Announcement of training programme

1. **Course Title**: Budgetary process in the Government, usage of iBEMS in IA & AD and integration with PFMS (Ars / Acctts to Sr. AOs)

2. **Date**: 16.04.2020 to 17.04.2020

3. **Duration**: 2 days

4. **Location**: Regional Training Institute, Mumbai

5. **Programme Background**: The training programme is being conducted as per HQ directives and RAC decision.

6. **Learning Objectives**

I) Participants will be able to get an over view of Budgetary process in the Government, usage of iBEMS in IA & AD and integration with PFMS relevant to administration and establishment functions.

II) **Programme Content and Structure**

* Preparation of Budget (RE/BE) of the office and its reconciliation
* iBEMS software – its use and functions, hands-on on iBEMS software
* Introduction to PFMS software - its use in the department, functions of PFMS with hands-on
* Demonstration of different modules available in PFMS software
* Useful reports

III) **Methodology**: Lectures, Presentations, Interactive sessions (Group Discussion), Exercises and Case Studies

IV) **Target Participants**

Personnel engaged in administration and establishment functions may be nominated for the course.

Additional Information

i) Faculty: The faculty will be drawn from Group B officers and experts.

ii) Feedback on previous Course: The course was rated nine (2018-19) on a scale of zero to ten by the participants.

Announcement of training programme

1. **Course Title: IT Audit (including INTOSAI IT Audit Guidelines, Manuals)**

2. **Date**: 27.04.20 to 01.05.20

3. **Duration**: 5 days

4. **Location**: Regional Training Institute, Mumbai

5. **Programme Background**: The training programme is being conducted based on requisition by User offices of RTI, Mumbai.

6. **Learning Objectives**

   Trainees will be able to understand IT Audit as per INTOSAI IT Audit guidelines.They will learn to evaluate IT Controls and use of IT Audit.

7. **Programme Content and Structure**

   Introduction, Audit Matrix, IT Controls, IT Audit, IT Security, Audit of BCP/DRP,

8. **Methodology**: Lectures, presentations and case studies

9. **Target Participants -** DEO to Sr.AO

10. **Additional Information**

    i. Faculty: The faculty will be drawn from Group A/B officers from the department/ retired audit personnel/external experts besides Core Faculty of RTI Mumbai

    ii. Feedback on previous Course (19-20): The course was rated 9.85 on a scale of zero to ten by the participants.

<u>**Annexure 1**</u>

<u>**Announcement of training programme**</u>

1. **Course Title**: Introduction to e-procurement (GeM and CPPP) and e-tendering (CPPP) (Auditors/Accountants to Sr. AOs)

2. **Date**: 04.05.2020 to 05.05.2020

3. **Duration**: 2 days

4. **Location**: Regional Training Institute, Mumbai

5. **Programme Background**: The training is being conducted as per the decision of Regional Advisory Committee and training requirements of User offices of RTI, Mumbai.

6. **I) Learning Objectives**

Participants will be able to get an overview of the provisions in GFR 2017 relating to GeM and CPPP and e-tendering (CPPP)

II) Programme Content and Structure

- Salient features of GFR 2017 regarding procurement through GeM
- Salient features of GeM in its latest version
- Creation of users – Primary, Secondary, requirements for creation of users, user roles, action on transfer of primary/secondary users
- The GeM Dashboard, searching for products in GeM
- Options for buying available on GeM – Direct Purchase, Bidding, Reverse Auction, Monetary limits for deciding upon the mode of buying
- Procedures and timelines for procurement in GeM using the Direct Purchase, Bidding and Reverse Auction modes, timelines for various stages viz. generation of PO, delivery, issue of CRAC and payment
- CPPP (Procurement & e-tendering)
- Other important points covering practical aspects on GeM & CPPP, including experience sharing by users of GeM
- Prospective audit issues in GeM

III) Methodology: Lectures, Presentations, Interactive session (Group Discussion), Case Studies

IV) Target Participants

Auditors/Accountants to Sr. AOs engaged in or proposed to be deputed for work relating to procurement

Additional Information

i)   Faculty: The faculty will be from the subject matter expert persons.

ii)   Feedback on previous Course: The course was rated nine (2018-19) on a scale of zero to ten by the participants.

Announcement of training programme

1. **Course Title: Hardware / Software Troubleshooting**

2. **Date**: 18.05.20 to 22.05.20

3. **Duration**: 5 days

4. **Location**: Regional Training Institute, Mumbai

5. **Programme Background**: The training programme is being conducted based on requirement of User offices of RTI, Mumbai.

6. **Learning Objectives**

    To help participants gain knowledge to troubleshoot routine problems regarding IT Hardware and operating system software.

7. **Programme Content and Structure**

    Introduction to computers, Hardware maintenance, Operating Systems, Drivers, Installation of OS and drivers, Networking concepts and devices, TCPIP fundamentals, PC assembling and troubleshooting.

8. **Methodology**: Lectures, presentations, hands on.

9. **Target Participants -**DEO to Sr.AO

10. **Additional Information**

Faculty: The faculty will be drawn from Group B officers of the department/ retired audit personnel/external experts, besides Core Faculty of RTI Mumbai.

Feedback on previous Course (2018-19): The course was rated 9 on a scale of zero to ten by the participants.

Feedback on previous Course (2019-20): The course is yet to be conducted.

Announcement of training programme

I. **Course Title**: **Audit in IT Environment**

II. **Date**: 01.06.20 to 06.06.20

III. **Duration**: 6 days

IV. **Location**: Regional Training Institute, Mumbai

V. **Programme Background**: This programme is being conducted as per instructions of Hqrs office.

VI. **Learning Objectives**

To enable participants to have an understanding of the Challenges and Opportunities of auditing in IT Environment and also to use IT tools such as MS Excel & IDEA for data analysis.

7**. Programme Content and Structure**

Overview of Audit in IT Environment, Database concepts, important features of MS Excel - Conditional Foramatting, Subtotals, Pivot Table, Functions, Important features of IDEA - Data import, Properties, Summarisation, Stratification, Duplicate/Gap detection, functions, Extraction, Export, Creating Reports, Overview of Qlikview and Tableau.

8. **Methodology**: Lectures, presentations hands on with exercises and case studies

9**. Target Participants -**Supervisor to Sr.AO

10**. Additional Information**

i. Faculty: The faculty will be drawn from Group B officers of the department and retired audit personnel, besides Core Faculty of RTI Mumbai.

ii. Feedback on previous Course (2019-20): The course was rated 9.12 on a scale of zero to ten by the participants.

Annexure 1

Announcement of training programme

1. **Course Title: IDEA**

2. **Date**: 15.06.2020 to 19.06.2020

3. **Duration**: 5 days

4. **Location**: Regional Training Institute, Mumbai

5. **Programme Background**: The training programme is being conducted based on requirement of by User offices of RTI, Mumbai.

6. **Learning Objectives**

   To familiarize participants of the latest features added to IDEA, Computer Assisted Audit Techniques, widely used in the department for data analysis and IT Audits.

7. **Programme Content and Structure**

   Overview of IDEA, Importing of data from various data sources - Excel, Access, Text, PDF etc, Record Extraction, Properties, Summarisation, Stratification, Sampling, Pivot table, IDEA Functions, Duplicate Key Detection, Gap Detection, Exporting Data to other formats, Creating Reports

8. **Methodology**: Lectures, presentations hands on with exercises and case studies

9. **Target Participants -** DEO to Sr.AO

10. **Additional Information**

    i. Faculty: The faculty will be drawn from Group B officers of the department and retired audit personnel, besides Core Faculty of RTI Mumbai.

    ii. Feedback on previous Course (2019-20): The course was rated 9.6 on a scale of zero to ten by the participants.

Announcement of training programme

1. **Course Title: Advanced MS Access and MS Excel**

2. **Date**: 22.06.20 to 27.06.20

3. **Duration**: 6 days

4. **Location**: Regional Training Institute, Mumbai

5. **Programme Background**: The training programme is being conducted based on requirement of User offices in Gujarat Region.

6. **Learning Objectives**

   This programme intends to introduce participants to the concept of Relational Database Management Systems, MS Access and MS Excel.

7. **Programme Content and Structure**

   Database concepts, Features of MS Access - Tables, Queries, Forms and Reports, Query wizards, Reports Generation. Features of MS Excel- Formulae and functions- lookup functions,analysing data by creating pivot Tables, Charts.

8. **Methodology**: Lectures, presentations hands on with exercises and case studies

9. **Target Participants**

   DEO to Sr.AO

10. **Additional Information**

   i.   Faculty: The faculty will be drawn from Group B officers of the department and retired audit personnel/external experts, besides Core Faculty of RTI Mumbai.

Annexure 1

Announcement of training programme

1. **Course Title: IT Audit (Level- 2a) – Basic MS Access**

2. **Date**: 06.07.20 to 10.07.20

3. **Duration**: 5 days

4. **Location**: Regional Training Institute, Mumbai

5. **Programme Background**: The training programme is being conducted based on requirement of User offices of RTI, Mumbai.

6. **Learning Objectives**

   This programme intends to introduce participants to the concept of Relational Database Management Systems with specific reference to MS Access.

7. **Programme Content and Structure**

   Database concepts, Introduction to MS Access, Objects of MS Access - Tables, Queries, Forms and Reports.

8. **Methodology**: Lectures, presentations hands on with exercises and case studies.

9. **Target Participants -**DEO to Sr.AO.

10. **Additional Information**

    Faculty: The faculty will be drawn from Group B officers of the department and retired audit personnel, besides Core Faculty of RTI Mumbai.

    Feedback on previous Course (2019-20): The course was rated 9.3 on a scale of zero to ten by the participants.

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<u>**Annexure 1**</u>

<u>**Announcement of training programme**</u>

Course Title: Data Analytics

Date: 20.07.2021 to 25.07.2021

Duration: 6 days

Location: Regional Training Institute, Mumbai

Programme Background: The training programme is being conducted based on requirement of by User offices of RTI, Mumbai

Learning Objectives

To enable participants to have an understanding of the Challenges and Opportunities of auditing in IT Environment and also to use IT tools such as TABLEAU, KNIME and Qlikview for data analysis.

Programme Content and Structure

Descriptive Analytics, Statistical Approaches in Analytics, Predictive Analytics, Introduction to Data Analytics, Overview of KNIME, TABLEAU and Qlikview, Big data concepts

Methodology: Lectures, presentations hands on with exercises and case studies

Target Participants -Supervisor to Sr.AO

Additional Information

Faculty: The faculty will be drawn from Group B officers of the department and retired audit personnel/external experts, besides Core Faculty of RTI Mumbai.

Announcement of training programme

1. **Course Title: MS Excel (Advanced) with Power Pivot.**

2. **Date**: 03.08.20 to 07.08.20

3. **Duration**: 5 days

4. **Location**: Regional Training Institute, Mumbai

5. **Programme Background**: The training programme is being conducted based on requirement of User offices.

6.   **Learning Objectives**

   This programme intends to introduce participants to the concept of advanced features in MS Excel.

7.   **Programme Content and Structure**

   Introduction to MS Excel, Formulae and functions- lookup functions,analysing data by creating pivot Tables, Charts, Dashboards, Recording Macros.

 8. **Methodology**: Lectures, presentations hands on with exercises.

 9. **Target Participants -** DEO to Sr.AO

10. **Additional Information**

   Faculty: The faculty will be drawn from Group B officers of the department and retired audit personnel/external experts, besides Core Faculty of RTI Mumbai.

   Feedback on previous Course (2019-20): The course was rated 9.3 on a scale of zero to ten by the participants

Announcement of training programme

7. **Course Title: IDEA**

8. **Date**: 05.10.2020 to 09.10.2020

9. **Duration**: 5 days

10. **Location**: Regional Training Institute, Mumbai

11. **Programme Background**: The training programme is being conducted based on requirement of by User offices of RTI, Mumbai.

12. **Learning Objectives**

   To familiarize participants of the latest features added to IDEA, Computer Assisted Audit Techniques, widely used in the department for data analysis and IT Audits.

7. **Programme Content and Structure**

   Overview of IDEA, Importing of data from various data sources - Excel, Access, Text, PDF etc, Record Extraction, Properties, Summarisation, Stratification, Sampling, Pivot table, IDEA Functions, Duplicate Key Detection, Gap Detection, Exporting Data to other formats, Creating Reports

8. **Methodology**: Lectures, presentations hands on with exercises and case studies

9. **Target Participants -** DEO to Sr.AO

10. **Additional Information**

   Faculty: The faculty will be drawn from Group B officers of the department and retired audit personnel, besides Core Faculty of RTI Mumbai.

   Feedback on previous Course (2019-20): The course was rated 9.6 on a scale of zero to ten by the participants.

Announcement of training programme

7. **Course Title: Advanced MS Access and MS Excel**

8. **Date**: 23.11.20 to 28.11.20

9. **Duration**: 6 days

10. **Location**: Regional Training Institute, Mumbai

11. **Programme Background**: The training programme is being conducted based on requirement of User offices in Gujarat Region.

12. **Learning Objectives**

   This programme intends to introduce participants to the concept of Relational Database Management Systems, MS Access and MS Excel.

7. **Programme Content and Structure**

   Database concepts, Features of MS Access - Tables, Queries, Forms and Reports, Query wizards, Reports Generation. Features of MS Excel- Formulae and functions- lookup functions,analysing data by creating pivot Tables, Charts.

8. **Methodology**: Lectures, presentations hands on with exercises and case studies

9. **Target Participants**

   DEO to Sr.AO

10. **Additional Information**

   Faculty: The faculty will be drawn from Group B officers of the department and retired audit personnel/external experts, besides Core Faculty of RTI Mumbai.

<u>**Annexure 1**</u>

<u>**Announcement of training programme**</u>

1. **Course Title**: **Oracle Backend – SQL**

2. **Date**: 07.12.2020 to 11.12.2020

3. **Duration**: 5 days

4. **Location**: Regional Training Institute, Mumbai

5. **Programme Background**: The training programme is being conducted based on requisition by User offices of RTI, Mumbai.

6. **Learning Objectives**

   The training programme aims at fine tuning the skills of the participants in writing backend sql queries that will help them download and analyse data in Oracle

7. **Programme Content and Structure**

   Introduction to Oracle, Basic Database Concepts, Data types, Command Categories - DDL, DML, TCL, DCL, Constraints, Operators and functions, Set Operators, Joins, Views, Synonyms, Sequence, Index, Queries and Subqueries.

8. **Methodology**: Lectures, presentations hands on with exercises and case studies

9. **Target Participants -** DEO to Sr.AO

10. **Additional Information**

    Faculty: The faculty will be drawn from Group B officers from the department and retired audit personnel besides Core Faculty of RTI Mumbai

    Feedback on previous Course (2019-20): The course was rated 9.3 on a scale of zero to ten by the participants.

Announcement of training programme

Course Title: IT Audit (including INTOSAI IT Audit Guidelines, Manuals)

Date: 04.01.2021 to 08.01.2021

Duration: 5 days

Location: Regional Training Institute, Mumbai

Programme Background: The training programme is being conducted based on requisition by User offices of RTI, Mumbai.

Learning Objectives

Trainees will be able to understand IT Audit as per INTOSAI IT Audit guidelines.They will learn to evaluate IT Controls and use of IT Audit.

Programme Content and Structure

Introduction, Audit Matrix, IT Controls, IT Audit, IT Security, Audit of BCP/DRP,

Methodology: Lectures, presentations and case studies

Target Participants - DEO to Sr.AO

Additional Information

Faculty: The faculty will be drawn from Group A/B officers from the department/ retired audit personnel/external experts besides Core Faculty of RTI Mumbai

Feedback on previous Course (19-20): The course was rated 9.85 on a scale of zero to ten by the participants.

Announcement of training programme

Course Title: **Audit in IT Environment**

Date: 18.01.2021 to 23.01.2021

Duration: 6 days

Location: Regional Training Institute, Mumbai

Programme Background: This programme is being conducted as per instructions of Hqrs office.

Learning Objectives

To enable participants to have an understanding of the Challenges and Opportunities of auditing in IT Environment and also to use IT tools such as MS Excel & IDEA for data analysis.

Programme Content and Structure

Overview of Audit in IT Environment, Database concepts, important features of MS Excel - Conditional Foramatting, Subtotals, Pivot Table, Functions, Important features of IDEA - Data import, Properties, Summarisation, Stratification, Duplicate/Gap detection, functions, Extraction, Export, Creating Reports, Overview of Qlikview and Tableau.

Methodology: Lectures, presentations hands on with exercises and case studies

Target Participants -Supervisor to Sr.AO

Additional Information

Faculty: The faculty will be drawn from Group B officers of the department and retired audit personnel besides Core Faculty of RTI Mumbai.

Feedback on previous Course (2019-20): The course was rated 9.12 on a scale of zero to ten by the participants.

Annexure 1

Announcement of training programme

Course Title: Data Analytics

Date: 01.02.2021 to 06.02.2021

Duration: 6 days

Location: Regional Training Institute, Mumbai

Programme Background: The training programme is being conducted based on requirement of by User offices of RTI, Mumbai

Learning Objectives

To enable participants to have an understanding of the Challenges and Opportunities of auditing in IT Environment and also to use IT tools such as TABLEAU, KNIME and Qlikview for data analysis.

Programme Content and Structure

Descriptive Analytics, Statistical Approaches in Analytics, Predictive Analytics, Introduction to Data Analytics, Overview of KNIME, TABLEAU and Qlikview, Big data concepts

Methodology: Lectures, presentations hands on with exercises and case studies

Target Participants -Supervisor to Sr.AO

Additional Information

> Faculty: The faculty will be drawn from Group B officers of the department and retired audit personnel/external experts, besides Core Faculty of RTI Mumbai.

Announcement of training programme

13. **Course Title: IDEA**

14. **Date**: 08.02.2021 to 12.02.2021

15. **Duration**: 5 days

16. **Location**: Regional Training Institute, Mumbai

17. **Programme Background**: The training programme is being conducted based on requirement of by User offices of RTI, Mumbai.

18. **Learning Objectives**

    To familiarize participants of the latest features added to IDEA, Computer Assisted Audit Techniques, widely used in the department for data analysis and IT Audits.

7. **Programme Content and Structure**

    Overview of IDEA, Importing of data from various data sources - Excel, Access, Text, PDF etc, Record Extraction, Properties, Summarisation, Stratification, Sampling, Pivot table, IDEA Functions, Duplicate Key Detection, Gap Detection, Exporting Data to other formats, Creating Reports

8. **Methodology**: Lectures, presentations hands on with exercises and case studies

9. **Target Participants -** DEO to Sr.AO

10. **Additional Information**

    Faculty: The faculty will be drawn from Group B officers of the department and retired audit personnel, besides Core Faculty of RTI Mumbai.

    Feedback on previous Course (2019-20): The course was rated 9.6 on a scale of zero to ten by the participants.

Announcement of training programme

1. **Course Title: MS Excel (Advanced) with Power Pivot.**

2. **Date**: 22.02.2021 to 26.02.2021

3. **Duration**: 5 days

4. **Location**: Regional Training Institute, Mumbai

5. **Programme Background**: The training programme is being conducted based on requirement of User offices.

6. **Learning Objectives**

    This programme intends to introduce participants to the concept of advanced features in MS Excel.

7. **Programme Content and Structure**

    Introduction to MS Excel, Formulae and functions- lookup functions,analysing data by creating pivot Tables, Charts, Dashboards, Recording Macros.

8. **Methodology**: Lectures, presentations hands on with exercises.

9. **Target Participants -** DEO to Sr.AO

10. **Additional Information**

    Faculty: The faculty will be drawn from Group B officers of the department and retired audit personnel/external experts, besides Core Faculty of RTI Mumbai.

    Feedback on previous Course (2019-20): The course was rated 9.3 on a scale of zero to ten by the participants

Announcement of training programme

1. **Course Title: Advanced Oracle SQL, PL SQL, Forms and Reports**

2. **Date**: 15.03.2021 to 27.03.2021

3. **Duration**: 12 days

4. **Location**: Regional Training Institute, Mumbai

5. **Programme Background**: The training programme is being conducted based on requirement of user offices.

6. **Learning Objectives**

   To enable participants to acquire a working knowledge

7. **Programme Content and Structure**

   Introduction to oracle database, Use of joins, sub-queries to display data from multiple table, Sequences, Index, Introduction to PL/SQL, exception handling, Procedures and functions, Triggers, Intoduction to Oracle Forms Developer and Forms Services, Working with data Blocks and Frames, Windows and Canvasses,Working with input and non-input items, Run-time messages, alerts, Creating menus, Report generation – Introduction to Oracle Reports Developer,Creating a Web Report

8. **Methodology**: Lectures, presentations hands on with exercises

9. **Target Participants -** DEO to Sr.AO

10. **Additional Information**

   Faculty: The faculty will be drawn from Group B officers of the department and retired audit personnel/external experts besides Core Faculty of RTI Mumbai.
   Feedback on previous Course (2019-20): The course was rated 8 on a scale of zero to ten by the participants