**Welcome Letter**

**Dear Officers**,

Regional Capacity Building & Knowledge Institute (RCB&KI), Ranchi welcomes all the Officers for their participation in the “Level- I IT Audit” commencing from 26.05.2025. This institute wishes a pleasant, exciting and insightful stay here to all the officers. In this regard your attention is invited to following information and instructions:

**Facilities**: Rooms have been booked for all the officers. We have cosy bedrooms with facilities of AC, TV with DTH connection etc. Sleepers, blanket, hangers etc. also are provided.

**Sports Facilities**: RCB&KI, Ranchi has sports facilities of Table Tennis, Carom Board, Chess and Badminton.

**Gym**: A gym namely “Dadhichi Wyayamshala” for IAAD staff and officers is there. Pass for using the gym may be issued to the interested officers.

**Dress Code**: Officers are instructed to wear formal dresses only during sessions and official occasions such as inauguration and ice- breaking, valediction, official lunch/dinner etc. Casual dress including jeans, t-shirt, casual shirts, sleepers, sandals, sport shoes etc. are strictly prohibited.

**Yoga**: All the officers are to mandatorily attend yoga classes which will be held in the hostel OT lounge.

**Strict Adherence to the Training Schedule**: The training schedule has been shared on SAI portal and is attached with this letter also. All the officers are requested to follow the schedule.

**New Initiatives as Part of Training**: A thirty-minute session on ‘Gender Sensitization’, ‘Use of Rajbhasha’, and ‘Cyber Security’ each has been planned to be conducted during the training. These session will be held at 09:45 AM followed by the course sessions.

**Participative Sessions**: Study material in respect of all the sessions is being shared on the email in advance. The officers are expected to read them in advance and come prepared for a discussion oriented participative sessions.

Wishing you all the best for an exciting training experience.