



लोकहितार्थं सत्यनिष्ठा  
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## Regional Training Institute Hyderabad



सत्यमेव जयते

Volume 1/2022

Regional Training Institute

Hyderabad

Newsletter



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April 2022



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**“Anyone who stops earning is old, whether at twenty or eighty. Anyone who keeps learning stays young”.**

**- Henry Ford**

**“Learning never exhausts the mind”**

**– Leonardo da Vinci**



**Knowledge has to be improved, challenged, and increased constantly, or it vanishes.**

**- Peter Drucker**



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Regional Training Institute, Hyderabad was established in July 2018 and is housed in 'C' Block of the Accountant Generals' Office Complex, Hyderabad. RTI is under the administrative control of Director General. It caters to the training requirements of nineteen (19) offices of the Indian Audit and Accounts Department from the states of Andhra Pradesh, Telangana and Karnataka.



## Regional Training Institute Hyderabad

### From the Director General's Desk

Greetings from RTI, Hyderabad! The half year period from October 2021 to March 2022 persisted with online trainings due to the continuing Covid conditions. Fortunately, the year ended on a positive note, with training shifting to offline mode in March 2022 after a gap of two years.

The period witnessed the visit of Sri KR Sriram, DAI (CRA/CTO) to oversee the implementation of OIOS and Ms Parveen Mehta, DAI (HR & IR) whose presence at the institute enlivened the spirit of the staff, and the pleasant interactions with her added flavour to the events at RTI, Hyderabad.

The Regional Advisory Committee (RAC) meeting was conducted on 22<sup>nd</sup> February 2022 to discuss the training needs of user offices and finalize the Calendar of training programmes (COTP) for the year 2022-23. I thank the Chairperson Ms Lata Mallikarjuna, Pr. Accountant General (A&E), Andhra Pradesh, and Heads of Department of all User offices for their continued support and cooperation in enabling this office to accomplish all its endeavours. I also thank Shri. JPN Singh, DG (Training), for his participation in the RAC meeting and sharing his perspectives with the RAC members. The COTP for 2022-23 has been approved by the Headquarters' office and is uploaded on the RTI website.

On the occasion of the International Women's Day, RTI organised an event to honour and celebrate the achievements of three women achievers from diverse fields. Ms Saleema Sheik, IPS, Deputy Commissioner of Police, Rachakonda Police Commissionerate, Dr. Sudha Sinha, Sr. Medical Oncologist, Care Hospitals, Hyderabad and Ms Malavath Purna, the youngest Indian Mountaineer to scale Mount Everest were invited as guests and they shared their journeys and motivated the officials. The women's day celebrations were streamed live and attended by dignitaries and staff all over India, besides IA&AD officers and staff at the premises of Accountants General's offices in Hyderabad.

RTI initiated the Mid-Career Training Programme level - 2, in the last week of March in offline mode. The sessions were made extremely interactive by the faculty and were well received by the participants. The highlight of the course was the field trip organised to Rural Technology Park at National Institute of Rural Development and Panchayati Raj, Hyderabad wherein the participants had a practical demonstration of several rural technologies and innovations.

I take this opportunity to thank and appreciate the efforts taken by the faculty and staff of RTI, who worked in complete unison for smooth functioning of this office during the past year.

**Chanda Pandit**  
**Director General**





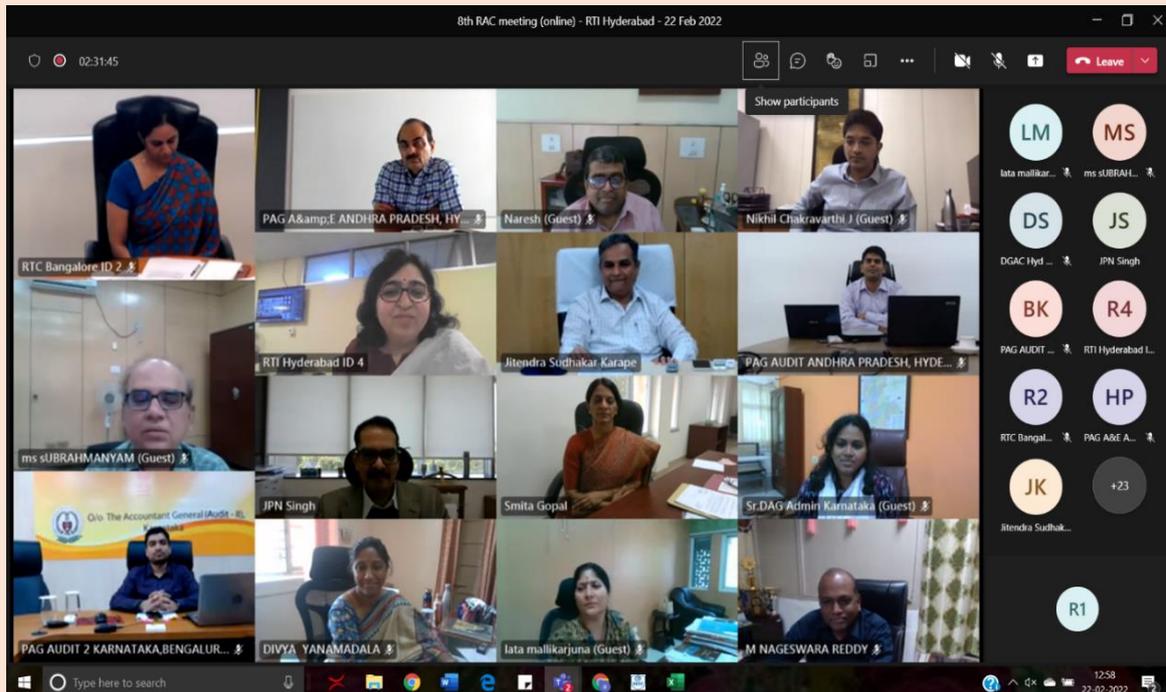
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He put forth the following points:

- All user offices were requested to spare and relieve staff for deputation to RTIs, which are the knowledge partners of user offices and need their full support.
- He informed that the response to the IT TNA Survey was overwhelming and requested the Heads of Departments to ensure that every staff member takes the survey and indicates the training needs. He also mentioned that nine e-modules on IS topics were uploaded on SAI Training Portal and suggested that the user offices conduct an elaborate and participative training need analysis using an application like Google Forms, on a wider scale.
- Engagement of external experts to take sessions on Soft Skills and focus on technical as well as behavioural skills during conduct of Mid-Career Training Programmes was suggested.

The RAC discussed various issues relating to the training needs of user offices including the draft Calendar of Training Programmes (CoTP) for the year 2022-23, proposed by the Institute. The calendar was prepared based on the training needs of user offices.



**8<sup>th</sup> meeting of the Regional Advisory Committee conducted on 22 February 2022**

Further, the committee proposed to conduct OIOS trainings in RTI, Hyderabad every month, from 2022-23 onwards, depending on the requirements projected by the user offices.

The CoTP approved by Headquarters' offices with 34 General courses and 37 IS courses has been communicated to all the user offices and is uploaded in the RTI website.



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### 2. Visits of Deputy CAG (HR, IR & Coordination) and Deputy CAG (CRA/CTO)

Ms Parveen Mehta, DAI (HR and IR) visited the RTI, Hyderabad on 14<sup>th</sup> December 2021 and reviewed the activities of the Institute. The DG made a presentation covering the activities of the Institute and highlighted some of the new initiatives taken by the Institute. The requirement for a new building along with hostel for RTI, Hyderabad was also discussed.

During her address to the officials and staff of RTI, Hyderabad DAI reiterated the importance of training in knowledge-based organization like IAAD and the role of RTIs in imparting specialized and focussed training to a wider audience to improve the outcomes and output of the Department. While appreciating the work done by RTI, Hyderabad, so far, she emphasized the need for enriching and diversifying our skills and technologies for improved and wider reach. DAI emphasized the potential of online training and e-learning in the current circumstances. The impact of training can be enhanced with experiential and participative methods of training, keeping in view the profile of the trainees.

#### *Highlights of the Visit*

- DAI appreciated the training programme on ‘Use of Remote Sensing and GIS in Audit’ and suggested to conduct the same at an All-India level. It was informed that it is proposed to conduct an All-India Training Programme on the topic, in offline mode and in association with expert institutions like NRSC, NIRDPR etc, coupled with relevant field visits.
- A presentation on Data Analysis using Excel model (which can be used by all field offices) was made by Core Faculty (IS), Sri A.V.S. Subramanya Sarma.
- DAI advised to include one session on ‘Work Ethics’ and one session on ‘Gender Sensitization’ in all 5-day training programmes.
- Regarding training on ‘Audit of Urban Local Bodies’, it was suggested that the Local Bodies wing in Headquarters’ Office be requested to furnish their specific training needs to tailor the All-India Programme accordingly.
- It was suggested to prepare small booklets, quick reference modules on various topics of interest by tapping the locally available resources and knowledge pool.
- It was also advised to include/engage field visits, interactive games/activities, external experts from various fields/organizations to enhance the impact of offline training.



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Visit of Ms. Parveen Mehta,  
Deputy CAG (HR&IR) to  
RTI, Hyderabad on  
14<sup>th</sup> December 2021





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*Glimpses of DAI's address can be seen by scanning the following QR Code*



**Ms Parveen Mehta, DAI with Heads of Departments and other IA&AS officers at Hyderabad**



**Ms Parveen Mehta, DAI with officials and staff of RTI, Hyderabad and Training Division, CAG Office**



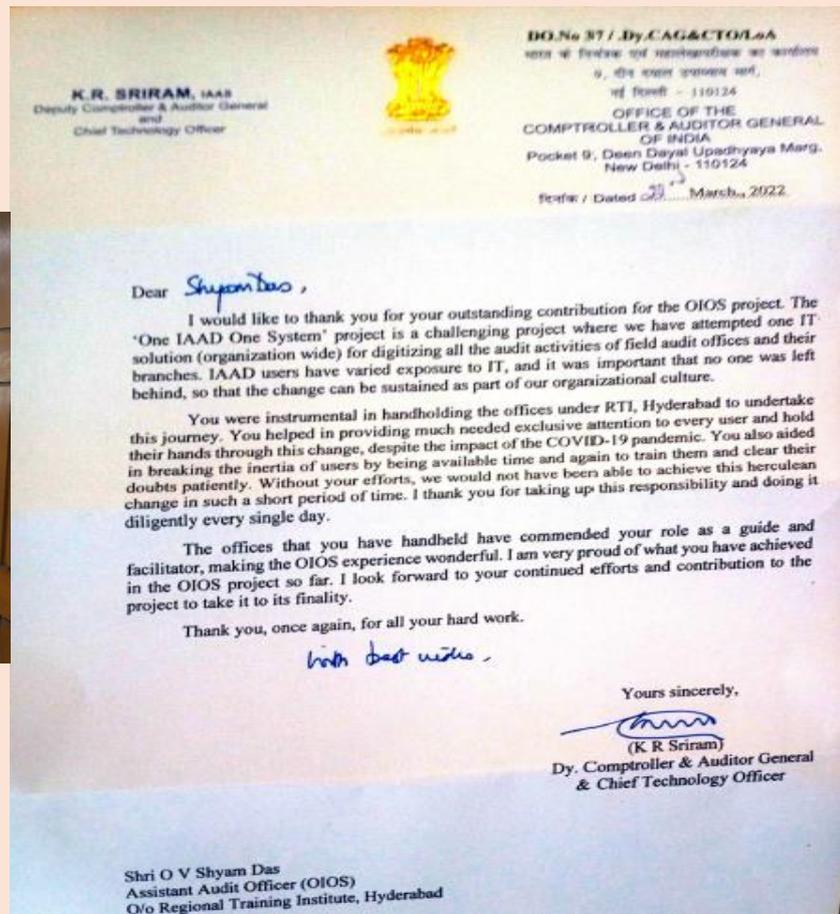
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Shri K.R Sriram, DAI(CRA/CTO) also visited the RTI and reviewed the activities relating to OIOS. Shri O.V. Shyam Das, the faculty for OIOS is handholding the IA&AD offices allotted to the Institute for implementation of OIOS. It is a matter of immense pride for RTI, Hyderabad that his contribution for the OIOS project has been appreciated by Headquarters' office.



Shri K. R. Sriram DAI(CRA/CTO) presenting the appreciation certificate to Shri O.V. Shyam Das





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### 3. DG RTI visit to Amaravathi

The DG, RTI visited the Offices of the Principal Accountant General (A&E), A.P and Principal Accountant General (Audit), AP at Vijayawada on 8<sup>th</sup> March 2022 to discuss and finalise the training requirements and in-house training calendar of these offices. The offices were requested to sensitise their officials to the SAI portal. DG, RTI assured full cooperation in training the officials in the use of the Data Analytics model using Excel, which will help in review of vouchers to identify potential observations. It was also suggested to coordinate with RTI for the conduct of compliance audits, both for training of the Audit teams as well as generation of observations before commencement of audit.



DG, RTI with Ms.Hema Munivenkatappa, PAG (Au), AP



DG, RTI with Ms.Lata Mallikarjuna, PAG (A&E), AP





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**Speakers for the International Women's Day with  
HoDs**



**Dr Sudha Sinha addressing the gathering**



**Ms Shaik Saleema, IPS, addressing the gathering**



**Ms Malavath Poorna addressing the gathering**

To continue the Women's Day celebrations, the girl children of all the staff members of RTI were invited and felicitated for their achievements, with books to inculcate and encourage the habit of book reading.



**Young achievers with DG, RTI**



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### 5. General Courses

RTI conducted 15 general courses and 18 IS courses during the period from October 2021 – March 2022, as scheduled in the Calendar. Due to decline of COVID 19 cases, some of the courses from January 2022 to March 2022 were held in offline mode.

**5.1 All India Training Programmes:** The general courses included three all India training programmes viz., (i) Audit of Public Private Partnership (PPP) infrastructure projects, (ii) Audit of Urban Local Bodies (ULBs) and (iii) Use of Remote sensing and GIS in Audit.

(i) Audit of Public Private Partnership (PPP) infrastructure projects was conducted online with a participation of 68 officials. Practising experts and consultants to Governments of Rajasthan, Meghalaya, Maharashtra and Telangana were invited so as to provide a wholistic view of the various aspects of implementation of the PPP projects in India. Sessions on guidelines issued by Headquarters office along with discussion on Audit Reports on PPP projects were also included. Participants formed teams and presented a case study based on audit of a PPP project in their state, which was an interactive exercise.

(ii) Use of Remote sensing and GIS in Audit received an overwhelming response with 114 participants from offices all over the country, including 11 IA&AS Officers. Expert faculty from National Remote Sensing Agency, Hyderabad and Centre for Geo-informatic Applications, NIRDPR, Hyderabad was invited. The Course content, sequencing of topics and selection of guest faculty including in-depth case studies were highly appreciated. We are thankful to Shri. Nandu Dulal Das, IA&AS, for sharing his experience in applying these technologies in audits.

Further, as suggested by Headquarters office, RTI conducted a three-day training programme on 'Outcome based Audit'. Outcome audits of Health sector and Education sectors were covered in this training programme.





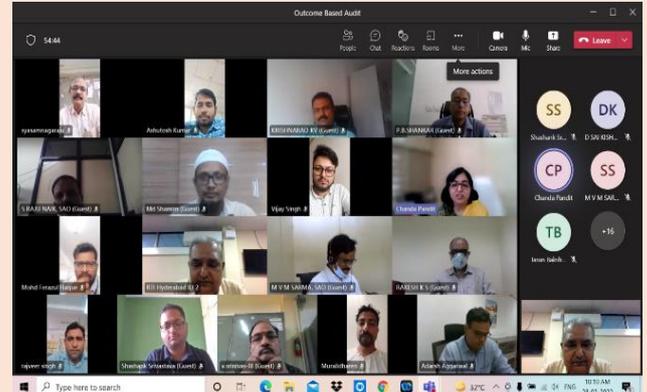
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### All-India training programme on ‘Use of Remote sensing and GIS in Audit’



### All-India training programme on ‘Audit of PPP infrastructure projects’



### All-India training programme on ‘Audit of Urban Local Bodies’

### Training on Outcome based Audit’

All the training programmes were appreciated by the participants. Feedback given by some of the participants is given below.

### Audit of PPP in Infrastructure Projects - December 2021

"It was a wisely designed course covering the purpose, structure and the types of the PPP Projects and the Audit of PPP Projects as well. The case studies were helpful to understand the topic further. Faculty was knowledgeable and discourse was made interesting.  
- Ms Pallavi Prashant Holkar, Sr DAG, O/o AG(Audit)-II, Nagpur

"The expertise as well as the pleasant demeanor of all the faculties and their charismatic traits of making the training session lively and participative. Notwithstanding, the said training session being an On-line one, I never got lost/felt fatigued during the sessions."  
- Shri Mukesh Kumar Gupta, SAO, AG(Audit), Tripura

"Gathered a lot of knowledge and information from the practical experience and case studies of the faculties" - Ms. Mary.M. Mina, AAO, AG(Audit-II), West Bengal

### Use of Remote Sensing and GIS in Audit - March 2022

"As I did not have any previous experience of use of GIS data or remote sensing data for audit purpose, the training proved to be an eye opener. it will be the first step and I will take the



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learnings for further sharpen my skill on how to use GIS / remote sensing data for audit purpose'- Shri Ritesh Kumar, AAO, AG(Audit-II), West Bengal

“It is by far the most contemporary, in depth and job relevant course I attended”  
- Dharani Anil Kumar, AAO (P), O/o PAG (Au)-I, Karnataka, Bengaluru.

'Sessions conducted in simple and clear language and prompt assistance on queries'  
– Manas Bajpai, DAG, O/o AG (Au)-I, Rajasthan, Jaipur.

‘It has helped to know about the existence of various software and other utilities to be used while using Remote sensing’- Shri R. Vaidyanathan, Director, O/o DGCA, Chennai

‘This was very informative course. The Case Studies/ Experience Sharing on Performance / Thematic Audits conducted using RS and GIS were really helpful for future audits’- Shri P Ravichandra Reddy, AAO,O/o PAG (Au), Amaravathi,AP

The training course brought before me the possibility of using an entirely different tool for auditing purposes. it would definitely improve my future performance. So, the course has given me one additional tool which is scientific and powerful.'- Nawal Kishore Pandey, SAO, O/o PAG(Au) – I, Kolkata, West Bengal

This course introduced us to cutting edge technologies which can assisting in audit procedures in a simple manner- Suryatapa Chakraborty, AAO, O/o PAG (Au)-II, Bhubaneswar, Odisha

### 5.2 Mid - Career Training Programme (MCTP) Level -2:

RTI conducted the Mid-Career Training Programme (MCTP) level-2 during March 2022 in offline mode. Eminent faculty like Shri. Anil Kumar Saxena, Professor (Retd), S.V.P. National Police Academy, Prof K.N. Viswanatham from ICFAI and Ms J. Swarnalata, Professor from Administrative Staff College of India (ASCI) were invited. The classroom sessions were interactive, involved group activities and were very motivational for the participants. The participants were also taken on a field visit to Rural Technology Park (RTP) at the National Institute of Rural Development and Panchayati Raj (NIRDPR), Hyderabad.



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**Prof. K.N. Viswanatham, ICFAI, handling session on 'Motivation'**



**Prof. Anil Kumar Saxena (Rtd), SVP National Police Academy, handling session on 'Group Dynamics'**

### **Field Visit for the participants of the Mid-Career Training Programme (MCTP) Level-2**

The participants were taken to Rural Technology Park of National Institute of Rural Development and Panchayati Raj (RTP-NIRDPR), Hyderabad. RTP houses a variety of models of rural technologies which are showcased with practical demonstration. RTP is an instrument in disseminating appropriate and affordable rural technologies to villages through a dynamic approach. It facilitates transfer of technologies to users and helps improve the operational skills to produce high quality products as well as link users and institutions (PRIs, NGOs, CBOs) with technology developers / suppliers.

The technology units visited at RTP-NIRDPR are as follows

- Preparation of Neem, Vermi Compost and Vermi wash liquid
- Mushroom Cultivation and Mushroom Products
- Cost-Effective Rural Housing construction Technologies
- Preparation of Different Soya Products
- Food Processing by using Solar Energy
- Home Based Products
- Solar Lights Assembling, Maintenance and Management
- Leaf plate making
- Conversion of Handmade Paper into value added products Bags
- Preparation Methods of Herbal beauty care Products
- Product Development from Tribal Jewellery blended with Pearls and Fashion Jewellery
- Bee keeping for promotion of livelihood
- Natural Dye Process





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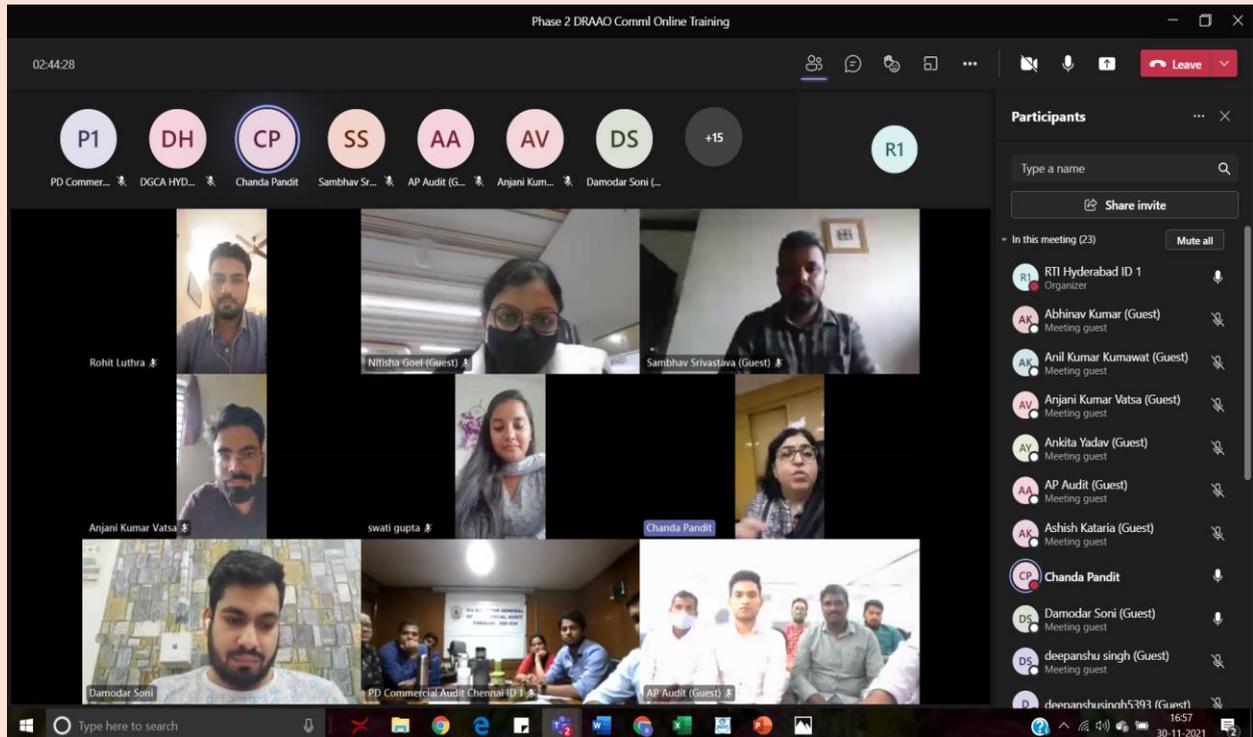
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All soft skills sessions were excellent, particularly the session handled Dr Viswanath was mindboggling - R Amarnath, AAO, O/o AG(Audit), TS

All the topics were covered and explained very well with examples and were easy to understand. All the faculties are highly qualified and thanks to RTI for successfully conducting the course. -B.H. Srinivas O/o DGA(Navy), Visakhapatnam

### 5.3 Phase II of the Induction Training Programme for DRAAOs (Commercial):

The phase II of the DRAAOs (Comm) training programme that began on 1 September 2021 continued through the previous half year and ended on 30 November 2021. The training was imparted over a total of 207 sessions and aimed at giving a practical overview of the various aspects of Commercial Audit. Separate sector-wise sessions on Compliance/Performance/Financial audits; GST; GIS and Remote Sensing; Audit of Contracts; exposure to SAP/Tableau/e-office, OIOS; Soft Skills; practical sessions with individual/group presentations by DRAAOs were included. Leveraging the benefits of online training, besides core faculty, guest faculty from ICAI, ICSI, Centre for Geo-informatic Applications of National Institute of Rural Development and Panchayati Raj, practitioners on Public Private Partnerships, soft skills, etc were invited to deliver lectures. Dedicated sessions for presentations by DRAAOs were highly appreciated by them.







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1. Budget Expenditure and Monitoring System – Part I

1. Budget Expenditure and Monitoring System – Part II

1. Budget Expenditure and Monitoring System – Part III

1. Pay Fixation as per 7th Pay Commission – Part I

1. Pay Fixation as per 7th Pay Commission – Part II

1. Pay Fixation as per 7th Pay Commission – Part III

1. VLOOKUP and HLOOKUP functions in Microsoft Excel

1. Table in MS Excel

1. Pivot Table in MS Excel

1. Data Slicer feature in MS Excel

1. Data Analysis using Excel

All the SLMs can be viewed by accessing the video gallery menu on website of the Institute through the link <https://cag.gov.in/rti/hyderabad/en/video-gallery>

Viewers are requested to mail their feedback and valuable suggestions on the above SLMs to [rtihyderabad@cag.gov.in](mailto:rtihyderabad@cag.gov.in)



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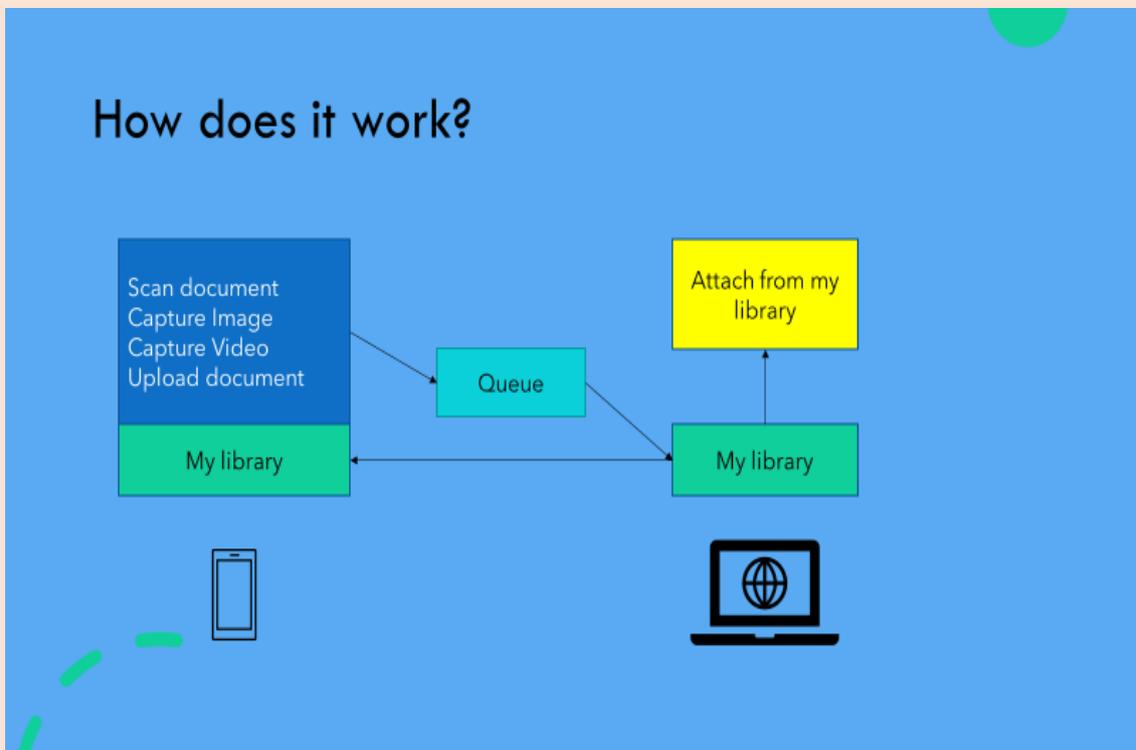
### 8. One IAAD One System (OIOS)

#### Mobile Application Scanner in OIOS

One of the major tasks of officials carrying out Field Audit was to scan documents/records/papers relating to the Enquiries/Observations raised/issued to substantiate their findings. Many Field parties faced problems in scanning the relevant KDs due to absence / shortage of scanners with them. They often resorted to their Mobiles and downloaded the available scanners into their mobiles and carried out scanning.

The Documents thus scanned were stored in the internal memory of their respective Mobiles till they transferred the entire documents to either their laptops or Pen drives. In case of damage/ loss of their Mobiles before transferring, the entire data would be lost. Moreover, with 'N' number of messages being received by the officials in the form of WhatsApp forwards, pictures, videos etc. in their Mobiles, the memory storage of Mobiles also fills up fast.

To overcome this, a Mobile App Scanner was launched in OIOS. This Application is available in Google play store for (Android) and in Apple App store (iOS).

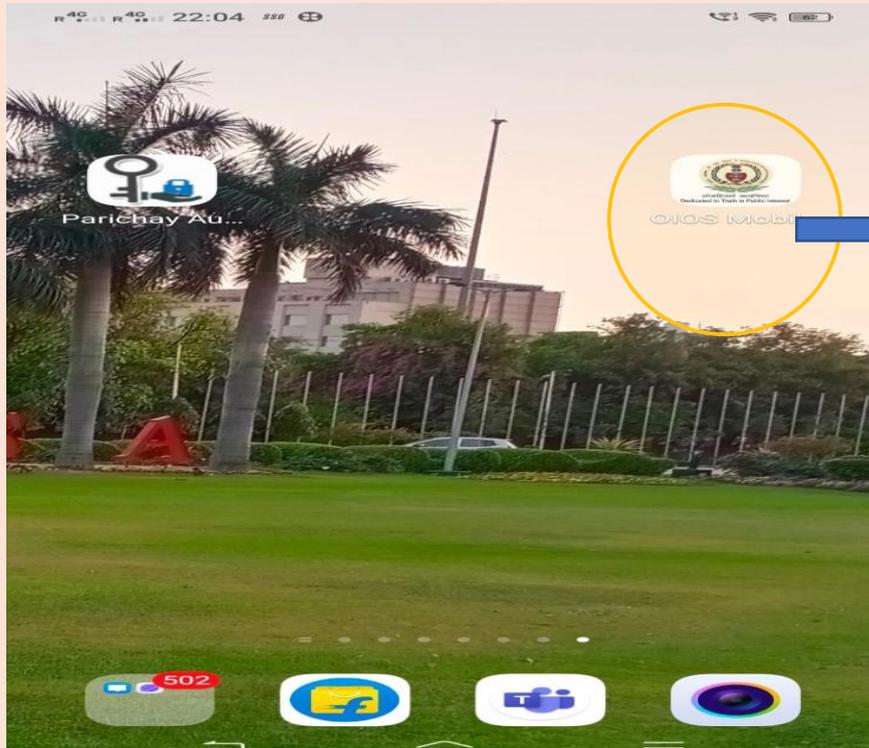


After downloading the app from Play store / App store the following icon is created in your Mobile.



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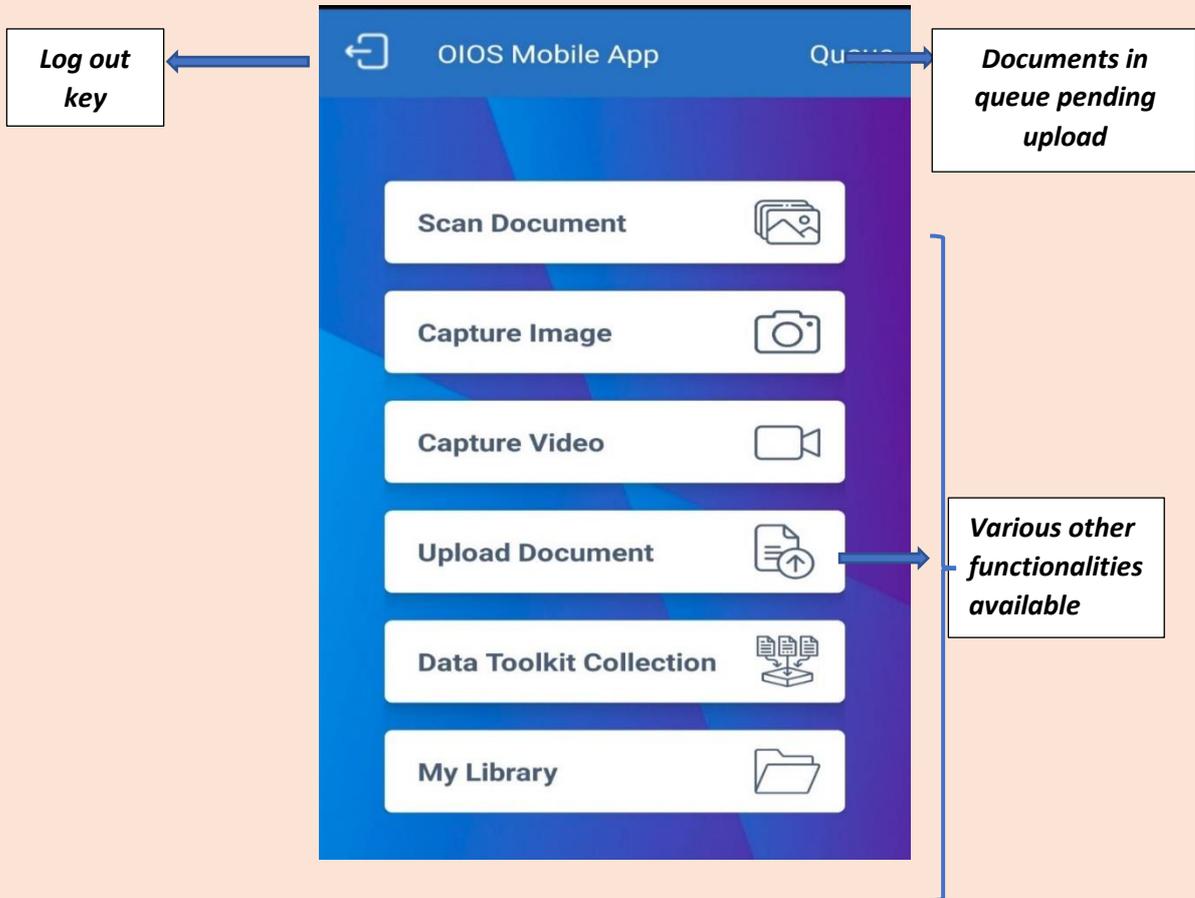
**Mob App icon  
created in  
Mobile**

Use your OIOS user credentials to login to the application. Once logged in, the following features are available to the user.



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The features and functions are elaborated below:

- 1. Log out button:** You can log out of the application after your use, if so desired.
- 2. Queue :** The documents which are pending for upload are visible here.
- 3. Scan document:** By clicking on Scan document, you get two options.
  - (a) Scan from Camera: Straight away, one can click on the desired page one wants to scan, adjust the borders, rotate (optional), Flatten (optional), Apply some enhancements (optional) [Black & white, Colour, White Board].
  - (b) Scan from Gallery: If some particular documents are already stored in your Mobile the same can be uploaded using this functionality.
  - (c) Add more pages.
  - (d) Rearrange the pages by dragging and dropping the pages within the file, before uploading.
  - (e) Finally, save the file as PDF by giving appropriate name.
  - (f) In one document, we can scan up to 100 Mb size documents. When we are about to approach 100 Mb size, the application will show a soft warning, stating that you are about to exceed the maximum size and thus, the user can save the same into another created Document.
- 4. Capture images / Capture video:** In similar pattern as mentioned above.
  - (a) Take from Camera



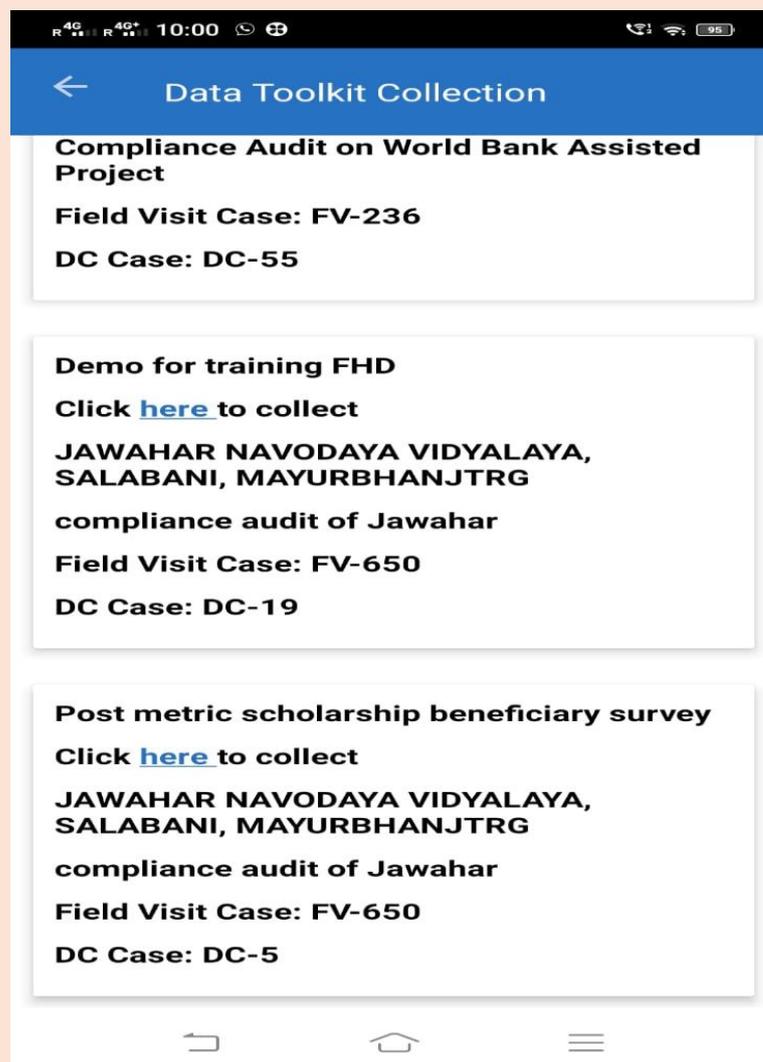
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(b) Pick from Gallery

**5. Upload Document:** Upload any document available in Mobile and see what all documents are in queue.

**6. Data Collection Toolkit:** All toolkits attached to Audit assignments can be made available to the Field Party Officials. The same can be easily accessed and filled in by the Field officials, thus reducing considerable time.



**7. My Library:** A personal workspace folder is available in KMS (Knowledge Management System) Classic view. All the documents which are scanned and uploaded are stored in this Personal Workspace. This can be accessed by the concerned user only. The documents can be downloaded and shared with other users. The same can also be attached for use in raising/issue of Audit Enquiry/Requisition/Observations. All the

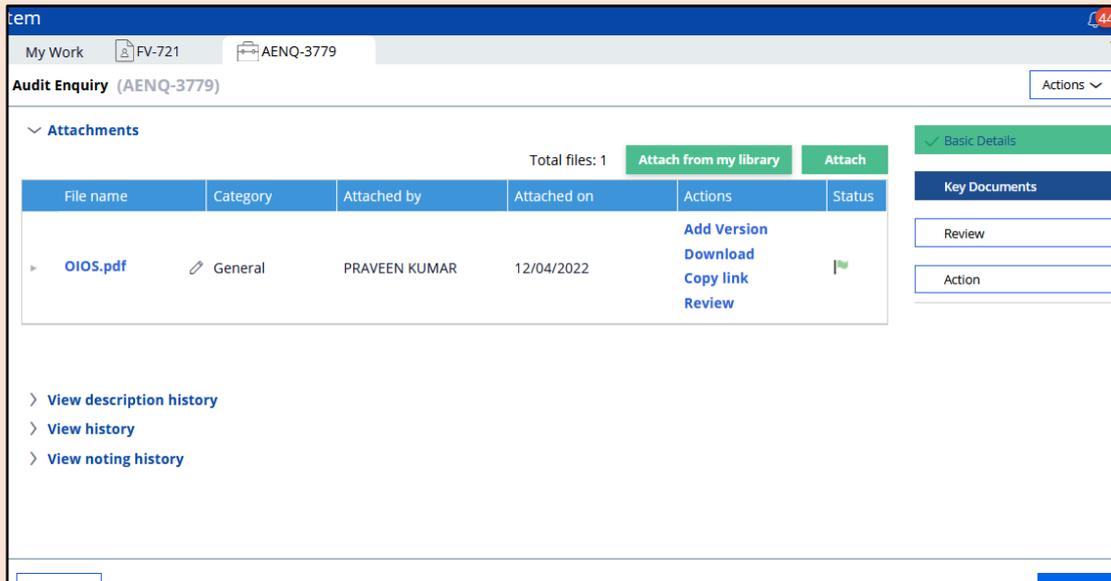


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documents which are available in My Library can be seen from here and the documents which are not required or redundant can be deleted from the Mobile app also.

The field party officials can attach the documents uploaded into their ‘My library’ using the highlighted button as shown in the screen shot below:



Shri O.V. Shyam Das, AAO, OIOS Faculty

### 9. A brief on Mission Karmayogi

With an objective to reform Indian bureaucracy and prepare civil servants for the future, Government of India launched Mission Karmayogi - National Programme for Civil Services Capacity Building (NPCSCB) in September 2020.

The aim of this mission is to prepare civil service officers for the future by making them more “energetic & enabling; professional & progressive; proactive & polite; imaginative & innovative; creative & constructive; transparent and technology-enabled”.

This motto of this mission is to improve human resource management practices with focus on role-based management to allocate roles and jobs based on competencies of the officers.

To achieve the objectives of Mission Karmayogi, the Government of India launched an online platform called iGOT – Integrated Government Online Training which provides content to learn from global best practices rooted in “Indian ethos”. The performance of the civil servants will be evaluated based on the courses undertaken by them on the iGOT platform.



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“Mission Karmayogi is a new experiment of its kind in the direction of capacity building. Through this mission, the government employees have to modernize their thinking, approach, and improve their skill set. It is to give them an opportunity to become a Karmayogi” – as said by Prime Minister Sri Narendra Modi at Aarambh Common Foundation course, on Rashtriya Ekta Diwas 2020.

“The ultimate aim of Mission Karmayogi is to ensure “Ease of Living” for common man, “Ease of doing business” and Citizen-Centricity that is reducing the gap between the government and the citizens” – Dr. Jitendra Singh, Minister of State for the Ministry of Science and Technology

Mission Karmayogi is a scheme that exhorts the civil servant to maintain a very high standard of conduct and behaviour so that he earns the trust of people and is emulated by his peers and subordinates.

Some of the key objectives of Mission Karmayogi are:

- ❖ Moving from Rules Based to a Roles Based Human Resource Management System
- ❖ Assignment of right person for the right role at right time
- ❖ Enable officials to pursue any time-any place-any device learning at their own convenience, using self-directed or guided learning paths, enabling continuous learning for all

Mission Karmayogi: a new capacity building paradigm to

- ❖ Prescribe annual capacity building plan for all Departments and Services
- ❖ Monitor the implementation of Capacity Building Plan
- ❖ Massive Capacity Building initiative to ensure efficient service delivery
- ❖ Promotes technology – Driven Learning Pedagogy

To achieve Capacity Building for Civil Servants Six Pillars were identified. They are

- ❖ Policy framework – New Training policies with focus on Continuous Learning and driving Competencies
- ❖ Competency framework – Shift from Rule to Role with the indigenous competency framework
- ❖ Institutional framework – Oversight by Prime Minister led HR council
- ❖ iGOT Karmayogi – Large scale comprehensive learning platform
- ❖ E-HRMS – Strategic HR management
- ❖ M & E – Continuous performance analysis, data driven goal-setting and real time monitoring



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### Impact of Mission Karmayogi

Though the Mission Karmayogi is in evolving stage, the relevance of the Mission was established during COVID where need was felt overnight to have an online training platform to train medical and health workers on ways to tackle the pandemic. Over a period of six months, more than 13 lakh COVID warriors were trained on the iGOT Karmayogi platform.



The objective of Right person for the right role at the right time is:

- Better on-time service delivery – Citizens will be assured that their priorities are being managed by an official best trained to do so. This will significantly improve public satisfaction and eliminate grievances.
- Citizen delight, improved sentiment – Programs for strengthening behavioural competencies of civil servants, especially for those at the cutting-edge level, especially where the citizen interacts with a public official will provide a pleasant and hassle-free experience to the citizen.



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- Accountability and Transparency by design - The outcome of the capacity-building efforts will be appraised by the HR council chaired by the Honourable Prime Minister and shared with the citizens through comprehensive annual reports.
- Local problems: Global view – The focus of the programme on Global learning with Indian values will enable officials to design and develop solutions for local problems using the best available knowledge.

**iGOT Karmayogi** – the digital platform to achieve the objectives of Mission Karmayogi has six hubs with each building block playing an important role in the learning process namely





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The iGOT Karmayogi platform is expected to be a game changer in motivating the officials to put in their best services and help the Government to deliver the public services in effective and efficient manner.

Collected and compiled by  
Subramanya Sarma A.V.S.S, Core Faculty (IS)  
(Source – Internet)

### 10. Insights into Mindfulness

Mindfulness is the practice of purposely focusing your attention on the present moment—and accepting it without judgment. Mindfulness is now being examined scientifically and has been found to be a key element in stress reduction and overall happiness.

It's a busy world. You plan your day while listening to the radio and commuting to work, and then plan your weekend. But in the rush to accomplish necessary tasks, you may find yourself losing your connection with the present moment—missing out on what you're doing and how you're feeling.

The cultivation of mindfulness has roots in Buddhism, but most religions include some type of prayer or meditation technique that helps shift your thoughts away from your usual preoccupations toward an appreciation of the moment and a larger perspective on life. Researchers are trying hard to bring the practice of mindfulness meditation into mainstream medicine and demonstrated that practicing mindfulness can bring improvements in both physical and psychological symptoms as well as positive changes in health, attitudes, and behaviours.

#### **Benefits of Mindfulness:**

- *Mindfulness improves well-being*

Increasing your capacity for mindfulness supports many attitudes that contribute to a satisfied life. Being mindful makes it easier to savor the pleasures in life as they occur, helps you become fully engaged in activities, and creates a greater capacity to deal with adverse events.

By focusing on the here and now, many people who practice mindfulness find that they are less likely to get caught up in worries about the future or regrets over the past, are less preoccupied with concerns about success and self-esteem, and are better able to form deep connections with others.



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### ➤ *Mindfulness improves physical health*

If greater well-being isn't enough of an incentive, scientists have discovered that mindfulness techniques help improve physical health in a number of ways. Mindfulness can help relieve stress, treat heart disease, lower blood pressure, reduce chronic pain, improve sleep, and alleviate gastrointestinal difficulties.

### ➤ *Mindfulness improves mental health*

In recent years, psychotherapists have turned to mindfulness meditation as an important element in the treatment of a number of problems, including depression, substance abuse, eating disorders, couples' conflicts, anxiety disorders, and obsessive-compulsive disorder.

### *Mindfulness exercises*

- If mindfulness meditation appeals to you, going to a class or listening to a meditation tape can be a good way to start. In the meantime, here are two mindfulness exercises you can try on your own. This exercise teaches basic mindfulness meditation.
  - Sit on a straight-backed chair or cross-legged on the floor.
  - Focus on an aspect of your breathing, such as the sensations of air flowing into your nostrils and out of your mouth, or your belly rising and falling as you inhale and exhale.
  - Once you've narrowed your concentration in this way, begin to widen your focus. Become aware of sounds, sensations, and your ideas.
  - Embrace and consider each thought or sensation without judging it good or bad. If your mind starts to race, return your focus to your breathing. Then expand your awareness again.
  - Mindfulness meditation builds upon concentration practices. Here's how it works:
- Go with the flow. In mindfulness meditation, once you establish concentration, you observe the flow of inner thoughts, emotions, and bodily sensations without judging them as good or bad.
- Pay attention. You also notice external sensations such as sounds, sights, and touch that make up your moment-to-moment experience. The challenge is not to latch onto a particular idea, emotion, or sensation, or to get caught in thinking about the past or the future. Instead, you watch what comes and goes in your mind and discover which mental habits produce a feeling of well-being or suffering.

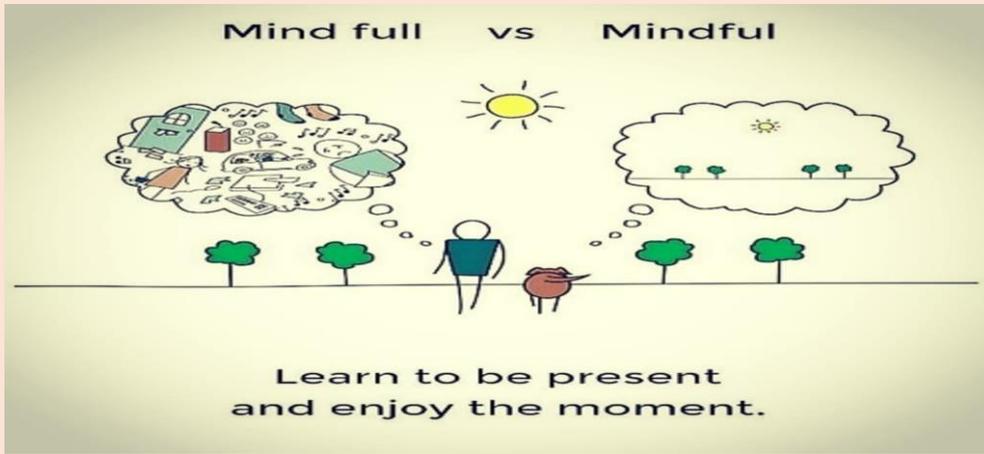


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- Stay with it. At times, this process may not seem relaxing at all, but over time it provides a key to greater happiness and self-awareness as you become comfortable with a wider and wider range of your experiences.
- **Invest in yourself**

The effects of mindfulness meditation tend to be dose-related - the more you do, the more effect it usually has. Most people find that it takes at least 20 minutes for the mind to begin to settle, so this is a reasonable way to start.



- Shri K.N. Deepak Raj, AAO

### 11. Satyameva Jayathe

सत्यमेव जयते नानृतं सत्येन पन्था विततो देवयानः ।  
येनाक्रमन्त्यृषयो ह्याप्तकामा यत्र तत् सत्यस्य परमं निधानम् ॥

Satyameva jayate nānṛtaṃ satyena panthā vitato devayāna  
ḥyenākramantyr̥ṣayohyāptakāmā  
yatra tat satyasya paramaṃ nidhānam

This is a famous Sanskrit Shloka from the Mundaka Upanishad. The first two words of this Shloka can be found in India's national emblem, where the phrase, "सत्यमेव जयते", appears.

The meaning of this Sanskrit Shloka in English is as under:

"Truth alone triumphs; not falsehood.

Through truth, the divine path is spread out

by which the enlightened whose desires have been completely fulfilled, reach to where is that supreme treasure of Truth."



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Ms A. Suneetha, Sr. Acctt



**The Greatest Enemy of Knowledge Is Not Ignorance,**

**It Is the Illusion of Knowledge**

- **Stephen Hawking**

**“Education Is Not the Learning of Facts, But The  
Training of The Mind to Think”**

- **Albert Einstein**

