



मनुष्यवती भूमिरर्थः



अरुण जेटली राष्ट्रीय वित्तीय प्रबंधन संस्थान
Arun Jaitley National Institute of Financial Management
(वित्त मंत्रालय, भारत सरकार का एक स्वायत्त संस्थान)
(An autonomous institute of Ministry of Finance, Government of India)
सैक्टर-48, पाली रोड, फरीदाबाद-121001 (हरियाणा), भारत
Sector-48, Pali Road, Faridabad-121001 (Haryana), India

MANAGEMENT DEVELOPMENT PROGRAMME

ON

‘AUDIT PROCEDURE AND SETTLEMENT OF AUDIT PARAS’

17th – 18th November, 2025



About AJNIFM

The Arun Jaitley National Institute of Financial Management (AJNIFM) was established in 1993 as an autonomous body under the Ministry of Finance, Government of India.

The Institute is dedicated to imparting training in Financial management for Group 'A' officers of Central Accounts and Finance Services. In addition, we Offer short-term

Management Development Programs (MDPs)

covering a wide range of topics including Public Financial Management, Budgeting, Internal Audit, Procurement, Contract Management, IT, HR, and more, catering to the needs of officials from Central and State Governments, Public Sector Undertakings, and neighboring countries. Accredited by the Capacity Building Commission (CBC) under the Mission Karmayogi initiative on December 15, 2023, the institute was awarded the prestigious अति उत्कृष्ट 4-star rating by the National Standards for Civil Services Training Institutions (NSCSTI) and the National Accreditation Board of Educational Training (NABET). This accolade underscores AJNIFM's excellence in as a key centre in public financial management and governance.



Leadership

The Institute is headed by Shri Praveen Kumar, the Director of AJNIFM. Shri Kumar, an officer of the 1987 batch of the Indian Defence Accounts Service, retired as the Special Controller General of Defence Accounts at the Apex level. He has



The Institute has lush green campus spread over 42 acres of land in Faridabad on the outskirts of the National Capital.



The campus has an indoor sports complex with gymnasium, billiard, squash, badminton, Yoga and outdoor sports' facilities providing conducive environment for learning.



Hostel

There are two hostel buildings i.e. Ganga Bhawan & Yamuna Bhawan with accommodation capacity of about 268 participants on single and double



occupancy basis. The hostel accommodation is primarily meant for participants of residential training programmes /courses conducted by the Institute from time to time, visiting guest faculty and for the chairman & members of the Governing Body who visit the Institute for attending meetings or in connection with any other work. The following facilities are available in hostels:

- Bed linen is changed once in a week.
- Daily newspapers/magazines are available for reading in the reading room/reception of both the hostels
- Washing Machines have been installed in the Yamuna Bhawan for use of participants
- A washing area is being developed in Ganga Bhawan wherein suitable number of washing machines will be installed
- Reverse Osmosis Water Filters are available in both the Hostels. Participants are advised not to drink unfiltered water
- There are two separate messes in Ganga & Yamuna Bhawan. The participants are expected to observe the meal timings in mess

About the Program

➤ **Program Background**

Audit plays a vital role in ensuring accountability, transparency, and fiscal discipline in public organizations. Handling audit objections and achieving timely settlement of audit paras require sound knowledge, analytical skills, and practical experience. This case study-based two-day MDP is designed to provide participants with an in-depth understanding of the audit process, interpretation of audit paras, and strategies for their effective settlement through real and illustrative case examples.

➤ **The Program Objectives**

The programme aims to:

- Explain the audit process through real-life case studies.
- Enhance understanding of audit observations and their resolution.
- Equip participants to handle audit inspections and replies effectively.
- Develop skills for the systematic settlement of audit paras using practical illustrations.
- Promote institutional learning through peer discussions and shared experiences.

➤ **The Program Contents**

- Overview of Audit in Government System – with examples from departmental audits.
- Types of Audit and Role of C&AG – case-based understanding of compliance, financial, and performance audit.
- Common Audit Irregularities – analysis of actual audit paras and their root causes.
- Handling Audit Inspections – mock exercise on preparing and replying to audit observations.
- Drafting of Audit Replies – real case-based drafting and review exercises.
- Settlement of Audit Paras – case illustrations on successful resolutions.
- Departmental Audit Committees (DACs) and PACs – case discussions on coordination and follow-up.
- Lessons from Best Practices – examples of timely compliance and internal control improvement.

➤ **Pedagogy and Faculty**

The entire programme will follow a case study–based approach supported by interactive discussions, group exercises, and problem-solving sessions. Faculty will include AJNIFM’s experienced professors and senior experts from C&AG, CGDA, and other auditing organizations with practical exposure in audit settlement.

➤ **The targeted participants**

- The Officers from Central and State Government Departments, Attached/Subordinate Offices, and Autonomous Bodies.
- Finance, Accounts, and Audit officers directly involved in audit inspections, replies, and settlement processes.

➤ **The Program duration and dates**

The program is residential and of 2 days duration.

The program shall start in the morning of Monday, 17.11.2025 from 09:30 A.M. and would complete at 05:30 P.M. on Tuesday 18.11.2025. The participants may make their travel program accordingly.

➤ **The Program Venue**

- The venue of the programme is Arun Jaitley National Institute of Financial Management (AJNIFM), Sector - 48, Pali Road, Faridabad - 121001, Haryana. It is located in Faridabad town on Badkhal-Pali Road, about 1.4 km south of Badkhal Lake crossing.
- AJNIFM is at a distance of about 35 kms from Delhi Airport and about 32 Kms from New Delhi Railway Station. The nearest metro station is Badkhal Mor.
- Lodging and Boarding facilities shall be provided without any additional charges/ or fee. The Participants may reach AJNIFM previous day of commencement of the programme and leave next day after conclusion of the programme.

➤ **Program Fee & Payment Procedure**

- The fee in respect of the nominees from Central or State Government Ministries/ Departments/ Attached/ Subordinate Offices is ₹ 22,000/- per participant.
- The fee in respect of the nominees from Autonomous Bodies/ PSUs and other organisations of Central or State Governments is ₹ 22,000/- plus 18% GST per participant.
- The fee includes course fee, lodging, boarding and access to library, computer lab, Indoor sports complex with Gym, Yoga Room and out-door sports facilities, etc. However, it does not include to and to fro journey to AJNIFM.
- The bank details for online transfer of fee is given in [Annexure I](#).

➤ **Program Capacity**

- 25 (Twenty five).
- The nominations shall be accepted on FIRST COME FIRST SERVED basis.
- In the event of excess nominations received, the nominees shall be considered in the next program.
- Confirmation of acceptance of nomination from AJNIFM shall be sent by e-mail in respect of those nominees whose fee is received and nomination are found acceptable. Only such nominees whose nomination has been confirmed by AJNIFM through e-mail shall be allowed to join the program.

➤ **How to Apply**

- The Nomination form ([Annexure II](#)) may be filled up and forwarded by the sponsoring authority and sent by e-mail to mdpcell@nifm.ac.in, mdpcell@nifm.edu.in from the e-mail account of the forwarding authority, super-scribing the subject as “Nomination for the MDP on Audit Procedure and Settlement of Audit Paras”.
- Last date: one week prior to the date of commencement of the programs.

Head of the Institute	Course Director	Training Co-ordination Cell
Shri Praveen Kumar Director Tel. No.: +91-129-2418867 Email: director@nifm.ac.in	Shri Varun Nayyar Associate Professor Head Training Co-ordination Division Tel. No: 0129-2465251 Email: varunnayyar@nifm.ac.in Mobile: 9888885074	Shri Uma Shankar Turkel (AAO) Tel. No.: +91-129-2465281, 2465259 Email: mdpcell@nifm.ac.in Mobile: 9711971601 Hostel Tel. No.: +91-129-2465320, 2465307



अरुण जेटली राष्ट्रीय वित्तीय प्रबंधन संस्थान
Arun Jaitley National Institute of Financial Management
(वित्त मंत्रालय, भारत सरकार का एक स्वायत्त संस्थान)
(An autonomous institute of Ministry of Finance, Government of India)
सैक्टर-48, पाली रोड, फरीदाबाद-121001 (हरियाणा), भारत
Sector-48, Pali Road, Faridabad-121001 (Haryana), India

+91-129-2465258 (Phone)
+91-129-2418867 (Tax)

Sector-48, Pali Road, Near Badkhal Lake National
Capital Region Faridabad, India 121001

www.ajnifm.ac.in

Following are the details of bank account of NIFM for making payment through e-transfer:

Name of the Account Holder	Arun Jaitley National Institute of Financial Management
Name of the Bank	HDFC Bank Ltd.
Address of Bank	Shop No.3, Crown complex, 1-2 chowk, NIT 2, Faridabad -121001.
Account Number	50100083121045
IFSC	HDFC0002445
MICR No.	110240246
SWIFT Code For foreign remittance	HDFCINBBDEL
PAN	AAAAN2489D
GSTIN	06AAAAN2489D1ZQ



NOMINATION FORM
Management Development Programme
on
‘AUDIT PROCEDURE AND SETTLEMENT OF AUDIT PARAS’

Programme Date: 17th – 18th November, 2025

Name: _____

Male: ☐ Female: ☐

Designation: _____

Organisation: _____

Office Address for communication: _____

Phone (O) _____ (R) _____ (M) _____

Email: _____

Signature of the Candidate

TO BE FILLED IN BY THE SPONSORING AUTHORITY

Name of the sponsor _____ Designation _____

Address for communication _____

_____ City _____ Pin _____

Phone _____ Email _____

Detail of Fee Sent, including UTR Number and date _____

GST No. of the sponsoring Organisation (if any) _____

Signature of the Sponsoring
 Authority with stamp of the
 Organisation

Date: _____

Please send the completed form to: mdpcell@nifm.ac.in

अरुण जेटली राष्ट्रीय वित्तीय प्रबंधन संस्थान

ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT

Sector-48, Pali Road, Faridabad – 121001. Haryana.

Telephone: 0129-2418860, 2465256 Fax: 0129-2418867