Regional Training Centre, Delhi

Annual Calendar of Training Programs for the Year 2018-19

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Profile

INTRODUCTION

Regional Training Centre, New Delhi (RTC) was established in 1997 and is catering to the training needs of 15 Delhi based IA&AD offices (including branch offices of Director General of Audit Defence Services). Currently the RTC is functioning under the administrative control of Director General of Audit, Central Receipt. Regional Advisory Committee, comprising of Heads of Department of all the user offices of RTC directs activities of RTC and decides about courses to be conducted in RTC. The RTC is headed by officer-in-charge who also hold the regular charge of Director (CRA/CERA). The Centre is located in the office complex of the Director General of Audit, Central Receipt, AGCR building, I.P. Estate, New Delhi. At present, three officers (2 as faculty and 1 in administration) and four supporting staff are deputed in the RTC.

Training methodology

All the General and Information Technology courses of RTC are coordinated and conducted by the faculties. The respective faculty member design the modules, handle a few topics of the course and invite the expert on the specific topics from either within the department or from outside. The Regional Advisory Committee of the RTC has time and again stressed on making the courses more interactive and participative to give participants in-depth knowledge on the subject. Accordingly, faculty members having working experience in various fields are engaged and, wherever possible, case studies are included in the General courses. For Information Technology courses, the maximum emphasis is on hands-on practice exercises to provide participants actual working experience on various topics.

Annual calendar of training programs for the year 2018-19

The training calendar for the year 2018-19 has been prepared on the basis of decisions taken in the meeting of the Regional Advisory Committee held on 24.04.2018. A total, 24 General and 18 Information Technology courses have been included in the course calendar. The office-wise slots for each course are shown in the detailed calendar.

RTC also accommodate special courses desired by user offices or suggested by Headquarters beside providing infrastructural facilities and faculty support for various in-house trainings of user offices.

Composition of Regional Advisory Committee of Regional Training Centre, Delhi

1. Director General of Audit, Central Receipt, New Delhi

2. Director General of Audit, Central Expenditure, New Delhi

3. Director General of Audit, Defence Services, New Delhi

4. Director General of Audit (Post & Telecommunication), New Delhi

5. Director General of Audit (Economic & Service Ministries), New Delhi

6. Principal Director of Audit (Scientific Department), New Delhi

7. Principal Director of Audit (Northern Railway), New Delhi

8. Principal Director of Audit (Air Force), New Delhi

9. Accountant General (Audit), Delhi, New Delhi

10. Principal Director of Commercial Audit & Ex-Officio Member, Audit Board-I, New Delhi

11. Director General of Commercial Audit & Ex-Officio Member, Audit Board II, New Delhi

12. Principal Director of Commercial Audit & Ex-Officio Member, Audit Board III, New Delhi

13. Principal Director of Commercial Audit & Ex-Officio Member, Audit Board IV, New Delhi

14. Principal Director (Staff), Comptroller and Auditor General of India, New Delhi

15. Representative from Headquarters office (DG training).

List of user offices linked to Regional Training Centre, Delhi

1. Director General of Audit, Central Receipt, New Delhi

2. Director General of Audit, Central Expenditure, New Delhi

3. Principal Director of Audit (Northern Railway), New Delhi

4. Director General of Audit, Defence Services, New Delhi

5. Director General of Audit (Post & Telecommunication), New Delhi

6. Director General of Audit (Economic & Service Ministries), New Delhi

7. Principal Director of Audit (Scientific Department), New Delhi

8. Principal Director of Audit (Air Force), New Delhi

9. Accountant General (Audit), Delhi, New Delhi

10. Principal Director of Commercial Audit & Ex-Officio Member, Audit Board I, New Delhi

11. Director General of Commercial Audit & Ex-Officio Member, Audit Board II, New Delhi

12. Principal Director of Commercial Audit & Ex-Officio Member, Audit Board III, New Delhi

13. Principal Director of Commercial Audit & Ex-Officio Member, Audit Board IV, New Delhi

14. Comptroller and Auditor General of India, New Delhi

15. Director of Audit, Defence Services, Delhi Cantt. – branch office

Note:- RTC, Delhi caters to the training needs of Delhi based IA & AD offices

Knowledge Centre

Regional Training Centre, Delhi has been designated as Knowledge Centre for 'Public Debt' and 'Public Procurement' in 2015. Acting as Knowledge Centre, RTC is required to build reservoir of knowledge and data in these areas. It is also required to develop/modify the courseware for onward distribution to various RTI/RTCs and user offices under its jurisdiction. Moreover, activities like organizing trainings/workshops/seminars and publishing newsletters/discussion paper/ case paper on the designated area are also required to be undertaken.

RTC, Delhi has finalized modules on both 'Public Debt' and 'Public Procurement' for dissemination. A Study Paper on Public Debt has been prepared and submitted to Hqrs Office for approval, before its circulation among user offices.

Courses at a glance

Abstract of Training Programmes

Sl. No	Course Name	No. of Courses	Course Duration (in days)	No. of Slots
General				
1	Ethics and Values, Gender sensitization, team building and motivation	1	3	18
2	Audit methodologies, Analysis of audit evidence and presentation of audit findings in IR	2	5	28
3	Audit of Contract, Purchase agreement and Works Audit	2	5	31
4	Audit of Finance and Appropriation accounts	1	5	22
5	Audit of Fraud, Corruption and Fraud Detection Techniques	1	3	15
6	Audit of Public Private Partnership (PPP)/Joint Ventures	1	3	16
7	Audit Planning and Implementation	1	3	19
8	Certification and transaction audit of Autonomous bodies	1	5	21
9	Financial attest audit	1	5	13
10	Goods and Service Tax (GST)	1	3	23
11	Ind-AS, IAS and International Financial Reporting Standards (IFRS)	1	2	22
12	International Standards of Supreme Audit Institutions (ISSAI)	1	3	24
13	ISSAI Guidelines on Compliance Audit with introduction to Theme based audit	1	2	18
14	Non Tax Revenue Receipts	1	2	16
15	Noting and Drafting & record maintanance	2	2	34
16	Performance Audit with ISSAI guidelines on PA	1	5	27
17	Public Debt and its mangement	1	2	17

Sl. No	Course Name	No. of Courses	Course Duration (in days)	No. of Slots
18	Recent changes in the Finance Act and its impact on audit of indirect taxes	1	1	17
19	Right to Information Act	2	2	32
20	Statistics and Sampling in Audit	1	3	19
	Total	**24**	**78**	**432**

Information Technology(IT)

Sl. No	Course Name	No. of Courses	Course Duration (in days)	No. of Slots
1	Public Financial Monitoring system (PFMS) and important features of E-lekha data software	2	2	47
2	Budgetary Process in the Government, usage of iBEMS in IA&AD and integration with PFMS	2	2	33
3	Data analytics using TABLEAU	1	3	13
4	Data analytics using TABLEAU	1	4	13
5	Interactive Data Extraction and Analysis (IDEA)	1	5	15
6	Interactive Data Extraction and Analysis (IDEA)	1	6	14
7	Level-I (MS-Word advanced)	2	5	32
8	Level-II (Database concepts, system concepts and Introduction to MS-Access)	2	6	40
9	Level-II (IT audit advanced)	3	6	44
10	MS-Excel	3	5	42
	Total	**18**	**81**	**293**
	Grand Total	**42**	**159**	**725**

General Courses at a glance

Sl. No	Course Name	No. of Slots	Start Date	End Date
1	Recent changes in the Finance Act and its impact on audit of indirect taxes *4 sessions per day for 1 days from 10:00 am to 04:45 pm everyday*	17	04-May-18	04-May-18
2	Audit of Finance and Appropriation accounts *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	22	21-May-18	25-May-18
3	ISSAI Guidelines on Compliance Audit with introduction to Theme based audit *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	18	04-Jun-18	05-Jun-18
4	Certification and transaction audit of Autonomous bodies *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	21	25-Jun-18	29-Jun-18
5	Audit of Public Private Partnership (PPP)/Joint Ventures *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	16	09-Jul-18	11-Jul-18
6	Financial attest audit *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	13	16-Jul-18	20-Jul-18
7	Statistics and Sampling in Audit *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	19	30-Jul-18	01-Aug-18
8	Audit methodologies, Analysis of audit evidence and presentation of audit findings in IR *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	14	06-Aug-18	10-Aug-18
9	Goods and Service Tax (GST) *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	23	27-Aug-18	29-Aug-18
10	Noting and Drafting & record maintanance *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	17	10-Sep-18	11-Sep-18
11	Ind-AS, IAS and International Financial Reporting Standards (IFRS) *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	22	17-Sep-18	18-Sep-18
12	Audit of Contract, Purchase agreement and Works Audit *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	16	24-Sep-18	28-Sep-18
13	International Standards of Supreme Audit Institutions (ISSAI) *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	24	08-Oct-18	10-Oct-18

Sl. No	Course Name	No. of Slots	Start Date	End Date
14	Ethics and Values, Gender sensitization, team building and motivation *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	18	29-Oct-18	31-Oct-18
15	Right to Information Act *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	16	15-Nov-18	16-Nov-18
16	Performance Audit with ISSAI guidelines on PA *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	27	26-Nov-18	30-Nov-18
17	Audit methodologies, Analysis of audit evidence and presentation of audit findings in IR *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	14	10-Dec-18	14-Dec-18
18	Public Debt and its mangement *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	17	20-Dec-18	21-Dec-18
19	Noting and Drafting & record maintanance *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	17	07-Jan-19	08-Jan-19
20	Non Tax Revenue Receipts *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	16	14-Jan-19	15-Jan-19
21	Audit of Contract, Purchase agreement and Works Audit *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	15	04-Feb-19	08-Feb-19
22	Audit Planning and Implementation *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	19	18-Feb-19	20-Feb-19
23	Audit of Fraud, Corruption and Fraud Detection Techniques *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	15	25-Feb-19	27-Feb-19
24	Right to Information Act *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	16	11-Mar-19	12-Mar-19
	Total Number of slots	**432**		

IT Courses at a glance

Sl. No	Course Name	No. of Slots	Start Date	End Date
1	Level-I (MS-Word advanced) *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	16	21-May-18	25-May-18
2	Level-II (Database concepts, system concepts and Introduction to MS-Access) *4 sessions per day for 6 days from 10:00 am to 04:45 pm everyday*	20	25-Jun-18	02-Jul-18
3	Level-II (IT audit advanced) *4 sessions per day for 6 days from 10:00 am to 04:45 pm everyday*	14	16-Jul-18	23-Jul-18
4	Budgetary Process in the Government, usage of iBEMS in IA&AD and integration with PFMS *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	20	30-Jul-18	31-Jul-18
5	MS-Excel *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	14	06-Aug-18	10-Aug-18
6	Interactive Data Extraction and Analysis (IDEA) *4 sessions per day for 6 days from 10:00 am to 04:45 pm everyday*	14	24-Aug-18	31-Aug-18
7	Public Financial Monitoring system (PFMS) and important features of E-lekha data software *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	23	10-Sep-18	11-Sep-18
8	Level-I (MS-Word advanced) *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	16	24-Sep-18	28-Sep-18
9	Data analytics using TABLEAU *4 sessions per day for 4 days from 10:00 am to 04:45 pm everyday*	13	09-Oct-18	12-Oct-18
10	Level-II (Database concepts, system concepts and Introduction to MS-Access) *4 sessions per day for 6 days from 10:00 am to 04:45 pm everyday*	20	29-Oct-18	05-Nov-18
11	Public Financial Monitoring system (PFMS) and important features of E-lekha data software *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	24	19-Nov-18	20-Nov-18
12	Level-II (IT audit advanced) *4 sessions per day for 6 days from 10:00 am to 04:45 pm everyday*	16	14-Dec-18	21-Dec-18
13	MS-Excel *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	14	31-Dec-18	04-Jan-19

Sl. No	Course Name	No. of Slots	Start Date	End Date
14	Data analytics using TABLEAU *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	13	16-Jan-19	18-Jan-19
15	Level-II (IT audit advanced) *4 sessions per day for 6 days from 10:00 am to 04:45 pm everyday*	14	04-Feb-19	11-Feb-19
16	Budgetary Process in the Government, usage of iBEMS in IA&AD and integration with PFMS *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	13	18-Feb-19	19-Feb-19
17	MS-Excel *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	14	25-Feb-19	01-Mar-19
18	Interactive Data Extraction and Analysis (IDEA) *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	15	11-Mar-19	15-Mar-19
	Total Number of slots	**293**		

General courses for the year 2018-19

General Training Calendar for 2018-19

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots

May, 18

1	Recent changes in the Finance Act and its impact on audit of indirect taxes	04/05/2018	04/05/2018		
	(1 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	1
				DGA(CR)	12
				DGA(E&SM)	1
				PDCA & MAB-II	3
				Total Slots	**17**
2	Audit of Finance and Appropriation accounts	21/05/2018	25/05/2018		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				AG(A) Delhi	1
				DGA(CE)	12
				DGA(CR)	3
				DGA(E&SM)	2
				DGA(P&T)	4
				Total Slots	**22**

June, 18

3	ISSAI Guidelines on Compliance Audit with introduction to Theme based audit	04/06/2018	05/06/2018		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				AG(A) Delhi	3
				C&AG	3
				DGA(CE)	2
				DGA(CR)	3
				DGA(E&SM)	2
				DGA(P&T)	2
				PDCA & MAB-I	1
				PDCA & MAB-IV	2
				Total Slots	**18**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
4	Certification and transaction audit of Autonomous bodies	25/06/2018	29/06/2018		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				AG(A) Delhi	2
				C&AG	1
				DGA(CE)	4
				DGA(CR)	4
				DGA(E&SM)	2
				DGA(P&T)	4
				PDA(SD)	1
				PDCA & MAB-I	1
				PDCA & MAB-II	2
				Total Slots	**21**

July, 18

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
5	Audit of Public Private Partnership (PPP)/Joint Ventures	09/07/2018	11/07/2018		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				AG(A) Delhi	2
				C&AG	4
				DGA(CR)	1
				DGA(E&SM)	2
				DGA(P&T)	2
				PDA(SD)	1
				PDCA & MAB-I	1
				PDCA & MAB-II	2
				PDCA & MAB-IV	1
				Total Slots	**16**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
6	Financial attest audit	16/07/2018	20/07/2018		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	1
				DGA(CR)	1
				DGA(DS)	2
				DGA(E&SM)	2
				DGA(P&T)	4
				PDA(NR)	1
				PDA(SD)	1
				PDCA & MAB-IV	1
				Total Slots	**13**
7	Statistics and Sampling in Audit	30/07/2018	01/08/2018		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				AG(A) Delhi	2
				C&AG	1
				DGA(CR)	3
				DGA(DS)	3
				DGA(E&SM)	2
				DGA(P&T)	2
				PDCA & MAB-I	1
				PDCA & MAB-II	2
				PDCA & MAB-III	2
				PDCA & MAB-IV	1
				Total Slots	**19**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
	August, 18				
8	Audit methodologies, Analysis of audit evidence and presentation of audit findings in IR	06/08/2018	10/08/2018		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				AG(A) Delhi	1
				C&AG	1
				DGA(CE)	2
				DGA(CR)	5
				DGA(DS)	1
				DGA(E&SM)	1
				DGA(P&T)	1
				PDA(NR)	1
				PDCA & MAB-IV	1
				Total Slots	**14**
9	Goods and Service Tax (GST)	27/08/2018	29/08/2018		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				AG(A) Delhi	2
				DGA(CE)	2
				DGA(CR)	8
				DGA(DS)	2
				DGA(E&SM)	2
				DGA(P&T)	2
				PDA(AF)	2
				PDA(NR)	3
				Total Slots	**23**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots

September, 18

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
10	Noting and Drafting & record maintanance	10/09/2018	11/09/2018		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	7
				DGA(CR)	4
				DGA(DS)	1
				DGA(E&SM)	2
				DGA(P&T)	1
				PDA(SD)	1
				PDCA & MAB-IV	1
				Total Slots	**17**
11	Ind-AS, IAS and International Financial Reporting Standards (IFRS)	17/09/2018	18/09/2018		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CR)	8
				DGA(E&SM)	2
				PAG(A), Delhi	2
				PDA(NR)	1
				PDCA & MAB-I	1
				PDCA & MAB-III	2
				PDCA & MAB-IV	6
				Total Slots	**22**
12	Audit of Contract, Purchase agreement and Works Audit	24/09/2018	28/09/2018		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				AG(A) Delhi	3
				C&AG	1
				DGA(CE)	2
				DGA(CR)	3
				DGA(E&SM)	1
				DGA(P&T)	2
				PDCA & MAB-I	1
				PDCA & MAB-II	2
				PDCA & MAB-IV	1
				Total Slots	**16**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots

October, 18

13	International Standards of Supreme Audit Institutions (ISSAI)	08/10/2018	10/10/2018		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	3
				DGA(CE)	4
				DGA(CR)	7
				DGA(DS)	2
				DGA(E&SM)	2
				DGA(P&T)	2
				PDA(NR)	1
				PDA(SD)	1
				PDCA & MAB-III	2
				Total Slots	**24**
14	Ethics and Values, Gender sensitization, team building and motivation	29/10/2018	31/10/2018		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	5
				DGA(CR)	5
				DGA(DS)	2
				DGA(E&SM)	4
				PDA(SD)	2
				Total Slots	**18**

November, 18

15	Right to Information Act	15/11/2018	16/11/2018		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	1
				DGA(CE)	7
				DGA(CR)	5
				DGA(E&SM)	1
				DGA(P&T)	1
				PDCA & MAB-II	1
				Total Slots	**16**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
16	Performance Audit with ISSAI guidelines on PA	26/11/2018	30/11/2018		
	(5 Day Course @ 4 Sessions Per Day)		*10:00 am to 04:45 pm*		
				AG(A) Delhi	3
				C&AG	3
				DGA(CE)	5
				DGA(CR)	3
				DGA(DS)	2
				DGA(E&SM)	2
				DGA(P&T)	2
				PDA(AF)	1
				PDA(SD)	1
				PDCA & MAB-I	2
				PDCA & MAB-III	2
				PDCA & MAB-IV	1
				Total Slots	**27**

December, 18

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
17	Audit methodologies, Analysis of audit evidence and presentation of audit findings in IR	10/12/2018	14/12/2018		
	(5 Day Course @ 4 Sessions Per Day)		*10:00 am to 04:45 pm*		
				AG(A) Delhi	1
				DGA(CE)	2
				DGA(CR)	5
				DGA(DS)	1
				DGA(E&SM)	1
				DGA(P&T)	1
				PDA(NR)	1
				PDA(SD)	1
				PDCA & MAB-I	1
				Total Slots	**14**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
18	Public Debt and its mangement	20/12/2018	21/12/2018		
	(2 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				DGA(CE)	6
				DGA(CR)	4
				DGA(E&SM)	2
				DGA(P&T)	2
				PDCA & MAB-III	2
				PDCA & MAB-IV	1
				Total Slots	**17**

January, 19

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
19	Noting and Drafting & record maintanance	07/01/2019	08/01/2019		
	(2 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				C&AG	1
				DGA(CE)	8
				DGA(CR)	4
				DGA(E&SM)	2
				DGA(P&T)	1
				PDCA & MAB-II	1
				Total Slots	**17**
20	Non Tax Revenue Receipts	14/01/2019	15/01/2019		
	(2 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				DGA(CR)	2
				DGA(E&SM)	12
				DGA(P&T)	2
				Total Slots	**16**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots

February, 19

21	Audit of Contract, Purchase agreement and Works Audit	04/02/2019	08/02/2019		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				AG(A) Delhi	2
				C&AG	1
				DGA(CE)	2
				DGA(CR)	3
				DGA(E&SM)	1
				DGA(P&T)	2
				PDA(AF)	1
				PDA(SD)	1
				PDCA & MAB-II	2
				Total Slots	**15**
22	Audit Planning and Implementation	18/02/2019	20/02/2019		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				AG(A) Delhi	2
				DGA(CE)	6
				DGA(CR)	1
				DGA(DS)	1
				DGA(E&SM)	2
				DGA(P&T)	2
				PDA(AF)	1
				PDA(NR)	1
				PDCA & MAB-III	2
				PDCA & MAB-IV	1
				Total Slots	**19**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
23	Audit of Fraud, Corruption and Fraud Detection Techniques	25/02/2019	27/02/2019		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	5
				DGA(CR)	2
				DGA(E&SM)	2
				DGA(P&T)	2
				PAG(A), Delhi	2
				PDA(SD)	1
				PDCA & MAB-IV	1
				Total Slots	**15**

March, 19

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
24	Right to Information Act	11/03/2019	12/03/2019		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	1
				DGA(CE)	6
				DGA(CR)	5
				DGA(DS)	1
				DGA(E&SM)	1
				DGA(P&T)	1
				PDA(SD)	1
				Total Slots	**16**
				Grand Total Slots	**432**

Information Technology courses for the year 2018-19

IT Training Calendar for 2018-19

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots

May, 18

1	Level-I (MS-Word advanced)	21/05/2018	25/05/2018		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				AG(A) Delhi	1
				DGA(CE)	7
				DGA(CR)	2
				DGA(DS)	1
				DGA(E&SM)	3
				PDCA & MAB-III	1
				PDCA & MAB-IV	1
				Total Slots	**16**

June, 18

2	Level-II (Database concepts, system concepts and Introduction to MS-Access)	25/06/2018	02/07/2018		
	(6 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				AG(A) Delhi	1
				C&AG	2
				DGA(CE)	7
				DGA(CR)	2
				DGA(DS)	1
				DGA(E&SM)	3
				DGA(P&T)	2
				PDA(AF)	1
				PDCA & MAB-IV	1
				Total Slots	**20**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
	July, 18				
3	Level-II (IT audit advanced) - Auditing in IT environment	16/07/2018	23/07/2018		
	(6 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				AG(A) Delhi	1
				C&AG	3
				DGA(CR)	1
				DGA(DS)	1
				DGA(E&SM)	1
				DGA(P&T)	4
				PDCA & MAB-I	1
				PDCA & MAB-II	1
				PDCA & MAB-III	1
				Total Slots	**14**
4	Budgetary Process in the Government, usage of iBEMS in IA&AD and integration with PFMS	30/07/2018	31/07/2018		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	2
				DGA(CR)	6
				DGA(DS)	1
				DGA(E&SM)	1
				DGA(P&T)	4
				PDA(AF)	1
				PDA(SD)	1
				PDCA & MAB-III	2
				PDCA & MAB-IV	2
				Total Slots	**20**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots

August, 18

5	MS-Excel	06/08/2018	10/08/2018		
	(5 Day Course @ 4 Sessions Per Day)	**10:00 am to 04:45 pm**			
				AG(A) Delhi	1
				C&AG	1
				DGA(CE)	5
				DGA(CR)	2
				DGA(DS)	1
				DGA(E&SM)	1
				PDA(SD)	1
				PDCA & MAB-I	1
				PDCA & MAB-III	1
				Total Slots	**14**
6	Interactive Data Extraction and Analysis (IDEA)	24/08/2018	31/08/2018		
	(6 Day Course @ 4 Sessions Per Day)	**10:00 am to 04:45 pm**			
				C&AG	1
				DGA(CE)	4
				DGA(CR)	1
				DGA(DS)	1
				DGA(E&SM)	3
				DGA(P&T)	2
				PDCA & MAB-II	1
				PDCA & MAB-III	1
				Total Slots	**14**

September, 18

7	Public Financial Monitoring system (PFMS) and important features of E-lekha data software	10/09/2018	11/09/2018		
	(2 Day Course @ 4 Sessions Per Day)	**10:00 am to 04:45 pm**			
				DGA(CR)	6
				DGA(DS)	1
				PAG(A), Delhi	5
				PDA(AF)	1
				PDA(SD)	1
				PDCA & MAB-I	4
				PDCA & MAB-III	5
				Total Slots	**23**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
8	Level-I (MS-Word advanced)	24/09/2018	28/09/2018		
	(5 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				AG(A) Delhi	2
				DGA(CE)	8
				DGA(CR)	3
				DGA(DS)	1
				DGA(E&SM)	2
				Total Slots	**16**

October, 18

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
9	Data analytics using TABLEAU	09/10/2018	12/10/2018		
	(4 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				DGA(CE)	4
				DGA(CR)	3
				DGA(E&SM)	1
				PAG(A), Delhi	2
				PDA(NR)	1
				PDCA & MAB-I	1
				PDCA & MAB-II	1
				Total Slots	**13**
10	Level-II (Database concepts, system concepts and Introduction to MS-Access)	29/10/2018	05/11/2018		
	(6 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				AG(A) Delhi	2
				C&AG	1
				DGA(CE)	8
				DGA(CR)	3
				DGA(DS)	1
				DGA(E&SM)	2
				DGA(P&T)	2
				PDCA & MAB-II	1
				Total Slots	**20**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
	November, 18				
11	Public Financial Monitoring system (PFMS) and important features of E-lekha data software	19/11/2018	20/11/2018		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	5
				DGA(E&SM)	2
				PAG(A), Delhi	6
				PDCA & MAB-I	5
				PDCA & MAB-II	5
				PDCA & MAB-IV	1
				Total Slots	**24**
	December, 18				
12	Level-II (IT audit advanced) - Auditing in IT environment	14/12/2018	21/12/2018		
	(6 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				AG(A) Delhi	1
				C&AG	3
				DGA(CE)	1
				DGA(CR)	2
				DGA(DS)	1
				DGA(E&SM)	1
				DGA(P&T)	5
				PDCA & MAB-I	1
				PDCA & MAB-II	1
				Total Slots	**16**
13	MS-Excel	31/12/2018	04/01/2019		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				AG(A) Delhi	1
				C&AG	1
				DGA(CE)	5
				DGA(CR)	3
				DGA(DS)	1
				DGA(E&SM)	2
				PDCA & MAB-IV	1
				Total Slots	**14**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots

January, 19

14	Data analytics using TABLEAU	16/01/2019	18/01/2019		
	(4 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				DGA(CE)	4
				DGA(CR)	2
				DGA(E&SM)	1
				PAG(A), Delhi	2
				PDA(NR)	2
				PDCA & MAB-I	1
				PDCA & MAB-II	1
				Total Slots	**13**

February, 19

15	Level-II (IT audit advanced) - Auditing in IT environment	04/02/2019	11/02/2019		
	(6 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				AG(A) Delhi	1
				C&AG	2
				DGA(CR)	2
				DGA(E&SM)	2
				DGA(P&T)	5
				PDA(NR)	1
				PDCA & MAB-IV	1
				Total Slots	**14**
16	Budgetary Process in the Government, usage of iBEMS in IA&AD and integration with PFMS	18/02/2019	19/02/2019		
	(2 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				DGA(E&SM)	8
				PDCA & MAB-I	3
				PDCA & MAB-II	2
				Total Slots	**13**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
17	MS-Excel	25/02/2019	01/03/2019		
	(5 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				AG(A) Delhi	1
				C&AG	1
				DGA(CE)	6
				DGA(CR)	2
				DGA(E&SM)	2
				PDA(SD)	1
				PDCA & MAB-I	1
				Total Slots	**14**

March, 19

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
18	Interactive Data Extraction and Analysis (IDEA)	11/03/2019	15/03/2019		
	(5 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				C&AG	1
				DGA(CE)	3
				DGA(CR)	2
				DGA(DS)	1
				DGA(E&SM)	2
				DGA(P&T)	2
				PDCA & MAB-I	2
				PDCA & MAB-II	1
				PDCA & MAB-III	1
				Total Slots	**15**
				Grand Total Slots	**293**

Course contents

Course Contents - General courses

1. **Recent changes in the Finance Act and its impact on audit of indirect taxes**
   - Changes related to Central Excise & Customs
   - Changes related to Service Tax
2. **Performance Audit with ISSAI guidelines on Performance audit**
   - Introduction to performance audit and other audits.
   - Preparation of performance audit guidelines, ascertaining risk areas.
   - Scope of objective of performance audit and planning.
   - Criteria and sources of criteria, Study Design Matrix.
   - Evidence gathering, Documentation and drafting for performance audit.
   - Reporting for performance audit ISSAI guidelines.
   - Supervision, review and quality control, Quality Assurance.
3. **Right to Information Act**
   - Basic Principle, Role of Public Authorities and APIOs & CPIOs.
   - Role of functions of Appellate Authority and IIIrd Parties.
   - Information Commission Powers, Functions, Appeal and Penalties.
4. **Audit of Public Private Partnership (PPP)**
   - Requirement of PPP in India, Overview of PPP & Fin. Powers, Procedures
   - Scope and Objective of PPP Audit.
   - Case Study on PPP.
5. **ISSAI guidelines on Compliance audit with introduction to Theme based Audit**
   - Introduction to Theme Based Audit.
   - Back ground of theme based audit.
   - Theme based Audit with ISSAI guidelines on Compliance audit.
6. **International Standards of Supreme Audit Institutions (ISSAI)**
   - Introduction to ISSAI & Level two ISSAI
   - ISSAI on Financial audit
   - ISSAI on Performance audit
   - ISSAI on Compliance audit
   - ISSAI GOVs guidelines

Course Contents - General courses

7. **Audit of Finance and Appropriation accounts**
    - Over view learning objective, definitions, constitutional provisions, role of audit.
    - Budget of Union to State Government.
    - Important provisions in GFR & DPFR on Budget and Accounts.
    - Manual of Civil Accounts & Appropriation Accounts.
    - How to conduct audit of Finance Accounts
    - Audit checks for Appropriation A/c- Overview, learning objectives, manual provision, CAGs instructions etc.
    - Preparation of audit checking & Condensed Accounts.
    - Performance Audit of selected grants.
    - Guidelines on New Service/New instrument of service relating to Appropriation Accounts.
    - Vetting on Action Taken Notes on Appropriation Accounts.
    - Content of the Reports of CAGs on the account of Union Government (Civil).
    - Managing Government Finances.
    - Guidelines to conduct the audit of PAOs

8. **Audit methodologies, Analysis of audit evidence and presentation of audit findings in IR**
    - Audit planning for different types of audit.
    - Evaluation of Internal control.
    - What is Audit methodologies, business risk, risk, assessment.
    - Sampling techniques and use of IDEA in sampling
    - Audit evidence
    - Performance Auditing, Internal documentation, formulation process.
    - Basic requirements of Audit Reports.

9. **Statistics and Sampling in audit**
    - Basic concepts of sampling.
    - Measurement of Central Tendency, Measures of Dispersion.
    - Type of Statistical sampling and use in Audit.
    - Probability proportional to size sampling.
    - Using Excel/IDEA in Statistical sampling.
    - Statistical audit Sampling advantage in audit
    - Risk Assessment and Sampling in Audit.

Course Contents - General courses

10. **Certification and transaction audit of Autonomous bodies**
   - Mandate for audit of AB.
   - Significance & Principles of materiality for comments in SARs.
   - Certification of Accounts – Bank Reconciliation Statement.
   - Audit of transaction.
   - Audit of World Bank/EAP Projects.
   - IT Audit of ABs.
   - Audit of Investments in ABs.
   - Aspects to be considered while preparing SAR

11. **Audit of Contract and Works audit**
   - Over view of Audit of contract and Works audit with CPWD/PWD
   - Basic element of Contract Act
   - Audit of Works - All estimate to be verified.
   - Designs/Drawings, Basic design, Detailed design, Structural design.
   - Tendering approval of tender documents, eligibility criteria.
   - General conditions of contract, Breach of contract conditions.
   - Audit of works accounts- Measurement books, bills, works abstract, ledgers accounts.
   - Contract management, Negotiations, CVC guidelines
   - Contract relating Agreements and order etc.

12. **Noting & Drafting and Record maintenance**
   - Definition and guidelines for noting
   - Allied instructions and correspondence with specified authorities
   - Office procedures
   - Precis writing
   - Forms of communication for correspondence
   - File and report referencing
   - Effective use of words while writing notes and drafts
   - Noting and drafting for preparing audit reports
   - Maintenance of record in office and the rules pertaining to this

13. **Audit Planning and Implementation**
   - Over view of different types of audit
   - Classification of units to be audited
   - Audit planning and performance audit
   - Risk based audit approach
   - Preparation of audit plan
   - Understanding the audit entity and Evaluation of internal control
   - Sampling techniques

Course Contents - General courses

14. **Goods and Service Tax (GST)**
   - Indian constitution: provision, financial power, amendment and intend of amendment
   - Overview of GST and Model GST law (CGST & SGST)
   - Filing of return, matching of input tax credit
   - Time & valuation of supply of goods and service
   - Cross utilization of IGST and funds transfer, transitional provisions
   - Electronic commerce and job work
   - Demand and recovery
   - Assessment, provisional assessment and audit
   - Inspection, search & arrest, offences & penalty, prosecution & compounding
   - Overview of IGST act
   - Scope & methodology for audit after implementation of GST
   - Role of GST council, difference b/w old rule & GST comparative study

15. **Financial Attest Audit**
   - Legal framework for Financial Attest Audit
   - Financial Attest Audit – Mandate and Standards
   - Accounting Standards
   - Understanding the entity & Audit Planning
   - Audit examination and evidence gathering
   - Supervision and control of audit
   - Separate Audit Report(SAR) writing
   - Best and worst cases of SAR writing

16. **Ethics and Values, Gender Sensitization, team building and motivation**
   - Ethics in governance in the current socio- political scenario
   - Meaning and importance of values of life, types of values
   - Concept of ethics- Traditional and contemporary approaches
   - IA&AD code of ethics & Role of SAIs- value and benefits of SAI
   - Gender awareness and societal view about gender basic role
   - Prevention of harassment of women at the workplace
   - What is attitude and why right attitude being so important
   - Team building and motivation
   - Teamwork basics and skills
   - Stages in team building

Course Contents - General courses

17. **Ind-AS, IAS and International Financial Reporting Standards (IFRS)**
    - Introduction to Indian Accounting Standards
    - Comparison between Ind-AS and IAS
    - Introduction to International Financial Reporting Standards (IFRS)
18. **Public Debt and its Management**
    - Introduction to Debt and deficit
    - Legal framework for Debt
    - Classification of Debt
    - Debt management, institution and strategy
    - Audit of Public Debt and issues
    - International literature on Debt and audit of public debt
19. **Non Tax Revenue Receipts**
    - Overview of Government receipts and categories
    - Introduction to Non-tax receipts and its types
    - Audit issues related to non-tax receipts
20. **Audit of Fraud and Fraud Detection Techniques**
    - Basic concept of fraud and corruption
    - Categories of fraud
    - Factor influencing fraud and corruption
    - Potential fraud indicators and high risk areas
    - Internal control and risk assessment
    - Role of auditor in consideration of fraud
    - Fraud investigation and forensic audit

Course Contents - Information Technology Courses

1. **MS-Excel**
   - Getting acquainted with MS Excel worked
   - Entering data into worksheet
   - Preparing Formulas & Formatting
   - Preparing charts and Graphs
   - Sorting, Data filter and Pivot tables

2. **Level-II (Database concepts, system concepts and Introduction to MS-Access)**
   - Database basics, Concept of RDBMS and Overview of MS-Access
   - Creating database, concept of find/replace, filter.
   - Writing complex & Designing Simple Queries
   - Designing Report
   - Designing Forms
   - Creating Switchboards and finalization of application

3. **Level-I (MS-Word Advanced)**
   - Using and Creating Style sheet
   - References – Table of contents
   - Inserting and formatting
   - Using Mail-Merge and understanding MS Word Themes.
   - Various Word options for customizing.
   - Advanced Features of Table Formatting and data conversion

4. **Interactive Data Extraction and Analysis (IDEA)**
   - Introduction to IDEA
   - Importing various types of data
   - Data extraction
   - Grouping, indices and Summarization of data using different tools
   - Analysis of data using various tools and functions
   - Joining two data files and appending data in the existing file
   - Sampling (Systematic, Random, Stratified and MUS)

Course Contents - Information Technology Courses

5. **Level-II (IT audit advanced) – Auditing in IT environment**
    - IT Audit awareness
    - General controls & Application controls
    - Network communication basics and Security controls
    - MS - Access Fundamentals
    - SQL Queries
    - Computer Assisted Audit Techniques
    - Importing various type of data in IDEA

6. **Tableau**
    - Introduction to Tableau Software
    - Data import into Tableau
    - Understanding dimensions and values
    - Understanding data labels
    - Working with charts
    - Tableau Dashboard

7. **Public Financial Management System (PFMS) and important features of E-lekha data software**
    - Brief history, background and Mandate of PFMS.
    - Various Modules under PFMS
    - Fund Flow Monitoring under PFMS
    - Direct Benefit Transfer Modules
    - PAO Computerization-Online payments, receipts and accounting of Govt. of India
    - Non – Tax Receipt Portal
    - CBDT PAN Validation and GSTN bank account validation
    - Implementation Strategy and Status of Implementation
    - Introduction to E-lekha data software
    - Framework and available reports

8. **Budgetary Process in the Government, usage of iBEMS in IA&AD and integration with PFMS**
    - Preparation of budget RE/BEs
    - Introduction to iBEMS – its use and functions
    - Integration of iBEMS with PFMS
    - Important functions of PFMS

Resource profile

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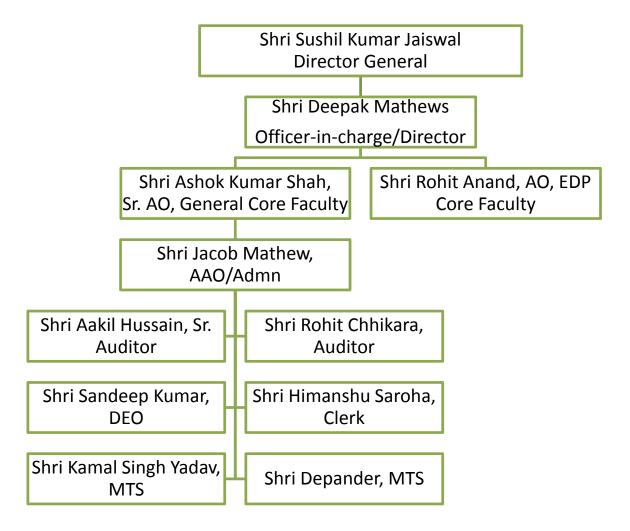
Resource profile

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Infrastructure

The Centre has two lecture halls, one for the General courses and the other for IT courses. About Thirty five candidates can be accommodated in General lecture hall. The IT lecture hall of the Regional Training Centre has sufficient computers to impart training to 21-22 trainees at a time. All computers in IT lecture hall run on the latest software and are connected with Local Area Network. Apart from this, RTC is equipped with modern teaching equipment like Video Projectors, Over Head Projector, Audio amplifier, cordless mic etc.

Library

The Centre has a small reference library having about 200 books on both general as well as computer topics.

Personnel

The organizational chart of Regional Training Centre, Delhi is as below: -

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                    ┌─────────────────────────────┐
                    │   Shri Sushil Kumar Jaiswal  │
                    │      Director General        │
                    └─────────────────────────────┘
                         ┌──────────────────────────┐
                         │   Shri Deepak Mathews     │
                         │ Officer-in-charge/Director│
                         └──────────────────────────┘
            ┌──────────────────────────┐   ┌──────────────────────────┐
            │ Shri Ashok Kumar Shah,   │   │ Shri Rohit Anand, AO, EDP │
            │ Sr. AO, General Core     │   │      Core Faculty         │
            │        Faculty           │   │                           │
            └──────────────────────────┘   └──────────────────────────┘
            ┌──────────────────────────┐
            │    Shri Jacob Mathew,    │
            │        AAO/Admn          │
            └──────────────────────────┘
 ┌──────────────────────────┐   ┌──────────────────────────┐
 │ Shri Aakil Hussain, Sr.  │   │ Shri Rohit Chhikara,     │
 │         Auditor          │   │        Auditor           │
 └──────────────────────────┘   └──────────────────────────┘
 ┌──────────────────────────┐   ┌──────────────────────────┐
 │  Shri Sandeep Kumar,     │   │ Shri Himanshu Saroha,    │
 │         DEO              │   │         Clerk            │
 └──────────────────────────┘   └──────────────────────────┘
 ┌──────────────────────────┐   ┌──────────────────────────┐
 │ Shri Kamal Singh Yadav,  │   │ Shri Depander, MTS       │
 │         MTS              │   │                          │
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Composition of strength of RTC, Delhi

A   Faculty

Sl. No.	Cadre	Sanctioned Strength	Persons in position	Name(s) of present incumbents	Remarks
1	Sr.AO/ AO (Civil)	01	01	Shri Ashok Kumar Shah, Sr. AO	
2	Sr.AO/ AO (Commercial)	01	--	--	
3	Sr.AO/ AO (EDP)	02	01	Sh. Rohit Anand, AO	

B   Non-faculty

Sl. No.	Cadre	Sanctioned Strength	Persons in position	Name(s) of present incumbents	Remarks
1	Sr.AO	01	--	--	
2	AO	--	--	--	
3	AAO	02	01	Shri Jacob Mathew	
4	PS/PA/Steno	--	--	--	
5	Sr. Auditor/Sr. Accountant	02	02	Sh. Aakil Husain, Sr. Auditor Sh Rohit Chhikara, Auditor	
6	Clerk/Typist/DEO	02	02	Sh. Sandeep Kumar, DEO Sh. Himanshu Saroha, Clerk	
7	Multi Tasking Staff	02	02	Sh. Kamal Singh Yadav, MTS Sh. Depender Kumar, MTS	

Budget

Currently, the Centre is functioning under the administrative control of Director General of Audit, Central Receipt. Hence, there is no separate budget for RTC, Delhi and all the expenses are met from the budget of DGA (CR).

Achievements

Achievements

i) Training statistics at a glance

The summary of courses conducted, the persons trained and the training days utilized at Regional Training Centre, Delhi during the last five years are:

Year	Course Type	No. of courses conducted	No. of officials trained	No. of training days used
2013-14	General courses	29	506	103
	IT courses	16	261	96
2014-15	General courses	36	772	101
	IT courses	19	332	109
2015-16	General courses	28	607	99
	IT courses	25	419	124
2016-17	General courses	22	427	94
	IT courses	24	380	139
2017-18	General courses	22	461	81
	IT courses	20	330	101

ii) Slots targeted vis-à-vis achieved

Year	Course Type	No. of slots allotted	No. of persons trained	Percentage of slots utilised
2013-14	General Courses	581	506	87%
	IT Courses	284	261	92%
2014-15	General Courses	882	772	88%
	IT Courses	349	332	95%
2015-16	General Courses	678	607	90%
	IT Courses	452	419	93%
2016-17	General Courses	458	427	93%
	IT Courses	399	380	95%
2017-18	General Courses	522	461	88%
	IT Courses	372	330	89%

Pre-requisites for IT courses

Prerequisites of Participants for IT Courses

Sl. No	Course	Prerequisites/Level of participants
1.	Level-I (MS-Word advanced)	Persons having knowledge of MS-Word
2.	Level-II (Database concepts, System concepts and Introduction to MS-Access)	Level-I
3.	Level-II (IT Audit advanced) – Auditing in IT environment	Level-II (Database concepts)
4.	MS Excel	Persons having knowledge of MS-Word
5.	Interactive Data Extraction and Analysis (IDEA)	Person having knowledge of Level-I courses and basic database operation
6.	TABLEAU	Basic knowledge of Computer operations and MS Excel

Note:- Please strictly adhere to the prerequisites before nominating officers/officials for Information Technology courses

Regional Training Centre, Delhi