मनुष्यवती भूमिरर्थः

ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT

3-DAY MANAGEMENT DEVELOPMENT PROGRAMME (MDP)

On

Audit Procedure, Settlement of Audit Paras and Vigilance Awareness

08th – 10th February, 2027

Arun Jaitley National Institute of Financial Management (AJNIFM)
अरुण जेटली राष्ट्रीय वित्तीय प्रबंधन संस्थान
Sector 48, Pali Road, Near Badkhal Lake, Faridabad, 121001, Haryana, India

ABOUT AJNIFM

The Arun Jaitley National Institute of Financial Management (AJNIFM) was established in 1993 as an autonomous institute under the Ministry of Finance, Government of India. Set up originally to provide foundational training to probationers of the organised accounting services, the Institute has since grown into a multi-dimensional centre that supports the capacity-building needs of government departments, public sector undertakings and allied organisations across the country. This growth reflects AJNIFM's ongoing commitment to strengthening public financial management through continuous learning and institutional innovation.

Among AJNIFM's academic verticals, its Management Development Programmes (MDPs) form one of the most active areas of work. These programmes cover Public Procurement, Public Finance, Corporate Finance, governance and public policy, leadership, and emerging domains such as Fintech, Artificial Intelligence and Blockchain and their application to public finance and expenditure management. Participants are drawn from central and state government organisations, autonomous bodies, and international institutions — reflecting AJNIFM's standing as a leading centre for executive education and capacity building in the public sector.

The Institute was accredited by the Capacity Building Commission (CBC) under the Mission Karmayogi initiative on December 15, 2023, and holds a 4-star “Ati Utkrisht” rating from the National Standards for Civil Services Training Institutions (NSCSTI) and the National Accreditation Board of Educational Training (NABET), in recognition of its standards in public financial management and governance training.

CAMPUS & FACILITIES

AJNIFM's 42-acre campus in Faridabad is equipped with an indoor sports complex featuring a gymnasium, billiards, squash, badminton and yoga facilities, along with outdoor sports grounds. Together with its training halls, computer labs and library, these facilities create a well-rounded, residential learning environment for participants.

 **Cricket & Outdoor Grounds**	 **Computer Lab**
 **Library**	 **Basketball Court**
 **Lawn Tennis Court**	 **Badminton Court**

 **Gymnasium**	 **Billiards / Pool Table**

HOSTEL

AJNIFM has two hostel buildings — Ganga Bhawan and Yamuna Bhawan — with accommodation for about 268 participants on single and double occupancy.

Facilities available in the hostels:

- Daily newspapers and magazines are available in the reading room/reception of both hostels.
- Ganga Bhawan and Yamuna Bhawan each have a separate mess.

PROGRAMME BACKGROUND

Programme Date: 08th – 10th February, 2027 (Hybrid Mode)

Government departments, Public Sector Undertakings and autonomous bodies routinely deal with audit observations arising from internal audit, statutory audit and audit by the Comptroller and Auditor General (C&AG). Timely and effective handling of these observations, coupled with sound **vigilance oversight to prevent recurring irregularities**, is critical for accountability and good governance.

Delayed or inadequate replies to audit paras, weak coordination between line departments and audit authorities, and gaps in preventive vigilance often result in **long-pending audit paras, repeat irregularities and avoidable vigilance references**, affecting the credibility and efficiency of public institutions.

This Management Development Programme is designed to strengthen the capabilities of government officers in **understanding the audit process, drafting effective audit replies and settling audit paras**, while also building competence in vigilance awareness. The programme combines conceptual frameworks, case-based drafting exercises and practical insights covering **audit procedures, DAC/PAC coordination, preventive vigilance and the interface between audit findings and the vigilance angle**, enabling participants to strengthen accountability and institutional governance.

PROGRAMME OBJECTIVES

The programme aims to:

- Build a strong understanding of the audit framework, types of audit and the role of the C&AG in government.
- Develop skills in identifying, analysing and addressing common audit irregularities.
- Strengthen capabilities in drafting audit replies and settling audit paras through case-based exercises.
- Enhance coordination in Departmental Audit Committees (DACs) and Public Accounts Committees (PACs).
- Familiarise participants with the vigilance framework, CVC guidelines and preventive vigilance practices.
- Equip participants to identify red flags and strengthen the interface between audit and vigilance functions.

PROGRAMME STRUCTURE

3 Days | Offline / Hybrid Programme Two batches are being offered during 2026-27:

Batch	Duration	Mode
Batch 1	21st – 23rd December, 2026	Offline
Batch 2	08th – 10th February, 2027	Hybrid

PROGRAMME CONTENTS

- Government Audit Framework & Types – Institutional framework, C&AG, and Financial, Compliance & Performance Audit.
- Audit Irregularities & Inspections – Common audit paras, root-cause analysis, audit inspections, and handling observations.
- Audit Replies & Para Settlement – Drafting audit replies, settlement of audit paras, DACs and PACs, and follow-up.
- Government Vigilance Framework – Role of CVC/CVOs, institutional mechanisms, and vigilance awareness.
- Preventive Vigilance & Risk Identification – Red flags in procurement, financial transactions, and government functioning.
- Audit–Vigilance Interface & Case Studies – Linking audit findings with vigilance issues through case studies.

PEDAGOGY AND FACULTY

The programme's pedagogy combines lectures, real case-based drafting exercises, mock audit-reply drills and structured group discussions. Participants are given ample opportunity to work through actual audit paras and vigilance case studies, and to learn from the faculty and their peers. Sessions are delivered by a mix of AJNIFM's internal faculty and leading external experts from government audit, public financial management and vigilance administration.

THE TARGETED PARTICIPANTS

The programme is intended exclusively for Government Officials from Central and State government departments, Public Sector Undertakings and Autonomous Bodies who are engaged in handling audit paras, drafting audit replies, coordinating with audit authorities, or discharging vigilance-related responsibilities.

It is particularly suited to officers working in accounts and finance functions, internal audit cells, DAC/PAC coordination, and vigilance units responsible for preventive and punitive vigilance.

PROGRAMME DURATION, DATES & VENUE

The programme is of 3 days' duration. The mode of delivery varies by batch as specified in the programme structure. Each batch will commence at 09:30 hrs on the first day and conclude by 17:30 hrs on the last day. Participants may plan their travel accordingly.

- The venue of the programme is the 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 the Badkhal Lake crossing.
- AJNIFM is about 35 km from Delhi Airport and about 32 km from New Delhi Railway Station. The nearest metro station is Badhkal Mor.
- Lodging and boarding shall be provided without any additional charge for participants attending the in-campus sessions. Participants may reach AJNIFM the previous day of commencement of the programme and leave the day after its conclusion.

PROGRAMME FEE & PAYMENT PROCEDURE

The training fee (as approved by the Department of Expenditure, Ministry of Finance) for the various programme formats is as follows:

a. **Residential Programme**: ₹30,000/- (Rupees Thirty Thousand only) per participant, plus 18% GST if applicable. This fee covers:

- Tuition and course delivery
- Course material and certificates
- Group photograph
- Accommodation and meals (lodging and boarding)
- Access to indoor and outdoor sports facilities
- Use of the library and computer lab
- Accommodation for one day prior to and one day after the programme, at no extra cost to participants

b. **Online Programme**: ₹6,000/- (Rupees Six Thousand only) per participant, plus 18% GST. (Subject to minimum participation of 15 participants)

Bank details for online transfer of fee are provided in Annexure I.

PROGRAMME CAPACITY

- 30 (thirty) participants per batch.
- Nominations shall be accepted on a first-come-first-served basis.
- In the event of excess nominations, additional nominees shall be considered for the next batch.
- Confirmation of acceptance of nomination shall be sent by AJNIFM by e-mail to nominees whose fee has been received and whose nomination is found acceptable. Only such nominees whose nomination has been confirmed by AJNIFM through e-mail shall be permitted to join the programme.

HOW TO APPLY

- The Nomination Form (Annexure II) should be filled up and forwarded by the sponsoring authority, and sent by e-mail to mdpcell@nifm.ac.in from the e-mail account of the forwarding authority, super-scribing the subject as "Nomination for the MDP on Audit Procedure, Settlement of Audit Paras and Vigilance Awareness".
- Last date for receipt of nominations: one week prior to the date of commencement of the chosen batch.

Head of the Institute	Course Director	Training Coordination Cell
Shri Praveen Kumar **Director** Tel: +91-129-2418870 Email: director@nifm.ac.in	**Dr. Ashima Arora** **Head, Training Co-ordination Division** Tel: 0129-2465237 Email: ashima.arora@nifm.ac.in	**Shri Uma Shankar Turkel (AAO)** Tel: +91-129-2465281 Email: mdpcell@nifm.ac.in Mobile: 9711971601 MDP Cell : 01292465-254/256/259

ANNEXURE I

Following are the details of the bank account of AJNIFM 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

ANNEXURE II

NOMINATION FORM

3-Day Management Development Programme (MDP) on
"Audit Procedure, Settlement of Audit Paras and Vigilance Awareness"
08th – 10th February, 2027 (Hybrid Mode)

Name	
Gender	Male ☐ Female ☐
Designation	
Organisation	
Address for Communication	
Phone (O) / (R) / (M)	
Email	
Programme Mode (tick one)	Offline / In-Campus ☐ Online ☐

Signature of the Candidate: ________________________________

TO BE FILLED IN BY THE SPONSORING AUTHORITY

Name of the Sponsor	
Designation	
Address for Communication	
City / Pin / Phone / Email	
Fee Details (UTR Number & Date)	
GST No. of Sponsoring Organisation	

Signature of the Sponsoring Authority with Organisation Stamp: ____________________________

Date: ________________________________

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