

International Centre for Information System & Audit (ICISA)
Plot No.A-52, Sector62, Noida-201301 (UP)

EMBASSY AUDIT TRAINING PROGRAMME (19.05.2008 to 23.05.2008)

Day	Session I	Session II	Session III	Session IV
19.5.2008	Expectations from audit parties, organisational set-up of Indian Missions and general audit issues		Audit issues regarding pay & allowances, foreign allowance, India/local servants' wages, representational grant, compensatory allowances of a charge D' affairs, concurrent accreditation grant	
Faculty	DGACR		Shri R.G.Vishwanathan	
20.5.2008	Audit issues regarding Cash management, maintenance of cash book, compilation of cash accounts and bank reconciliation. Audit issues regarding sanction based exp., visiting delegations, VIP's, VVIP's, publicity expenditure and publicity material received from India		Audit issues regarding entitlements of locally recruited staff, retirement age, fixation of pay, cost of living allowance, medical attendance, bonus etc., audit issues regarding contingency staff and India based staff.	
Faculty	Shri Mahesh Gupta		Shri Mahesh Gupta	
21.5.2008	Audit issues regarding Property management – construction, acquisition, lease, surrender, maintenance & repair of properties for official and residential accommodation, plinth area and rental ceilings; furniture for residence; utilities, space heating, water and electricity charges etc.		Audit issues regarding transfer, travel and other related entitlements— transfer, tour, TA, home leave, emergency passage, children holidays passage, ex-India leave, packers and forwarding agents, reimbursement of transportation charges etc.	
Faculty	Ms. Annie G.Matthew		Shri N.N. Subramanian	
22.05.2008	Audit issues regarding transport management – use of staff cars, car code, car insurance, hire, purchase, disposal of vehicles; and reimbursement of insurance of personal cars of officers	Audit issues relating to children education allowance, daily allowance and medical claims	Introduction to financial powers of Govt of India's representatives abroad and audit issues in purchases e.g. equipments, stationary, furniture, capital exp. etc.	Audit issues in use of telephones, fax, mobile phones; diplomatic bags; VAT refunds; and garden grant
Faculty	Shri Ajay Kumar/ Shri Mahesh Gupta		Shri P.R.Acharya	Shri P.R.Acharya
23.05.2008	Audit of Public Sector Undertakings abroad.	Audit issues in visa, passport and consular services, PIO/OCI cards, outsourcing of services, revenue from these services, custody of documents; and working of other wings.	Interaction with DGACR, feedback and questions.	
Faculty	Ms.Gurveen S. Chughy	Shri R.M.Nawani	DGACR	

1st session: 10.00 a.m.–11.15 a.m. 2nd session: 11.30 a.m.– 12.45 p.m. 3rd session : 2.00 p.m.– 3.15 p.m. 4th session 3.30 p.m.– 4.45 p.m.
Tea Break : 11.15 a.m. – 11.30 a.m. and 3.15 p.m. –3.30 p.m. Lunch Break : 12.45 p.m. – 2.00 p.m.