Regional Training Centre, Delhi

Annual Calendar of Training Programs for the Year 2019-20

CONTENTS

INTRODUCTION

Regional Training Centre, Delhi was established in 1997 and is catering to the training needs of 16 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 direct its activities and decides about courses to be conducted in RTC.   RTC is headed by officer-in-charge who also hold 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 (one General and one EDP faculty members, one AAO administration) and four supporting staff are deputed in the RTC.

Training methodology

All the General Information Technology courses of RTC are coordinated and conducted by regular faculties of RTC. The respective faculty member design and develop course module, handle a few topics of the course and invite/arrange the expert guest faculties on the other 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 2019-20

The training calendar for the year 2019-20 has been prepared on the basis of decisions taken in the meeting of the Regional Advisory Committee held on 19.03.2019. A total, 18 General and 31 Information Technology courses (which includes 11 courses being organized in two phases by splitting the total duration) have been included in the course calendar. The office-wise slots for each course are shown in the detailed calendar.

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 & Tele Communication), New Delhi

5. Director General of Audit (Scientific Department), New Delhi

6. Director General of Audit (Northern Railway), New Delhi

7. Principal Accountant General (Audit), Delhi, New Delhi

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

9. Principal Director of Audit (Economic & Service Ministries), 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 (Hqrs), O/o Comptroller and Auditor General of India, New Delhi

15. Principal Director-Training, O/o Comptroller and Auditor General of India, New Delhi

16. Principal Director of Audit, Railway Commercial, New Delhi

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. Director General 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 (Scientific Department), New Delhi

7. Principal Accountant General (Audit), Delhi, New Delhi

8. Principal Director of Audit (Economic & Service Ministries), New Delhi

9. Principal Director of Audit (Air Force), 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. Principal Director of Audit, Railway Commercial, New Delhi

16. Director of Audit, Defence Services, Delhi Cantt.

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 two days training on "Public Debt" was organized in the year 2018-19 and one training is planned in 2019-20. Structured Training Module (STM) on "Public Debt" has been prepared and submitted to Headquarters office for approval and dissemination. The work of preparation of STM on "Public Procurement" is under way and would be finalized soon.

Courses at a glance

Abstract of Training Programmes

Sl. No	Course Name	No. of Courses	Course Duration (in days)	No. of Slots
General				
1	Induction training for Auditors	3	5	127
2	Audit of Contract, Purchase agreement and Works Audit	1	5	20
3	Audit of Finance and Appropriation accounts	1	5	23
4	Audit Planning and Implementation	1	3	22
5	Certification and transaction audit of Autonomous bodies	2	5	35
6	Audit methodologies, Analysis of audit evidence and presentation of audit findings in IR	2	5	31
7	Ethics and Values, Gender sensitization, team building and motivation	1	3	19
8	Right to Information Act	1	2	24
9	International Standards of Supreme Audit Institutions (ISSAI)	1	3	18
10	ISSAI Guidelines on Compliance Audit with introduction to Theme based audit	1	3	31
11	Noting and Drafting & record maintanance	3	2	63
12	Public debt and its management	1	2	25
	Total	**18**	**67**	**438**
Information Technology(IT)				
1	IT audit (Phase-I)	3	3	60
2	IT audit (Phase-II)	3	3	60
3	Level-I (MS-Word advanced)	3	5	50
4	MS-Excel (Phase-I)	3	3	62

Sl. No	Course Name	No. of Courses	Course Duration (in days)	No. of Slots
5	Database concepts, system concepts and Introduction to applications on DBMS (Phase-II)	2	2	34
6	Database concepts, system concepts and Introduction to applications on DBMS (Phase-I)	2	3	34
7	Data analytics (Phase-II)	3	2	63
8	Data analytics (Phase-I)	3	2	63
9	MS-Excel (Phase-II)	3	2	62
10	Budgetary process in the government, usage of IBEMS in IA&AD and integration with PFMS	1	2	21
11	Public Financial Monitoring system (PFMS) and important features of E-lekha data software	2	2	37
12	Interactive Data Extraction and Analysis (IDEA)	3	5	53
	Total	**31**	**91**	**599**
	Grand Total	**49**	**158**	**1037**

General Courses at a glance

Sl. No	Course Name	No. of Slots	Start Date	End Date
1	Audit of Finance and Appropriation accounts *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	23	13-May-19	17-May-19
2	Audit of Contract, Purchase agreement and Works Audit *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	20	10-Jun-19	14-Jun-19
3	Noting and Drafting & record maintanance *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	21	08-Jul-19	09-Jul-19
4	Certification and transaction audit of Autonomous bodies *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	17	22-Jul-19	26-Jul-19
5	Audit Planning and Implementation *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	22	05-Aug-19	07-Aug-19
6	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*	19	19-Aug-19	21-Aug-19
7	Induction training for Auditors *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	42	26-Aug-19	30-Aug-19
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*	16	16-Sep-19	20-Sep-19
9	Public debt and its management *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	25	26-Sep-19	27-Sep-19
10	Right to Information Act *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	24	10-Oct-19	11-Oct-19
11	Induction training for Auditors *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	43	21-Oct-19	25-Oct-19
12	International Standards of Supreme Audit Institutions (ISSAI) *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	18	06-Nov-19	08-Nov-19
13	Noting and Drafting & record maintanance *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	21	18-Nov-19	19-Nov-19
14	ISSAI Guidelines on Compliance Audit with introduction to Theme based audit *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	31	18-Dec-19	20-Dec-19

Sl. No	Course Name	No. of Slots	Start Date	End Date
15	Certification and transaction audit of Autonomous bodies *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	18	06-Jan-20	10-Jan-20
16	Induction training for Auditors *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	42	03-Feb-20	07-Feb-20
17	Noting and Drafting & record maintanance *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	21	17-Feb-20	18-Feb-20
18	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*	15	02-Mar-20	06-Mar-20
	Total Number of slots	**438**		

IT Courses at a glance

Sl. No	Course Name	No. of Slots	Start Date	End Date
1	IT audit (Phase-I) *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	20	13-May-19	15-May-19
2	MS-Excel (Phase-I) *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	21	20-May-19	22-May-19
3	Data analytics (Phase-I) *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	21	27-May-19	28-May-19
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*	21	06-Jun-19	07-Jun-19
5	Interactive Data Extraction and Analysis (IDEA) *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	18	17-Jun-19	21-Jun-19
6	Level-I (MS-Word advanced) *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	17	01-Jul-19	05-Jul-19
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*	19	15-Jul-19	16-Jul-19
8	MS-Excel (Phase-I) *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	21	22-Jul-19	24-Jul-19
9	Database concepts, system concepts and Introduction to applications on DBMS (Phase-I) *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	17	05-Aug-19	07-Aug-19
10	IT audit (Phase-I) *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	20	19-Aug-19	21-Aug-19
11	Data analytics (Phase-I) *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	21	26-Aug-19	27-Aug-19
12	MS-Excel (Phase-I) *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	20	04-Sep-19	06-Sep-19
13	Level-I (MS-Word advanced) *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	17	16-Sep-19	20-Sep-19
14	IT audit (Phase-I) *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	20	25-Sep-19	27-Sep-19

Sl. No	Course Name	No. of Slots	Start Date	End Date
15	Data analytics (Phase-I) *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	21	03-Oct-19	04-Oct-19
16	MS-Excel (Phase-II) *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	21	10-Oct-19	11-Oct-19
17	Database concepts, system concepts and Introduction to applications on DBMS (Phase-I) *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	17	21-Oct-19	23-Oct-19
18	IT audit (Phase-II) *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	20	06-Nov-19	08-Nov-19
19	Data analytics (Phase-II) *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	21	18-Nov-19	19-Nov-19
20	MS-Excel (Phase-II) *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	21	25-Nov-19	26-Nov-19
21	Database concepts, system concepts and Introduction to applications on DBMS (Phase-II) *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	17	02-Dec-19	04-Dec-19
22	IT audit (Phase-II) *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	20	16-Dec-19	18-Dec-19
23	Data analytics (Phase-II) *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	21	26-Dec-19	27-Dec-19
24	Interactive Data Extraction and Analysis (IDEA) *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	17	06-Jan-20	10-Jan-20
25	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*	18	16-Jan-20	17-Jan-20
26	MS-Excel (Phase-II) *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	20	27-Jan-20	28-Jan-20
27	Level-I (MS-Word advanced) *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	16	03-Feb-20	07-Feb-20
28	IT audit (Phase-II) *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	20	17-Feb-20	19-Feb-20

Sl. No	Course Name	No. of Slots	Start Date	End Date
29	Interactive Data Extraction and Analysis (IDEA) *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	18	02-Mar-20	06-Mar-20
30	Data analytics (Phase-II) *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	21	16-Mar-20	17-Mar-20
31	Database concepts, system concepts and Introduction to applications on DBMS (Phase-II) *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	17	23-Mar-20	25-Mar-20
	Total Number of slots	**599**		

General courses for the year 2019-20

General Training Calendar for 2019-20

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
	May, 19				
1	Audit of Finance and Appropriation accounts	13-05-2019	17-05-2019		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	3
				DGA(CE)	11
				DGA(P&T)	5
				PAG(A) Delhi	1
				PDA(AF&N)	1
				PDA(E&SM)	2
				Total Slots	**23**
	June, 19				
2	Audit of Contract, Purchase agreement and Works Audit	10-06-2019	14-06-2019		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	2
				DGA(CE)	5
				DGA(P&T)	3
				PAG(A) Delhi	5
				PDA(E&SM)	2
				PDA(NR)	2
				PDCA & MAB-I	1
				Total Slots	**20**
	July, 19				
3	Noting and Drafting & record maintanance	08-07-2019	09-07-2019		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	2
				DGA(CE)	5
				DGA(CR)	9
				DGA(P&T)	1
				DGA(SD)	1
				PDA(E&SM)	1
				PDCA & MAB-III	2
				Total Slots	**21**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
4	Certification and transaction audit of Autonomous bodies	22-07-2019	26-07-2019		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	8
				DGA(CR)	1
				DGA(P&T)	2
				DGA(SD)	1
				PAG(A) Delhi	1
				PDA(AF&N)	1
				PDA(E&SM)	1
				PDCA & MAB-II	1
				PDCA & MAB-III	1
				Total Slots	**17**

August, 19

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
5	Audit Planning and Implementation	05-08-2019	07-08-2019		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	3
				DGA(CE)	7
				DGA(CR)	3
				DGA(DS)	1
				DGA(P&T)	3
				PDA(E&SM)	2
				PDA(NR)	1
				PDCA & MAB-II	1
				PDCA & MAB-IV	1
				Total Slots	**22**
6	Ethics and Values, Gender sensitization, team building and motivation	19-08-2019	21-08-2019		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	10
				DGA(CR)	3
				DGA(SD)	2
				PDA(E&SM)	4
				Total Slots	**19**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
7	Induction training for Auditors	26-08-2019	30-08-2019		
	(5 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				DGA(CE)	14
				DGA(CR)	7
				DGA(P&T)	3
				PAG(A) Delhi	9
				PDA Rly Comm	1
				PDA(E&SM)	2
				PDCA & MAB-I	1
				PDCA & MAB-II	3
				PDCA & MAB-III	2
				Total Slots	**42**

September, 19

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
8	Audit methodologies, Analysis of audit evidence and presentation of audit findings in IR	16-09-2019	20-09-2019		
	(5 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				C & AG	1
				DGA(CE)	4
				DGA(CR)	4
				DGA(DS)	1
				DGA(P&T)	2
				PAG(A) Delhi	1
				PDA(E&SM)	1
				PDCA & MAB-I	2
				Total Slots	**16**
9	Public debt and its management	26-09-2019	27-09-2019		
	(2 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				C & AG	4
				C & AG	4
				DGA(CE)	5
				DGA(CR)	2
				DGA(P&T)	3
				PAG(A) Delhi	3
				PDA Rly Comm	2
				PDA(E&SM)	2
				Total Slots	**25**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
	October, 19				
10	Right to Information Act	10-10-2019	11-10-2019		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	1
				DGA(CE)	7
				DGA(CR)	7
				DGA(DS)	1
				DGA(P&T)	3
				DGA(SD)	1
				PDA(E&SM)	2
				PDCA & MAB-II	2
				Total Slots	**24**
11	Induction training for Auditors	21-10-2019	25-10-2019		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	14
				DGA(CR)	6
				DGA(P&T)	3
				PAG(A) Delhi	10
				PDA Rly Comm	1
				PDA(E&SM)	2
				PDCA & MAB-I	1
				PDCA & MAB-II	3
				PDCA & MAB-III	3
				Total Slots	**43**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
	November, 19				
12	International Standards of Supreme Audit Institutions (ISSAI)	06-11-2019	08-11-2019		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	2
				DGA(CE)	2
				DGA(CR)	5
				DGA(DS)	1
				DGA(P&T)	3
				DGA(SD)	1
				PDA(E&SM)	2
				PDA(NR)	1
				PDCA & MAB-I	1
				Total Slots	**18**
13	Noting and Drafting & record maintanance	18-11-2019	19-11-2019		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	3
				DGA(CE)	5
				DGA(CR)	9
				DGA(P&T)	1
				PDA(E&SM)	1
				PDCA & MAB-II	1
				PDCA & MAB-III	1
				Total Slots	**21**

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

December, 19

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
14	ISSAI Guidelines on Compliance Audit with introduction to Theme based audit	18-12-2019	20-12-2019		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	1
				C & AG	1
				DGA(CE)	5
				DGA(CR)	5
				DGA(DS)	2
				DGA(P&T)	3
				PAG(A) Delhi	6
				PDA Rly Comm	2
				PDA(AF&N)	1
				PDA(AF)	1
				PDA(E&SM)	2
				PDCA & MAB-I	1
				PDCA & MAB-IV	1
				Total Slots	**31**

January, 20

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
15	Certification and transaction audit of Autonomous bodies	06-01-2020	10-01-2020		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	9
				DGA(P&T)	3
				PAG(A) Delhi	2
				PDA Rly Comm	1
				PDA(E&SM)	1
				PDCA & MAB-I	1
				PDCA & MAB-II	1
				Total Slots	**18**

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

February, 20

16	Induction training for Auditors	03-02-2020	07-02-2020		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	13
				DGA(CR)	6
				DGA(P&T)	4
				DGA(SD)	1
				PAG(A) Delhi	10
				PDA(E&SM)	2
				PDCA & MAB-I	2
				PDCA & MAB-II	2
				PDCA & MAB-III	2
				Total Slots	**42**
17	Noting and Drafting & record maintanance	17-02-2020	18-02-2020		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	2
				DGA(CE)	6
				DGA(CR)	9
				DGA(P&T)	1
				PDA(E&SM)	2
				PDCA & MAB-III	1
				Total Slots	**21**

March, 20

18	Audit methodologies, Analysis of audit evidence and presentation of audit findings in IR	02-03-2020	06-03-2020		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	1
				DGA(CE)	4
				DGA(CR)	4
				DGA(DS)	1
				DGA(P&T)	1
				PAG(A) Delhi	2
				PDA(E&SM)	1
				PDCA & MAB-I	1
				Total Slots	**15**
				Grand Total Slots	**438**

Information Technology courses for the year 2019-20

IT Training Calendar for 2019-20

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

May, 19

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
1	IT audit (Phase-I) [Same participants will repeat in phase-II training from 06/11/2019 to 08/11/2019]	13/05/2019	15/05/2019		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	1
				DGA(CE)	1
				DGA(CR)	12
				DGA(P&T)	1
				PAG(A) Delhi	1
				PDA(E&SM)	2
				PDCA & MAB-II	1
				PDCA & MAB-IV	1
				Total Slots	**20**
2	MS-Excel (Phase-I) [Same participants will repeat in phase-II training from 10/10/2019 to 11/10/2019]	20/05/2019	22/05/2019		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	2
				DGA(CE)	5
				DGA(CR)	6
				DGA(DS)	1
				PAG(A) Delhi	2
				PDA Rly Comm	1
				PDA(E&SM)	2
				PDCA & MAB-II	1
				PDCA & MAB-III	1
				Total Slots	**21**
3	Data Analytics (Phase-I) [Same participants will repeat in phase-II training from 18/11/2019 to 19/11/2019]	27/05/2019	28/05/2019		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	2
				DGA(CE)	4
				DGA(CR)	11
				PDA(E&SM)	2
				PDA(NR)	1
				PDCA & MAB-II	1
				Total Slots	**21**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
	June, 19				
4	Budgetary process in the government, usage of IBEMS in IA&AD and integration with PFMS	06/06/2019	07/06/2019		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	1
				DGA(CE)	8
				DGA(CR)	1
				DGA(P&T)	5
				PDA(AF&N)	1
				PDA(E&SM)	5
				Total Slots	**21**
5	Interactive Data Extraction and Analysis (IDEA)	17/06/2019	21/06/2019		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	2
				DGA(CE)	3
				DGA(CR)	8
				DGA(DS)	1
				DGA(P&T)	1
				PDA(E&SM)	1
				PDCA & MAB-I	1
				PDCA & MAB-II	1
				Total Slots	**18**
	July, 19				
6	Level-I (MS-Word advanced)	01/07/2019	05/07/2019		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	4
				DGA(CE)	7
				DGA(CR)	2
				PAG(A) Delhi	2
				PDA(E&SM)	2
				Total Slots	**17**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
7	Public Financial Monitoring system (PFMS) and important features of E-lekha data software	15/07/2019	16/07/2019		
	(2 Day Course @ 4 Sessions Per Day)		*10:00 am to 04:45 pm*		
				C & AG	1
				DGA(CE)	6
				DGA(CR)	3
				DGA(SD)	1
				PDA(AF&N)	1
				PDA(E&SM)	5
				PDCA & MAB-II	2
				Total Slots	**19**
8	MS-Excel (Phase-I) [Same participants will repeat in phase-II training from 25/11/2019 to 26/11/2019]	22/07/2019	24/07/2019		
	(3 Day Course @ 4 Sessions Per Day)		*10:00 am to 04:45 pm*		
				C & AG	2
				DGA(CE)	6
				DGA(CR)	5
				DGA(SD)	1
				PAG(A) Delhi	2
				PDA(E&SM)	2
				PDCA & MAB-I	1
				PDCA & MAB-II	1
				PDCA & MAB-IV	1
				Total Slots	**21**

August, 19

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
9	Database concepts, system concepts and Introduction to applications on DBMS (Phase-I) [Same participants will repeat in phase-II training from 02/12/2019 to 04/12/2019]	05/08/2019	07/08/2019		
	(3 Day Course @ 4 Sessions Per Day)		*10:00 am to 04:45 pm*		
				C & AG	2
				DGA(CE)	6
				DGA(CR)	1
				DGA(P&T)	3
				PAG(A) Delhi	2
				PDA(E&SM)	2
				PDCA & MAB-IV	1
				Total Slots	**17**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
10	IT audit (Phase-I) [Same participants will repeat in phase-II training from 16/12/2019 to 18/12/2019]	19/08/2019	21/08/2019		
	(3 Day Course @ 4 Sessions Per Day)		*10:00 am to 04:45 pm*		
				C & AG	1
				DGA(CE)	1
				DGA(CR)	12
				DGA(DS)	1
				DGA(P&T)	2
				PAG(A) Delhi	1
				PDA(E&SM)	2
				Total Slots	**20**
11	Data Analytics (Phase-I) [Same participants will repeat in phase-II training from 26/12/2019 to 27/12/2019]	26/08/2019	27/08/2019		
	(2 Day Course @ 4 Sessions Per Day)		*10:00 am to 04:45 pm*		
				C & AG	3
				DGA(CE)	3
				DGA(CR)	10
				PDA(AF&N)	1
				PDA(E&SM)	2
				PDA(NR)	1
				PDCA & MAB-I	1
				Total Slots	**21**

September, 19

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
12	MS-Excel (Phase-I) [Same participants will repeat in phase-II training from 27/01/2020 to 28/01/2020]	04/09/2019	06/09/2019		
	(3 Day Course @ 4 Sessions Per Day)		*10:00 am to 04:45 pm*		
				C & AG	1
				DGA(CE)	5
				DGA(CR)	5
				DGA(SD)	1
				PAG(A) Delhi	2
				PDA Rly Comm	1
				PDA(E&SM)	1
				PDCA & MAB-I	1
				PDCA & MAB-II	2
				PDCA & MAB-IV	1
				Total Slots	**20**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
13	Level-I (MS-Word advanced)	16/09/2019	20/09/2019		
	(5 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				C & AG	3
				DGA(CE)	8
				DGA(CR)	2
				PAG(A) Delhi	1
				PDA(E&SM)	2
				PDCA & MAB-IV	1
				Total Slots	**17**
14	IT audit (Phase-I) [Same participants will repeat in phase-II training from 17/02/2020 to 19/02/2020]	25/09/2019	27/09/2019		
	(3 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				C & AG	1
				DGA(CE)	2
				DGA(CR)	13
				DGA(P&T)	2
				PDA(E&SM)	1
				PDA(NR)	1
				Total Slots	**20**

October, 19

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
15	Data Analytics (Phase-I) [Same participants will repeat in phase-II training from 16/03/2020 to 17/03/2020]	03/10/2019	04/10/2019		
	(2 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				C & AG	3
				DGA(CE)	3
				DGA(CR)	11
				PAG(A) Delhi	1
				PDA(E&SM)	1
				PDA(NR)	1
				PDCA & MAB-I	1
				Total Slots	**21**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
16	MS-Excel (Phase-II) [with same participants as in training from 20/05/19 to 22/05/19]	10/10/2019	11/10/2019		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	2
				DGA(CE)	5
				DGA(CR)	6
				DGA(DS)	1
				PAG(A) Delhi	2
				PDA Rly Comm	1
				PDA(E&SM)	2
				PDCA & MAB-II	1
				PDCA & MAB-III	1
				Total Slots	**21**
17	Database concepts, system concepts and Introduction to applications on DBMS (Phase-I) [Same participants will repeat in phase-II training from 23/03/2020 to 25/03/2020]	21/10/2019	23/10/2019		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	3
				DGA(CE)	7
				DGA(CR)	1
				DGA(P&T)	2
				PAG(A) Delhi	1
				PDA(E&SM)	3
				Total Slots	**17**

November, 19

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
18	IT audit (Phase-II) [with same participants as in training from 13/05/19 to 15/05/19]	06/11/2019	08/11/2019		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	1
				DGA(CE)	1
				DGA(CR)	12
				DGA(P&T)	1
				PAG(A) Delhi	1
				PDA(E&SM)	2
				PDCA & MAB-II	1
				PDCA & MAB-IV	1
				Total Slots	**20**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
19	Data Analytics (Phase-II) [participants same as in training from 27/05/19 to 28/05/19]	18/11/2019	19/11/2019		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	2
				DGA(CE)	4
				DGA(CR)	11
				PDA(E&SM)	2
				PDA(NR)	1
				PDCA & MAB-II	1
				Total Slots	**21**
20	MS-Excel (Phase-II) [with same participants as in training from 22/07/19 to 24/07/19]	25/11/2019	26/11/2019		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	2
				DGA(CE)	6
				DGA(CR)	5
				DGA(SD)	1
				PAG(A) Delhi	2
				PDA(E&SM)	2
				PDCA & MAB-I	1
				PDCA & MAB-II	1
				PDCA & MAB-IV	1
				Total Slots	**21**

December, 19

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
21	Database concepts, system concepts and Introduction to applications on DBMS (Phase-II) [With same participants as in training from 05/08/2019 to 07/08/2019]	02/12/2019	04/12/2019		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	2
				DGA(CE)	6
				DGA(CR)	1
				DGA(P&T)	3
				PAG(A) Delhi	2
				PDA(E&SM)	2
				PDCA & MAB-IV	1
				Total Slots	**17**

Information Technology(IT) courses

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
22	IT audit (Phase-II) [with same participants as in training from 19/08/19 to 21/08/19]	16/12/2019	18/12/2019		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	1
				DGA(CE)	1
				DGA(CR)	12
				DGA(DS)	1
				DGA(P&T)	2
				PAG(A) Delhi	1
				PDA(E&SM)	2
				Total Slots	**20**
23	Data Analytics (Phase-II) [participants same as in training from 26/08/19 to 27/08/19]	26/12/2019	27/12/2019		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	3
				DGA(CE)	3
				DGA(CR)	10
				PDA(AF&N)	1
				PDA(E&SM)	2
				PDA(NR)	1
				PDCA & MAB-I	1
				Total Slots	**21**

January, 20

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
24	Interactive Data Extraction and Analysis (IDEA)	06/01/2020	10/01/2020		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	2
				DGA(CE)	2
				DGA(CR)	7
				DGA(P&T)	3
				PDA(AF&N)	1
				PDA(E&SM)	2
				Total Slots	**17**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
25	Public Financial Monitoring system (PFMS) and important features of E-lekha data software	16/01/2020	17/01/2020		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	2
				DGA(CE)	5
				DGA(CR)	3
				DGA(DS)	1
				PDA(E&SM)	5
				PDCA & MAB-II	2
				Total Slots	**18**
26	MS-Excel (Phase-II) [with same participants as in training from 04/09/19 to 06/09/19]	27/01/2020	28/01/2020		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	1
				DGA(CE)	5
				DGA(CR)	5
				DGA(SD)	1
				PAG(A) Delhi	2
				PDA Rly Comm	1
				PDA(E&SM)	1
				PDCA & MAB-I	1
				PDCA & MAB-II	2
				PDCA & MAB-IV	1
				Total Slots	**20**

February, 20

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
27	Level-I (MS-Word advanced)	03/02/2020	07/02/2020		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	4
				DGA(CE)	7
				DGA(CR)	2
				PAG(A) Delhi	2
				PDA(E&SM)	1
				Total Slots	**16**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
28	IT audit (Phase-II) [with same participants as in training from 25/09/19 to 27/09/19]	17/02/2020	19/02/2020		
	(3 Day Course @ 4 Sessions Per Day)		**10:00 am to 04:45 pm**		
				C & AG	1
				DGA(CE)	2
				DGA(CR)	13
				DGA(P&T)	2
				PDA(E&SM)	1
				PDA(NR)	1
				Total Slots	**20**

March, 20

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
29	Interactive Data Extraction and Analysis (IDEA)	02/03/2020	06/03/2020		
	(5 Day Course @ 4 Sessions Per Day)		**10:00 am to 04:45 pm**		
				C & AG	3
				DGA(CE)	3
				DGA(CR)	8
				DGA(P&T)	1
				PDA(E&SM)	2
				PDCA & MAB-I	1
				Total Slots	**18**
30	Data Analytics (Phase-II) [participants same as in training from 03/10/19 to 04/10/19]	16/03/2020	17/03/2020		
	(2 Day Course @ 4 Sessions Per Day)		**10:00 am to 04:45 pm**		
				C & AG	3
				DGA(CE)	3
				DGA(CR)	11
				PAG(A) Delhi	1
				PDA(E&SM)	1
				PDA(NR)	1
				PDCA & MAB-I	1
				Total Slots	**21**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
31	Database concepts, system concepts and Introduction to applications on DBMS (Phase-II) [with same participants as in training from 21/10/2019 to 23/10/2019]	23/03/2020	25/03/2020		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C & AG	3
				DGA(CE)	7
				DGA(CR)	1
				DGA(P&T)	2
				PAG(A) Delhi	1
				PDA(E&SM)	3
				Total Slots	**17**
				Grand Total Slots	**599**

Course contents

Course contents – General courses

Sl. No.	Course	Objective and target audience	Contents
1.	Recent changes in the Finance Act and its impact on audit of indirect taxes	To acquaint the participants of the imposition, abolition, remission, alteration or regulation of tax proposals contained in the Finance Act passed by the Parliament along with the Budget of every financial year. **Target audience**:- Sr.AO/AO/ AAO	Changes contained in the Central Excise Duties, Custom Duties, Service Tax in the Finance Act of 2019.
2.	Performance Audit with ISSAI guidelines on Performance audit	Familiarizing the audit personnel to the Performance Audit methodologies contained in the SAI India Guidelines on Performance Audit; and fundamental principles and guidelines on Performance Audit contained in ISSAI. **Target audience**:- All cadres	Introduction to performance audit and other audits. Strategic audit planning and selection of topic Planning individual performance audit and ascertaining risk areas. Determining the scope and objective of performance audit. Implementing the planned audit. Identifying criteria and sources of criteria, Preparing Study Design Matrix. Evidence gathering and their analysis. Preparing audit finding design matrix. Documentation and drafting of performance audit report. Supervision, review and quality control, Quality Assurance measures. Follow up process of performance audit. Discussion of selection PA report.
3.	Right to Information Act	Familiarizing personnel to the importance of RTI Act and the rights of the citizen. Responsibilities of government and government officials towards the provisions of RTI Act **Target audience**:- All cadres	Background of the legislation. Objectives, extent of application and commencement of the Act. Roles & responsibilities of Public Authorities, CPIOs, ACPIOs. Role and responsibilities of 1st Appellate Authority, Central Information Commission Appeal, Penalties, Compensation, Exemption/ Exclusion under the Act Discussion of important judgments under the Act.

Sl. No.	Course	Objective and target audience	Contents
4.	Audit of Public Private Partnership (PPP) Project	Familiarizing audit personnel with delivery of services under PPP mode of arrangement being practiced in the governance. Audit points to be seen in such type of arrangements. **Target audience**:- All cadres	Requirement of PPP in India and its advantages, Overview of PPP, its various mode. Identification of need, Process Development, Technical and Financial feasibility of the project Appraisal and approval Procedure of the project Scope and Objective of PPP Audit. Discussion of case study/audit report on PPP Project
5.	ISSAI guidelines on Compliance audit with introduction to Theme based Audit	To acquaint audit personnel with the concept of compliance and theme based audit and processes followed therein. **Target audience**:- All cadres	Introduction Compliance audit and Theme Based Audit. General principles of compliance and theme based audit. Preparing the audit plan for compliance and audit. Identifying the theme based on risk parameter. Conducting the audit and implementing the audit plan. Collecting the audit evidence and analyzing the same keeping in view the materiality. Communicating the audit findings through inspection reports and audit reports. Follow up of audit findings. Case study discussion.
6.	International Standards of Supreme Audit Institutions (ISSAI)	Familiarizing audit personnel with the organization of INTOSAI, objectives of its creation, membership, standards issued by the organization and its adaptation by the members. **Target audience**:- All cadres	Requirement for creation of INTOSAI, Objectives, Goals, Statutes, Membership, Functioning, its Organs, Regional Chapters of the organization, Relation with UN. Discussing the ISSAI Framework issued by the INTOSAI from Level 1 to Level IV and Framework for Guidance of Good Governance. Future Roadmap - INTOSAI Framework of Professional Pronouncement (IFPP)
7.	Audit of Finance and Appropriation accounts	Familiarizing audit personnel with the process of preparation and audit of Finance and Appropriation Accounts of the Union Government.	Introduction to Finance and Appropriation Accounts. Role of audit in relation to auditing them. Budget Preparation of Union Government and constitutional provision. Important provisions in GFR, DFPR, Government Accounting Rules, Civil Accounts Manual, etc. relating to Finance & Appropriation Accounts. How to conduct audit of Finance accounts and

Sl. No.	Course	Objective and target audience	Contents
			its various statements with the initial accounts maintained by the accounting unit. Audit checks applied on various stages/condensed accounts of the Appropriation A/c prescribed in MSO Audit, Sectional Manual, CAGs supplementary instructions, Guidelines on NS/NIS, etc. Detailed examination of some selected Grants. Communicating audit findings to the audited unit and including the same in the Audit Report. Follow up processes on the audit findings
		Target audience:- All cadres	included in the report.
8.	Audit methodologies, Analysis of audit evidence and presentation of audit findings in IR	To familiarize audit personnel with the processes of audit methodologies adopted in all types of audit assignments, and communication of audit findings.	Introduction to Audit Mandate, Strategic and Perspective Plan of IAAD and Auditing Standards issued to fulfil the mandate Preparing annual audit plan by taking into account the risk dimensions. Preparing individual audit plan for different types of audit and its implementation. Use of sampling techniques and evaluation of internal control as a part of audit processes. Gathering audit evidence and analyzing them taking into aspect the materiality. Discussing methods of gathering evidence. Communication of audit findings through inspection reports and audit reports. Discussion of interesting case studies/reports on financial/ compliance and performance
		Target audience:- All cadres	audits.
9.	Statistics and Sampling in audit	To familiarize audit personnel about the importance of statistics sampling adopted in audit.	Basic concepts of sampling. Usages of Statistical Sampling and its advantage in audit. Audit Planning and Risk Assessment using sampling techniques. Type of Statistical sampling and their use in Audit. Measurement of Central Tendency, Measures of Dispersion, Probability proportional to size sampling.
		Target audience:- All cadres	Using CAATS in Statistical sampling.

Sl. No.	Course	Objective and target audience	Contents
10.	Certification and transaction audit of Autonomous Bodies	To acquaint audit personnel regarding mandate for audit of ABs, Guidelines/manuals relevant for audit of ABs and audit checklist for certification of accounts of ABs. **Target audience**:- All cadres	Mandate for audit of ABs and Corporations established by an Act of Legislature. Provisions contained in MSO (Audit) and Manuals of ABs for certification of accounts. Accounting Standards applicable and format of accounts. Discussion on checklist prescribed in Manuals for examining various line items in the Balance Sheet, Income & Expenditure Account and Receipt and Payments Account. Audit of World Bank/EAP Projects. Leveraging information technology in certification of accounts. Compliance and Propriety audit of financial transactions. Preparation of SARs and its timelines for submission to the legislature. Follow up of audit findings included in the SARs.
11.	Audit of Procurement, Contract and Works	To acquaint audit personnel with the practices and procedures adopted during the audit of Procurement, Contract and Works. **Target audience**:- All cadres	Overview of Audit of procurements, contract and Works Basic element of Indian Contract Act, audit of Contract, breach of contract conditions. Stages of preparation of estimates and their verification in audit. Studying basic, detailed and structural designs/drawings, and deviations from approved designs Evaluating tendering documents, processes, eligibility criteria, etc. Studying negotiations made with the supplier, observance of CVC guidelines. Audit of works accounts - Measurement books, bills, works abstract, ledgers accounts. Contract management, Inventory Management Case studies on procurement/works
12.	How to prepare budget RE/BEs of office and its re-conciliation using IBEMS and CompDDO	To familiarize participants with the process of preparation of budget and revised estimates and accounts compilation/ reconciliation process in IAAD. **Target audience**:- All cadres	Overview of Governmnt Accounts. Processes of preparation of budget/revised estimates and constitutional provisions. Introduction to IBEMS, its use and functions Introduction to CompDDO, its functions and uses.
13.	Noting and Drafting	To familiarize participants with the office procedure, handling of	Introduction to Office Procedure Manual, regularly used terminologies in office

Sl. No.	Course	Objective and target audience	Contents
		dak/receipts and their disposals.	Receipt of dak, diarisation of dak/receipt, marking to dealing hand
			Filing system, maintenance, docketing, referencing in file
			Disposal of dak/receipt through noting and drafting
			Effective use of words while writing notes and drafts
		Target audience:- All cadres	Practical sessions on noting and drafting skills
14.	Audit Planning and Implementation	To familiarize participants with the process of audit planning and implementation thereof	Introduction to Strategic and Perspective Plan of IAAD
			Preparation of and Auditing Standards issued to fulfil the mandate
			Preparation of Strategic Audit Plan, Functional Audit Plan and Annual Audit plan.
			Sampling techniques adopted in audit planning.
			Classification of units to be audited on the basis of risk parameters
			Processes adopted in planning audit of individual unit, programme, scheme.
			Understanding the audit entity and Evaluation of internal control
			Implementation of audit plan at the field level by collecting evidence, analyzing evidence based on materiality, documentation
		Target audience:- Sr.AO/AO/ AAO	Communication of audit findings through inspection report/audit report
15.	Audit Quality Management Framework (AQMF)	To acquaint the participants with best practices adopted in audit to maintain and follow the quality standards rigorously and thereby building the trust and assurance about the audit work conducted by SAI India.	Introduction to AQMF & its requirement.
			Vision, Mission & Core Values of the SAI India and Auditing Standards
		Target audience:- Sr.AO/AO/ AAO	Elements of AQMF – Leadership & Direction, Ethical Requirements, Human Resource Management, Audit Planning & Audit Performance, Relation with entities & stakeholders, Continuous Improvement.
16.	Goods and Service Tax (GST)	To familiarize participants with the provisions of GST Act, its implementation time line, and related audit issues.	Constitutional provisions and powers of the Governments relating to levying of taxes
			Amendments in Constitution for giving concurrent powers to Centre and States for levy of GST.
			Need for bringing GST Act and its advantages in comparison to previous indirect tax regime. Role of GST council.
			Overview of CGST, SGST, UTGST, IGST,

Sl. No.	Course	Objective and target audience	Contents
			GST (Compensation to States) Acts. 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 Scope & methodology for audit after
		Target audience:- all cadres	implementation of GST
17.	Financial Attest Audit	To acquaint the participants with regard to responsibility of audit of financial statements of entities.	Legal framework for Financial Attest Audit What is Financial Attest Audit – roles and responsibilities of Auditor and Entity Understanding the entity & its financial reporting framework Audit Planning Audit examination and evidence gathering Supervision and control of audit Forms of Assurance - Preparation of Separate Audit Report(SAR), Inspection Report, Audit Report Expression of auditor's opinion on financial statements
		Target audience:- Sr.AO/AO/ AAO	Types of opinion and circumstances under which issued.
18.	Ethics and Values, Gender Sensitization, team building and motivation	To familiarize participants with the provisions contained in Conduct Rules, Code of ethics of IA&AD, ethical requirements, sensitivities towards gender issues. Advantages of working in a team.	Meaning of Ethics and Values Requirement of ethical and responsible behavior in governance as prescribed in Conduct Rules Ethics in governance - Traditional and contemporary approaches IA&AD code of ethics & Role of SAIs, Role of its personnel Gender awareness and societal view about gender issues Prevention of harassment of women at the workplace Advantages of working in a team How to build/select a Team and motivate its
		Target audience:- All cadres	members to achieve the common goal
19.	Public Debt and its Management	To familiarize participants with the concept of public debt, raising and management of debt,	Deficit, source of its financing, What is public debt, its composition, quantum of Public Debt and Total Borrowing, cost of borrowing, etc.

Sl. No.	Course	Objective and target audience	Contents
		vulnerability of debt	Legal framework governing public debt, other related statutes on management of public debt, Manager of public debt and procedure adopted in India. Budgetary processes, FRBM Act and its relation with the public debt/total debt. Monetary Policy and Fiscal Policy, their usages and objectives. Legal mandate for audit of Public Debt by SAI India Relevant audit issues/points Reporting of Public Debt/ total debt by the Government International literature on audit of borrowing
		Target audience:- Sr.AO/AO/ AAO	
20.	Induction training for Auditors	To acquaint the newly recruited/promoted Auditors with the working environment, work culture, ethics, and behavior in the government service	Role of Government servants in the governance of the country Constitutional mandate for audit by CAG and CAG(DPC) Act Structure of IAAD and its function Functional requirement expected from an Auditor Code of Conduct as in CCS (Conduct Rules) Ethical Behaviour prescribed in IAAD code of Ethics Office Procedure Manual prescribed by the Government Manual of Standing Orders of IAAD Auditing Standards of CAG Introduction to INTOSAI and ISSAI
		Target audience:- Newly recruited auditors	

Course contents – Information Technology Courses

Sl. No.	Course	Objective and target audience	Contents
1.	MS-Excel	To familiarize participants with •Basic features of MS-Excel •Preparing formula and using functions for calculation work •Data sorting and filters, charting •Pivot tables and charts **Target audience:-** Anyone who wish to learn calculations/data analysis using this application	Getting acquainted with MS Excel work Entering data into worksheet Preparing Formulas & Formatting Preparing charts and Graphs Sorting, Data filter and Pivot tables
2.	Database concepts, system concepts and Introduction to application on DBMS	To acquaint participants with • Database basics, database concepts •Introduction to DBMS applications – MS-Access, Oracle, MySQL etc. •Writing queries, designing forms, reports etc **Target audience:-** Persons who are familiar with basic computer applications and wish to learn data management and analysis	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 Introduction to other DBMS like Oracle/MySQL Writing queries using SQL
3.	Level-I (MS-Word Advanced)	To acquaint participants with • Basic features of MS-Word •Preparing note and draft •Using mail-merge •Other advanced features like styles, track changes, tables, themes etc. **Target audience:-** Anyone who wish to learn preparing drafts/notes using computers	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)	To familiarize participants with •Features of IDEA and its use •Importing various types of files •Data analysis using extraction and other features •Sampling **Target audience:-** The persons who performs data analysis in field audit	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

Sl. No.	Course	Objective and target audience	Contents
			Sampling (Systematic, Random, Stratified and MUS)
5.	IT audit	To familiarize participants with •Controls •Phases of system development •Risk assessment •Various tools for Data analysis like MS-Excel, IDEA, TABLEAU etc. **Target audience:-** The persons who performs IT Audit, data analysis in field audit	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.	Data Analytics	To familiarize participants with •Controls •Phases of system development •Risk assessment •Various tools for Data analysis like MS-Excel, IDEA, TABLEAU etc. **Target audience:-** The persons who performs data analysis	Introduction to Tableau Software Data import into Tableau Understanding dimensions and values Understanding data labels Working with charts Tableau Dashboard
7.	Budgetary process in Government, usage of iBEMS in IA&AD and its integration with PFMS	To familiarize participants with •Budgeting process with fund flow in government •iBEMS •PFMS – EIS, PAO, pension, bhavishya module •integration of iBEMS with PFMS **Target audience:-** DDO/PAO and their staff (from data entry point of view)	Budgeting process with fund flow in Government EIS module of PFMS Fund Flow Monitoring under PFMS Preparation of budget of office and its reconciliation iBEMS software – its usage and functions integration of iBEMS with PFMS

Sl. No.	Course	Objective and target audience	Contents
8.	Public Financial Management System (PFMS) and important features of E-lekha data software	To familiarize participants with •Usage of PFMS •Different modules of PFMS like EAT, EIS, PAO, Bhavishya •Reporting and data management in E-Lekha **Target audience:-** Officers, who performs data analysis (from auditing point of view)	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.

Resource profile

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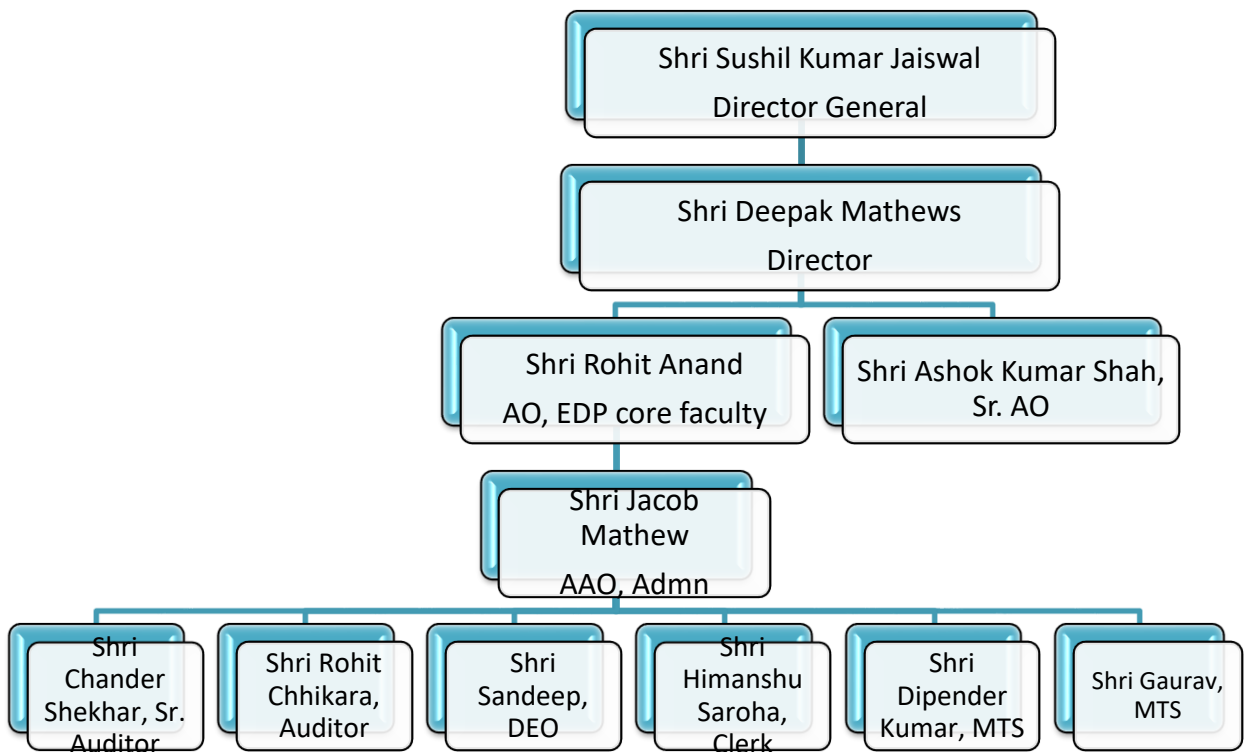
Resource profile

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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, Presenter, Interactive board, Public address system with audio amplifier, cordless mic, speakers 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
                          Director
                              |
         ┌────────────────────┴────────────────────┐
    Shri Rohit Anand                      Shri Ashok Kumar Shah,
   AO, EDP core faculty                          Sr. AO
         |
    Shri Jacob
     Mathew
    AAO, Admn
         |
  ┌──────┬──────┬──────┬──────┬──────┐
Shri    Shri   Shri   Shri    Shri    Shri Gaurav,
Chander Rohit  Sandeep Himanshu Dipender  MTS
Shekhar, Chhikara, DEO   Saroha, Kumar, MTS
Sr.     Auditor        Clerk
Auditor
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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	Sh. 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	Sh. Jacob Mathew	
4	PS/PA/Steno	--	--	--	
5	Sr. Auditor/Sr. Accountant	02	02	Sh. Chander Shekhar Kumar Gupta, Sr. Auditor Sh. Rohit Chhikara, Sr. Auditor	
6	Clerk/Typist/DEO	02	02	Sh. Sandeep, DEO Sh. Himanshu Saroha, Clerk	
7	Multi Tasking Staff	02	02	Sh. Dipander, MTS Sh. Gaurav Kumar, MTS	

Budget

The Regional Training Centre, Delhi functions 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 being 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
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	399	139
2017-18	General courses	22	461	81
	IT courses	20	330	101
2018-19	General courses	27	462	92
	IT courses	23	363	110

ii) Slots targeted vis-à-vis achieved

Year	Course Type	No. of slots allotted	No. of persons trained	Percentage of slots utilised
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%
2018-19	General Courses	524	462	88%
	IT Courses	389	363	93%

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.	Database concepts, System concepts and Introduction to application on DBMS)	Knowledge of basic computer applications
3.	IT Audit	Database concepts
4.	MS Excel	Persons having knowledge of Ms-Word
5.	Interactive Data Extraction and Analysis (IDEA)	Knowledge of basic computer applications and database concepts
6.	Data Analytics	Basic knowledge of Computer operations and MS Excel

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

Regional Training Centre, Delhi