephones, fax, mobile phones, diplomatic bags, VAT refunds and garden grant Ms. Gauri Karol, Director & Shri Mahesh Gupta		Property management in the Missions/Posts abroad with special emphasis on projects in Asia, Ocean, Middle East and Africa Shri Vitaj Singh, IFS Director (MEA), Ms. Indu G. Choudhary, Sr. Architect (MEA), & Shri Madan Lal Raigar US (Projects), MEA	
01.08.12 Wednesday	Functioning and general set up of Insurance Companies abroad Shri C. Manohar, Chief Manager, Oriental Insurance Company Ltd.	Functioning and general set up of IRCON Units abroad Shri Anil Jain, GM, IRCON	Functioning and general set up of Insurance Companies abroad Shri H. C. Batra, GM, TCIL	(i) Cash management maintenance of cash book, compilation of cash accounts and bank reconciliation (ii) IMAS system in missions/posts Shri Vijay singh, Controller of Accounts, MEA & Shri Mahavir Prasad, NIC
02.08.12 Thursday	Audit issues regarding pay & allowances and other entitlements to the India Based Officers/Officials as per provisions of IFS (PLCA) Rules, Transport Management & Car Code, reimbursement of insurance of personal cars of officers. Ms. Mahua Pal, IA&AS, Pr. AG & Shri Mahesh Gupta	Consular Services, internal control, custody of consular documents etc, and working of the cultural centres abroad. Shri Mahesh Gupta	Audit issues regarding property management - construction, acquisition, lease, surrender, maintenance & repair of properties for official and residential accommodation. Audit issues relating to locally recruited staff and contingency paid staff. Ms. Annie G. Mathew, PD (Staff) & Shri Mahesh Gupta	
03.08.12 Friday	Audit issues relating to Public Sector Undertakings abroad. Ms. Gurveen Sidhu, PD (SMU) & Shri Mahesh Gupta		Interaction and feedback Shri Roy Mathrani, DG	

TEA BREAK: - 1115 - 1130 hours LUNCH BREAK: - 1245 - 1400 hours COFFEE BREAK: - 1515 - 1530 hours