



SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

Technology Innovations and Good Practices in Training

Preface

It gives me immense pleasure to present this write up on Technological Innovations and Good Practices in Training of the Indian Audit & Accounts Department. The write up has been prepared pursuant to the decision taken during the conclave of Heads of RTIs/RTCs held on 06-03-2023 in the office of the CAG of India, New Delhi, to highlight the technological innovations implemented and the good practices being followed in all RTIs/RTCs of the department.

RTIs/RTCs are the seats of learning and capacity building for the officials at the cutting edge level in the Indian & Accounts Department and can be considered as drivers of knowledge and skills within the department. They have a great potential to encourage innovation within the department by collaborating with institutes of repute and centres of excellence so that the good practices followed in the area of capacity building can be imbibed and implemented for enhancing training outcomes.

RTI Mumbai has prepared this write up based on inputs received from all the RTIs/RTCs. It has been further fine-tuned based on inputs and guidance from Training Division of HQ. It is a great initiative by the Training Division to string together all the innovations and best practices at one place. I am thankful to HQ for providing RTI Mumbai the opportunity of coming out with this write up.

Any suggestions for improvement are welcome.

Date:04-07-2023

(Abdul Rauf)
Director General
RTI Mumbai

Contents

Introduction	5
Technology Innovations.....	5
1. SAI Training Portal.....	5
2. Learning Management System (LMS)	8
3. Online training on MS Teams platform.....	8
4. Other Technological initiatives in RTIs/RTCs	9
I. RTI Hyderabad.....	9
Introduction of EyeRIS Technology	9
II. RTI Mumbai	9
i) Implementation of Bharatkosh for hostel receipts	9
ii) Online end-course evaluation tests	10
iii) Installation of smart TVs in conference hall and guest rooms.....	11
iv) Installation of Signage in the RTI Reception	11
v) Use of PFMS data for preparation of TDS returns	11
III. RTI Prayagraj	13
Smart Classrooms.....	13
IV. RTC Delhi	13
Upgradation of audio visual systems	13
Good practices in RTIs/RTCs	13
Good practices in general.....	13
I. RTI Chennai	14
i) Capacity building of auditee organizations:.....	14
ii) Organizing Book Fair in AG's Office Campus.....	16
II. RTI Jaipur	17
Green Initiative:.....	17
III. RTI Jammu	17
i) Group Discussion/Presentation by DRAAOs:.....	17
ii) Field Visits to DRAAO Trainees:	18
iii) Cultural Activities to DRAAOs:	18
iv) Sports Tournaments:.....	18
v) Yoga and Meditation:.....	18

vi)	Felicitation for Excellent Behaviour:	18
vii)	Participation by DRAAOs:.....	18
viii)	Collaboration with Indian Army:	18
IV.	RTI Kolkata.....	19
i)	Invitation of Expert faculty.....	19
ii)	Sessions by Senior IA&AS officers and Officers from State Government.....	19
iii)	Field Visits	19
iv)	Tie up with Expert Agencies	19
v)	Extending training facilities infrastructures to other Government Organizations	19
vi)	Implementing case study-based learning.....	20
vii)	Creating a positive learning environment	20
viii)	Environment and Social responsibility	20
V.	RTI Mumbai	20
i)	Holding of some training programmes in workshop mode.....	20
ii)	Booklet on STM on Corporate Governance	21
iii)	Desk calendar of Training Programmes	21
iv)	Holding of Pre-retirement courses:	21
VI.	RTI Nagpur.....	22
VII.	RTI Prayagraj	22
	Collaboration and MOU with Govind Ballabh Pant Institute of Social Science, University of Allahabad, Prayagraj for exchange of knowledge, Information and cooperation in the training:	22
VIII.	RTI Ranchi	23
IX.	RTC Bengaluru	23
X.	RTC Delhi	24

Introduction

SAI India has 10 Regional Training Institutes (RTIs) and two Regional Training Centres (RTCs) located across the country to cater to the capacity building requirements of the field audit and accounts officials in Accounts, Audit, Administration, Management and Information Technology for Senior Audit/Accounts Officers, Group B and C cadres of SAI India which constitute Supervisory cadre and Audit & Accounts Staff cadre. The Regional Training Institutes are located in Chennai, Hyderabad, Jaipur, Jammu, Kolkata, Mumbai, Nagpur, Prayagraj, Ranchi and Shillong and the two Regional Training Centres are located in Bengaluru and Delhi.

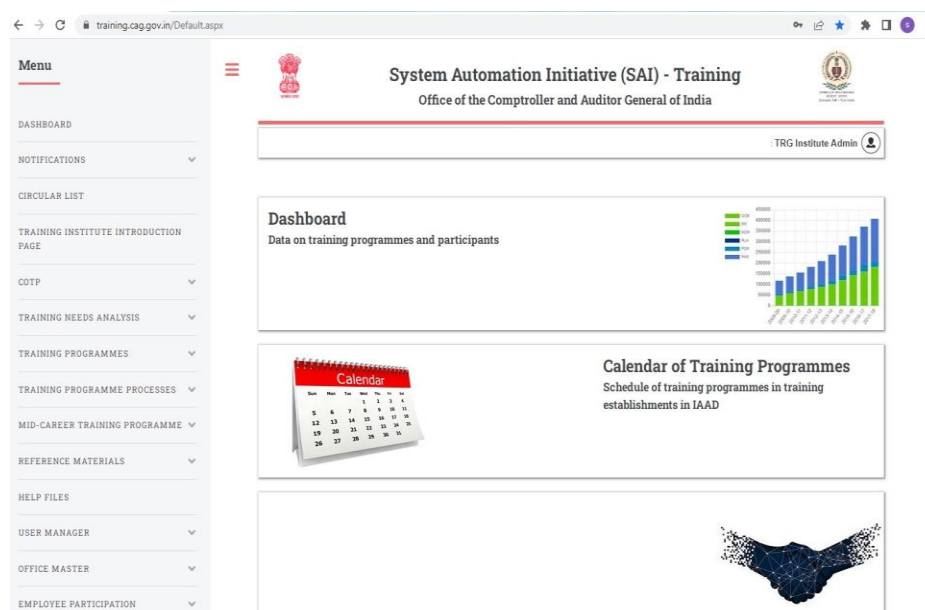
The RTIs/RTCs function as Knowledge Centres in respect of specific areas of specialisation assigned to each of them. As Knowledge Centres, the RTIs/RTCs prepare Structured Training Modules (STMs), case studies and other training materials on topics pertaining to their designated areas of specialisation. They conduct All India Training Programmes in the area of specialisation allotted to them in which Group Officers are also nominated for training.

Over the last few years, innovative methods of training are being adopted by the RTIs/RTCs for enhancement of training outcomes. Besides the RTIs/RTCs have also undertaken good practices that both in the administration of the RTIs/RTCs as well in the training sphere. In the conclave of the Heads of Departments of all RTIs/RTCs, it was decided to come out with a write up on the technological innovations and best practices adopted by all RTIs and RTCs for incorporation on the CAG's website.

Technology Innovations

1. SAI Training Portal

Making of this would, by far rank as the biggest technological innovation in the field of training and capacity building which provides an end-to-end solution for all the training and capacity building activities of the department including training at RTIs/RTCs as well as in-house training activities of all the field audit and accounts offices. System Automation Initiative Training (SAI Training) portal is a technology-driven initiative to automate the complete workflow of administrative activities connected with training activities in the Indian Audit and Accounts Department. The application covers the entire gamut of activities, from training need analysis to impact assessment.



The project is entirely driven and developed in-house, using open-source technology making it a totally zero-cost venture. It is one of the first in-house developed application that includes every single employee of the department as its user.

A three-member development team drawn from different offices developed the application outside office hours along with their regular duties. The team provided help-desk facility almost 24/7, including weekends. A Project Board monitored the progress of development and implementation of the portal.

The portal was built with an intent to harness available technology in the best possible way in the capacity building efforts of the department. The principles behind the development were:

- i. Collaboration- Involvement of all stakeholders in Training Need Analysis (TNA) and course structure
- ii. Co-ordination - Co-ordination between training establishments and user offices, between functional and administrative wings within the user offices
- iii. Convenience –Automation of workflows, ease of use, support to remote working and paperless office
- iv. Communication-Instant e-mail and SMS alerts, automated administrative orders & instructions
- v. Collection - Knowledge repository of reference material
- vi. Consolidation - MIS reports & Dashboards providing valuable insights and inputs to management
- vii. Correlation – Assimilation of feedback and impact assessment into the training plan

Following are the salient advantages offered by SAI Training Portal:

- a) **Ease of Administrative Process:** All the administrative processes in training such as requisitioning registration, feedback, monitoring attendance, issue of certificates and impact assessment forms have been automated. The time earlier spent on these activities is now available to the training institutes for productive work. Finalising faculty, especially for online training, has been made easier with the availability of all-India database of faculty.
- b) **Effective Interface:** SAI Training application provides an interface to capture the needs of employees and wings in user offices and promotes a transparent and inclusive TNA process. The collated training needs are available to the user offices and training institutes for discussion in the RAC meetings and finalisation of the Annual Calendar of the Institute. The process of the TNA and its culmination into the preparation and approval of the Annual Calendar of Training Programmes is fully automated.
- c) **Dashboards and MIS reports:** Dashboards and MIS reports help offices in assessing the gaps in competencies of the staff against the skills required. Further, the list of employees desirous of attending a training generated by the application along with the proposed nominations from the functional wings provides an easy and effective way of nominations. The system identifies staff already trained in a subject through MIS reports and soft stops during the nomination process.
- d) **Effective Communication:** The nominations are communicated through system-generated SMS/e-mail to the employees concerned. Instant communication to stakeholders in all essential processes such as changes in the training programme, calendar approval, allotment of requisitioned slots, etc. helps them take action without delay. Cancellations and replacements in the nominations are captured on a real-time basis and are available to all the affected parties instantaneously.

Availability of e-mail-ids and mobile numbers of the participants in advance in the nomination module helps the training institutes communicate instructions to them. This was particularly useful during the COVID-19 pandemic when work-from-home was in vogue. Similarly, the availability of the Checkers details of all offices aided in exchanging communications between the training institutes and user offices.

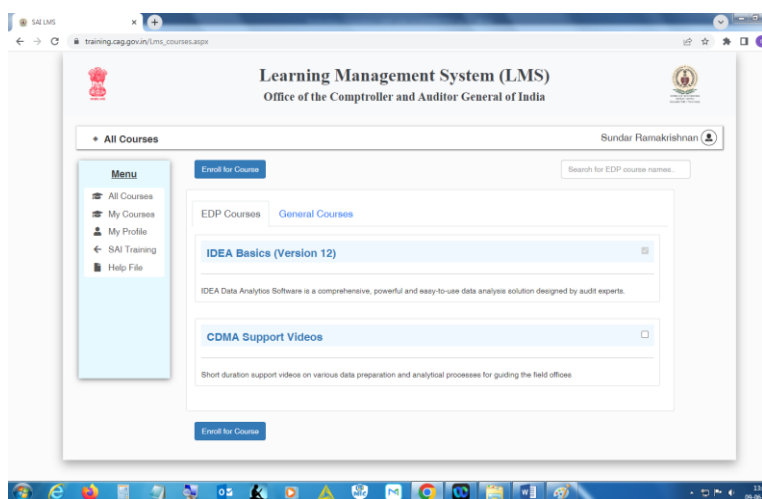
The system facilitates online requisition of slots by user offices and their acceptance by

training institutes This feature is valuable in national seminars where participation is across IAAD. Further, this facility opens up the possibility of nominating an officer to any training institute, breaking the existing geographical and jurisdictional barriers.

Appropriate soft checks and hard checks and two-level verification of employee data administration, nominations and assigning user roles provide assurance to data quality.

The SAI training portal has been a virtual boon to all the RTIs/RTCs and has resulted in immense savings in time and efforts of the faculty and personnel working in RTIs/RTCs.

2. Learning Management System (LMS)



This is another significant technological innovation adopted by the Training Division of HQ to facilitate self-paced learning by all the officers and officials of the department. This portal allows the employees to learn any module uploaded in the LMS at their own pace and at the time that is most convenient to them.

It is also intended to keep modules as interactive as possible through the use of creative methods and tools to make the process very absorbing for the learner. This module is also being designed and developed in-house by Training division of HQ. Employees can log on to this module by using their SAI training credentials, enrol themselves for courses of their area of interest and complete the courses at their own pace and convenient time. The objective of the LMS is thus to make the learning more learner-centric. Completion certificates can be downloaded from the site on completion of each course.

3. Online training on MS Teams platform

The saying goes that adversity not only brings with it opportunities but also brings out the best from individuals and organisations. The outbreak of Covid-19 and the resultant lockdown posed a serious challenge to all RTIs/RTCs as classroom training was required to be suspended during the lockdown. The department showed alacrity in embracing the online MS Teams platform to ensure

continuity in its activities. All RTIs/RTCs also immediately switched to the online Training mode using MS Teams. Faculty members of RTIs/RTCs quickly adapted to the technological needs of the online mode of training and training programmes were conducted online with minimal disruption. RTIs/RTCs still continue to conduct some of the training programmes online by leveraging the use of technology and by conducting both online and offline trainings when more trainings are to be conducted with limited infrastructure during the same time.

4. Other Technological initiatives in RTIs/RTCs

1. RTI Hyderabad

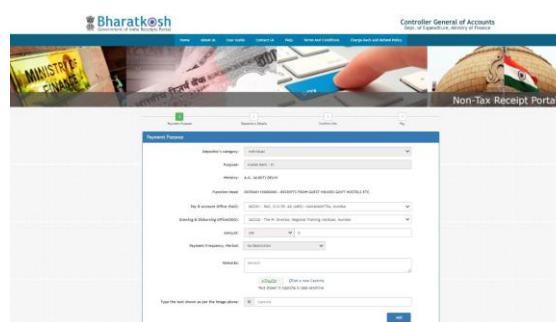
Introduction of EyeRIS Technology

RTI Hyderabad introduced the EyeRIS Technology to convert an ordinary white board into an interactive digital board. The white boards in classrooms are fitted with EyeRIS devices. EyeRIS is the most advanced surface independent touch interactive projection system which turns any flat surface such as an ordinary white board into a digital board with touch capabilities. It is also cost effective when compared with dedicated digital boards available in the market. It is useful not only for online classes conducted during the pandemic period but also offline classes which are conducted now. Book scanner is also being put to good use.

2. RTI Mumbai

i) Implementation of Bharatkosh for hostel receipts

Regional Training Institute, Mumbai collects rent from the occupants of its Hostel facility available in Tower-2 of the building. Earlier, the rent was collected in cash and a manual receipt was issued by the office in lieu of the same. Prompt remittance of the hostel rent receipts into the accredited bank has been one of the



biggest logistical challenges of the RTI Administration in view of the distance between the RTI premises and the accredited bank situated 25 kms away. In the absence of a sanctioned post of cashier, the cash was carried by one of the employees in the staff car involving expenses on fuel which at times used to more than the rent collected. Also the distance made it difficult to remit the proceeds of hostel rent on a daily basis despite near full occupancy of hostel rooms and the

resultant substantial daily collection of hostel rent receipts. Non-remittance of collections promptly was, thus, a cause of concern for a very long time in view of the logistic challenges. The efforts of RTI to explore various other options like engaging agencies for collection of money from RTI and remitting the same in the accredited bank could also not fructify owing to technical issues. Even as RTI Mumbai was engaged in finding a solution to the long standing issue, RTI administration explored the possibility of making use of the online remittance facility offered by NTRP – Bharat Kosh portal. RTI Administration overcame the initial apprehensions of the officials concerned in the department about the workability of this proposal and their resultant hesitancy, by convincing them that the practice was prevalent in other ministries whose Pr.PAOs are also registered in the portal for collection of the non-tax receipts of their respective departments. The matter was taken up with the Principal PAO, O/o the AG (Audit), Delhi and after a bit of persuasion, the Pr.PAO created an account in the portal with the approval of the CGA. Thereafter the accounts of the PAO, Mumbai and the DDO i.e RTI Mumbai were mapped with the main account of the Pr.PAO New Delhi, paving the way for introduction of the facility of online payments of hostel rent by participants and guests of RTI Mumbai.

Implementation of online payment facility in RTI Mumbai, has significantly impacted its functioning as it dawned an era of cash-less working of RTI Administration. Deployment of cashier for maintenance of cash book, daily verification by DDO, periodical verification of cash balance has now become a thing of the past. Instantaneous generation of receipt on payment has consigned manual preparation of GAR Receipts to history. Online receipt also ensures real time reconciliation of the same and also generation of report of receipts from the PFMS portal. RTI Mumbai has also added a head for receipt on account of sale of scrap and miscellaneous items thereby saving the time for encashment of cheques/drafts and their reconciliation. Post implementation of the online facility in December 2021, RTI Mumbai has received all payments towards hostel rent and receipts from sale of scrap and miscellaneous items through this portal. This was followed by five RTIs besides iCED Jaipur.

ii) Online end-course evaluation tests

RTI Mumbai has been using the <https://admin.speedexam.net> of the GST - CEDAR wing since the year 2019 after receiving the user credentials that were created by CEDAR for RTI Mumbai. The questions would be created in the MS Excel format prescribed by CEDAR and sent to the Sr.AO of CEDAR who would then upload the questions into the portal so that end course tests can be

created in the portal and the tests can be taken online by the participants from their mobile devices. The results are generated instantaneously in the descending order of the marks of the participants. This has greatly helped RTI Mumbai in the creation of weekly tests for the DRAAOs too during their preparatory training. Besides for EDP related courses, Google forms are being used to create tests and evaluation.

iii) Installation of smart TVs in conference hall and guest rooms

RTI Mumbai recently has replaced the TVs installed at the hostel rooms, conference hall, DG's chamber, meeting room and the RTI office with Smart TVs. As Smart TVs are wifi enabled, it becomes easy for display of content from desktops, laptops and other mobile devices sharing the same secured network in the Smart TVs.

iv) Installation of Signage in the RTI Reception

RTI Mumbai has installed a signage at the RTI Reception to display the welcome message, current training programmes being conducted in the RTI with the details of the venue of the programmes, important places to visit in Mumbai for outstation guests, the RTI desk calendar showing the training programmes during any month, evacuation plan in the case of any emergency etc. Participants and other guests and visitors of RTI Mumbai have found this very informative and useful.

v) Use of PFMS data for preparation of TDS returns

The Public Financial Management System (PFMS) is being used across the Indian Audit & Accounts Department by all the Drawing and Disbursing Officers for disbursing pay and allowances to the officers and staffs of their respective offices. For this purpose, the DDOs use the Employee Information System (EIS) module of the PFMS. The module is not only being used to make payments of monthly salaries but also for making payments of arrears of pay and allowances, half-yearly release of DA arrears, reimbursement of tuition fees, Leave encashment in connection with LTC, payment of honoraria, cash awards etc. As such all taxable components of pay and allowances are captured in the EIS module and hence it is possible to calculate the gross salary income during the financial year through this module. All recoveries from pay and allowances including tax deduction are also captured in this module and the net payment is made to the employees. This module further has provision for receiving the details of savings for income tax purposes from the officers and staff thereby providing the DDOs with the information of savings for calculation of tax liability.

The Drawing and Disbursing Officers are also mandated with the responsibility of filing TDS returns of every quarter and this exercise especially in bigger offices with huge staff strength keeps the officials charged with the duties of preparing the TDS return engaged for considerable period of time after the end every quarter as the entries are to be made in the Return Preparing Utility (RPU) of the income tax department before the entries are validated using the validation tool of this utility. As the entries are made manually, considerable time is also spent on correcting the errors pointed out by the validation tool and this, at times, can be very frustrating. This increases the dependence of the DDOs on a few personnel in the office who are aware of this process and at times results in delays in filing of TDS Returns especially the return for the last quarter of the financial year wherein comprehensive information regarding the salary drawn and deductions claimed by the employees besides other income reported by them is also required to be given in the TDS Return which makes the process even more cumbersome. As a result, in many offices, DDOs outsource this work to professionals.

There is a feature available in the EIS module of the PFMS that can result in considerable saving in time and effort if the same is used carefully by following the steps outlined in the EIS manual. This feature enables creation of a text file containing all the relevant information relating to the salary drawn and tax deducted at source which can be easily validated using the File Validation Utility(FVU) of the IT Department. The process of validation becomes so straightforward that it is easy for anyone to use the utility and file the TDS Return.

Looking at the enormous savings in time and effort being offered by the above feature of the module, the Senior Auditor handling the payroll task in RTI Mumbai took the initiative in understanding the steps involved and carefully following them in the sequence prescribed. Before starting with the process of preparing the TDS return for the last quarter which is the most challenging of all the quarters, he also ensured that all the information relating to salary, other income and deductions are entered in the module. His efforts proved very fruitful as generation of TDS return for salaries (form 24Q) for all the quarters including the last quarter of the financial year (Q4) is so simplified and time saving that RTI Mumbai could claim to be one of the first offices to upload TDS return for salaries and without any errors or defaults for the financial year 2022-23. This is, thus, an example of leveraging technology by making the fullest use of all the features offered by modules of any automated system thereby realising its full potential and also the objectives with which it was designed. The initiative shown the Payroll auditor in making use of a

rarely used feature of the EIS module of PFMS has thus resulted in saving of time and efforts in the manual preparation of TDS Returns.

RTI Mumbai is also using the Income Tax e-Filing portal to upload the quarterly TDS returns directly into the income tax portal through a process of Aadhar verification of the DDO. This has further eliminated the need to send the validated return to an external agency for uploading the same into the TDS portal of the income tax department.

3. RTI Prayagraj

Smart Classrooms

Implementation of Smart classroom (Interactive panel 86 inches, e-podium with Audio Mixer, amplifier and PC, Video Conferencing Camera)

Smart class-rooms have potential of making learning more interactive and interesting. They provide simultaneous access to online resources and also customise learning. They can also induce more quality to online sessions with video editing and audio mixer which are capable of recording quality training sessions and are useful for e-learning. Overall, smart classrooms provide a dynamic and effective learning environment for both trainees and trainers.

4. RTC Delhi

Upgradation of audio visual systems

RTC Delhi upgraded their audio visual systems to facilitate collaborative training whereby training programmes with a high participant base can be attended simultaneously by the participants from different training halls. Thus it is possible for participants from three lecture halls with a combined capacity of 78 persons to participate in a single training.

Good practices in RTIs/RTCs

Good practices in general

- Almost all the RTIs/RTCs are conducting end course evaluation tests online through the CEDAR portal or using google forms
- The use of plastic material such as plastic folders for training has been dispensed with by all RTIs/RTCs

1. RTI Chennai

i) Capacity building of auditee organizations:

Introduction

The mission of SAI India is to promote accountability, transparency and good governance through high quality accounting and auditing and provide independent and timely assurance to the Legislature, the Public and the Executive, that public funds are being collected and used effectively and efficiently.

In a constant endeavour to promote good governance through high quality audit, our Department has been engaging extensively with domain experts and stakeholders for capacity building of our officers in various fields of audit. As a result of these initiatives, SAI India has today emerged as one of the leading auditors amongst all SAIs through quality audit. Moreover, SAI India, during the Indian presidency of G20, has assumed the chairmanship of SAI20 engagement group. The constitution of SAI20 stems from a recognition of the role of SAIs in promoting the efficiency, accountability, and transparency of public administration, and supporting implementation of SDG. This mandate is to be achieved through active and effective engagement with the entire spectrum of stakeholders, from audited entities as well as governments to media and the civil society. Such inclusive and effective engagement shall serve as a barometer of the expectations of the society and establish the relevance of SAIs' work. Thus, there is a need to look beyond audit function alone and focus on improving the governance mechanism in tandem with the executives.

The approach towards promoting good governance should be two pronged. On one hand there should be high quality audit, and on the other hand there should be proper hand holding of the executives to equip them with domain knowledge, functional skills, and behavioural competencies required for managing the task of administration and governance, which will improve the internal controls to give more degree of assurance.

Taking this forward, Regional Training Institute, Chennai, has been regularly providing faculty support to various Central and State Government institutions e.g. National Academy of Customs, Indirect Taxes and Narcotics, Anna Institute of Management, Highways Department, Government of Tamil Nadu, Indian Institute of Technology, Madras, etc., for capacity building of their officials.

Good Practice Initiative

- As a step further in this direction, based on a request from the Director General, Local Fund Audit, Government of Tamil Nadu (DLFA), Regional Training Institute, Chennai organized a five-day training programme for officers and staff of the DLFA on various aspects of accounts, audit and Information Technology, at their premises in February 2023. This Institute has also been involved in designing course structures for other training programmes being conducted by the DLFA.



- Thereafter, on a similar request from the Chennai Port Authority, two three-day's training programmes were organized in this Institute for officers and staff of Chennai Port Authority, on establishment matters, accounts, audit, information technology, etc. These training programmes were held in March 2023.



- During the year 2022-23, faculty members from this Institute were also nominated for handling sessions at Anna Institute of Management, Highways Department, Government of Tamil Nadu and Indian Institute of Technology, Madras. Presently, this Institute is finalizing modalities for conducting a training programme for the newly inducted Accounts Officers/ Enforcement Officers of Employees Provident Fund Organization, Gol.

Benefits envisaged

- The response from DGLFA and Chennai Port Authority were encouraging and gives us a lead to move forward with capacity building of public entities. As already stated above, these hand holding measures will equip the auditee organizations with domain knowledge, which in turn will improve the internal controls and give more degree of assurance.
- Regional Training Institute, Chennai strives to maintain its spirit by effectively building the capacity of our departmental staff and has now opened up its boundaries by extending its reach beyond our department to engage with the auditees for capacity building.

ii) Organizing Book Fair in AG's Office Campus

Introduction

World Book Day is an initiative by UNESCO and is celebrated on 23rd April as a worldwide celebration of books and reading. World Book Day is celebrated in over 100 countries around the globe, to encourage young people to discover the pleasure of reading and highlight the importance of publishing and copyrights.

Good practice initiative

In commemoration of the World Book Day, a three-day book fair was organized by Regional Training Institute, Chennai in the office complex in collaboration with HoDs, Officers and staff of IA&AD offices in Chennai. Stalls were setup and twelve leading publishers took part in the fair. The fair was open not only to the officers and staff members of



this department, but also to the general public to create awareness on the benefits of reading books. The fair aimed to emphasize the unique and irreplaceable experience that reading books provides, fostering imagination, critical thinking, and personal growth. By inviting the general public, the event sought to reach a wider audience and showcase the diverse range of books available, encouraging individuals to explore different genres, authors, and perspectives. Around 500 books were sold during the three-day fair.

The fair was inaugurated by Principal Accountant General (A&E), TN and welcome address was delivered by Director General, Regional Training Institute, Chennai. Speeches were also delivered by other HoDs of IAAD offices in Chennai, to highlight



the importance of reading books in a world which is moving towards digitization and screen-based entertainment.

Functions were organized on each day of the fair and eminent personalities were invited as Chief Guests to speak about the importance of reading books. The list of eminent personalities included Shri Baskaran Krishnamurty, writer, Shri K Amarnath Ramakrishna, Superintending Archaeologist, Keeladi and Thiru Indran, Poet.

The speeches delivered by the eminent personalities highlighted the unique ability of books to ignite imagination, broaden perspectives, and ignite a thirst for knowledge, that transcends time and connects us with the wisdom and experiences of those who came before us.



Benefits envisaged

In today's era of rapidly advancing technology, where information is available at our fingertips, it is easy to overlook the profound impact that books continue to have on our lives. However, this book fair reminded everyone that books have withstood the test of time, carrying with them the wisdom and dreams of countless generations. They are not mere objects but vessels of human imagination, creativity, and knowledge.



1. RTI Jaipur

Green Initiative:

- RTI Jaipur has dispensed with the use of plastic material such as folders etc.

2. RTI Jammu

i) Group Discussion/Presentation by DRAAOs:

To make the learning comprehensive and training sessions more interactive, concept of Group discussions and Group Presentations by the trainees (DRAAOs) was introduced. The presentations

made by group were got reviewed by their peers before discussion in classroom, duly supervised by the core faculty.

ii) Field Visits to DRAAO Trainees:

Field visits were organized for the trainees to get an insight of working of department. DRAAO Trainees were exposed to field area working by the Army Units and got to understand the equipment profile of the Army.

iii) Cultural Activities to DRAAOs:

Cultural activities like dancing, singing, poetry/shayari, traditional dress, cooking etc. were successfully conducted in respect of training of DRAAOs and the best trainees suitably awarded.

iv) Sports Tournaments:

Tournaments on sports like Cricket, badminton, table tennis, carrom and chess were organized for trainee officers and best sports person/winning teams were felicitated with trophies and certificates.

v) Yoga and Meditation:

Yoga and Meditation Classes were introduced as part of activities in respect of long duration courses.

vi) Felicitation for Excellent Behaviour:

To acknowledge their exceptional behavioral attributes like punctuality, participation in class, behavior/mechanism, dressing sense etc., the participants were felicitated and trophies/certificates were given.

vii) Participation by DRAAOs:

A system of introduction of faculty by DRAAOs in each case and presentation of vote of thanks by the participants was set in place to develop officer like qualities(OLQs) in DRAAOs.

viii) Collaboration with Indian Army:

As a part of collaborative activities, the officers from Indian Army also attended a workshop conducted by this Institute as trainees.

3. RTI Kolkata

i) Invitation of Expert faculty

Expert faculties with domain knowledge are regularly invited to introduce the participants to the latest developments and practices in a particular area. These faculties are felicitated through presentation of local cultural mementoes prepared by local artisans.

ii) Sessions by Senior IA&AS officers and Officers from State Government

Sessions by Senior IA&AS officers and senior officers of the State Government for the training programme on audit of Public Private Partnerships to enhance training outcomes.

iii) Field Visits

Arrangement of field visits for DRAAOs(Railway) to various Railway establishments to broaden their working experience in this highly technical department involving a number of complex sectors such as traffic, electrical, mechanical, signaling along with different IT application systems in operation in the Indian Railway.

iv) Tie up with Expert Agencies

RTI Kolkata, has created strong bonding with institutions such as ICMAI, ICAI, NRSC-ISRO, ICSI for faculty hiring towards imparting training . . RTI, Kolkata entered into a MoU with ICMAI-MARF in 2022. Now, this Institute has proposed to carry out joint training courses which may be certified by ICMAI which may be used by the participants for their career advancement.

v) Extending training facilities infrastructures to other Government Organizations

The training facilities and infrastructure of RTI, Kolkata is getting requests from other Government organizations like EPFO, NATMO for conducting long duration induction . and career progression training because of its well-equipped training infrastructure. This will enhance brand value of this Department with other Government of India departments.

vi) Implementing case study-based learning

Case Study-based learning methodologies are being followed by RTI, Kolkata to help participants develop critical thinking and problem-solving skills by working on actual audit environment. RTI, Kolkata also uses case studies along with the examples to enhance the applicability of the knowledge acquired during the training

vii) Creating a positive learning environment

RTI, Kolkata has created a positive learning environment by providing comfortable and well-equipped classrooms and promoting a culture of collaboration and mutual support among participants. This infrastructure is being also used by sister offices of IA&AD even for their in-house training towards optimum utilization of infrastructure.

This Institute also caters the need of the user offices by designing customized training such as Tally, Auditing State Disaster Relief Fund (SDRF) of Government of West Bengal.

viii) Environment and Social responsibility

RTI, Kolkata discontinued use of all plastic materials. Instead, it encourages and promote use of bio-degradable materials like Jute Bag and folders, glass bottles. RTI, Kolkata organized river cleaning programme to create environment awareness and also lead in practicing such concepts. To promote local art and culture, RTI, Kolkata procures mementos made of Shola, Jute, Docra etc. which generates sustainable income to strengthen the Self-Help Group

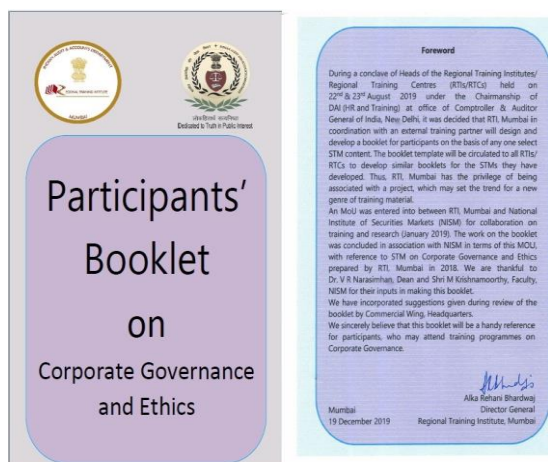
4. RTI Mumbai

i) Holding of some training programmes in workshop mode

RTI Mumbai conducted training on Statistical Sampling and Performance Audit in a moderator-driven workshop mode wherein Senior HOD level IA&AS officers were invited as moderator to share their valuable insights and experience to enhance training outcomes. These workshops were widely appreciated by the participants. RTI Mumbai plans to conduct more such moderator-driven workshops on important topics to promote health and effective interaction in such workshops.

ii) Booklet on STM on Corporate Governance

As decided in the conclave of Heads of RTIs/RTCs held in August 2019, RTI Mumbai designed and developed a booklet on the STM on Corporate Governance which was appreciated by the then DAI (HR & Training) and was disseminated to all RTIs/RTCs.



iii) Desk calendar of Training Programmes

RTI Mumbai has come out with a Table Top calendar for the year 2023-24 that shows the dates in each month when training programmes are held in RTI Mumbai. The dates in a month during which any General Training



Programme is held are shaded green while those having training on KC topics and EDP topics are shaded blue and pink respectively. The names of the courses are also mentioned in the calendar every month for quick reference besides information on holidays. The calendar has been so designed that training activities of RTI Mumbai at any given time can be known. The desk calendar has been appreciated by DG, iCED Jaipur.

iv) Holding of Pre-retirement courses:

RTI Mumbai has been holding Pre-retirement courses for those officers and employees who are due for retirement within one year as token of appreciation for their long service as well as to help them handle psychological aspects of retirement. Finance and

investment experts are also invited in this programme so that share useful financial planning tips to the retiring officials. Yoga sessions are also held in this training that can be regularly practiced to enjoy a health retired life.

5. RTI Nagpur

i) Conduct of Entry Behaviour Test and End Course Evaluation Test

Entry Behaviour Test (EBT) is conducted at the beginning of the course and End Course Evaluation Test (ECET) to indicate the impact of the trainings imparted. After ECET, RTI felicitates the participants scoring first, second and third ranks with mementoes and certificates. This not only incentivises the trainees but also adds to the seriousness of the course. Further, a DO letter signed by DG RTI is also sent to the HODs of the concerned participants mentioning their achievements.

ii) Interaction by Faculty before start of session

Before the start of every session, faculty interacts with the participants about their stay related issues and puts in their best efforts to sort out problems relating to housekeeping during their stay.

iii) Dispensation of Practice of giving Plastic Folders

RTI had discarded the practice of giving plastic folders to the participants. Instead, RTI is giving cloth bags to the participants. RTI is purchasing these cloth bags from “Sheltered Workshop for Blind” (Blind Relief Association, Nagpur).

iv) Innovative way of Welcoming Guests

The practice of presenting flower bouquets has been stopped and a sapling in a pot is given.

v) Involvement of participants in Yoga, e-Learning etc

The participants are involved in e-Learning, Yoga, Health, site seeing and using green gymnasium.

6. RTI Prayagraj

Collaboration and MOU with Govind Ballabh Pant Institute of Social Science, University of Allahabad, Prayagraj for exchange of knowledge, Information and cooperation in the training:

Govind Ballabh Pant Institute of Social Science is premier institute in area of research for development planning and policy, environment, health and population, human development, rural development and management, culture, power and change, democracy and institutions. MOU with

the Institute will be a mutually beneficial relationship in the areas of faculty exchange and academic cooperation in accounting, economics, statistics, management, information technology, communication skills, environmental studies, administrative and establishment matters.

- **Engagement of international faculties**: In its endeavour to engage quality outside expert/eminence faculties from other Institute/ Universities, Institute engaged two International faculties from Midwest University, Nepal to impart training. International faculties bring global exposure, diverse perspective, exposure to new ideas and cultural exchange for trainees.
- **More use of Case study, Group discussion, Role play and Management games for imparting training**: Case studies, group discussions, role plays, and management games are all effective training tools that can help participants to develop new skills, knowledge, and abilities. It also drives home key concepts, principles, and practices in more interactive way.

7. RTI Ranchi

- Some training programme are being conducted “just in time methodology” by the NIC scientists: -
 - a. Cloud Computing
 - b. Cyber Security
 - c. Networking management
 - d. RDBMS (State Data Centre)
 - e. IFMS
- Training programme in respect of “Soft Skills” are being taken by eminent faculty from IIM.

8. RTC Bengaluru

i) Extra-curricular Activities

RTC conducts community time for 15 minutes’ post lunch during all trainings wherein the participants are encouraged to interact and exhibit their talents, either singing, mimicry, comedy, extempore speeches, quiz and sharing interesting anecdotes from professional and personal experiences. The practice has been well received and enthusiastic participation by all the trainees was observed.

ii) Association of DRAAOs in preparation of PA Guidelines and ADM

For DRAAOs 2018 batch, as part of their sessions on Performance Audit, the trainees prepared Performance Auditing Guidelines and Audit Design Matrix on PA topics proposed to be taken up by the Field Audit Offices for the ongoing Audit Plan. The process of preparation of PA Guidelines and ADM was mentored by the faculties of RTC and submitted to the Audit Offices. The concerned functional wings appreciated and the material has been used by the PA teams.

iii) Quizzes through Kahoot

Class quizzes and evaluation tests were conducted using Kahoot which encouraged active participation and generated lot of enthusiasm in the classes.

iv) Developing the training skills of Participants

Participants of IT classes are given topics / questions to demonstrate in the class to the rest of the participants. Their skills in explaining concepts and manner of handling the topic and comfort in speaking before the group is observed. This is used to identify potential faculties for trainings where they can be mentored on the subject for conducting classes and encouraged to conduct training sessions.

9. RTC Delhi

i) Lecture series on Audit Diwas

RTC Delhi organised a lecture series on the occasion of Audit Diwas with PAN India audience and intends to continue the same every year by inviting eminent faculties

ii) Hybrid Mode Training

RTC Delhi organises frequent training programmes in Hybrid mode (classroom as well as online)
