

Annexure

Course 201

Announcement of training programme

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

**Date:** 04.04.2022 to 08.04.2022

**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 (2021-22):** The course was rated 4.62 on a scale of zero to five with overall percentage of 92.4 by the participants.

**Annexure**

**Course No 202**

**Announcement of training programme**

**Course Title:** Data Analytics - Tableau

**Date:** 18.04.2022 to 20.04.2022

**Duration:** 3 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 for data analysis.

**Programme Content and Structure**

Descriptive Analytics, Statistical Approaches in Analytics, Predictive Analytics, Introduction to Data Analytics, Overview of TABLEAU, 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.

Feedback on previous Course (2021-22): The course was rated 4.53 out of 5 i.e. 90.6%.on a scale of zero to five by the participants.

**Annexure**

**Course No 203**

**Announcement of training programme**

**Course Title:** Data Analytics - KNIME

**Date:** 04.05.2022 to 06.05.2022

**Duration:** 3 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 Knime for data analysis.

**Programme Content and Structure**

Descriptive Analytics, Statistical Approaches in Analytics, Predictive Analytics, Introduction to Data Analytics, Overview of KNIME and 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.

Feedback on previous Course (2021-22): The course was rated 4.53 out of 5 i.e. 90.6%.on a scale of zero to five by the participants.

**Annexure**

**Course No 204**

**Announcement of training programme**

**Course Title:** Audit in IT Environment

**Date:** 23.05.2022 to 28.05.2022

**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 Formatting, Subtotals, Pivot Table, Functions, Important features of IDEA - Data import, Properties, Summarisation, Stratification, Duplicate/Gap detection, functions, Extraction, Export, Creating Reports

**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 A and B officers of the department and retired audit personnel, besides Core Faculty of RTI Mumbai.

Feedback on previous Course (2021-22): The course was rated 4.84 on a scale of zero to five with 96.8 % by the participants.

## Annexure

### Course No 205

#### Announcement of training programme

**Course Title:** Budgetary process in the Government, usage of iBEMS in IA & AD and integration with PFMS (all cadres)

**Date:** 22.06.2022 to 23.06.2022

**Duration:** 2 days

**Location:** Regional Training Institute, Mumbai

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

#### **Learning Objectives**

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.

#### **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

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

#### **Target Participants**

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

#### **Additional Information**

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

**Feedback on previous Course (2021-22):** The course was rated 4.64 out of 5 i.e. 92.8 % on a scale of zero to five by the participants.

Annexure

Course No 206

Announcement of training programme

**Course Title: IDEA**

**Date:** 04.07.2022 to 08.07.2022

**Duration:** 5 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 familiarize participants of the latest features added to IDEA, Computer Assisted Audit Techniques, widely used in the department for data analysis and IT Audits.

**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

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

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

**Additional Information**

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

Feedback on previous Course (2021-22): The course was rated 4.79 out of 5 i.e 95.8 % on a scale of zero to five by the participants.

Annexure

Course No 207

Announcement of training programme

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

**Date:** 18.07.2022 to 22.07.2022

**Duration:** 5 days

**Location:** Regional Training Institute, Mumbai

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

**Learning Objectives**

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

**Programme Content and Structure**

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

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

**Target Participants** -DEO 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 (2021-22): The course was rated 4.6 out of 5 i.e 92 % on a scale of zero to five by the participants.

**Annexure**  
**Course No 208**  
**Announcement of training programme**

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

**Date:** 01.08.2022 to 06.08.2022

**Duration:** 6 days

**Location:** Regional Training Institute, Mumbai

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

**Learning Objectives**

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

**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.

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

**Target Participants**

DEO to Sr.AO

**Additional Information**

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

Feedback on previous Course (2021-22): The course was rated 4.72 out of 5 i.e 94.42 % on a scale of zero to five by the participants.



**Annexure**

**Course No 209**

**Announcement of training programme**

**Course Title: IDEA**

**Date:** 12.09.2022 to 16.09.2022

**Duration:** 5 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 familiarize participants of the latest features added to IDEA, Computer Assisted Audit Techniques, widely used in the department for data analysis and IT Audits.

**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

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

**Target Participants -** DEO 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 (2021-22): The course was rated 4.79 out of 5 i.e 95.8 % on a scale of zero to five by the participants.

**Annexure**

**Course NO 210**

**Announcement of training programme**

**Course Title: Oracle Backend – SQL**

**Date:** 10.10.2022 to 14.10.2022

**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**

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

**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.

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

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

**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 (2021-22): The course was rated 4.83 out of 5 i.e. 96.6 % on a scale of zero to five by the participants.

Annexure

Course 211

Announcement of training programme

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

**Date:** 31.10.2022 to 04.11.2022

**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 (2021-22):** The course was rated 4.62 on a scale of zero to five with overall percentage of 92.4 by the participants.

**Annexure**

**Course No 212**

**Announcement of training programme**

**Course Title:** Data Analytics - Tableau

**Date:** 14.11.2022 to 16.11.2022

**Duration:** 3 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 for data analysis.

**Programme Content and Structure**

Descriptive Analytics, Statistical Approaches in Analytics, Predictive Analytics, Introduction to Data Analytics, Overview of TABLEAU and 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.

**Feedback on previous Course (2021-22):** The course was rated 4.53 out of 5 i.e. 90.6%.on a scale of zero to five by the participants.

**Annexure**  
**Course NO 213**  
**Announcement of training programme**

**Course Title: Advanced Oracle SQL with PL SQL**

**Date:** 05.12.2022 to 16.12.2022

**Duration:** 10 days

**Location:** Regional Training Institute, Mumbai

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

**Learning Objectives**

To enable participants to acquire a working knowledge

**Programme Content and Structure**

Introduction to oracle database, about Relational Databases, Tables and Table Clusters, Indexes and Index-Organized Tables, Partitions, Views, and Other Schema Objects, Data Integrity, Data Dictionary and Dynamic Performance Views, Use of joins, sub-queries to display data from multiple table, Sequences, Introduction to PL/SQL, Conditional statements, loops, arrays, string, exceptions, collections, records, triggers, **functions**, procedures, cursors etc. PL/SQL Programming Language in simple and easy steps

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

**Target Participants -** DEO 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.

**Feedback on previous Course (2020-21):** The course was rated **4.81** out of 5 i.e. 96.2 % on a scale of zero to five by the participants

**Feedback on previous Course (2021-22):** Yet to be concluded.

**Annexure**

**Course No 214**

**Announcement of training programme**

**Course Title: Audit in IT Environment**

**Date:** 02.01.2023 to 07.01.2023

**Duration:** 6 days

**Location:** Regional Training Institute, Mumbai

**Programme Background:** This programme is being conducted as per instructions of user offices.

**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 Formatting, Subtotals, Pivot Table, Functions, Important features of IDEA - Data import, Properties, Summarisation, Stratification, Duplicate/Gap detection, functions, Extraction, Export, Creating Reports, Overview of Qlikview.

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

**Target Participants** –All cadres

**Additional Information**

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

Feedback on previous Course (2021-22): The course was rated 4.84 on a scale of zero to five with 96.8% by the participants.

## Annexure

### Course No 215

#### Announcement of training programme

**Course Title:** Introduction to e-procurement (GeM and CPPP) and e-tendering (CPPP)  
(Group “C” to Group “A”)

**Date:** 24.01.2023 to 25.01.2023

**Duration:** 2 days

**Location:** Regional Training Institute, Mumbai

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

#### **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)

#### **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

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

#### **Target Participants**

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

#### **Additional Information**

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

Feedback on previous Course (2021-22): The course was rated 4.75 out of 5 i.e. 95 % on a scale of zero to five by the participants.

**Annexure**

**Course No 216**

**Announcement of training programme**

**Course Title:** Data Analytics - Knime

**Date:** 30.01.2023 to 01.02.2023

**Duration:** 3 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 KNIME for data analysis.

**Programme Content and Structure**

Descriptive Analytics, Statistical Approaches in Analytics, Predictive Analytics, Introduction to Data Analytics, Overview of KNIME and 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.

Feedback on previous Course (2021-22): The course was rated 4.53 out of 5 i.e.

90.6%.on a scale of zero to five by the participants.



Annexure

Course No 217

Announcement of training programme

**Course Title: IDEA**

**Date:** 06.02.2023 to 10.02.2023

**Duration:** 5 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 familiarize participants of the latest features added to IDEA, Computer Assisted Audit Techniques, widely used in the department for data analysis and IT Audits.

**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

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

**Target Participants -** DEO 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 (2021-22): The course was rated 4.79 on a scale of zero to five (95.8%) by the participants.

**Annexure**  
**Course No. 218**  
**Announcement of training programme**

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

**Date:** 20.02.2023 to 25.02.2023

**Duration:** 5 days

**Location:** Regional Training Institute, Mumbai

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

**Learning Objectives**

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

**Programme Content and Structure**

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

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

**Target Participants -** DEO 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.

Feedback on previous Course (2021-22): The course was rated 4.81 on a scale of zero to five ( 96.28%) by the participants

**Annexure**  
**Course No 219**  
**Announcement of training programme**

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

**Date:** 20.03.2023 to 25.03.2023

**Duration:** 6 days

**Location:** Regional Training Institute, Mumbai

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

**Learning Objectives**

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

**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.

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

**Target Participants**

DEO 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.

**Feedback on previous Course (2021-22):** The course was rated 4.72 on a scale of zero to five (94.42%) by the participants.

Annexure

Course No. 220

Announcement of training programme

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

**Date:** 22.08.2022 to 27.08.2022

**Duration:** 5 days

**Location:** Regional Training Institute, Mumbai

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

**Learning Objectives**

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

**Programme Content and Structure**

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

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

**Target Participants -** DEO 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.

Feedback on previous Course (2021-22): The course was rated 4.81 on a scale of zero to five ( 96.28%) by the participants

**Annexure**

**Course No 221**

**Announcement of training programme**

**Course Title: Hardware / Software Troubleshooting**

**Date:** 25.07.2022 to 29.07.2022

**Duration:** 5 days

**Location:** Regional Training Institute, Mumbai

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

**Learning Objectives**

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

**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.

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

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

**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 (2021-22): The course was rated 4.92 out of 5 i.e. 98.40 % on a scale of zero to five by the participants.

**Annexure**

**Course No 222**

**Announcement of training programme**

**Course Title:** e\_office

**Date:** 16.08.2022 to 18.08.2022

**Duration:** 3 days

**Location:** Regional Training Institute, Mumbai

**Programme Background:** This programme is being conducted as per the requirements of user office.

**Learning Objectives**

To enable participants to have an understanding of the software and use them in their daily official work through system

**Programme Content and Structure**

Introduction to e-office and File management system : About e-Office , Brief description of Modules/links available at homepage Receipts - Diarization of receipt, Forwarding of receipt, Pull back/Pull Up, Searching, Put up in a file /Attach, Creation of File, Attaching correspondence, Noting, Making Reference of correspondence, Approval of drafts, Dispatch, Closing a receipt/Filing, E\_sign, File Forwarding, Functions related to files, Searching of Files/Receipt/Dispatch, General Settings, Q&A session, Creating drafts, attaching drafts, correcting and finalising drafts, attaching external files, Creating receipts; creating files, putting up drafts etc

Administrative Module : Employee Master Details module; Adding posts/designations to the office, Posting ;Transfer, Q&A session,

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

**Target Participants** – all cadres

**Additional Information**

Faculty: The faculty will be drawn from Headquarters office e-office implementers besides Core Faculty of RTI Mumbai.

Feedback on previous Course (2021-22): The course was rated 4.69 out of 5 i.e. 93.8 % on a scale of one to five by the participants.