

Scheme of Internal Audit and Audit Follow-up
Orientation Training and Workshop for newly onboard
Consultants and concerned Officers of IA Scheme

Chief Guest: **Ms. Bilquis Jahan Rimi**
Addl. Secretary (Budget 1), Finance Division & NPD, SPFMS

Chairperson: **Ms. Rahima Begum**
Addl. Secretary, EM Wing, Finance Division & Head of PIT, IA Scheme, SPFMS

Date: 22-23 April, 2025

Venue: Conference Room, SPFMS, IEB Bhaban (4th Floor), Ramna, Dhaka.

Participants: Newly onboard Consultants & concerned Officers of IA Scheme of FD

Under the “Scheme on Internal Audit & Audit Follow-Up” of SPFMS program, a two-day Orientation Training and Workshop was organized for newly onboarded Consultants and relevant Officers of the Internal Audit Scheme. The workshop was presided over by Ms. Rahima Begum, Additional Secretary, Expenditure Management Wing of Finance Division, and Head of the PIT, IA Scheme. Ms. Bilquis Jahan Rimi, Additional Secretary (Budget 1), Finance Division, and National Program Director (NPD) of the SPFMS Program, attended the event as the Chief Guest. Throughout the two-day program, a series of training sessions were conducted by Mr. Md. Rafiqul Islam, Joint Secretary and Program Executive & Coordinator (PEC), in collaboration with Senior Consultants (Internal Audit) of the IA Scheme. The course content covered the following key areas:

- Day 1:
 - Orientation and Basics of IA Scheme, Interactive;
 - Internal Audit Charter- Principles, Standards & Code of Ethics;
 - Internal Audit Manual (Chapters 1,2 & 3)- Audit Strategy, Plan, Risks, Audit Execution etc.;
 - Presentation on Developing IA Web-portal and Data-base Softwares;
- Day 2:
 - Internal Audit Manual (Chapters 4 & 5)- Internal Audit Reporting & Follow-up of Audit Report;
 - Internal Audit Manual (Chapters 6 & 7)- Documentation, Quality Assurance etc.;
 - Internal Audit Process Forms 24 & Appendices/ Annexures 9;
 - Group Works; and
 - Post Procurement Review Report, Checklist & APP.

This comprehensive two-day training program was specifically designed for the newly onboarded Consultants under the Internal Audit (IA) Scheme, as well as relevant officials from the Internal Audit Wing, and Expenditure Management Wing of the Finance Division, DGHS, DPE, LGED, PWD, and RHD. The program aimed to provide orientation and enhance participants' skills and knowledge across various aspects of internal audit functions. Key focus areas included the objectives, scope, and legal framework of internal audit, the Model Internal Audit Charter, critical issues highlighted in the Risk-Based Internal Audit (RBIA) Manual, including various forms and appendices as per the RBIA Manual. The Chief Guest and the Chairperson emphasized on values, code of ethics, limitation and enthusiasm of this change management approach in the public sector.

Pictures from the Event

