

Administration and Finance Division

Sl No	Activities	Date
1	Flotation of tender for bulk purchase of office stationeries, equipment, vehicle spare parts and repairs, printing In-house training	Jun-04
2	Picnic	Jul-04
3	Receiving of tenders along with sample, opening of tenders & evaluation of tenders, submission of evaluation report to the Tenc	3rd week of July 04
4	Placement of supply orders	Aug-04
5	Renewal of blue books for pool vehicles	Dec-04
6	Fitness of pool vehicles	Apr-05
7	Renewa; of 3rd party insurance and emmission test of pool vehicles	April-May 05
8	Performance of Mangi Rimdo	Jun-05
9	Khuru Tournament	Jun-05

Personnel Section

Sl. No.	Activities	Date
1	Start Audit of ASWS accounts by the appointed auditors.	01/07/2004
2	Start preparing/compiling of status of leave availed by the employees of RAA, Thimphu (2nd Quarter).	02/07/2004
3	Last date for receiving the status of leave availed by the officials/staff of OAAGs of Bumthang, Tsirang & S/Jongkhar (2nd Quarter).	05/07/2004
4	Submission of status of leave availed by the employees of OAAGs and the RAA, Thimphu (2nd Quarter) to the Hon'ble Auditor General of Bhutan.	07/07/2004
5	Convene Annual General Meeting of ASWS Committee Members.	14/07/2004
6	Present the Auditor's Report of ASWS accounts to the PPPCCM meeting.	16/07/2004
7	Present the Auditor's Report of ASWS accounts to the 7th Annual Audit Conference by the Acting Chairman of ASWS and the election of new Chairman by the floor of Annual Audit Conference and the appointment of Exe. Secretary and Treasurer of ASWS by the newly elected Chairman.	23/07/2004
8	Handing/taking of ASWS accounts, documents/files etc. between the outgoing and the incoming office bearers of ASWS.	30/07/2004
9	Start working for promotion of officials/staff of RAA for January 2005.	04/08/2004
10	Inform the individual who is due for Cadre Change Examinations in writing whether he/she is interested to sit for the examinations conducted by the RCSC.	05/08/2004
11	Convene Promotion Committee Meeting of RAA.	09/08/2004
12	Start processing for Audit & Police clearances for the promotion recommended by the committee.	16/08/2004
13	Submission of Promotion Forms for Cadre Change Examinations to the RCSC.	25/08/2004
14	Submission of Promotion Forms to the RCSC for the officials from Gr. 8 to 1.	27/09/2004

15	Start working on the status of leave availed by the employees of RAA for the 3rd Quarter.	04/10/2004
16	Last date for receiving the status of leave availed by the employees of OAAGs of Bumthang, Tsirang & S/Jongkhar for the 3rd Quarter.	06/10/2004
17	Submission of status of leave availed by the OAAGs and the RAA, Thimphu for the 3rd Quarter to the Hon'ble Auditor General of Bhutan.	07/10/2004
18	Submission of Promotion Forms/list due for promotion for January 2005 to the Hon'ble Auditor General of Bhutan for kind approval (Gr. 17 to 9).	22/12/2004
19	Start working for increment for January 2005 of RAA officials.	03/01/2005
20	Start working on the status of leave availed by the employees of RAA for the 4th Quarter.	05/01/2005
21	Last date for receiving the status of leave availed by the employees of OAAGs of Bumthang, Tsirang & S/Jongkhar for the 4th Quarter.	06/01/2005
22	Submission of status of leave availed by the OAAGs and the RAA, Thimphu for the 4th Quarter to the Hon'ble Auditor General of Bhutan.	07/01/2005
23	Submission of approved promotion forms/Promotion Orders of promoted officials/staff of RAA to the RCSC	10/01/2005
24	Start working/processing for promotion of RAA officials/staff for July 2005	02/02/2005
25	Convene Promotion Committee Meeting of RAA.	09/02/2005
26	Start processing for Audit & Police clearances for the promotion recommended by the committee.	15/02/2005
27	Submission of Promotion Forms to the RCSC for the officials from Gr. 8 to 1.	20/04/2005
28	Start working for increment for July 2005 of RAA officials.	18/05/2005
29	Submission of increment list for July 2005 to the Finance Section of RAA, Thimphu.	08/06/2005
30	Submission of Promotion Forms/list to the Hon'ble Auditor General of Bhutan for kind approval (Gr.17 to 9).	22/06/2005

Professional Development, International Relations & Research Division

Sl No.	Activities	Date
1	3rd Indo-Bhutan Audit Training on 'Financial Audit'.	29/06/04 – 03/07/04
2	Training On "Non Destructive Testing Tools"	05/07/04 – 06/07/04
3	Training on 'Audit Interviewing Skills'	07/07/2004
4	Training on:	08/07/04 – 09/07/04
	1.Dzongkha Memo/Report Writing	
	2.Non Destructive Testing Tools	
5	Training on 'Audit Programs & Working Papers'.	12/07/04 – 15/07/04
6	Training on 'Audit Interviewing Skills,	14/07/2004
7	Significant Observation	16/07/2004
8	7th Annual Audit Conference	21/07/04 – 23/07/04
9	HRD Focal Persons Meeting	Jul-04

10	Visit to Regional Offices to prepare IT Networking Estimates (Project manager & Tseten Dorji)	30/07/04 – 12/08/04
11	DANIDA Project Audit	Aug-04
12	Conference of the Heads of Regional SAIs.	August last week
13	DANIDA PSC Meeting	10/09/2004
14	DANIDA Joint Annual Review	Sep-04
15	Meeting of the Officers for the 14th INTOSAI ISCITA.	24/09/2004
16	Inform ISCITA members to book the air tickets	01/10/2004
17	XVIII INCOSAI, Budapest	10/10/04 – 16/10/04
18	Submission of DANIDA QPR	Oct-04
19	34th ASOSAI Governing Board Meeting	01/12/04 – 03/12/04
20	Distribution of Registration Forms and Visa Forms for ISCITA	07/12/2004
21	Formation & Coordination of the agenda for the meeting of ISCITA	03/01/2005
22	Submission of the DANIDA QPR	Jan-05
23	Dateline for collection of Registration Forms, Visa Forms	14/02/2005
24	Distribution of Formal Invitation letters for the ISCITA	26/02/2005
25	Meeting of the Officers for the 14th INTOSAI ISCITA.	01/04/2005
26	14th Meeting of the ISCITA	25/04/05 – 01/05/05
27	Submission of the DANIDA QPR	Apr-05
28	5th Indo-Bhutan Audit Training	20/06/05 – 25/06/05

Policy and Planning Division

SI No	Activities	Date
1	Presentation of Annual Audit Report 2003	22/07/2004
2	Presentation of Draft AAP 2004-2005 in the 6th Annual Audit Conference	22/07/2004
3	Presentation of Review of AAP 2003-2004	22/07/2004
4	PPPCCM Meeting for the month of August	27/08/2004
9	Internal Audit of OAAG, Bumthang	15/08/2004 to 27//08/2004
7	Internal Audit of OAAG, Tsirang	12/09/2004 to 26/09/2004
5	PPPCCM Meeting for the month of September	24/09/2004
6	PPPCCM Meeting for the month of October	29/10/2004
8	Internal Audit of OAAG, S/J	07/11/2004 to 21/11/2004
10	PPPCCM Meeting for the month of November	26/11/2004
11	PPPCCM Meeting for the month of December	31/12/2004
12	Certification of National Accounts	03/01/2005 - 29/04/2005

13	PPPCCM Meeting for the month of January	28/01/2005
14	PPPCCM Meeting for the month of February	25/02/2005
15	PPPCCM Meeting for the month of March	25/03/2005
16	Submission of Draft Annual Audit Report 2004 to the various Ministries	01/04/2005
17	Preparation of Annual Audit Plan 2005-2006 by the respective Divisions	01/04/05 - 30/04/05
18	PPPCCM Meeting for the month of April	29/04/2005
19	Submission of AAP 2005-2006 by the Divisions to PPD	01/05/2005
20	Compilation of the AAP 2005-2006 to be presented in the forthcoming Annual Audit Conference	02/05/05 - 30/05/05
21	Review of AAP 2004-2005 by the respective Division	20/05/05 - 30/06/05
22	PPPCCM Meeting for the month of May	27/05/2005
23	Publication of Annual Audit Report 2004	01/06/2005
24	Submission of the Review of AAP 2004-2005 to PPD	01/07/2005
25	Compilation of the Review of AAP 2004-2005	2/07/05-18/07/05
26	PPPCCM Meeting for the month of June	24/06/2005
27	Submission of Draft Annual Audit Report 2002 to His Majesty and the Council of Ministers	
28	Publication of Annual Audit Report 2002	