



# Regional Training Centre, Delhi

## Annual Calendar of Training Programs for the Year 2022-23

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## INTRODUCTION

Regional Training Centre, Delhi was established in 1997 and is catering to the training needs of 16 Delhi based IA&AD offices). Currently the RTC is functioning under the administrative control of Director General of Audit, Central Receipt. Regional Advisory Committee, comprising of Heads of Department of all the user offices of RTC direct its activities and decides about courses to be conducted in RTC. RTC is headed by officer-in-charge who also hold regular charge of CRA/GST/ITA. The Centre is located in the office complex of the Director General of Audit, Central Receipt, AGCR building, I.P. Estate, New Delhi. At present, five officers (two General and one EDP faculty members, one AAO administration, one AAO (OIOS)) and five supporting staff are deputed in the RTC.

### **Training methodology**

All the General and Information Technology courses of RTC are coordinated and conducted by regular faculties of RTC. The respective faculty member design and develop course module, handle a few topics of the course and invite/arrange the expert guest faculties on the other topics from either within the department or from outside. The Regional Advisory Committee of the RTC has time and again stressed on making the courses more interactive and participative to give participants in-depth knowledge on the subject. Accordingly, faculty members having working experience in various fields are engaged and, wherever possible, case studies are included in the General courses. For Information Technology courses, the maximum emphasis is on hands-on practice exercises to provide participants actual working experience on various topics.

## **Annual calendar of training programs for the year 2022-23**

The training calendar for the year 2022-23 has been prepared on the basis of decisions taken in the meeting of the Regional Advisory Committee held on 03.03.2022. A total, 12 General and 10 Information Technology courses have been included in the course calendar. The office-wise slots for each course are shown in the detailed calendar.

## **Composition of Regional Advisory Committee of Regional Training Centre, Delhi**

1. Director General of Audit (Central Receipt), New Delhi
2. Director General of Audit (Home, Education & Skill Development), New Delhi
3. Director General of Audit (Defence Services), New Delhi
4. Director General of Audit (Finance & Communication), New Delhi
5. Director General of Audit (Environment & Scientific Department), New Delhi
6. Director General of Audit (Northern Railways), New Delhi
7. Principal Accountant General (Audit), Delhi, New Delhi
8. Director General of Audit (Air Force), New Delhi
9. Director General of Audit (Industry & Corporate Affairs), New Delhi
10. Director General of Audit (Energy), New Delhi
11. Director General of Audit (Infrastructure), New Delhi
12. Director General of Audit (Agriculture, Food & Water Resources), New Delhi
13. Director General of Audit (Health, Welfare & Rural Development), New Delhi
14. Director General (Hqrs), O/o Comptroller and Auditor General of India, New Delhi
15. Director General(Training), O/o Comptroller and Auditor General of India, New Delhi
16. Director General of Audit (Navy), New Delhi
17. Principal Director of Audit (Railway Commercial), New Delhi

### **List of user offices linked to Regional Training Centre, Delhi**

1. O/o Director General of Audit (Central Receipt), New Delhi
2. O/o Director General of Audit (Home, Education & Skill Development), New Delhi
3. O/o Director General of Audit (Defence Services), New Delhi
4. O/o Director General of Audit (Finance & Communication), New Delhi
5. O/o Director General of Audit (Environment & Scientific Department), New Delhi
6. O/o Director General of Audit (Northern Railways), New Delhi
7. O/o Principal Accountant General (Audit), Delhi, New Delhi
8. O/o Director General of Audit (Air Force), New Delhi
9. O/o Director General of Audit (Industry & Corporate Affairs), New Delhi
10. O/o Director General of Audit (Energy), New Delhi
11. O/o Director General of Audit (Infrastructure), New Delhi
12. O/o Director General of Audit (Agriculture, Food & Water Resources), New Delhi
13. O/o Director General of Audit (Health, Welfare & Rural Development), New Delhi
14. O/o Comptroller and Auditor General of India, New Delhi
15. O/o Director General of Audit (Navy), New Delhi
16. O/o Principal Director of Audit (Railway Commercial)

Note: - RTC, Delhi caters to the training needs of Delhi based IA & AD offices



## Knowledge Centre



Regional Training Centre, Delhi has been designated as Knowledge Centre for “Fundamentals of Public Debt Management & Expenditure Management” in 2015 and 2019. Acting as Knowledge Centre, RTC is required to build reservoir of knowledge and data in these areas. It is also required to develop/modify the courseware for onward distribution to various RTI/RTCs and user offices under its jurisdiction. Moreover, activities like organizing trainings/workshops/seminars and publishing newsletters/discussion paper/ case paper on the designated area are also required to be undertaken.

RTC, Delhi prepared five days STM on Fundamentals of public debt management and expenditure management and forwarded to HQ on 5/3/2020. HQ office after getting the STM peer reviewed uploaded the same on SAI Training portal in August 2021 and informed all the RTIs./RTCs/NAAA that the STM on "Fundamentals of Public debt management and expenditure management" may be used for training purposes. RTC, Delhi in 2021-22 organized a two days' calendar course in January 2022 on Public Debt Management. The topic was also included in Phase-II Induction Training of direct recruit AAOs of SSC CGLE 2017 Batch. This topic has also been included by the Hqrs. Office in the module of MCTP Level 4.

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# **Courses at a glance**

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## Abstract of Training Programmes

Sl. No	Course Name	No. of Courses	Course Duration (in days)	No. of Slots
<b>General</b>				
1	Audit of Finance and Appropriation accounts	1	5	31
2	Ethics and Values, Gender sensitization, teambuilding and motivation	1	3	16
3	Noting and Drafting & record maintenance	2	2	45
4	ISSAI Guidelines on Compliance Audit with introduction to Theme based audit	1	2	18
5	Right to Information Act	1	2	24
6	Audit methodologies, Analysis of audit evidence and presentation of audit findings in IR	2	5	38
7	International Standards of Supreme Audit Institutions (ISSAI)	1	2	16
8	Certification and transaction audit of Autonomous bodies	1	5	16
9	Audit of Contract, Purchase agreement and Works Audit	1	5	21
10	Audit Planning and Implementation	1	3	24
<b>Total</b>		<b>12</b>	<b>34</b>	<b>249</b>
<b>Information Technology(IT)</b>				
1	Data analytics using TABLEAU	1	3	18
2	MS-Word advanced	1	5	30
3	Audit in IT Environment	1	5	25
4	Budgetary process in the government, usage of IBEMS in IA&AD and integration with PFMS including important features of E-Lekha	2	3	54

5	Interactive Data Extraction and Analysis (IDEA)	1	5	23
6	Database concepts, system concepts and Introduction to applications on DBMS	1	5	17
7	MS-Excel with advanced data analysis features	2	5	44
	<b>Total</b>	<b>9</b>	<b>31</b>	<b>211</b>
<b>Grand Total</b>		<b>21</b>	<b>65</b>	<b>460</b>

## **General and IT Course at a glance**

Sl. No	Course Name	No. of Slots	Start Date	End Date
<b>General</b>				
1	Audit of Finance and Appropriation accounts <i>4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday (5 day course)</i>	31	18-Apr-22	22-Apr-22
2	Ethics and Values, Gender sensitization, team building and motivation <i>4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday (3 day course)</i>	16	04-May-22	06-May-22
3	Noting and Drafting, record maintainance & E-Office <i>4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday (2 day course)</i>	24	21-Jun-22	22-Jun-22
4	ISSAI Guidelines on Compliance Audit with introduction to Theme based audit <i>4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday (2 day course)</i>	18	14-Jul-22	15-Jul-22
5	Right to Information Act <i>4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday (2 day course)</i>	24	28-Jul-22	29-Jul-22
6	Noting and Drafting, record maintainance & E-Office <i>4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday (2 day course)</i>	21	16-Aug-22	17-Aug-22
7	Audit methodologies, Analysis of audit evidence and presentation of audit findings in IR <i>4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday (5 day course)</i>	20	22-Aug-22	26-Aug-22
8	International Standards of Supreme Audit Institutions (ISSAI) <i>4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday (2 day course)</i>	16	21-Dec-22	22-Dec-22
9	Certification and transaction audit of Autonomous bodies <i>4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday (5 day course)</i>	16	02-Jan-23	06-Jan-23
10	Audit of Contract, Purchase agreement and Works Audit <i>4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday (5 day course)</i>	21	16-Jan-23	20-Jan-23
11	Audit methodologies, Analysis of audit evidence and presentation of audit findings in IR <i>4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday (5 day course)</i>	18	06-Feb-23	10-Feb-23
12	Audit Planning and Implementation <i>4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday (3 day course)</i>	24	01-Mar-23	03-Mar-23
<b>Slots for General courses</b>		<b>249</b>		
<b>Information Technology(IT)</b>				
1	Data Analytics using TABLEAU <i>4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday (3 day course)</i>	18	11-Apr-22	13-Apr-22
2	MS-word advanced <i>4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday (5 day course)</i>	30	09-May-22	13-May-22

Sl. No	Course Name	No. of Slots	Start Date	End Date
3	Audit in IT Environment <i>4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday (5 day course)</i>	25	13-Jun-22	17-Jun-22
4	Budgetary process in the government, usage of iBEMS in IA&AD and integration with PFMS including important features of E-Lekha data software <i>4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday (3 day course)</i>	28	04-Jul-22	06-Jul-22
5	MS-Excel with advance data analysis features <i>4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday (5 day course)</i>	22	01-Aug-22	05-Aug-22
6	Interactive Data Extraction and Analysis (IDEA) <i>4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday (5 day course)</i>	23	26-Dec-22	30-Dec-22
7	Database concepts, system concepts and Introduction to application of DBMS <i>4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday (5 day course)</i>	17	09-Jan-23	13-Jan-23
8	MS-Excel with advance data analysis features <i>4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday (5 day course)</i>	22	13-Feb-23	17-Feb-23
9	Budgetary process in the government, usage of iBEMS in IA&AD and integration with PFMS including important features of E-Lekha data software <i>4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday (3 day course)</i>	26	13-Mar-23	15-Mar-23
<b>Slots for Information Technology(IT) courses</b>		<b>211</b>		
<b>Total Number of slots</b>		<b>460</b>		



**General and IT courses for the  
year 2022-23**

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## General Training Calendar for 2022-23

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
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### April, 22

1	Audit of Finance and Appropriation accounts <i>(5 Day Course @ 4 Sessions Per Day)</i>	18-04-2022	22-04-2022		
		<i>10:00 am to 04:45 pm</i>			
				DGA (AF & WR)	1
				DGA (E & SD)	3
				DGA (Energy)	1
				DGA (F & C)	5
				DGA (HE & SD)	5
				DGA (HW & RD)	1
				DGA (I & CA)	3
				DGA (Infra)	9
				DGA(AF)	1
				DGA(CR)	1
				PAG(A) Delhi	1
				<b>Total Slots</b>	<b>31</b>

### May, 22

2	Ethics and Values, Gender sensitization, team building and motivation <i>(3 Day Course @ 4 Sessions Per Day)</i>	04-05-2022	06-05-2022		
		<i>10:00 am to 04:45 pm</i>			
				DGA (E & SD)	3
				DGA (HE & SD)	2
				DGA (HW & RD)	1
				DGA (NAVY)	2
				DGA(CR)	4
				DGA(DS)	2
				DGA(NR)	1
				PAG(A) Delhi	1
				<b>Total Slots</b>	<b>16</b>

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
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**June, 22**

3	Noting and Drafting, record maintenance & E-Office (2 Day Course @ 4 Sessions Per Day)	21-06-2022	22-06-2022	10:00 am to 04:45 pm	
				DGA (F & C)	4
				DGA (HE & SD)	5
				DGA (HW & RD)	1
				DGA (I & CA)	3
				DGA (NAVY)	2
				DGA(DS)	6
				DGA(NR)	1
				PDA (Rly Comm)	2
				<b>Total Slots</b>	<b>24</b>

**July, 22**

4	ISSAI Guidelines on Compliance Audit with introduction to Theme based audit (2 Day Course @ 4 Sessions Per Day)	14-07-2022	15-07-2022	10:00 am to 04:45 pm	
				DGA (Energy)	3
				DGA (F & C)	3
				DGA (HE & SD)	2
				DGA (HW & RD)	1
				DGA (Infra)	1
				DGA(AF)	1
				DGA(CR)	3
				DGA(NR)	2
				PAG(A) Delhi	1
				PDA (Rly Comm)	1
				<b>Total Slots</b>	<b>18</b>

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots						
5	Right to Information Act (2 Day Course @ 4 Sessions Per Day)	28-07-2022	29-07-2022	10:00 am to 04:45 pm	C & AG	1					
					DGA (E & SD)	6					
					DGA (F & C)	3					
					DGA (HE & SD)	3					
					DGA (HW & RD)	1					
					DGA (I & CA)	2					
					DGA (NAVY)	2					
					DGA(CR)	4					
					DGA(DS)	2					
					<b>Total Slots</b>	<b>24</b>					
<b>August, 22</b>											
6	Noting and Drafting, record maintenance & E-Office (2 Day Course @ 4 Sessions Per Day)	16-08-2022	17-08-2022	10:00 am to 04:45 pm	C & AG	2					
					DGA (E & SD)	3					
					DGA (Energy)	2					
					DGA (F & C)	4					
					DGA (HE & SD)	5					
					DGA(AF)	1					
					DGA(CR)	4					
					<b>Total Slots</b>	<b>21</b>					
					7	Audit methodologies, Analysis of audit evidence and presentation of audit findings in IR (5 Day Course @ 4 Sessions Per Day)	22-08-2022	26-08-2022	10:00 am to 04:45 pm	DGA (HE & SD)	3
										DGA (I & CA)	3
DGA (NAVY)	2										
DGA(CR)	6										
DGA(DS)	4										
DGA(NR)	1										
PAG(A) Delhi	1										
<b>Total Slots</b>	<b>20</b>										

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
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**December, 22**

8	International Standards of Supreme Audit Institutions (ISSAI) <i>(2 Day Course @ 4 Sessions Per Day )</i>	21-12-2022	22-12-2022		
		<b>10:00 am to 04:45 pm</b>			
				C & AG	1
				DGA (Energy)	2
				DGA (F & C)	3
				DGA (HE & SD)	2
				DGA (Infra)	1
				DGA (NAVY)	1
				DGA(CR)	5
				DGA(DS)	1
				<b>Total Slots</b>	<b>16</b>

**January, 23**

9	Certification and transaction audit of Autonomous bodies <i>(5 Day Course @ 4 Sessions Per Day )</i>	02-01-2023	06-01-2023		
		<b>10:00 am to 04:45 pm</b>			
				DGA (E & SD)	1
				DGA (Energy)	1
				DGA (F & C)	5
				DGA (HE & SD)	2
				DGA (HW & RD)	1
				DGA (I & CA)	3
				DGA (Infra)	1
				DGA(AF)	1
				DGA(CR)	1
				<b>Total Slots</b>	<b>16</b>

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
10	Audit of Contract, Purchase agreement and Works Audit (5 Day Course @ 4 Sessions Per Day )	16-01-2023	20-01-2023		
		<b>10:00 am to 04:45 pm</b>			
				DGA (E & SD)	3
				DGA (Energy)	2
				DGA (F & C)	3
				DGA (HE & SD)	4
				DGA (I & CA)	3
				DGA (Infra)	1
				DGA(AF)	1
				PAG(A) Delhi	3
				PDA (Rly Comm)	1
				<b>Total Slots</b>	<b>21</b>

**February, 23**

11	Audit methodologies, Analysis of audit evidence and presentation of audit findings in IR (5 Day Course @ 4 Sessions Per Day )	06-02-2023	10-02-2023		
		<b>10:00 am to 04:45 pm</b>			
				DGA (Energy)	1
				DGA (F & C)	3
				DGA (HE & SD)	3
				DGA (I & CA)	3
				DGA (Infra)	1
				DGA(CR)	6
				PDA (Rly Comm)	1
				<b>Total Slots</b>	<b>18</b>

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
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**March, 23**

12	Audit Planning and Implementation (3 Day Course @ 4 Sessions Per Day)	01-03-2023	03-03-2023		
		10:00 am to 04:45 pm			
				DGA (E & SD)	1
				DGA (F & C)	3
				DGA (HE & SD)	5
				DGA (I & CA)	3
				DGA (NAVY)	2
				DGA(CR)	2
				DGA(DS)	4
				DGA(NR)	1
				PAG(A) Delhi	1
				PDA (Rly Comm)	2
				<b>Total Slots</b>	<b>24</b>
				<b>Grand Total Slots</b>	<b>249</b>



## IT Training Calendar for 2022-23

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
<b>April, 22</b>					
1	Data Analytics using TABLEAU <i>(3 Day Course @ 4 Sessions Per Day)</i>	11-04-2022	13-04-2022	<b>10:00 am to 04:45 pm</b>	
				DGA (Energy)	3
				DGA (F & C)	5
				DGA (HE & SD)	2
				DGA (HW & RD)	1
				DGA (I & CA)	3
				DGA(CR)	2
				DGA(NR)	1
				PDA (Rly Comm)	1
				<b>Total Slots</b>	<b>18</b>
<b>May, 22</b>					
2	MS-word advanced <i>(5 Day Course @ 4 Sessions Per Day)</i>	09-05-2022	13-05-2022	<b>10:00 am to 04:45 pm</b>	
				C & AG	2
				DGA (E & SD)	2
				DGA (F & C)	3
				DGA (HE & SD)	6
				DGA (HW & RD)	1
				DGA (NAVY)	2
				DGA(AF)	1
				DGA(CR)	8
				DGA(DS)	3
				PAG(A) Delhi	1
				PDA (Rly Comm)	1
				<b>Total Slots</b>	<b>30</b>

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
<b>June, 22</b>					
3	Audit in IT Environment (5 Day Course @ 4 Sessions Per Day)	13-06-2022	17-06-2022	<b>10:00 am to 04:45 pm</b>	
				DGA (AF & WR)	2
				DGA (E & SD)	1
				DGA (Energy)	1
				DGA (F & C)	3
				DGA (HE & SD)	2
				DGA (HW & RD)	1
				DGA (I & CA)	3
				DGA (Infra)	1
				DGA (NAVY)	1
				DGA(CR)	8
				DGA(DS)	2
				<b>Total Slots</b>	<b>25</b>
<b>July, 22</b>					
4	Budgetary process in the government, usage of iBEMS in IA&AD and integration with PFMS including important features of E-Lekha data software (3 Day Course @ 4 Sessions Per Day)	04-07-2022	06-07-2022	<b>10:00 am to 04:45 pm</b>	
				DGA (E & SD)	9
				DGA (F & C)	6
				DGA (HE & SD)	6
				DGA(AF)	1
				DGA(CR)	4
				DGA(DS)	2
				<b>Total Slots</b>	<b>28</b>
<b>August, 22</b>					
5	MS-Excel with advance data analysis features (5 Day Course @ 4 Sessions Per Day)	01-08-2022	05-08-2022	<b>10:00 am to 04:45 pm</b>	
				DGA (E & SD)	7
				DGA (Infra)	2
				DGA (NAVY)	2
				DGA(CR)	5
				DGA(DS)	4
				PDA (Rly Comm)	2
				<b>Total Slots</b>	<b>22</b>

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
<b>December, 22</b>					
6	Interactive Data Extraction and Analysis (IDEA) (5 Day Course @ 4 Sessions Per Day)	26-12-2022	30-12-2022		
		<b>10:00 am to 04:45 pm</b>			
				C & AG	1
				DGA (Energy)	3
				DGA (F & C)	5
				DGA (HE & SD)	2
				DGA (HW & RD)	1
				DGA (Infra)	2
				DGA (NAVY)	1
				DGA(AF)	3
				DGA(DS)	2
				PAG(A) Delhi	3
				<b>Total Slots</b>	<b>23</b>
<b>January, 23</b>					
7	Database concepts, system concepts and Introduction to application of DBMS (5 Day Course @ 4 Sessions Per Day)	09-01-2023	13-01-2023		
		<b>10:00 am to 04:45 pm</b>			
				DGA (F & C)	5
				DGA (HE & SD)	3
				DGA (Infra)	1
				DGA (NAVY)	1
				DGA(CR)	6
				DGA(DS)	1
				<b>Total Slots</b>	<b>17</b>
<b>February, 23</b>					
8	MS-Excel with advance data analysis features (5 Day Course @ 4 Sessions Per Day)	13-02-2023	17-02-2023		
		<b>10:00 am to 04:45 pm</b>			
				C & AG	2
				DGA (Energy)	3
				DGA (F & C)	3
				DGA (HE & SD)	5
				DGA(CR)	6
				DGA(NR)	1
				PAG(A) Delhi	2
				<b>Total Slots</b>	<b>22</b>

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
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**March, 23**

9 Budgetary process in the government, usage of iBEMS in IA&AD and integration with PFMS including important features of E-Lekha data software

13-03-2023 15-03-2023

*(3 Day Course @ 4 Sessions Per Day )*

**10:00 am to 04:45 pm**

DGA (E & SD)	9
DGA (Energy)	2
DGA (F & C)	7
DGA (HW & RD)	4
DGA (Infra)	1
DGA (NAVY)	2
PDA (Rly Comm)	1
<b>Total Slots</b>	<b>26</b>
<b>Grand Total Slots</b>	<b>211</b>

# Course contents

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## Course contents – General courses

Sl. No.	Course	Objective and target audience	Contents
1.	Audit of Finance and Appropriation accounts	<p>Familiarizing audit personnel With the process of preparation and audit of Finance and Appropriation Accounts of the Union Government.</p> <p><b>Target audience:-</b> All cadres</p>	<p>Introduction to Finance and Appropriation Accounts.</p> <p>Role of audit in relation to auditing them.</p> <p>Budget Preparation of Union Government and constitutional provision.</p> <p>Important provisions in GFR, DFPR, Government Accounting Rules, Civil Accounts Manual, etc. relating to Finance &amp; Appropriation Accounts.</p> <p>How to conduct audit of Finance accounts and its various statements with the initial accounts Maintained by the accounting unit.</p> <p>Audit checks applied on various stages/condensed accounts of the Appropriation A/c prescribed in MSO Audit, Sectional Manual, CAGs supplementary instructions, Guidelines on NS/NIS, etc.</p> <p>Detailed examination of some selected Grants.</p> <p>Communicating audit findings to the audited unit and including the same in the Audit Report.</p> <p>Follow up processes on the audit findings included in the report.</p>
2.	Right to Information Act	<p>Familiarizing personnel to the importance of RTI Act and the rights of the citizen. Responsibilities of government and government officials towards the provisions of RTI Act</p> <p><b>Target audience:-</b> All cadres</p>	<p>Background of the legislation. Objectives, extent of application and commencement of the Act.</p> <p>Roles &amp; responsibilities of Public Authorities, CPIOs, ACPIOs.</p> <p>Role and responsibilities of 1<sup>st</sup> Appellate Authority, Central Information Commission Appeal, Penalties, Compensation, Exemption/ Exclusion under the Act</p> <p>Discussion of important judgments under the Act.</p>

3.	ISSAI guidelines on Compliance audit with introduction to Theme based Audit	To acquaint audit personnel with the concept of compliance and theme based audit and processes followed therein.  <b>Target audience:-</b> All cadres	Introduction Compliance audit and Theme Based Audit. General principles of compliance and theme based audit. Preparing the audit plan for compliance and audit. Identifying the theme based on risk parameter. Conducting the audit and implementing the audit plan. Collecting the audit evidence and analyzing the same keeping in view the materiality. Communicating the audit findings through inspection reports and audit reports. Follow up of audit findings. Case study discussion.
4.	International Standards of Supreme Audit Institutions (ISSAI)	Familiarizing audit personnel with the organization of INTOSAI, objectives of its creation, membership, standards issued by the organization and its adaptation by the members.  <b>Target audience:-</b> All cadres	Requirement for creation of INTOSAI, Objectives, Goals, Statutes, Membership, Functioning, its Organs, Regional Chapters of the organization, Relation with UN. Discussing the ISSAI Framework issued by the INTOSAI from Level I to Level IV and Framework for Guidance of Good Governance. Future Roadmap - INTOSAI Framework of Professional Pronouncement (IFPP)
5.	Audit methodologies, Analysis of audit evidence and presentation of audit findings in IR	To familiarize audit personnel with the processes of audit methodologies adopted in all types of audit assignments, and communication of audit findings.  <b>Target audience:-</b> All cadres	Introduction to Audit Mandate, Strategic and Perspective Plan of IAAD and Auditing Standards issued to fulfil the mandate Preparing annual audit plan by taking into account the risk dimensions. Preparing individual audit plan for different types of audit and its implementation. Use of sampling techniques and evaluation of internal control as a part of audit processes. Gathering audit evidence and analyzing them taking into aspect the materiality. Discussing methods of gathering evidence. Communication of audit findings through inspection reports and audit reports. Discussion of interesting case studies/reports on financial/ compliance and performance audits.



6.	Certification and transaction audit of Autonomous Bodies	To acquaint audit personnel Regarding mandate for audit of ABs, Guidelines/manuals relevant for audit of ABs and audit checklist for certification of accounts of ABs.  <b>Target audience:-</b> All cadres	Mandate for audit of ABs and Corporations Established by an Act of Legislature. Provisions contained in MSO (Audit) and Manuals of ABs for certification of accounts. Accounting Standards applicable and format of accounts. Discussion on checklist prescribed in Manuals for examining various line items in the Balance Sheet, Income & Expenditure Account and Receipt and Payments Account. Audit of World Bank/EAP Projects. Leveraging information technology in certification of accounts. Compliance and Propriety audit of financial transactions. Preparation of SARs and its timelines for submission to the legislature. Follow up of audit findings included in the SARs.
7.	Audit of Contract, Purchase agreement and Works Audit	To acquaint audit personnel with the practices and procedures adopted during the audit of Contract, Purchase agreement and Works Audit  <b>Target audience:-</b> All cadres	Overview of Audit of procurements, contract and Works Basic element of Indian Contract Act, audit of Contract, breach of contract conditions. Stages of preparation of estimates and their verification in audit. Studying basic, detailed and structural designs/drawings, and deviations from approved designs Evaluating tendering documents, processes, eligibility criteria, etc. Studying negotiations made with the supplier, observance of CVC guidelines. Audit of works accounts - Measurement books, bills, works abstract, ledgers accounts. Contract management, Inventory Management Case studies on procurement/works
8.	Noting and Drafting	To familiarize participants with the office procedure, handling of dak/receipts and their disposals.  <b>Target audience:-</b> All cadres	Introduction to Office Procedure Manual, regularly used terminologies in office Receipt of dak, diarisation of dak/receipt, marking to dealing hand Filing system, maintenance, docketing, referencing in file Disposal of dak/receipt through noting and drafting Effective use of words while writing notes and drafts Practical sessions on noting and drafting skills

9.	Audit Planning and Implementation	<p>To familiarize participants with the process of audit planning and implementation thereof</p> <p><b>Target audience:-</b> Sr.AO/AO/AAO</p>	<p>Introduction to Strategic and Perspective Plan of IAAD  Preparation of and Auditing Standards issued to fulfil the mandate  Preparation of Strategic Audit Plan, Functional Audit Plan and Annual Audit plan.  Sampling techniques adopted in audit planning.  Classification of units to be audited on the basis of risk parameters  Processes adopted in planning audit of individual unit, programme, scheme.  Understanding the audit entity and Evaluation of internal control  Implementation of audit plan at the field level by collecting evidence, analyzing evidence based on materiality, documentation  Communication of audit findings through inspection report/audit report</p>
10.	Ethics and Values, Gender Sensitization, team building and motivation	<p>To familiarize participants with the provisions contained in Conduct Rules, Code of ethics of IA&amp;AD, ethical requirements, sensitivities towards gender issues. Advantages of working in a team.</p> <p><b>Target audience:-</b> All cadres</p>	<p>Meaning of Ethics and Values  Requirement of ethical and responsible behavior in governance as prescribed in Conduct Rules  Ethics in governance  - Traditional and contemporary approaches  IA&amp;AD code of ethics &amp; Role of SAIs, Role of its personnel  Gender awareness and societal view about gender issues  Prevention of harassment of women at the workplace  Advantages of working in a team  How to build/select a Team and motivate its members to achieve the common goal</p>

## Course contents – Information Technology Courses

Sl. No.	Course	Objective and target audience	Contents
1.	MS-Excel	<p>To familiarize participants with</p> <ul style="list-style-type: none"> <li>•Basic features of MS-Excel</li> <li>•Preparing formula and using functions for calculation work</li> <li>•Data sorting and filters, charting</li> <li>•Pivot tables and charts</li> </ul> <p><b>Target audience:-</b> Anyone who wish to learn calculations/data analysis using this application</p>	<p>Getting acquainted with MS Excel work</p> <p>Entering data into worksheet</p> <p>Preparing Formulas &amp; Formatting</p> <p>Preparing charts and Graphs</p> <p>Sorting, Data filter and Pivot tables</p>
2.	Database concepts, system concepts and Introduction to application on DBMS	<p>To acquaint participants with</p> <ul style="list-style-type: none"> <li>•Database basics, database concepts</li> <li>•Introduction to DBMS applications – MS-Access, Oracle, MySQL etc.</li> <li>•Writing queries, designing forms, reports etc</li> </ul> <p><b>Target audience:-</b> Persons who are familiar with basic computer applications and wish to learn data management and analysis</p>	<p>Database basics, Concept of RDBMS and Overview of MS-Access</p> <p>Creating database, concept of find/replace, filter</p> <p>Writing complex &amp; Designing Simple Queries</p> <p>Designing Report</p> <p>Designing Forms</p> <p>Creating Switchboards and finalization of application</p> <p>Introduction to other DBMS like Oracle/MySQL</p> <p>Writing queries using SQL</p>
3.	MS-Word Advanced	<p>To acquaint participants with</p> <ul style="list-style-type: none"> <li>• Basic features of MS-Word</li> <li>•Preparing note and draft</li> <li>•Using mail-merge</li> <li>•Other advanced features like styles, track changes, tables, themes etc.</li> </ul> <p><b>Target audience:-</b> Anyone who wish to learn preparing drafts/notes using computers</p>	<p>Using and Creating Style sheet</p> <p>References – Table of contents</p> <p>Inserting and formatting</p> <p>Using Mail-Merge and understanding MS Word Themes.</p> <p>Various Word options for customizing.</p> <p>Advanced Features of Table Formatting and data conversion</p>
4.	Interactive Data Extraction and Analysis (IDEA)	<p>To familiarize participants with</p> <ul style="list-style-type: none"> <li>•Features of IDEA and its use</li> <li>•Importing various types of files</li> <li>•Data analysis using extraction and other features</li> <li>•Sampling</li> </ul> <p><b>Target audience:-</b> The persons who performs data analysis in field audit</p>	<p>Introduction to IDEA</p> <p>Importing various types of data</p> <p>Data extraction</p> <p>Grouping, indices and Summarization of data using different tools</p> <p>Analysis of data using various tools and functions</p> <p>Joining two data files and appending data in the existing file Sampling (Systematic, Random, Stratified and MUS)</p>

5.	Audit in IT Environment	<p>To familiarize participants with</p> <ul style="list-style-type: none"> <li>•Controls</li> <li>•Phases of system development</li> <li>•Risk assessment</li> <li>•Various tools for Data analysis like MS-Excel, IDEA, TABLEAU etc.</li> </ul> <p><b>Target audience:-</b> The persons who performs IT Audit, data analysis in field audit</p>	<p>IT Audit awareness  General controls &amp; Application controls  Network communication basics and Security controls  MS - Access Fundamentals  SQL Queries  Computer Assisted Audit Techniques  Importing various type of data in IDEA</p>
6.	Data Analytics using TABLEAU	<p>To familiarize participants with TABLEAU as a tool for Data analysis</p> <p><b>Target audience:-</b> The persons who performs data analysis</p>	<p>Introduction to Tableau Software  Data import into Tableau  Understanding dimensions and values  Understanding data labels  Working with charts  Tableau Dashboard</p>
7.	Budgetary process in Government, usage of iBEMS in IA&AD and its integration with PFMS including important features of E-Lekha software.	<p>To familiarize participants with</p> <ul style="list-style-type: none"> <li>•Budgeting process with fund flow in government</li> <li>•iBEMS</li> <li>•PFMS – EIS, PAO, pension, bhavishya module</li> <li>•integration of iBEMS with PFMS</li> <li>•Different modules of PFMS like EAT, EIS, PAO, Bhavishya</li> <li>•Reporting and data management in E-Lekha</li> </ul> <p><b>Target audience:-</b> DDO/PAO and their staff (from data entry point of view)</p>	<p>Budgeting process with fund flow in Government  Preparation of budget of office and its reconciliation  iBEMS software – its usage and functions  integration of iBEMS with PFMS  Brief history, background and Mandate of PFMS.  Various Modules under PFMS  Fund Flow Monitoring under PFMS  Direct Benefit Transfer Modules  PAO Computerization-Online payments, receipts and accounting of Govt. of India  Non – Tax Receipt Portal  CBDT PAN Validation and GSTN bank account validation  Implementation Strategy and Status of Implementation  Introduction to E-lekha data software  Framework and available reports.</p>

# **Mid-Career Training Programmes (MCTPs)**

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## Mid-Career Training Programmes (MCTPs) for SAOs/AAOs in IA&AD

HQ has planned five level MCTPs in IAAD for SAOs/AAOs, as detailed below.

Levels	Eligibility Criteria	Duration
Level 1*	Induction Training for AAOs – On recruitment/promotion as AAOs  (Detailed instructions in this regard will be issued separately by the Hqrs Office, which are awaited.)	<b>1) For DR AAOs beginning from 2018 Batch of SSC CGLE:</b> Three phase structured <u>nine-month</u> sandwich pattern induction training as under- Phase-I - 4 Months classroom training at RTIs/RTCs Phase-II - 3 Months on the Job Training Phase-III - 2 Months classroom training at RTIs/RTCs  <b>2) For Departmentally Promoted AAOs (SAS 2021 Batch onward):</b> 6 Weeks (30 Working days) training in RTIs/RTCs
Level 2	AAOs with 7 or more years of qualifying service in grade	01 Week (6 working days) training in RTIs/RTCs
Level 3	Combined service of 12 or more years in AAO and SAO cadre	01 Week (6 working days) training in RTIs/RTCs
Level 4	Combined service of 17 or more years in AAO and SAO cadre	01 Week (6 working days) training in RTIs/RTCs
Level 5	Combined service of 22 or more years in AAO and SAO cadre	01 Week (6 working days) training in <b>External Training Institutes</b>

\* Detailed instructions for conducting Level-1 training are yet to be received from the Hqrs Office

**User Office-wise number of officials eligible for MCTPs Level 2 to 4**

S.No.	Name of User Office	L1	L2	L3	L4	L5	Preferred Institute
1.	Comptroller and Auditor General of India, New Delhi	-	61	124	55	-	RTC Delhi
2.	Director General of Audit (Central Receipt), New Delhi		0	13	15	13	RTC Delhi
3.	Director General of Audit (Home, Education & Skill Development), New Delhi	-	1	11	10	16	RTC Delhi
4.	Director General of Audit (Northern Railway), New Delhi	-	31	7	13	-	RTC Delhi
5.	<i>Director General of Audit (Defence Services), New Delhi</i>		20	6	8		<i>RTI Jaipur</i>
6.	Director General of Audit (Air Force), New Delhi	-	1	2	1	-	RTC Delhi
7.	Director General of Audit (Navy), New Delhi	-	3	2	0	-	RTC Delhi
8.	Director General of Audit (Environment and Scientific Departments), New Delhi	-	0	9	4	-	RTC Delhi
9.	Director General of Audit (Energy), New Delhi	-	43	22	14	-	RTC Delhi
10.	Principal Director of Audit (Railway Commercial), New Delhi		5	3	0		RTC Delhi
11.	Director General of Audit (Finance and Communication), New Delhi	-	9	13	16	-	RTC Delhi
12.	<i>Director General of Audit (Industry and Corporate Affairs), New Delhi</i>	-	17	27	7	-	<i>RTI Jaipur</i>
13.	Director General of Audit, (Infrastructure), New Delhi	-	28	20	8	-	RTC Delhi
14.	Director General of Audit (Agriculture, Food and Water Resources), New Delhi	-	10	7	2	-	RTC Delhi
15.	Principal Accountant General (Audit), Delhi, New Delhi	-	25	7	9	12	RTC Delhi
16.	Director General of Audit (Health, Welfare and Rural Development), New Delhi	-	16	8	2	1	RTC Delhi
Total number of eligible officers in all user offices for L2 to L4 MCTPs as communicated to RTC Delhi			270	281	164		715
<b>Total number of slots opted in RTC Delhi</b>			<b>233</b>	<b>248</b>	<b>149</b>		<b>630</b>

**8 Batches of L2,      8 Batches of L3,      5 Batches of L4**



**Calendar of MCTPs Level 2-4  
(MCTP Level-2)**

S. No.	MCTP Level	Duration (6 working days)		User Office	No. of slot
		From	To		
1.	Level 2	01.04.2022	08.04.2022	CAG	8
				DGA(HE&SD)	1
				DGA(NR)	4
				DGA(AF)	1
				DGA(Navy)	1
				DGA(Energy)	5
				DGA(F&C)	1
				DGA(Infra)	3
				DGA(AF&WR)	1
				PAG(A)	3
				DGA(HW&RD)	2
				<b>Total</b>	<b>30</b>
2.	Level 2	20.05.2022	27.05.2022	CAG	8
				DGA(NR)	4
				DGA(Navy)	1
				DGA(Energy)	6
				DGA(F&C)	1
				DGA(Infra)	4
				DGA(AF&WR)	1
				PAG(A)	3
				DGA(HW&RD)	2
				<b>Total</b>	<b>30</b>
3.	Level 2	23.06.2022	30.06.2022	CAG	8
				DGA(NR)	4
				DGA(Navy)	1
				DGA(Energy)	5
				DGA(F&C)	2
				DGA(Infra)	3
				DGA(AF&WR)	1
				PAG(A)	4
				DGA(HW&RD)	2
				<b>Total</b>	<b>30</b>
4.	Level 2	01.08.2022	08.08.2022	CAG	9
				DGA(NR)	4
				DGA(Energy)	5
				DGA(F&C)	1
				DGA(Infra)	4
				DGA(AF&WR)	2
				PAG(A)	3
				DGA(HW&RD)	2
				<b>Total</b>	<b>30</b>

5.	Level 2	05.09.2022	12.09.2022	CAG	9
				DGA(NR)	4
				DGA(Energy)	5
				DGA(F&C)	1
				DGA(Infra)	4
				DGA(AF&WR)	2
				PAG(A)	3
				DGA(HW&RD)	2
				<b>Total</b>	<b>30</b>
6.	Level 2	06.10.2022	13.10.2022	CAG	9
				DGA(NR)	4
				DGA(Energy)	5
				DGA(F&C)	1
				DGA(Infra)	4
				DGA(AF&WR)	1
				PAG(A)	4
				DGA(HW&RD)	2
				<b>Total</b>	<b>30</b>
7.	Level 2	09.11.2022	16.11.2022	CAG	8
				DGA(NR)	4
				DGA(Energy)	5
				DGA(F&C)	1
				DGA(Infra)	3
				DGA(AF&WR)	1
				PAG(A)	3
				DGA(HW&RD)	2
				PDA(Rly.Comml.)	2
<b>Total</b>	<b>29</b>				
8.	Level 2	01.12.2022	08.12.2022	CAG	2
				DGA(NR)	3
				DGA(Energy)	7
				DGA(F&C)	1
				DGA(Infra)	3
				DGA(AF&WR)	1
				PAG(A)	2
				DGA(HW&RD)	2
				PDA(Rly.Comml.)	3
<b>Total</b>	<b>24</b>				

(MCTP Level-3)

S. No.	MCTP Level	Duration (6 working days)		User Office	No. of slot
		From	To		
1.	Level 3	25.04.2022	02.05.2022	CAG	15
				DGA(CR)	2
				DGA(HE&SD)	1
				DGA(NR)	1
				DGA(AF)	1
				DGA(Navy)	1
				DGA(E&SD)	1
				DGA(Energy)	2
				DGA(F&C)	1
				DGA(Infra)	2
				DGA(AF&WR)	1
				PAG(A)	1
				DGA(HW&RD)	1
				PDA(Rly.Comml.)	1
<b>Total</b>	<b>31</b>				
2.	Level 3	01.06.2022	08.06.2022	CAG	15
				DGA(CR)	2
				DGA(HE&SD)	1
				DGA(NR)	1
				DGA(AF)	1
				DGA(Navy)	1
				DGA(E&SD)	1
				DGA(Energy)	2
				DGA(F&C)	1
				DGA(Infra)	2
				DGA(AF&WR)	1
				PAG(A)	1
				DGA(HW&RD)	1
				PDA(Rly.Comml.)	1
<b>Total</b>	<b>31</b>				
3.	Level 3	05.07.2022	12.07.2022	CAG	15
				DGA(CR)	2
				DGA(HE&SD)	1
				DGA(NR)	1
				DGA(E&SD)	1
				DGA(Energy)	3
				DGA(F&C)	1
				DGA(Infra)	3
				DGA(AF&WR)	1
				PAG(A)	1
				DGA(HW&RD)	1
				PDA(Rly.Comml.)	1
				<b>Total</b>	<b>31</b>

4.	Level 3	10.08.2022	18.08.2022	CAG	15
				DGA(CR)	1
				DGA(HE&SD)	2
				DGA(NR)	1
				DGA(E&SD)	1
				DGA(Energy)	3
				DGA(F&C)	1
				DGA(Infra)	3
				DGA(AF&WR)	1
				PAG(A)	1
				DGA(HW&RD)	2
				<b>Total</b>	<b>31</b>
5.	Level 3	14.09.2022	21.09.2022	CAG	16
				DGA(CR)	2
				DGA(HE&SD)	1
				DGA(NR)	1
				DGA(E&SD)	1
				DGA(Energy)	3
				DGA(F&C)	2
				DGA(Infra)	2
				DGA(AF&WR)	1
				PAG(A)	1
				DGA(HW&RD)	1
				<b>Total</b>	<b>31</b>
6.	Level 3	27.10.2022	03.11.2022	CAG	16
				DGA(CR)	1
				DGA(HE&SD)	1
				DGA(NR)	2
				DGA(E&SD)	1
				DGA(Energy)	2
				DGA(F&C)	1
				DGA(Infra)	2
				DGA(AF&WR)	1
				PAG(A)	2
				DGA(HW&RD)	2
				<b>Total</b>	<b>31</b>
7.	Level 3	21.11.2022	28.11.2022	CAG	16
				DGA(CR)	1
				DGA(HE&SD)	2
				DGA(E&SD)	1
				DGA(Energy)	4
				DGA(F&C)	3
				DGA(Infra)	3
				DGA(AF&WR)	1
				<b>Total</b>	<b>31</b>

8.	Level 3	13.12.2022	20.12.2022	CAG	16
				DGA(CR)	2
				DGA(HE&SD)	2
				DGA(E&SD)	2
				DGA(Energy)	3
				DGA(F&C)	3
				DGA(Infra)	3
				<b>Total</b>	<b>31</b>

## (MCTP Level-4)

.No.	MCTP Level	Duration (6 working days)		User Office	No. of slot
		From	To		
1.	Level 4	06.05.2022	13.05.2022	CAG	11
				DGA(CR)	3
				DGA(HE&SD)	2
				DGA(NR)	3
				DGA(AF)	1
				DGA(E&SD)	1
				DGA(Energy)	2
				DGA(F&C)	2
				DGA(Infra)	1
				DGA(AF&WR)	1
				PAG(A)	2
				DGA(HW&RD)	1
				<b>Total</b>	<b>30</b>
2.	Level 4	13.06.2022	20.06.2022	CAG	11
				DGA(CR)	3
				DGA(HE&SD)	2
				DGA(NR)	3
				DGA(E&SD)	1
				DGA(Energy)	2
				DGA(F&C)	3
				DGA(Infra)	1
				DGA(AF&WR)	1
				PAG(A)	2
				DGA(HW&RD)	1
				<b>Total</b>	<b>30</b>
3.	Level 4	18.07.2022	25.07.2022	CAG	11
				DGA(CR)	3
				DGA(HE&SD)	2
				DGA(NR)	3
				DGA(E&SD)	1
				DGA(Energy)	3
				DGA(F&C)	3
				DGA(Infra)	2
				PAG(A)	2
				<b>Total</b>	<b>30</b>

4.	Level 4	25.08.2022	01.09.2022	CAG	11
				DGA(CR)	3
				DGA(HE&SD)	2
				DGA(NR)	2
				DGA(E&SD)	1
				DGA(Energy)	3
				DGA(F&C)	4
				DGA(Infra)	2
				PAG(A)	2
				<b>Total</b>	<b>30</b>
5.	Level 4	23.09.2022	30.09.2022	CAG	11
				DGA(CR)	3
				DGA(HE&SD)	2
				DGA(NR)	2
				DGA(Energy)	4
				DGA(F&C)	4
				DGA(Infra)	2
				PAG(A)	1
				<b>Total</b>	<b>29</b>

**Module for MCTPs**  
**Level-2**

<b>Day</b>	<b>Session I</b>	<b>Session II</b>	<b>Session III</b>	<b>Session IV</b>
I <sup>st</sup> Day	My values, our values, community values-Alignment with organizational values		Effective Communication- Verbal and Non-verbal communication, Social skills, Active listening skills	
II <sup>nd</sup> Day	Group Development, Group Dynamics, Group Forming, Group Problem, Group thinking, Social Influence		Group Development, Group Dynamics, Group Forming, Group Problem, Group thinking, Social Influence	Motivation
III <sup>rd</sup> Day	Financial Market and Capital Market	Principles of Public Finance; Union budget and components	Role of personality	Morale Issues
IV <sup>th</sup> Day	Adopting Big Data Approach in IA&AD, Big Data Policy and Guidelines	Overview of IT System, Risk in IT Environment and Cyber Security	IT Act 2008, CERT-In, Leveraging the entity's IT System and data in audit	Code of Ethics
V <sup>th</sup> Day	Gender Sensitization	Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013	Field Trip	
VI <sup>th</sup> Day	Basics of Environment and Sustainable Development	Introduction to the 2030 agenda for Sustainable Development and the Sustainable Development Goals (SDGs)	Introduction to the 2030 agenda for Sustainable Development and the Sustainable Development Goals (SDGs)	Feedback and Valediction



### Level-3

Day	Session I	Session II	Session III	Session IV
I <sup>st</sup> Day	<ul style="list-style-type: none"> <li>• Effective Communication with internal and external stakeholders</li> <li>• Communication Skills – Written &amp; Presentation</li> </ul>	Analytical Thinking and Step by Step Approach to Problem Solving	Analytical Thinking and Step by Step Approach to Problem Solving	Time and Stress Management
II <sup>nd</sup> Day	<ul style="list-style-type: none"> <li>• e-Governance &amp; National e-governance plan</li> <li>• Mission Mode Projects-Central, State and Integrated projects</li> <li>• E-Office</li> <li>• E-Human Resource Management Project (e-HRMS) Manav Sampada</li> </ul>		<ul style="list-style-type: none"> <li>• Management of Role Change</li> <li>• Professional behaviour &amp; Tactful behaviour</li> <li>• Function of C&amp;AG organisation</li> <li>• Role of SAOs</li> </ul>	Management of government finances fiscal health of Union & States
III <sup>rd</sup> Day	<ul style="list-style-type: none"> <li>• Challenges and opportunities in IT environment</li> <li>• Data Analytics in Audit</li> <li>• Concept of Remote Audit</li> </ul>	Team Management	Team Management	
IV <sup>th</sup> Day	<ul style="list-style-type: none"> <li>• Stakeholder Engagement-Principles, framework and focus areas of stakeholder engagement</li> <li>• Major Stakeholder management challenges and techniques to manage them</li> <li>• Leveraging stakeholder relationship to improve work performance</li> </ul>	<ul style="list-style-type: none"> <li>• Governance</li> <li>• Risk Management and Compliance (GRC)- an organisation's approach to reliable achieve objectives, address uncertainty and act with integrity</li> </ul>	<ul style="list-style-type: none"> <li>• Governance</li> <li>• Risk Management and Compliance (GRC)- an organisation's approach to reliable achieve objectives, address uncertainty and act with integrity</li> </ul>	<ul style="list-style-type: none"> <li>• Internal Controls</li> <li>• Fraud &amp; Forensics</li> </ul>
V <sup>th</sup> Day	<ul style="list-style-type: none"> <li>• Public Expenditure – Principles, Types &amp; Effects</li> <li>• FRBM Act</li> </ul>	<ul style="list-style-type: none"> <li>• Revenue – Sources of Revenue</li> <li>• Characteristics of a Good Tax System</li> </ul>	Field Trip	
VI <sup>th</sup> Day	Understanding the Global Environmental crisis – Global warming, Climate change, Habitat loss etc.	<ul style="list-style-type: none"> <li>• Environmental Governance</li> <li>• Regulatory framework for environment protection</li> <li>• Important Acts and policies</li> </ul>	<ul style="list-style-type: none"> <li>• Management of different kinds of Environmental Pollution</li> <li>• Conservation of forests-significance, measures</li> </ul>	Feedback and Valediction

#### Level-4

Day	Session I	Session II	Session III	Session IV
I <sup>st</sup> Day	Government to Business (G2B) and Government to Customer (G2C) initiatives in e-Governance – National e-Governance Policy (NEGP), MMPs, Critical view of the important e-Governance Projects with reference to Audit Reports		Future of Auditing & Cyber Security – Remote Audit, Artificial Intelligence (AI), Internet of Things (IoT)	Gender mainstreaming in Government policy and programme
II <sup>nd</sup> Day	Effective Communication –Communication skills on technical issues, constructive engagement with the client organisation	Funding three levels of government – distribution of revenues among Union, States and Local Bodies, impact of Finance Commission recommendations and Goods and Services Tax (GST) Council decisions	Leadership – Types of leadership- Characteristics/traits of effective leadership in the context of administrative, audit and accounting functions	
III <sup>rd</sup> Day	Central Policies and Guidelines on IT Projects – Ministry of Electronics and Information Technology (MeitY) guidelines regarding IT Projects and Web Portals, Government of India guidelines in use of Open Source applications, overview of Integrated Financial Management System (IFMS) & Public Financial Management System (PFMS) and using its data in Audit		Leadership and ethics – ethical aspects of leadership, emotional intelligence in context of leadership roles, roles of managers and leaders, power authority, accountability and delegation of authority	
IV <sup>th</sup> Day	Environmental Challenges in India	SDGs-the India story – National Strategy for achieving SDGs	Field Trip	
V <sup>th</sup> Day	SDGs and the challenge of Gender equality – gender budgeting, GoI schemes like Beti Bachao Beti Padhao	Public Debt – Classes and purpose of public debt, effect of public debt on the economy	Performance Management Methods of performance management –counselling, mentoring and coaching Talent management – nurturing and continuous learning Performance feedback and reviews, identifying performance problems, the negative effects of criticism and importance of positive reinforcement	
VI <sup>th</sup> Day	Understanding Enterprise Resource Planning (ERP) Systems – Advantages and Risks in ERP systems implementation, various ERP systems in vogue in Public Sector Enterprises (PSEs) and Autonomous Bodies (ABs)		Cloud computing – Advantages, security issues, the various service models of cloud	Feedback and Vaediction

# Resource profile

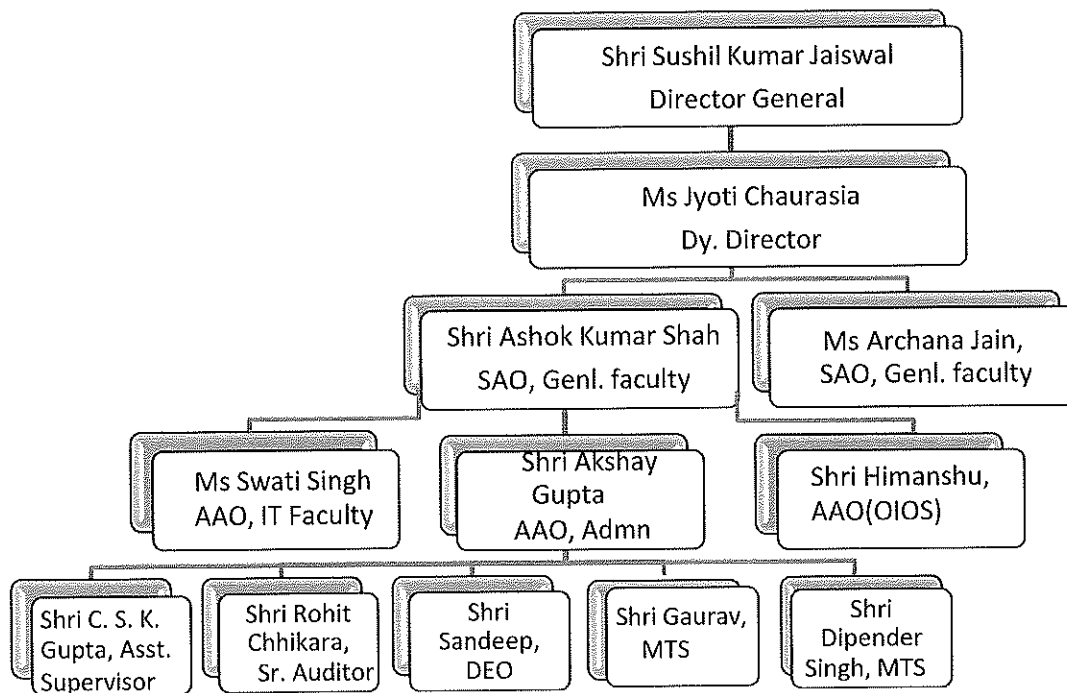
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## Resource profile

**Infrastructure** - The newly renovated premises of RTC Delhi is located on 5th floor, A wing of DGACR building. Centre has three lecture halls, one for the General courses and two for IT courses. Thirty trainees each can be accommodated in General lecture hall and IT lecture hall-1. The IT lecture hall-2 of the Regional Training Centre has sitting capacity of 20 trainees. At present RTC, Delhi has 20 computers. All computers run on the latest software and are connected with Local Area Network. Apart from this, RTC is equipped with modern teaching equipment like Video Projectors, Presenter, Interactive display, Public address system with audio amplifier, cordless mic, speakers etc. RTC, Delhi also has modern cafeteria for refreshment of trainees.

**Library** - The Centre has a small reference library having about 200 books on both general as well as computer topics.

**Personnel** - The organizational chart of Regional Training Centre, Delhi is as below: -



## Composition of strength of RTC, Delhi

### A Faculty

Sl. No.	Cadre	Sanctioned Strength	Persons in position	Name(s) of present incumbents	Remarks
1	Sr.AO (Civil)	01	01	1. Sh. Ashok Kumar Shah, SAO	Civil Cadre
2	Sr.AO (Commercial)	01	01	1. Smt. Archana Jain, SAO	Defence Cadre
3	Sr.AO (EDP)	02	01	1. Ms. Swati Singh, AAO*	Civil Cadre

\*Against the post of SAO (EDP) Faculty, one AAO is officiating as EDP Faculty

### B Non-faculty

Sl. No.	Cadre	Sanctioned Strength	Persons in position	Name(s) of present incumbents	Remarks
1	Sr.AO	01	--	--	
2	AAO	04 <sup>#</sup>	02	1. Sh. Akshay Gupta, AAO 2. Sh. Himanshu, AAO (OIOS)	Civil Cadre Civil Cadre
3	PS/PA/Steno	--	--	--	
4	Sr. Auditor /Auditor	02	02	1. Sh. Chandra Shekhar Kumar Gupta, Asstt. Supervisor** 2. Sh. Rohit Chhikara, Sr. Auditor	
5	Clerk/Typist	01	00	----	
6	Data Entry Operator	01	01	Sh. Sandeep, DEO	
7	Multi-Tasking Staff	02	02	Sh. Dipander, MTS Sh. Gaurav Kumar, MTS	

**# 2 posts of AAO (Admin) and 2 posts of AAO (OIOS)**

**\*\*Against one post of Auditor, one Asst. Supervisor is posted.**

### Budget

The Regional Training Centre, Delhi functions under the administrative control of Director General of Audit, Central Receipt. Hence, there is no separate budget for RTC, Delhi and all the expenses are being met from the budget of DGA (CR).

# Achievements

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## Achievements

### i) Training statistics at a glance

The summary of courses conducted, the persons trained and the training days utilized at Regional Training Centre, Delhi during the last five years are:

Year	Course Type	No. of courses conducted	No. of officials trained	No. of training days used
2017-18	General courses	22	461	81
	IT courses	20	330	101
2018-19	General courses	27	462	92
	IT courses	23	363	110
2019-20	General courses	20	486	79
	IT courses	39	727	113
2020-21	General courses	15	353	58
	IT courses	6	296	21
2021-22	General courses	18	609	121
	IT courses*	15	377	64

### ii) Slots targeted vis-à-vis achieved

Year	Course Type	No. of slots allotted	No. of persons trained	Percentage of slots utilised
2017-18	General Courses	522	461	88%
	IT Courses	372	330	89%
2018-19	General Courses	524	462	88%
	IT Courses	389	363	93%
2019-20	General Courses	526	486	92%
	IT Courses	783	727	93%
2020-21	General Courses	398	353	88%
	IT Courses	315	296	94%
2021-22	General Courses	614	609	99%
	IT Courses*	383	377	98%

\*One special IT course on SAS PC IV is yet to be conducted from 28/3/22 to 1/4/22

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# **Pre-requisites for IT courses**

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## Prerequisites of Participants for IT Courses

Sl. No	Course	Prerequisites/Level of participants
1.	MS-Word advanced	Persons having knowledge of MS-Word
2.	Database concepts, System concepts and Introduction to application on DBMS	Knowledge of basic computer applications
3.	IT Audit	Database concepts
4.	MS Excel	Persons having knowledge of Ms-Word
5.	Interactive Data Extraction and Analysis (IDEA)	Knowledge of basic computer applications and database concepts
6.	Data Analytics	Basic knowledge of Computer operations and MS Excel

**Note:-** Please ensure adherence to the prerequisites before nominating officers/officials for Information Technology courses

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Regional Training Centre, Delhi