

Course Structure

Certificate Course on Concurrent Audit of Banks

Organized by: Board of Internal Audit and Management Accounting of the ICAI

Hosted by : -----

Dates : -----

Date	Technical Sessions (90 minutes each)	Topics
Day 1	I 4:00 PM to 5:30 PM	<p><u>Effective Concurrent Audit</u></p> <ul style="list-style-type: none"> - Scope of Concurrent Audit - Sources of obtaining Existing Bank Practices and Guidelines for Bank - Understanding of concept of Risk based Internal Audit and Risk Assessment Framework of Bank - Pre commencement Planning - Execution of Concurrent Audit - Timely submission of audit reports and quality of reports - Compliance of pending observations given in audit report - Documentation of Audit Planning and
	II 5:30 PM to 7:00 PM	<p><u>Legal and Regulatory Frame work</u></p> <ul style="list-style-type: none"> - Transfer of Property Act, 1882 - Power of Attorney Act. 1882 - Indian Stamp Act, 1899 - The Recovery of Debts Due to Banks and Financial Institutions Act, 1993 - The Credit Information Companies (Regulation) Act, 2005 - The Securitisation and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002 (SARFAESI ACT) -The Central Registry of Securitisation Asset Reconstruction and Security Interest of India (CERSAI ACT)- - Discuss on Importance of CERSAI ACT - Banking Regulation Act, 1949 - Reserve Bank of India Act, 1934
Day 2	III 4:00 PM to 5:30 PM	<p>KYC norms & Obligation of banks under Prevention of Money Laundering Act (PMLA 2002)</p> <p>Negotiable Instrument Act, 1881</p>
	IV 5:30 PM to 7:00 PM	<p>Book Debts and Stock Audit</p> <p>Review of Due-Diligence Reports and Credit Audit Reports</p>

Date	Technical Sessions (90 minutes each)	Topics
Day 3	<p>V 4:00 PM to 5:30 PM</p> <p>VI 5:30 PM to 7:00 PM</p>	<p><u>Loans and Advances</u></p> <ul style="list-style-type: none"> - Credit Appraisal - Sanction/Disbursement - Documentation - Review/Monitoring/Supervision - Statutory restrictions and regulations relating to loans - Discussion on Fund based/non fund based limits (Other than issues covered in Forex and Trade) <p><u>Discussion on impact of following acts on banks:</u></p> <ul style="list-style-type: none"> -The Insolvency and Bankruptcy Code, 2016 -Benami Transactions (Prohibition) Act, 1988 -Benami Transactions (Prohibition) Amendment Act, 2016 -Discussion on other loans related issues
Day 4	<p>VII 4:00 PM to 5:30 PM</p> <p>VIII 5:30 PM to 7:00 PM</p>	<p>Prudential Norms on Income Recognition, Assets Classification and Provisioning pertaining to Advances</p>
Day 5	<p>IX 4:00 PM to 5:30 PM</p> <p>X 5:30 PM to 7:00 PM</p>	<p><u>FOREX & TRADE -Part I</u></p> <ul style="list-style-type: none"> -Purchase and sale of currency- currency/DD/Travel cards/Traveller cheque with relevant AML guidelines - Miscellaneous remittances from India- Facilities available to residents - Remittances facilities to non-resident Indians - FCRA Act - NRE/NRO/FCNR(B)/EEFC/RFC/DDA/SNRR Accounts- Permissible debit and credit - Imports of Goods and services - Nostro and Vostro Accounts -Handling of BOE/Shipping bill under physical and IDPMS/EDPMS situation -A2-A3 certification - Export of Goods and services - Export finance -Letter of Credit/Bank Guarantee/SBLC- Domestic and Foreign - Foreign Investment in India - Investments by Residents Abroad - External commercial borrowing and Trade Credits - Various forex returns - Other Forex related issues

Day 6	XI	<u>FOREX & TRADE -Part II</u> -Purchase and sale of currency- currency/DD/Travel cards/Traveller cheque with relevant AML guidelines
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	4:00 PM to 5:30 PM	<ul style="list-style-type: none"> - Miscellaneous remittances from India- Facilities available to residents - Remittances facilities to non-resident Indians - FCRA Act - NRE/NRO/FCNR(B)/EEFC/RFC/DDA/SNRR Accounts- Permissible debit and credit - Imports of Goods and services - Nostro and Vostro Accounts -Handling of BOE/Shipping bill under physical and IDPMS/EDPMS situation -A2-A3 certification - Export of Goods and services - Export finance -Letter of Credit/Bank Guarantee/SBLC- Domestic and Foreign - Foreign Investment in India - Investments by Residents Abroad - External commercial borrowing and Trade Credits - Various forex returns - Other Forex related issues
Day 6	XII 5:30 PM to 7:00 PM	<u>Fraud Detection, Classification and Reporting</u> <ul style="list-style-type: none"> - Fraud Detection, Classification and Reporting - Discussion on Case Studies on Frauds Occurred in Banking Industries - Discussion on Cheques related frauds and implementation of preventive measures by bank - Legal Audit of Title Documents in respect of Large Value Loan Accounts - Loan Frauds and discussion on Early Warning Signals/ Red Flagged Accounts

Day 7		<p><u>Concurrent Audit Procedures-Part I</u></p> <ul style="list-style-type: none"> -Cash -ATM machine and cash collection Machines Audit -Deposits (Other than forex deposits/NRE/NRO etc.) -Value dated Transactions -Activation of inoperative accounts -Suspicious Transactions and AML issues -Regulatory requirement (Other than forex) -Clearing -Remittances of funds by DD/PO/RTGS/NEFT and Bills for collections -Verification of processes relating to control of receipt, issue, safe keeping and -Custody of security items and deliverables -Locker Operations -Settlement of deceased claims -Review of outstanding entries in Balance sheet heads -Verification of High risk transaction/Exceptions with Audit
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Date	Technical Sessions (90 minutes each)	Topics
		<ul style="list-style-type: none"> Trails/Exception reports -Other House Keeping/operational issues -Revenue Audit
Day 8	<p>XV 4:00 PM to 5:30 PM XVI 5:30 PM to 7:00 PM</p>	<p><u>Concurrent Audit Procedures-Part II</u></p> <ul style="list-style-type: none"> -Cash -ATM machine and cash collection Machines Audit -Deposits (Other than forex deposits/NRE/NRO etc.) -Value dated Transactions -Activation of inoperative accounts -Suspicious Transactions and AML issues -Regulatory requirement (Other than forex) -Clearing -Remittances of funds by DD/PO/RTGS/NEFT and Bills for collections -Verification of processes relating to control of receipt, issue, safe keeping and -Custody of security items and deliverables -Locker Operations -Settlement of deceased claims -Review of outstanding entries in Balance sheet heads -Verification of High risk transaction/Exceptions with Audit Trails/Exception reports -Other House Keeping/operational issues -Revenue Audit

Day 9	XVII 4:00 PM to 5:30 PM	<u>Treasury and Investment Function Part I</u> -Rules and Regulations governing Treasury Function in Banks -Treasury infrastructure and its internal controls -Cash and Investment Management Function -Asset and Liability Management Function
	XVIII 5:30 PM to 7:00 PM	<u>Treasury and Investment Function Part II</u> -Rules and Regulations governing Treasury Function in Banks -Treasury infrastructure and its internal controls -Cash and Investment Management Function -Asset and Liability Management Function
Day 10	XIX 4:00 PM to 5:30 PM	Implementation of Basel Capital Regulatory Requirements in India Disclosure Requirements
	XX 5:30 PM to 7:00 PM	<u>Software Usage in Banks</u> - General Concepts - Discussion on important Menu codes of CBS - Data Extraction from CBS
Day 11	XXI 4:00 PM to 5:30 PM	<u>Audit in CBS Environment</u> -Checks & Strategy -Use of Technology in Concurrent Audit
Date	Technical Sessions (90 minutes each)	Topics
	XXII 5:30 PM to 7:00 PM	

Course Chairman	Chairman, Board of Internal Audit and Management Accounting of ICAI
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