### PROGRAMME - Week One

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<th>DATE &amp; DAY</th>
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| 12.11.2018 (Monday) | Inaugural | Ice Breaking session  
Setting mutual expectations  
Core Values of SAI India, Our Values as a group | Vidhu Sood, PD RTI               |                 |
|            | I &II   | **Constitution of India, Statutes and Service Regulations**  
Part-I : Union and its Territories,  
Part-XI : Relationship between the Union and the States. | Prof. R.K. Chaubisa  
Faculty HCM RIPA Jaipur | PC 5             |
|            | III     | **Constitution of India, Statutes and Service Regulations**  
Fiscal relationship between the Union and the States  
Sharing of resources between Union and States, Role of the Finance Commissions  
(Part-XII : Distribution of Revenues between the Union and the States, Miscellaneous Financial Borrowing Provisions) | Preeti Joshi, Asstt. Professor  
Rajasthan University, Jaipur | PC 5             |
|            | IV      | **Information technology - Theory**  
Introduction: Operating system (What is an OS, What are its key functions, the evaluation of OS, What are the popular types of OS, basics of UNIX and Windows, advantages of open source OS like Linux, Networks OS)  
**Application Software** (Concepts, basic application) specific use applications, development of customized applications, Specific applications in use in large government departments: e.g. : Reservation Systems in Railways, Tax applications in Revenue Departments, Payroll and Accounting applications, Inventory management applications in PSUs, ERPs. | Harish Mehndiratta, Core Faculty EDP | PC 3             |
| 13.11.2018 (Tuesday) | I & II | **Constitution of India, Statutes and Service Regulations**  
Part-VI: The States- Executive, State Legislatures, High Courts.  
Part-X: The Scheduled and Tribal Areas.  
Regulations on Audit & Accounts-2007 | Prof. R.K.Chaubisa  
Faculty HCM RIPA  
Jaipur | PC-5 |
| | III | **Constitution of India, Statutes and Service Regulations**  
Understanding the CAG’s mandate and provisions of the Comptroller and Auditor General's (DPC) Act, 1971 | Garima Singh  
Core Faculty-Civil  
RTI Jaipur | PC-5 |
| | IV | **Information technology (Theory)**  
Familiarity with the provisions of the IT Act 2000 (including subsequent amendments to IT Act) | Ajit, AAO  
O/o AG (E&RSA)  
Rajasthan | PC-3 |
| | V | **Information technology (Theory)**  
IT Audit  
1) IT Controls  
- General Controls  
- Application Controls  
- Risk Area and IT security  
Case examples/Audits | Upendra Singh Rathore  
Core Faculty | PC-3 |
| 14.11.2018 (Wednesday) | I | **Constitution of India, Statutes and Service Regulations**  
Defined Contribution Pension Scheme (New Pension Scheme) | Ms. Shipra Vikam  
Jt. Director  
| | II | **Constitution of India, Statutes and Service Regulations**  
Constitutional Amendments and evolution of Law | Ms. Preeti Joshi,  
Asstt. Professor  
Rajasthan University, Jaipur | PC-5 |
| | III | **Constitution of India, Statutes and Service Regulations**  
Our role, obligations and duties as Government servants; Central Civil Services (Conduct) Rules | Ashok Manak  
Retd. Sr.AO  
O/o AG (G&SSA)  
Rajasthan, Jaipur | PC-5 |
| | IV | **Information technology (Theory)**  
Basic concepts of Database Management: Understanding simple Databases, Advantages of Working with a Database System & RDBMS  
Common Corporate Database Systems | Upendra Singh Rathore  
Core Faculty | PC-3 |
| | V | **Information technology (Theory)**  
System Development Life Cycle  
Audit of systems under Development | I D Variyani  
Technical Director, NIC, Jaipur | PC-3 |
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| 15.11.2018 (Thursday) | I         | **Constitution of India, Statutes and Service Regulations**  
Provisions of the 73rd and 74th Amendments- PRIs and ULBs  
Issues and Challenges | Garima Singh  
Core Faculty-Civil  
RTI Jaipur | PC-5 |
|           | II & III  | **Constitution of India, Statutes and Service Regulations**  
Disciplinary Proceedings; Central Civil Services (Classification, Control And Appeal) Rules | Ashok Manak  
Retd. Sr.AO  
O/o AG (G&SSA)  
Rajasthan, Jaipur | PC-5 |
|           | IV        | **Information technology (Theory)**  
General Awareness about the National e-Governance Plan (NeGP) Meaning e-Governance basics will and few selected common e-governance Projects like Computerisation of Land Records, Vahan (Registration of Vehicles) and Sarthi (issue of Driving Licenses) and e-District (reference respective websites of the topics mentioned) | Ms Sonia Chaturvedi  
Joint Director,  
DOIT, Jaipur | PC-3 |
|           | V         | **Information technology (Theory)**  
Security of Information assets : Security threats to data, hardware and users & common types of hacking, Protective measures & back-ups etc., | Ravi Saraswat  
Programmer | PC-3 |
| 16.11.2018 (Friday) | I         | **Constitution of India, Statutes and Service Regulations**  
Central Civil Services (Medical Attendance) Rules | P.P Shrimali  
P&AO  
O/o AG (A&E)  
Rajasthan, Jaipur | PC-5 |
|           | II & III  | **Constitution of India, Statutes and Service Regulations**  
Central Civil Services (LTC, Joining Time and Leave Rules) | Sh. Ashok Manak  
Retd. Sr.AO  
O/o AG (G&SSA)  
Rajasthan, Jaipur | PC-5 |
|           | IV        | **Information technology (Practical)**  
**Word 2013:**  
Basic and Mid-Level  
Creating and Managing documents, formatting a document, Customizing Options and Views for Documents, Configuring Documents to print or Save, Formatting Text, Paragraphs and Sections, Creating Tables and Lists, Creating and Modifying a list, Applying References, Inserting And Formatting Objects | Harish Mehndiratta  
Core Faculty EDP | PC-4 |
|           | V         | **Advanced Topics**  
Managing And Sharing Documents, managing multiple documents, Preparing Documents and Review, Managing Document Changes and Designing Advanced Documents, Applying Advance Formatting, Applying Advance Styles, creating Advanced references, create and manage Indexes, Creating and Managing Reference Tables and Mange forms, fields And Mail Merge operations | Dilip Kumar  
AAO  
O/o AG (A&E)  
Rajasthan Jaipur | PC-4 |
| 17.11.2018 (Saturday) | I & II | Drafting of an official letter, giving the facts, as directed in the question. Draft Para to be drafted from material provided |
| | | Writing of Audit requisitions and Audit Memo |
| | III | Financial Rules and principles of Government Accounts |
| | | Overview of Government Accounting System (Basic Rules and Principles and Structure of Government Accounts) (We also understand chart of accounts - List of Major Minor Heads) |
| | IV | Information technology (Practical) |
| | | Excel 2013 |
| | | Basic and mid-level |
| | | Creating and managing Worksheets and workbooks: Creating Worksheets and workbooks, Navigating through Worksheets and workbooks, Formatting worksheets and workbooks, Customizing Options and views for Worksheets and workbooks and configuring Worksheets and Workbooks to Print or Save. Cells and Ranges: Inserting Data in Cells and Ranges, Formatting Cells and Ranges and ordering and Grouping Cells And Ranges, Tables: Creating and modifying Table Formulas and Functions: Applying Cell ranges and References in Formulas and Functions, Charts and objects: Creating and Formatting a Chart and Inserting and formatting an Object |
| | V | Information technology (Practical) |
| | | Excel 2013 |
| | | Advanced Topics |
| | | Managing and sharing Workbooks: Managing Multiple Workbooks, Preparing a Workbook for review and Managing Workbook Changes, Applying Custom Formats and Layouts: Applying Custom Data Formats, Applying Custom Formats and Layouts: Applying Custom Data formats, Applying Advanced Conditional Formatting And Filtering, Applying Custom styles and templates, |
| | | | Rajesh Maheshwary, Core Faculty | PC-1 |
| | | | D.K. Saxena, AAO/ RTI | PC-4 |
| | | | D.K. Saxena, AAO/ RTI | PC-4 |