

Course Contents

IS Courses

IS COURSES

IS Course No. 1 & 2

(i).	Course Title	Annual Audit and Assignment Level Planning in OIOS. (Accounts Offices & Audit Offices)
(ii).	Date	21-04-2025 to 22-04-2025 (<i>Accounts Office</i>).
(iii).	Duration	2 Days each.
(iv).	Location	Regional Capacity Building & Knowledge Institute, Shillong
(v).	Programme Background	The course aims to empower the course aims to empower participants to navigate the complete digitalization of audit processes.
(vi).	Learning Objectives	Understand end-to-end audit workflow in OIOS; create audit plans, conduct field visits, perform QA/QC, and process audit products using OIOS platform.
(vii).	Programme Content and Structure	Audit workflow – plan to product; creating assignments, teams, audit programs; field visits – requisitions, enquiries, observations; mobile app, KMS, AIS; task allocation and verification; QA/QC – review, classification, approvals; creating IRs, SoFs, DPs, SARs; toolkit creation and publishing; hands-on sessions.
(viii).	Methodology	Lectures, Presentation and Interactive Sessions.
(ix).	Target Participants	Planning wing, Group Officers.

IS Course No. 3 & 6

(i). Course Title	Workshop on BEMS, PFMS & GEM (Batch I & II).
(ii). Date	(30-06-2025 to 04-07-2025) & (25-08-2025 to 29-08-2025).
(iii). Duration	5 Days each.
(iv). Location	Regional Capacity Building & Knowledge Institute, Shillong
(v). Programme Background	This training programme is included based on the training needs of User Offices, following discussions held in the RAC Meetings.
(vi). Learning Objectives	Understand functionalities of PFMS, BEMS/iBEMS, and GeM; perform registration, bill processing, budgeting, and procurement activities; identify key audit points in these systems.
(vii). Programme Content and Structure	Intro and hands-on for iBEMS, PFMS, EIS; roles of DDO, maker, checker, PAO; vendor/employee registration; bill processing and syncing; budgeting and revised estimates; GeM registration, procurement modes, timelines; GeM 4.0 features, audit issues; CPPP demo and experience sharing.
(viii). Methodology	Lectures, Presentation, Interactive Sessions and Course- end test.
(ix). Target Participants	For all Cadres.

IS Course No. 4

(i). Course Title	Cloud Computing, Introduction to GIS and Remote Sensing.
(ii). Date	14-07-2025 to 16-07-2025.
(iii). Duration	3 Days.
(iv). Location	Regional Capacity Building & Knowledge Institute, Shillong
(v). Programme Background	This training programme is included based on the training needs of User Offices, following discussions held in the RAC Meetings.
(vi). Learning Objectives	Understand cloud computing models and audit concerns; grasp basics of remote sensing and GIS; apply spatial data analysis in audit through case studies.
(vii). Programme Content and Structure	Cloud concepts, service and deployment models, audit concerns, SLAs, security; basics of remote sensing – data types, formats, sensors; data acquisition, pre-processing, and analysis; GIS tools, spatial analysis techniques; integration of GIS and remote sensing; case studies.
(viii). Methodology	Lectures, Presentation, Interactive Sessions and Course- end test.
(ix). Target Participants	Senior Audit Officers / Assistant Audit Officers / Supervisors.

IS Course No. 5

(i). Course Title	e-Office
(ii). Date	11-08-2025 to 13-08-2025.
(iii). Duration	3 Days each.
(iv). Location	Regional Capacity Building & Knowledge Institute, Shillong
(v). Programme Background	This training programme is included based on the training needs of User Offices, following discussions held in the RAC Meetings.
(vi). Learning Objectives	Use e-Office efficiently for digital file handling; diarise DAKs, create and process e-files, notes, drafts, and dispatches.
(vii). Programme Content and Structure	DAK/letter receipt, diarisation, folder and file management; create, send, edit, close, and search files; add green/yellow notes, quick noting, file actions; draft creation, approval, and dispatch; user preferences, post mapping, VPN use.
(viii). Methodology	Lectures, Presentation, Interactive Sessions and Course- end test.
(ix). Target Participants	Sr. A.Os, Group “B” & “C” Officers/ Officials.

IS Course No. 7

(i). Course Title	e-Governance with IFMS.
(ii). Date	01-09-2025 to 03-09-2025.
(iii). Duration	3 Days.
(iv). Location	Regional Capacity Building & Knowledge Institute, Shillong
(v). Programme Background	This training programme is included based on the training needs of User Offices, following discussions held in the RAC Meetings.
(vi). Learning Objectives	Understand e-Governance initiatives and IFMS implementation; conduct audit of IFMS modules using checklists and case studies.
(vii). Programme Content and Structure	e-Governance vision, NeGP, MMPs, Digital India framework; IFMS overview, audit of Khajane-II; treasury processing, BEAMS, bill portal, e-GRAS; audit of Sevaarth/e-HRMS, Pension system, e-Kuber; use of audit checklists; case studies and evaluation.
(viii). Methodology	Lectures, Presentation, Interactive Sessions and Course- end test.
(ix). Target Participants	All Cadres.

IS Course No. 8

(i). Course Title	Data Analytics with KNIME & Tableau.
(ii). Date	13-10-2025 to 17-10-2025.
(iii). Duration	5 Days.
(iv). Location	Regional Capacity Building & Knowledge Institute, Shillong
(v). Programme Background	This training programme is included based on the training needs of User Offices, following discussions held in the RAC Meetings.
(vi). Learning Objectives	Use KNIME and Tableau for data preparation, analysis, and visualization; apply statistical techniques; build dashboards and audit-focused stories.
(vii). Programme Content and Structure	Basics of data analytics, KNIME overview, ETL operations; filtering, missing values, statistical analysis; importing/exporting data, visual charts in KNIME; Tableau – connectivity, visualization, filters, dashboards, calculated fields; case studies and story building.
(viii). Methodology	Lectures, Presentation, Interactive Sessions and Course- end test.
(ix). Target Participants	AAOs & Sr. AOs.

IS Course No. 9

(i). Course Title	Database concepts – Oracle SQL Queries.
(ii). Date	24-11-2025 to 28-11-2025.
(iii). Duration	5 Days.
(iv). Location	Regional Capacity Building & Knowledge Institute, Shillong
(v). Programme Background	This training programme is included based on the training needs of User Offices, following discussions held in the RAC Meetings.
(vi). Learning Objectives	Use SQL to query and analyse Oracle databases effectively; apply commands, joins, subqueries, and table operations.
(vii). Programme Content and Structure	Oracle server overview, SQL types, login, select statements; filtering, sorting, functions, NVL, DECODE; aggregates, joins, subqueries; creating and modifying tables; data manipulation and constraints; end assessment.
(viii). Methodology	Lectures, Presentation, Interactive Sessions and Course- end test.
(ix). Target Participants	Sr. A.Os, Group “B” & “C” Officers/ Officials.

IS Course No. 10

(i). Course Title	Auditing in IT Enabled Environment.
(ii). Date	08-12-2025 to 12-12-2025.
(iii). Duration	5 Days.
(iv). Location	Regional Capacity Building & Knowledge Institute, Shillong
(v). Programme Background	This training programme is included based on the training needs of User Offices, following discussions held in the RAC Meetings.
(vi). Learning Objectives	Understand audit process in IT-enabled setups; plan and conduct audits using ERP data; apply computer-assisted tools for data analysis; use case studies to enhance audit effectiveness.
(vii). Programme Content and Structure	Concept and scope of IT-enabled audit; audit planning using ERP systems; data extraction, validation, risk profiling; financial attest and compliance audit using VLC/PFMS; tools – MS Excel, IDEA; hands-on case studies from audits using IT platforms.
(viii). Methodology	Lectures, Presentation, Interactive Sessions and Course- end test.
(ix). Target Participants	Sr. Auditors/AAOs/SR. AOs (likely to be posted for field duties).

IS Course No. 11

(i). Course Title	IT Audit.
(ii). Date	16-03-2026 to 20-03-2026.
(iii). Duration	5 Days.
(iv). Location	Regional Capacity Building & Knowledge Institute, Shillong
(v). Programme Background	This training programme is included based on the training needs of User Offices, following discussions held in the RAC Meetings.
(vi). Learning Objectives	Understand IT audit concepts, planning, and execution; assess IT systems, governance, security, and controls; apply tools and best practices through case studies.
(vii). Programme Content and Structure	IT audit – need, objectives, scope; audit planning and methodology; IT system acquisition, development, SDLC; governance, procurement, implementation audit; security controls, data analytics tools; rollout, testing, BCP/DRP, change management; audit reporting, data visualization, emerging tech; case study and assessment.
(viii). Methodology	Lectures, Presentation, Interactive Sessions and Course- end test.
(ix). Target Participants	Sr. Auditor/AAOs/SR. AOs (likely to be posted for field duties).