

संवाद



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

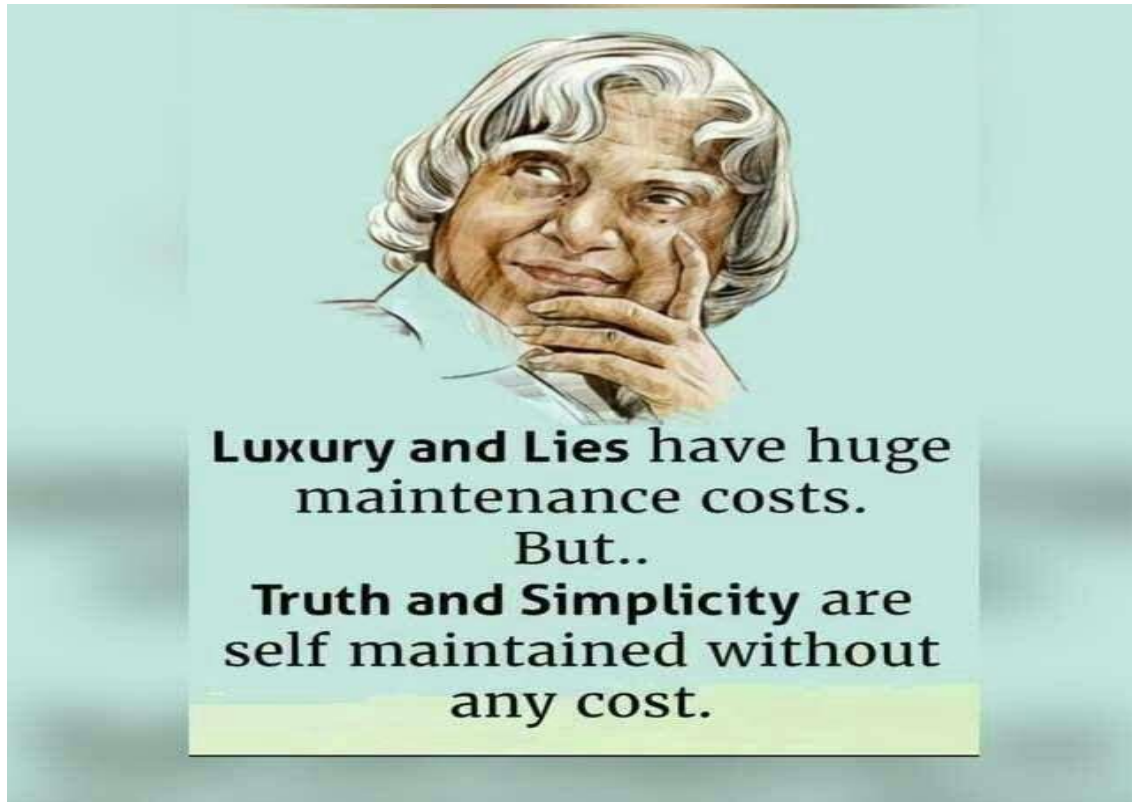
REGIONAL TRAINING INSTITUTE, RANCHI INDIAN AUDIT AND ACCOUNTS DEPARTMENT



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August 2023 @ RTI, Ranchi

Dear Readers,

It is our pleasure to inform you that we have started a newsletter which will be published twice a year. We have attempted to cover not only the regular course conducted by the institute but also any other important events conducted during period 2022–23.

Our RTI team (permanent as well as outsourced staffs) continuously strive to perform their best in order to achieve the best academic as well as institutional practices and create an environment conducive to participant's constructive engagements during training.

RTI has organised several study visits for the participants so that along with academics there is exposure to the socio-cultural aspect of JHARKHAND State. Sikidri Power Project (Patratu), Dasam Fall, Hundru Fall, IIM Ranchi etc. were some of the destinations where participants toured for educational cum socio-cultural exposure.

We welcome inputs from readers to improve the newsletter. `

Regards,



*Faisal Imam, IA&AS
Principal Director, RTI, Ranchi*



1. Regional Advisory Committee (RAC) MEETING

Annual Meeting of Regional Advisory Committee (RAC) of Regional Training Institute (RTI), Ranchi was held in the conference room of RTI, Ranchi on 24th February 2023 for discussion on Training Programs to be conducted during 2023-24 and draft Annual Calendar of Training Program (COTP) 2023-24. The meeting was chaired by Shri Raj Kumar Agarwal, Pr. Accountant General (A&E), Jharkhand, Ranchi.



(ANNUAL MEETING OF REGIONAL ADVISORY COMMITTEE ON 24TH FEBRUARY 2023)

A power point presentation was made and discussion held simultaneously on the issues listed in the agenda. Some important issues discussed during meeting.

- **Report on the implementation of the training program and utilization of slots**

It has been informed that out of 39 approved general courses, 34 have been conducted and rest 5 will be conducted by the end of March, 2023. Out of 26 approved IT courses, 24 have been conducted. Rest two will be conducted by 31.03.2023.

- **Training for DA Cadre**

It was decided in the last RAC to hold in-house training for DA cadre and RTI was to render support, if required. Now it has been decided that one training program for DA cadre will be held in RTI and the persons trained in the training may be utilized as resource persons for the in-house training.

- **Just in Time Training (JIT)**

RAC has been informed that one JIT program on certification of Finance and Appropriation Accounts has been decided to be included in the COTP and one program will be included for a horizontal audit by user offices, if any.

- **Knowledge Centre Activities**

RAC was informed that six training programs on knowledge centre topics have been planned for 2023-24. Out of this, four (4) will be all India programs while two will be specifically for user offices to meet the demand raised in TNA.

- **Circular No. 201 of Headquarters on TNA**

Detailed discussion was held on this circular in the last RAC. In this RAC also issues contained in the circular such as TNA, Pre-requisites of Courses, Mentoring, In-house Training and Pedagogy were discussed.



- **Approval of Annual Calendar of Training Program 2023-24**

Regional Training Institute, Ranchi placed the Revised Annual Calendar of Training Programme (COTP) 2023-24 before the RAC.

2. ALL INDIA TRAINING COURSES

Two All India Programme on “Audit of e-Procurement” and Two All India programme on “Works Audit” were conducted during 2022-23.

❖ Audit of e-Procurement

Two All India Trainings on the topic audit of e-procurement were conducted in the months of December 2022 and March 2023.

Important topics covered during training were as under:

GFR on Procurement of Goods and Services Group Discussion on Case Study,
Procurement through GEM; Registration and Authorization and creation of
procuring Officers in GEM Authorization of DDO in GEM,
E- Procurement and its applications,
E-Procurement through CPPP,
Process of Procurement in GeM with illustration.

❖ Works Audit

Two All India Training on Works Audit were conducted in the months of September and November 2022.

Study Visit to Patrattu Dam for Interaction was organised for participants.

Important topics covered during training were as under:

Design of Roads, Lane fixation of Road, Traffic Survey, soil Testing, Preparation of DRP
(Road level) Early level Fixation of road level

Administrative Approval and Technical Sanction, Revised Estimation. And Case
discussion

Importance of analysis of rates and Schedule of Rates (SOR) and method of its
preparation.

Points to be seen while preparing the estimate for work. Importance of PWD and PWA
code Points to be seen while preparing the estimate for work. Importance of PWD and
PWA code

Initial records maintained by Public Works Department, Detail of Maintenance of Measurement Book and points to be seen

Concept of Tender and Agreement, F2 Agreement, Standard Bidding Documents (SBD) and Turnkey Project.

Audit of PPP in Infrastructure Projects with emphasis on Road Development Projects

Management of Price Adjustment to Contractor in works as per SBD Contract



3. GENERAL AND IT COURSES

Details of some of the courses conducted

- Audit of Contracts and MOU

Training on Audit of Contracts and MOUs was conducted in May 2022.

Various topics were covered including -

- Pre-requisite earnest money/security deposit, Bank guarantee, Preparation of NIT, Inspection of work, Contract procedures in Government Department and Commercial Undertaking,
- Guidelines of DietY on DMEP Procurement and E-Procurement, Execution and Material Management, General and Special Conditions of Contracts, pre-order tie-up,
- MOUs Issues in Contract management- Contract administration, service delivery management, Performance & effectiveness Review, Closure of contracts.

- MCTP Level - 3

This course was conducted in the months of November/December 2022.

This course covered various topic including -

- Understanding importance and components of Emotional Intelligence, Effective Communication-Communication skills on technical and complicated issues, Constructive engagement with the client Organization,
- Leadership- Types of leadership Characteristics of effective leadership in the context of administrative, audit and accounting functions Ethical aspects of leadership,
- Emotional intelligence in context of leadership roles, Roles of managers and leaders, Power, authority, accountability and delegation of authority,
- Understanding ERP Systems- Advantages and Risks in ERO system implementation Various ERO system,

- Funding three levels of government – Distribution of revenues among Union, States and local bodies Impact of FC recommendations and GST Council decisions were also deliberated upon.

- Workshop on Audit Quality Management Framework

This course was conducted in the month of June 2022.

This course cover the topics such as –

- Provisions of ISSAI 40,
- Leadership and Direction- Core value and Auditing Standards, Strategic Planning, Portfolio and Risk Management,
- Audit Management and relationship with clients- Audit Planning and Execution, Reporting and Follow up Human Resource Management-Staffing,
- Training of audit personnel, capacity building, Code of Ethics, IT tools for Audit Quality Improvement (knowledge of IDEA), Improvement through Internal Audit, Internal Quality Assurance.

- Audit in IT environment

This course was conducted in the month of July 2022.

The course covered various topics including -

- Understanding IT environment - Challenges and opportunities, Importance of controls with specific reference to Application Controls & Introduction to CAATs – IDEA and Excel, Excel as data analytic tool - Features of Excel.
- Conditional formatting: Filter including Advanced filter: Pivot table with Hands on Session, Exporting data from IDEA to other formats, Creating and Printing Reports in IDEA.

- Data Analytics

This course was conducted in the month of August 2022.

The course covered various topics including -

- Descriptive Analytics, Statistical Approaches in Analytics, Central Tendencies (Mean, Median , Mode),

- KNIME: A Broad overview, Build a basic workflow, Statistical Approaches in Analytics, Spread and Shape of Distribution: Range, Skewness, Kurtosis, Standard Deviation, Variance, Interquartile range, Box plots , Exposure to and Application of multivariate Statistical concepts: Correlation;
- Regression Analysis. Exercise/Case study was also done using KNIME:
- Defence Pension Case study: Data import, Manipulating, Data type conversion (Data preparation), Treating Missing values, Statistical Analysis and deriving insights about the dataset, Text Processing and Other features in KNIME:
- Report Generation; Repeatability; Database connectivity; Distribution of workflows; Text Processing in KNIME, Tableau: Data downloading; Database Connectivity; Manipulation; Visualisation, Calculated fields; Filters; Hierarchy.

- Linux

This course was conducted in the month of January 2023.

The course covered various topics including -

- OS, Licensing, KERNEL, RHEL/WINDOWS Manual pages (man, whereis, whatis, mandb), Working with directory: pwd, cd, ls, mkdir, rmdir, working with directory ,
- Local user management Introduction to users, user management, user password, users profile, groups, Pipes and commands,
- I/O redirection, filters, regular expression, Scripting- Scripting introduction, scripting loops, scripting parameters, Shell Variables Shell embedding and options, shell history, File security Standard file permissions, advance file permissions, access control lists, file links.



(DASSAM FALL)

4. हिंदी खंड (कार्यालय वाक्य हिंदी में)

- | | | |
|----|---|---|
| 1 | [refer] Please refer to above letter. | [संदर्भ लें] कृपया उपरोक्त पत्र का संदर्भ लें। |
| 2 | [vacancy] The vacancy has already been filled. | [रिक्त] रिक्त पद पहले ही भरा जा चुका है। |
| 3 | [track] The file movement register may be seen to track the file. | [पता लगाना] फाइल का पता लगाने के लिए फाइल मूवमेंट रजिस्टर देखा जाए। |
| 4 | [leave] Most of the staff is on leave. | [छुट्टी] अधिकतर कर्मचारी छुट्टी पर हैं। |
| 5 | [favourable action] In this regard, a favourable action will be highly appreciated. | [सकारात्मक कार्रवाई] इस संबंध में, सकारात्मक कार्रवाई सराहनीय है। |
| 6 | [fail] The committee has failed to submit its report in time. | [विफल होना] समिति अपनी रिपोर्ट समय पर देने में विफल हुई है। |
| 7 | [update] Important judgment relevant to the department not being updated. | [अद्यतन करना] विभाग से संबंधित महत्वपूर्ण निर्णय को अद्यतन नहीं किया जा रहा है। |
| 8 | [efficiency] The training has increased the efficiency of the workers. | [दक्षता] प्रशिक्षण ने श्रमिकों की दक्षता को बढ़ावा दिया है। |
| 9 | [at the earliest possible] The report may kindly be sent at the earliest possible. | [यथाशीघ्र] कृपया रिपोर्ट यथाशीघ्र भिजवाएं। |
| 10 | [document] The document was duly signed by the officer. | [दस्तावेज़] दस्तावेज़ पर अधिकारी द्वारा विधिवत हस्ताक्षर किए गए थे। |
| 11 | [assistant] The dealing assistant has prepared the note. | [सहायक] संबंधित सहायक ने नोट तैयार कर दिया है। |
| 12 | [day-to-day work] The Government employees should be vigilant in their day-to-day work. | [दैनिक कार्य] सरकारी कर्मचारियों को अपने दैनिक कार्यों में सतर्क रहना चाहिए। |
| 13 | [fix a date] We need to fix a date for the next meeting. | [तारीख तय करना] हमें अगली बैठक की तारीख तय करनी है। |
| 14 | [Data collection] Data collection may be completed in the given time- frame. | [डेटा संग्रह] डेटा संग्रह निर्धारित समय में पूरा किया जाए। |
| 15 | [data analysis] The first phase of data analysis has been completed. | [डेटा विश्लेषण] डेटा विश्लेषण का पहला चरण पूरा हो गया है। |

5. PHOTO GALLERY

ADAI VISIT

Plantation by ADAI

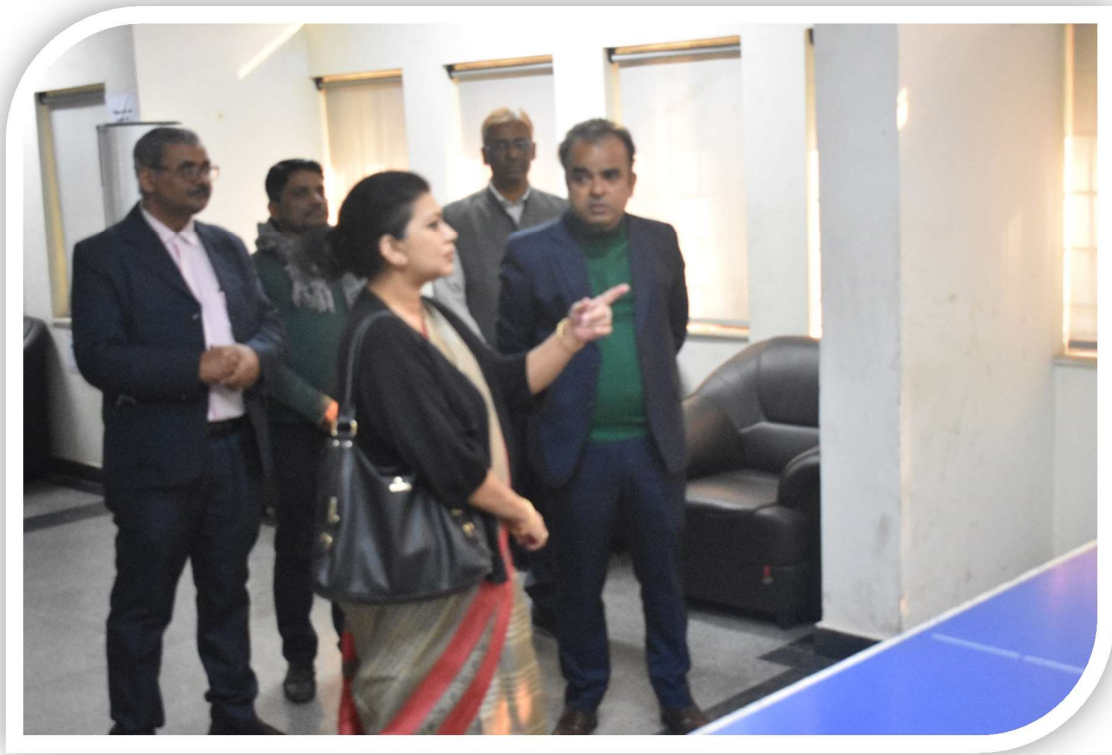


Group Photo



WELCOME
to Office

Briefing



EYE CAMP at RTI, Ranchi



सर्वे भवन्तु सुखिनः सर्वे
सन्तु निरामयाः ।
सर्वे भद्राणि पश्यन्तु मा
कश्चिद् दुःखभाग्भवेत् ॥

6. Expanding faculty Base

In order to improve the training quality we have been continuously striving to arrange the best faculties available to impart training.

Some of the eminent faculties delivered lectures to the participants are from well-known institutes such as IIM- Ranchi, MTI SAIL Ranchi, Amity University- Jharkhand, NIC-Ranchi etc.

7. RTI RANCHI overview

- ✚ The Regional Training Institute, Ranchi was established in 1982 and was earlier located in the Office Complex of Principal Accountant General (A&E), Bihar at Ranchi.
- ✚ From September, 1996 it started functioning from a newly constructed double storied building of its own.
- ✚ At present it is one of the ten Regional Training Institutes of Indian Audit & Accounts Department (IA&AD).
- ✚ This RTI caters to the training need of 17 offices of IA&AD situated in Bihar, Jharkhand and Odisha.
- ✚ This Institute has been identified as a knowledge centre for “Public Works Audit” and “Public Procurement”.
- ✚ This Institute organises all India training programmes on Knowledge centre topics in addition to General and IT related courses for 17 user offices.
- ✚ A Regional Advisory Committee (RAC) notified by the Comptroller and Auditor General of India advises the Institute in deciding the Annual Training calendar and other administrative issues.

- ✚ The RAC meets twice in a Calendar Year to provide valuable suggestion and feedback which is chaired by senior-most IA&AS officer.
- ✚ This institute is headed by a Principal Director (Sr. Administrative Grade)/Director General who is assisted by a team of Core Faculties and Administrative staff and officers.



8. Innovation & Initiative in the Field of Training

It is important to make the training an interesting and entertaining exercise to keep the trainees constructively engaged. Training Division has been continuously guiding the RTIs/RTCs in this direction. Various training methodologies have been prescribed such as group discussion, discussion on case studies, social visits, study tours, role plays etc. Training Division has further widened the scope by introduction of a host of other activities such as movie night, sports competition, DJ night, cultural activities etc. through 'DRAAOs Induction Training Hand Books' issued in six volumes.

To make the training an interesting exercise, RTI, Ranchi has made it mandatory to include group discussion and discussion of a case study in all the General Courses. Social visit to some noted tourist location have also been arranged for various courses.

During the induction course of DRAAO of CGLE 2018 batch some new innovations in the field of extra-curricular activities were introduced. For the first time in RTI, Ranchi a cuisine completion was organized. The Officers Trainees were divided into various groups and these groups prepared various dishes which were evaluated after preparation. This has been in a more formal way this year during the induction training of 2019 & 2020 batches. This time a jury was constituted which evaluated the dishes and allotted marks on the basis of which winner and runners were declared.



On the occasion of Independence Day of 2022, a cultural skit was performed by the DRAAOs of CGLE 2018 batch.

In the field of extra-curricular activity also, dividing the DRAAOs in various groups they were assigned the task of giving detailed presentation on various topics of Finance Accounts and Notes to Accounts before the Principal Director. They prepared the presentation in the mentorship of faculty members of the Institute.

As a new initiative, some sessions on soft were organised in the premises of IIM, Ranchi which was a thrilling experience for the Officers Trainees.



9.

“डिजिटल ने दिया मोबाइल का उपहार”

सबको ही है मोबाइल की दरकार |
बच्चे, वृद्धा, युवा सब मोबाइल मय हुए |
पुराने रिश्ते भूल गए नए रिश्ते गढ़ रहे |
नित नए-नए मित्र मोबाइल से बनते
ज्ञान-विज्ञान के मेले इसमे लगते |
नए-नए व्यंजनों की कक्षा लगती |
बागवानी की नई तकनीक होती |
कोरोना काल मे यह बना वरदान
मिला सबको शिक्षा का उपहार |
मौन रहकर हमारे सब कार्य करता |
तनहाई मे हमारा वह साथी बनता |
गुणों के साथ अवगुण भी है इसमे |
अच्छाई के साथ बुराई भी है इसमे |
मोबाइल मे ही सब लोग व्यस्त रहते |
विभिन्न बीमारियों से वे ग्रस्त रहते |
बचपन के अच्छे दिन सब भूल गए |
प्यारी-प्यारी मस्तीया याद न आए |
रिस्ते नाते भूल इसमे मन लगते |
शादी मे न जाने की जुगत लगते |
चिठी-पत्री लिखना-पढ़ना हम भूले |
होढ़ मे इसके संगी-साथी सब छूटे |

Whatsaap- Facebook से हमारा नाता जुड़ गया

इसमे बचपन सबका ही गुम हो गया |

आशीष रंजन

PA to PD

RTI, Ranchi



Hostel Building, RTI Ranchi

