# Annual Training Calendar 2022-23

# Regional Training Institute, Mumbai

**Regional Training Institute, Plot No. C-2, G.N. Block, Behind Asian Heart Institute, Bandra-Kurla Complex, Mumbai-400051**

## *From Director General's Desk*

I am delighted to present our Annual Calendar of Training Programmes for the year 2022-23 which has been prepared on the basis of the Training Needs Analysis efforts of all our user offices. At the outset, I would like to express my gratitude to Chairman and members of the Regional Advisory Committee and Director General (Training), HQ for their valuable inputs during the meeting of the RAC held on 04-02-2022 that have helped us give a final shape to the Calendar. We have included eight Mid-Career Training Programmes (MCTPs) for AAOs & Sr. AOs in the calendar and are looking at a batch size of **40** participants for each programme so that we are able to complete the first cycle of MCTPs of levels 2,3 & 4 for all the eligible AAOs & SAOs by the end of the Calendar 2023-24. In all **57** training courses have been included in the Calendar including **35** General Courses and **22** EDP Courses.

With the active support of the user offices, we could conduct all the courses planned during the year 2021-22 so far and are on course to achieve 100% of the calendar. Besides, RTI Mumbai was associated with RTI Jaipur in the preparation of material for sessions in MCTP – Level 4 as per directions of HQ. Also, as directed by HQ, self-learning videos on e-office and MS Power Point were also prepared and sent to HQ.

Besides, a score of administrative initiatives were undertaken during the year 2021-22. Adding of the institute in "Bharat Kosh" (Non-Tax Revenue Portal) to facilitate online payments of rent by hostel guests was a pioneering effort of RTI Mumbai, thus making RTI Mumbai the only training institute in the department having such facility. This could be achieved thanks to the efforts by our administration team and also valuable support of our Principal PAO i.e Pr. Accountant General (Audit), New Delhi and PAO Mumbai. The work of replacement of 2 chiller plants was completed during this year besides renovation of hostel rooms, beautification of the RTI compound premises, installation of FCUs in the RTI Gymnasium, installation of Solar Plant as a green initiative, installation of LED display in the RTI entrance, replacement of chilled pipelines and restoration of false ceiling in the RTI Hostel, inclusion of façade cleaning and painting as annual items of work were also carried out.

I would like to thank all our user offices in helping us achieve our capacity building targets and look forward to their continued cooperation in future too.

**Director General**

# INDEX

# SECTION I

# PROFILE

# Annual Training Calendar for the Year 2022-23

## I.   *About RTI*

Regional Training Institute (RTI), Mumbai, established in 1980, shifted to its own building with state-of-the-art infrastructure in the heart of the new commercial and business hub of Mumbai, i.e. Bandra-Kurla Complex in July 2010.  The RTI, Mumbai is headed by a full time Director General and caters to the training needs of 20 IA&AD offices located in Mumbai, Pune, Goa and Gujarat.  RTI, Mumbai also renders technical support to the Training Centre, Rajkot. The Institute hosts training attended by international participants and holds training on Knowledge Centre topics for IA&AS, other Group A & B officers.

## II.  *Jurisdiction of RTI and its Regional Advisory Committee*

The activities of training institutes are guided by the Regional Advisory Committee (RAC), which is a Committee comprising Heads of Departments and representatives of user offices.

The RAC for RTI, Mumbai is presently constituted with the following members:

| Sr. No. | Name of the officials | Name of the Office |
|---------|----------------------|--------------------|
| 1. | Shri. S. K. Jaipuriyar | Chairman, Regional Advisory Committee<br>Principal Accountant General (Audit)-I, Maharashtra, Mumbai |
| 2. | Shri Dhiren Mathur | Director General of Audit (Western Railway), Mumbai |
| 3. | Shri. H. K. Dharmadarshi | Principal Accountant General (Audit)-II, Gujarat, Ahmedabad |
| 4. | Shri. C. M. Sane | Director General of Commercial Audit, Mumbai |
| 5. | Shri. B. D. Parmar | Principal Accountant General (A&E), Gujarat, Rajkot |
| 6. | Shri. Yashwant Kumar | Principal Accountant General (Audit)-I, Gujarat, Rajkot |
| 7. | Ms. Jaya Bhagat | Principal Accountant General (A&E) -1, Maharashtra, Mumbai |
| 8. | Shri. Sandip Roy | Director General of Audit (Central Railway), Mumbai |

| Sr. No. | Name of the officials | Name of the Office |
|---|---|---|
| 9. | Shri. K. P. Yadaw | Director General of Audit (Central), Mumbai |
| 10. | Shri. Abdul Rauf | Director General, RTI Mumbai |
| 11. | Ms. Anitha Balakrishna | Accountant General, Goa |
| 12. | Shri. P. V. Hari Krishna | Principal Director of Audit (Shipping), Mumbai |
| 13. | Shri. Vijay N. Kothari | Principal Director of Audit (Central), Ahmedabad |
| 14. | Ms. Preethi Abraham | Principal Director of Audit (DS), Pune |
| 15. | Ms. Nidhi Jain | Director, O/o the Principal Director of Audit (Environment & Scientific Departments), Mumbai Branch |
| 16. | Ms. Anita Ramchandra | Director, O/o Director of Audit (Navy), Branch Mumbai |
| 17. | Shri. G. S. Suryawanshi | Director of Audit, Ordnance Factory, Kirkee |
| 18. | Ms. S. Radha | Director, O/o Pr. Director of Audit (A, F and WR), New Delhi at Mumbai |
| 19. | Shri. Madhusoodan K. Nair | Dy. Accountant General, AMG V, O/o Pr. Accountant General (Audit)-II, Nagpur, Branch Mumbai |
| 20. | Ms. Geetha Raghu | Dy. Director, O/o Director General of Audit (F&C), New Delhi at Mumbai |
| 21. | Shri. Waghela D. D. | Dy, Director, O/o the Director General of Audit (Finance and Communication), Delhi at Ahmedabad |

## III. (a) Knowledge Centre

HQ has designated RTI Mumbai as Knowledge Centre for the topics on (i) Corporate Governance (ii) Corporate Finance (iii) Commercial Audit and (iv) Audit of Autonomous Bodies, which has been added, vide HQ email dated 8 May 2020. As part of our training mandate relating to Knowledge Centre topics, we have planned one training (all-India) each, on "Corporate Governance"; "Corporate Finance"; "Indian Accounting Standards (Ind AS), Auditing Standards, Accounting Standards and Analysis of Financial Statements"; "Audit of Autonomous Bodies" and Consolidated Financial Statements of Companies, during 2022-23.

### III. (b) *Mandatory training on MCTP levels 2, 3 & 4*

MCTP trainings are crafted as per the National Training Policy and Mission Karmayogi and the courses on MCTP are mandatory. RTI Mumbai has planned **two** trainings of **MCTP level 2** & **three** trainings each of **MCTP levels 3 & 4** during 2022-23.

### III. (c) *HQ directed and RAC suggested training programmes*

| | |
|---|---|
| **HQ directed** | Outcome Based Audit |
| **RAC suggested** | District Audit (including PRIs and ULB) |

### IV. *Hosting of Training Calendar in Website*

The training calendar, comprising details of training programme for General and EDP courses is issued to the user offices in soft **copy** format only. The course announcement contains all the information about a training programme, viz. course title, date, duration, location, programme, background, learning objectives, programme content and structure, methodology, target participants and additional information on the faculty proposed to be drawn and the feedback on previous course. It is hosted on the website of RTI, Mumbai *viz. saiindia.gov.in/rti/mumbai*.

### V. *Calendar of Training Programmes (COTP)*

The user offices were requested to prepare Training Needs Analyses, based on the mapping of training needs with the Annual Audit Plan, competency mapping and identifying suitable personnel who need to be given training on respective topics. The Training Needs Analyses data was entered online in SAIT Portal by the user offices and the Calendar of Training Programmes (COTP) was drafted based on these data. We also received valuable inputs from Director General (Training), HQ during the RAC meeting on 04 February 2022 that helped us give the CoTP a final shape. Following the detailed discussion by the RAC and subsequent review / confirmation of training requirements by user offices, the COTP has been finalised. The calendar for 2022-23 comprises 22 EDP training programmes over 105 training days covering 484 participants and 35 General training programmes over 155 training days covering 940 (including 147 slots awaited for MCTP levels 2,3,4) participants.

# SECTION II

# COURSES AT A GLANCE

## *EDP Courses*

| Sl. No. | Name of Course | No. of Courses | Duration of course (Days) | Total no. of days |
|---|---|---|---|---|
| 1. | IDEA | 3 | 5 | 15 |
| 2. | IT Audit (including INTOSAI Guidelines, Manuals) | 2 | 5 | 10 |
| 3. | Data Analytics - Tableau | 2 | 3 | 6 |
| 4. | Data Analytics - KNIME | 2 | 3 | 6 |
| 5. | Audit in IT Environment | 2 | 6 | 12 |
| 6. | Advanced Ms Access and MS Excel | 2 | 6 | 12 |
| 7. | MS Excel (Advanced) with Power Pivot | 2 | 6 | 12 |
| 8. | Budgetary Process in the Government, usage of i-BEMS in IA&AD & integration with PFMS | 1 | 2 | 2 |
| 9. | IT Audit (Level 2A)-Basic MS Access | 1 | 5 | 5 |
| 10. | Hardware/Software Troubleshooting (DEO to Supervisors) | 1 | 5 | 5 |
| 11. | E- Office | 1 | 3 | 3 |
| 12. | Oracle Backend-SQL | 1 | 5 | 5 |
| 13 | Advanced Oracle - SQL, PL/ SQL | 1 | 10 | 10 |
| 14 | Introduction to e-procurement (GeM and CPPP) and e-Tendering (CPPP) | 1 | 2 | 2 |
| | **TOTAL** | **22** | | **105** |

## *General Courses*

| Sl. No. | Name of Course | No. of Courses | Duration of course (Days) | Total no. of days |
|---------|----------------|----------------|---------------------------|-------------------|
| 1 | Outcome Based Audit | 1 | 3 | 3 |
| 2 | Modular Training - Audit Evidence | 1 | 3 | 3 |
| 3 | MCTP Level – 3 | 3 | 6 | 18 |
| 4 | Financial Rules & Financial Management | 1 | 4 | 4 |
| 5 | Pre-Retirement Course | 1 | 2 | 2 |
| 6 | Regulations on Audit & Accounts 2020 | 1 | 2 | 2 |
| 7 | KC Topic - All India Training Programme on Audit of Autonomous Bodies | 1 | 4 | 4 |
| 8 | Conduct of DPC meeting, panels, impact of Disciplinary Action thereon, Rosters and RTI Act | 1 | 5 | 5 |
| 9 | Communication & Motivation and APARs | 1 | 3 | 3 |
| 10 | KC Topic - All India Training Programme on Corporate Governance | 1 | 3 | 3 |
| 11 | Compliance Audit as per new Compliance Auditing Guidelines, 2016 | 1 | 3 | 3 |
| 12 | MCTP Level – 4 | 3 | 6 | 18 |
| 13 | Financial Attest Audit Guidelines (including FAAM, audit using VLC and preparation of SFAR) | 1 | 6 | 6 |
| 14 | MCTP Level – 2 | 2 | 6 | 12 |
| 15 | Audit of Fraud and Fraud Detection Techniques | 1 | 3 | 3 |
| 16 | Modular Training Audit Reporting | 1 | 3 | 3 |
| 17 | Performance Audit and Risk based Auditing | 1 | 5 | 5 |
| 18 | e-Governance with IFMS | 1 | 3 | 3 |
| 19 | Government Accounting System, Role of GASAB & Transition to Accrual Accounting System | 1 | 5 | 5 |
| 20 | KC Topic - All India Training Programme on Ind AS, Auditing Standards, Accounting Standards and Analysis of Financial Statements | 1 | 5 | 5 |

| Sl. No. | Name of Course | No. of Courses | Duration of course (Days) | Total no. of days |
|---|---|---|---|---|
| 21 | Induction course of Auditors & Accounts including Office Procedure, CCS (Conduct) Rules, Gender Awareness and Ethics | 1 | 5 | 5 |
| 22 | KC Topic - All India Training Programme on Corporate Finance | 1 | 6 | 6 |
| 23 | General Purpose-Financial Reporting (IPSAS) | 1 | 3 | 3 |
| 24 | KC Topic - All India Training Programme on Audit of Consolidated Financial Statements of Companies | 1 | 4 | 4 |
| 25 | Statistics & Sampling in Audit | 1 | 2 | 2 |
| 26 | Audit of Public Private Partnerships Projects | 1 | 4 | 4 |
| 27 | Goods and Service Tax | 1 | 5 | 5 |
| 28 | District Audit (including PRIs and ULB) | 1 | 5 | 5 |
| 29 | Audit of Works expenditure, Contracts & Projects | 1 | 5 | 5 |
| 30 | Development of Management Skills | 1 | 6 | 6 |
| | **TOTAL** | **35** | | **155** |

# SECTION III

# CALENDAR FOR EDP AND GENERAL COURSES

## *EDP calendar (2022-23)*

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| 1 | IT Audit (including INTOSAI Guidelines, Manuals) | 5 | 04-04-2022 to 08-04-2022 | Accountant General, Goa, Goa | 1 |
| | | | | Branch: Finance & Communication Audit Office Ahmedabad | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Principal Director of Audit (Agriculture, Food and Water Resources), New Delhi at Mumbai | 1 |
| | | | | Director General of Audit (Central) Mumbai | 3 |
| | | | | Director General of Audit, Western Railway, Mumbai | 1 |
| | | | | Director General of Commercial Audit, Mumbai | 1 |
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 2 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 2 |
| | | | | Principal Accountant General (Audit-II) Gujarat | 4 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 1 |
| | | | | Director General of Audit, Central Railway, Mumbai | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 1 |
| | | | | **TOTAL SLOTS** | **20** |
| 2 | Data Analytics - Tableau | 3 | 18-04-2022 to 20-04-2022 | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 1 |
| | | | | Accountant General, Goa | 1 |
| | | | | Branch: Finance & Communication Audit Office Ahmedabad | 1 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Branch : Principal Director of Audit (Scientific Departments), New Delhi at Mumbai | 1 |
| | | | | Principal Director of Audit (Agriculture, Food and Water Resources), New Delhi at Mumbai | 1 |
| | | | | Director General of Audit, Western Railway, Mumbai | 1 |
| | | | | Director General OF Commercial Audit, Mumbai | 1 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 3 |
| | | | | Principal Accountant General (Audit-II) Gujarat | 2 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 1 |
| | | | | Director General of Audit, Central Railway, Mumbai | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 1 |
| | | | | **TOTAL SLOTS** | **16** |
| 3 | Data Analytics - KNIME | 3 | 04-05-2022 to 06-05-2022 | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 1 |
| | | | | Accountant General, Goa | 1 |
| | | | | Branch: Finance & Communication Audit Office Ahmedabad | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Principal Director of Audit (Agriculture, Food and Water Resources), New Delhi at Mumbai | 1 |
| | | | | Director General of Audit, Western Railway, Mumbai | 1 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Director General OF Commercial Audit, Mumbai | 1 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 3 |
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmeadabad | 2 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 1 |
| | | | | Director General of Audit, Central Railway, Mumbai | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 1 |
| | | | | **TOTAL SLOTS** | **15** |
| 4 | Audit in IT Environment | 6 | 23-05-2022 to 28-05-2022 | Branch: Director General of Audit, Navy, New Delhi at Mumbai | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Principal Director of Audit (Agriculture, Food and Water Resources), New Delhi at Mumbai | 1 |
| | | | | Director General of Audit (Central) Mumbai | 4 |
| | | | | Director General of Audit, Western Railway, Mumbai | 2 |
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 2 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 5 |
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 3 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 1 |
| | | | | Principal Director of Audit (Shipping), Mumbai | 1 |
| | | | | Director General of Audit, Central Railway, Mumbai | 1 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Principal Director of Audit (Central), Ahmedabad | 2 |
| | | | | **TOTAL SLOTS** | **24** |
| 5 | Budgetary Process in the Government, usage of iBEMS in IA&AD & integration with PFMS | 2 | 22-06-2022 to 23-06-2022 | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 1 |
| | | | | Accountant General, Goa | 1 |
| | | | | Branch: Director General of Audit, Navy, New Delhi at Mumbai | 1 |
| | | | | Branch: Finance & Communication Audit Office Ahmedabad | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Branch: Principal Director of Audit (Scientific Departments), New Delhi at Mumbai | 1 |
| | | | | Branch: Principal Accountant General (A & E), Gujarat AT Ahmedabad | 2 |
| | | | | Branch: Director of Audit, ORDNANCE FACTORY, KOLKATA AT KIRKEE | 1 |
| | | | | Director General of Audit (Central) Mumbai | 1 |
| | | | | Director General of Audit, Western Railway, Mumbai | 1 |
| | | | | Principal Accountant General (A & E) I, Maharashtra, Mumbai | 2 |
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 2 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 2 |
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 5 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 3 |
| | | | | Principal Director of Audit(Shipping), Mumbai | 1 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Director General of Audit, Central Railway, Mumbai | 2 |
| | | | | Principal Director of Audit, Defence Services, PUNE | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 1 |
| | | | | **TOTAL SLOTS** | **30** |
| 6 | IDEA | 5 | 04-07-2022 to 08-07-2022 | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 1 |
| | | | | Accountant General, Goa | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Branch: Principal Director of Audit (Scientific Departments), New Delhi at Mumbai | 1 |
| | | | | Principal Director of Audit (Agriculture, Food and Water Resources), New Delhi at Mumbai | 1 |
| | | | | Director General of Audit (Central) Mumbai | 1 |
| | | | | Director General of Audit, Western Railway, Mumbai | 5 |
| | | | | Principal Accountant General (A & E) I, Maharashtra, Mumbai | 1 |
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 2 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 3 |
| | | | | Principal Accountant General (Audit-II) Gujarat | 2 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 1 |
| | | | | Director General of Audit, Central Railway, Mumbai | 1 |
| | | | | Principal Director of Audit, Defence Services, Pune | 1 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Principal Director of Audit (Central), Ahmedabad | 3 |
| | | | | **TOTAL SLOTS** | **25** |
| 7 | IT Audit (Level 2A)- Basic MS Access | 5 | 18-07-2022 to 22-07-2022 | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 1 |
| | | | | Accountant General, Goa | 2 |
| | | | | Branch: Finance & Communication Audit Office Ahmedabad | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Principal Director of Audit (Agriculture, Food and Water Resources), New Delhi at Mumbai | 1 |
| | | | | Director General of Audit (Central) Mumbai | 3 |
| | | | | Director General OF Commercial Audit, Mumbai | 1 |
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 4 |
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 5 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 3 |
| | | | | Director General of Audit, Central Railway, Mumbai | 2 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 3 |
| | | | | **TOTAL SLOTS** | **27** |
| 8 | Hardware/Software Troubleshooting (DEO to Supervisors) | 5 | 25-07-2022 to 29-07-2022 | Accountant General, Goa | 1 |
| | | | | Branch: Director General of Audit, Navy, New Delhi at Mumbai | 1 |
| | | | | Branch: Finance & Communication Audit Office Ahmedabad | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Principal Director of Audit (Agriculture, Food and Water Resources), New Delhi at Mumbai | 1 |
| | | | | Director General of Audit (Central) Mumbai | 2 |
| | | | | Director General OF Commercial Audit, Mumbai | 1 |
| | | | | Principal Accountant General (A & E) I, Maharashtra, Mumbai | 1 |
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 6 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 1 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 4 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 2 |
| | | | | Director General of Audit, Central Railway, Mumbai | 2 |
| | | | | Principal Director of Audit, Defence Services, PUNE | 1 |
| | | | | **TOTAL SLOTS** | **25** |
| 9 | Advanced Ms Access and MS Excel | 6 | 01-08-2022 to 06-08-2022 | Accountant General, Goa | 1 |
| | | | | Branch: Director General of Audit, Navy, New Delhi at Mumbai | 1 |
| | | | | Branch: Finance & Communication Audit Office Ahmedabad | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Branch: Principal Director of Audit (Scientific Departments), New Delhi at Mumbai | 1 |
| | | | | Director General of Audit (Central) Mumbai | 2 |
| | | | | Director General of Audit, Western Railway, Mumbai | 1 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 2 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 3 |
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 4 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 2 |
| | | | | Director General of Audit, Central Railway, Mumbai | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 4 |
| | | | | **TOTAL SLOTS** | **24** |
| 10 | E- Office | 3 | 16-08-2022 to 18-08-2022 | Branch: Director General of Audit, Navy, New Delhi at Mumbai | 3 |
| | | | | Branch: Finance & Communication Audit Office Ahmedabad | 2 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 3 |
| | | | | Branch: Principal Director of Audit (Scientific Departments), New Delhi at Mumbai | 3 |
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 8 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 8 |
| | | | | **TOTAL SLOTS** | **27** |
| 11 | MS Excel (Advanced) with Power Pivot | 6 | 22-08-2022 to 27-08-2022 | Accountant General, Goa | 1 |
| | | | | Branch: Finance & Communication Audit Office Ahmedabad | 1 |
| | | | | Director General of Audit (Central) Mumbai | 1 |
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 4 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 5 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 3 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 3 |
| | | | | Principal Director of (Shipping), Mumbai | 1 |
| | | | | Director General of Audit, Central Railway, Mumbai | 2 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 2 |
| | | | | **TOTAL SLOTS** | **23** |
| 12 | IDEA | 5 | 12-09-2022 to 16-09-2022 | Principal Director of Audit (Agriculture, Food and Water Resources), New Delhi at Mumbai | 1 |
| | | | | Director General of Audit (Central) Mumbai | 1 |
| | | | | Director General of Audit, Western Railway, Mumbai | 2 |
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 2 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 4 |
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 2 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 2 |
| | | | | Director General of Audit, Central Railway, Mumbai | 2 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 2 |
| | | | | **TOTAL SLOTS** | **18** |
| 13 | Oracle Backend-SQL | 5 | 10-10-2022 to 14-10-2022 | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 1 |
| | | | | Accountant General, Goa, | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Director General of Audit (Central) Mumbai | 1 |
| | | | | Director General of Audit, Western Railway, Mumbai | 2 |
| | | | | Principal Accountant General (A & E) I, Maharashtra, Mumbai | 4 |
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 6 |
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 2 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 1 |
| | | | | Principal Director of (Shipping), Mumbai | 1 |
| | | | | Director General of Audit, Central Railway, Mumbai | 3 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 2 |
| | | | | **TOTAL SLOTS** | **25** |
| 14 | IT Audit (including INTOSAI Guidelines, Manuals) | 5 | 31-10-2022 to 04-11-2022 | Accountant General, Goa, | 1 |
| | | | | Director General of Audit (Central) Mumbai | 4 |
| | | | | Director General of Audit, Western Railway, Mumbai | 1 |
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 2 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 2 |
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 4 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 1 |
| | | | | Director General of Audit, Central Railway, Mumbai | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 2 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Principal Director of Audit, Defence Services, PUNE | 1 |
| | | | | **TOTAL SLOTS** | **19** |
| 15 | Data Analytics - Tableau | 3 | 14-11-2022 to 16-11-2022 | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 1 |
| | | | | Branch: Finance & Communication Audit Office Ahmedabad | 1 |
| | | | | Director General of Audit, Western Railway, Mumbai | 2 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 5 |
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 4 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 1 |
| | | | | Director General of Audit, Central Railway, Mumbai | 1 |
| | | | | **TOTAL SLOTS** | **15** |
| 16 | Advanced Oracle - SQL, PL/ SQL | 10 | 05-12-2022 to 16-12-2022 | Accountant General, Goa | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Director General of Audit (Central) Mumbai | 1 |
| | | | | Director General of Audit, Western Railway, Mumbai | 2 |
| | | | | Principal Accountant General (A & E) I, Maharashtra, Mumbai | 3 |
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 4 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 6 |
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 4 |
| | | | | Director General of Audit, Central Railway, Mumbai | 2 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
|  |  |  |  | Principal Director of Audit (Central), Ahmedabad | 2 |
|  |  |  |  | **TOTAL SLOTS** | **26** |
| 17 | Audit in IT Environment | 6 | 02-01-2023 to 07-01-2023 | Branch: Principal Director of Audit (Scientific Departments), New Delhi at Mumbai | 1 |
|  |  |  |  | Director General of Audit (Central) Mumbai | 4 |
|  |  |  |  | Director General of Audit, Western Railway, Mumbai | 1 |
|  |  |  |  | Principal Accountant General (A & E), Gujarat, Rajkot | 2 |
|  |  |  |  | Principal Accountant General (Audit I), Gujarat, Rajkot | 6 |
|  |  |  |  | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 2 |
|  |  |  |  | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 1 |
|  |  |  |  | Principal Director of Audit(Shipping), Mumbai | 1 |
|  |  |  |  | Principal Director of Audit, Defence Services, PUNE | 2 |
|  |  |  |  | Principal Director of Audit (Central), Ahmedabad | 2 |
|  |  |  |  | **TOTAL SLOTS** | **22** |
| 18 | Introduction to e-procurement (GeM and CPPP) and e-Tendering (CPPP) | 2 | 24-01-2023 to 25-01-2023 | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 2 |
|  |  |  |  | Accountant General, Goa | 2 |
|  |  |  |  | Branch: Director General of Audit, Navy, New Delhi at Mumbai | 1 |
|  |  |  |  | Branch: Finance & Communication Audit Office Ahmedabad | 1 |
|  |  |  |  | Branch: Finance & Communication Audit Office Mumbai | 1 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Branch: Principal Director of Audit (Scientific Departments), New Delhi at Mumbai | 1 |
| | | | | Branch: Director of Audit, ORDNANCE FACTORY, KOLKATA AT KIRKEE | 1 |
| | | | | Director General of Audit (Central) Mumbai | 3 |
| | | | | Director General of Audit, Western Railway, Mumbai | 1 |
| | | | | Director General OF Commercial Audit, Mumbai | 1 |
| | | | | Principal Accountant General (A & E) I, Maharashtra, Mumbai | 1 |
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 2 |
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 4 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 3 |
| | | | | Principal Director of (Shipping), Mumbai | 1 |
| | | | | Director General of Audit, Central Railway, Mumbai | 2 |
| | | | | Principal Director of Audit, Defence Services, PUNE | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 2 |
| | | | | **TOTAL SLOTS** | **30** |
| 19 | Data Analytics - KNIME | 3 | 30-01-2023 to 01-02-2023 | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 1 |
| | | | | Branch: Finance & Communication Audit Office Ahmedabad | 1 |
| | | | | Director General of Audit, Western Railway, Mumbai | 1 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 5 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 4 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 1 |
| | | | | Director General of Audit, Central Railway, Mumbai | 1 |
| | | | | REGIONAL TRAINING INSTITUTE, Mumbai | 1 |
| | | | | **TOTAL SLOTS** | **15** |
| 20 | IDEA | 5 | 06-02-2023 to 10-02-2023 | Director General of Audit (Central) Mumbai | 1 |
| | | | | Director General of Audit, Western Railway, Mumbai | 2 |
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 2 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 4 |
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 3 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 1 |
| | | | | Director General of Audit, Central Railway, Mumbai | 2 |
| | | | | **TOTAL SLOTS** | **15** |
| 21 | MS Excel (Advanced) with Power Pivot | 6 | 20-02-2023 to 25-02-2023 | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 1 |
| | | | | Accountant General, Goa | 1 |
| | | | | Branch: Finance & Communication Audit Office Ahmedabad | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Branch: Principal Director of Audit (Scientific Departments), New Delhi at Mumbai | 1 |
| | | | | Director General of Audit (Central) Mumbai | 1 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Director General of Audit, Western Railway, Mumbai | 1 |
| | | | | Director General Of Commercial Audit, Mumbai | 1 |
| | | | | Principal Accountant General (A & E) I, Maharashtra, Mumbai | 1 |
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 2 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 4 |
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 2 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 2 |
| | | | | Director General of Audit, Central Railway, Mumbai | 1 |
| | | | | Principal Director of Audit, Defence Services, PUNE | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 2 |
| | | | | **TOTAL SLOTS** | **23** |
| 22 | Advanced Ms Access and MS Excel | 6 | 20-03-2023 to 25-03-2023 | Branch: Finance & Communication Audit Office Ahmedabad | 1 |
| | | | | Director General of Audit (Central) Mumbai | 2 |
| | | | | Principal Accountant General (A & E) I, Maharashtra, Mumbai | 2 |
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 2 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 3 |
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 5 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 3 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Director General of Audit, Central Railway, Mumbai | 2 |
| | | | | **TOTAL SLOTS** | **20** |

| | | | | | |
|---|---|---|---|---|---|
| **EDP COURSES** | | 105 | | **TOTAL SLOTS** | **484** |

## General calendar (2022-23)

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| 1 | Outcome Based Audit | 3 | 05-04-2022 to 07-04-2022 | Accountant General, Goa | 1 |
| | | | | Branch: Principal Director of Audit (Scientific Departments), New Delhi at Mumbai | 1 |
| | | | | Director General of Audit, Western Railway, Mumbai | 2 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 7 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 3 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 2 |
| | | | | Principal Director of Audit, Defence Services, PUNE | 1 |
| | | | | **TOTAL SLOTS** | **17** |
| 2 | Modular Training - Audit Evidence | 3 | 11-04-2022 to13-04-2022 | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Branch: Principal Director of Audit (Scientific Departments), New Delhi at Mumbai | 1 |
| | | | | Director General of Audit (Central) Mumbai | 4 |
| | | | | Director General of Audit, Western Railway, Mumbai | 1 |
| | | | | Director General OF Commercial Audit, Mumbai | 1 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 4 |
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 1 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 2 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Director General of Audit, Central Railway, Mumbai | 2 |
| | | | | Principal Director of Audit, Defence Services, PUNE | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 3 |
| | | | | **TOTAL SLOTS** | **22** |
| 3 | **MCTP level 3** | 6 | 18-04-2022 to 23-04-2022 | Accountant General, Goa | 3 |
| | | | | Branch: Director General of Audit, Navy, New Delhi at Mumbai | 1 |
| | | | | Branch: Finance & Communication Audit Office Ahmedabad | 3 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 2 |
| | | | | Branch: Principal Director of Audit (Scientific Departments), New Delhi at Mumbai | 2 |
| | | | | Principal Accountant General (A & E), Gujarat, at Ahmedabad | 2 |
| | | | | Director General of Commercial Audit, Mumbai | 3 |
| | | | | Principal Accountant General (A & E) I, Maharashtra, Mumbai | 1 |
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 2 |
| | | | | Principal Accountant General (Audit-I) Gujarat, Rajkot | 10 |
| | | | | Director General of Audit, Central Railway, Mumbai | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 1 |
| | | | | Principal Director of Audit (Shipping), Mumbai | 2 |
| | | | | Slots awaited | 7 |
| | | | | **TOTAL SLOTS** | **40** |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| 4 | **Financial Rules & Financial Management** | 4 | **26-04-2022 to 29-04-2022** | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 1 |
| | | | | Accountant General, Goa | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Director General of Audit (Central) Mumbai | 2 |
| | | | | Director General OF Commercial Audit, Mumbai | 1 |
| | | | | Principal Accountant General (A & E) I, Maharashtra, Mumbai | 1 |
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 2 |
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 2 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 1 |
| | | | | Director General of Audit, Central Railway, Mumbai | 1 |
| | | | | Principal Director of Audit, Defence Services, Pune | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 4 |
| | | | | **TOTAL SLOTS** | **18** |
| 5 | **Pre-Retirement Course** | 2 | **04-05-2022 to 05-05-2022** | Branch: Director General of Audit, Navy, New Delhi at Mumbai | 1 |
| | | | | Branch: Director General of Audit, Western Railway, Mumbai AT Ahmedabad | 3 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Branch: Principal Director of Audit (Scientific Departments), New Delhi at Mumbai | 1 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Principal Director of Audit (Agriculture, Food and Water Resources), New Delhi at Mumbai | 1 |
| | | | | Director General of Audit (Central) Mumbai | 9 |
| | | | | Director General of Audit, Western Railway, Mumbai | 3 |
| | | | | Director General OF Commercial Audit, Mumbai | 1 |
| | | | | Principal Accountant General (A & E) I, Maharashtra, Mumbai | 3 |
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 4 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 6 |
| | | | | Principal Director of (Shipping), Mumbai | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 1 |
| | | | | **TOTAL SLOTS** | **35** |
| 6 | **Regulations on Audit & Accounts 2020** | 2 | **09-05-2022 to 10-05-2022** | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 1 |
| | | | | Accountant General, Goa | 1 |
| | | | | Branch: Finance & Communication Audit Office Ahmedabad | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Branch: Principal Director of Audit (Scientific Departments), New Delhi at Mumbai | 1 |
| | | | | Director General of Audit (Central) Mumbai | 4 |
| | | | | Director General of Audit, Western Railway, Mumbai | 1 |
| | | | | Director General OF Commercial Audit, Mumbai | 1 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 2 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 2 |
| | | | | Principal Accountant General (Audit-II) Gujarat | 1 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 3 |
| | | | | Director General of Audit, Central Railway, Mumbai | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 3 |
| | | | | **TOTAL SLOTS** | **23** |
| 7 | KC Topic - All India Training Programme on Audit of Autonomous Bodies | 4 | 17-05-2022 to 20-05-2022 | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 1 |
| | | | | Accountant General, Goa | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Branch: Principal Director of Audit (Scientific Departments), New Delhi at Mumbai | 1 |
| | | | | Principal Director of Audit (Agriculture, Food and Water Resources), New Delhi at Mumbai | 1 |
| | | | | Director General of Audit (Central) Mumbai | 1 |
| | | | | Director General OF Commercial Audit, Mumbai | 1 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 6 |
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 5 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 4 |
| | | | | Principal Director of (Shipping), Mumbai | 3 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Principal Director of Audit (Central), Ahmedabad | 2 |
| | | | | **TOTAL SLOTS** | **27** |
| 8 | **Conduct of DPC meeting, panels, impact of Disciplinary Action thereon, Rosters and RTI Act** | 5 | **23-05-2022 to 27-05-2022** | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 1 |
| | | | | Accountant General, Goa | 1 |
| | | | | Branch: Finance & Communication Audit Office Ahmedabad | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Director General of Audit (Central) Mumbai | 2 |
| | | | | Director General of Audit, Western Railway, Mumbai | 1 |
| | | | | Director General OF Commercial Audit, Mumbai | 1 |
| | | | | Principal Accountant General (A & E) I, Maharashtra, Mumbai | 2 |
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 4 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 2 |
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 2 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 2 |
| | | | | Principal Director of (Shipping), Mumbai | 3 |
| | | | | Director General of Audit, Central Railway, Mumbai | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 1 |
| | | | | **TOTAL SLOTS** | **25** |
| 9 | | 3 | **30-05-2022 to 01-06-2022** | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 1 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Branch: Principal Accountant General (A & E), Gujarat AT Ahmedabad | 2 |
| | | | | Director General of Audit (Central) Mumbai | 7 |
| | | | | Director General of Commercial Audit, Mumbai | 1 |
| | | | | Branch- Principal Director of Commercial Audit, Mumbai at Mumbai | 1 |
| | Communication & Motivation and APARs | | | Principal Accountant General (A & E), Gujarat, Rajkot | 2 |
| | | | | Principal Accountant General (A & E) I, Maharashtra, Mumbai | 2 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 5 |
| | | | | Principal Director of (Shipping), Mumbai | 1 |
| | | | | Director General of Audit, Central Railway, Mumbai | 1 |
| | | | | Principal Director of Audit, Defence Services, PUNE | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 2 |
| | | | | **TOTAL SLOTS** | **27** |
| 10 | KC Topic - All India Training Programme on Corporate Governance | 3 | 06-06-2022 to 08-06-2022 | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 1 |
| | | | | Accountant General, Goa | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Branch: Principal Director of Audit (Scientific Departments), New Delhi at Mumbai | 1 |
| | | | | Director General of Commercial Audit, Mumbai | 1 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Branch- Principal Director of Commercial Audit, Mumbai at Mumbai | 1 |
| | | | | Principal Accountant General (Audit-II) Gujarat | 1 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 2 |
| | | | | **TOTAL SLOTS** | **9** |
| 11 | **Compliance Audit as per new Compliance Auditing Guidelines, 2016** | **3** | **14-06-2022 to 16-06-2022** | Branch: Director General of Audit, Navy, New Delhi at Mumbai | 1 |
| | | | | Branch: Finance & Communication Audit Office Ahmedabad | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Branch: Principal Director of Audit (Scientific Departments), New Delhi at Mumbai | 1 |
| | | | | Branch: Director of Audit, ORDNANCE FACTORY, KOLKATA AT KIRKEE | 1 |
| | | | | Branch- Principal Director of Commercial Audit, Mumbai at Mumbai | 1 |
| | | | | Director General of Audit (Central) Mumbai | 4 |
| | | | | Director General OF Commercial Audit, Mumbai | 1 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 11 |
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 3 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 2 |
| | | | | Principal Director of (Shipping), Mumbai | 1 |
| | | | | Director General of Audit, Central Railway, Mumbai | 2 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Principal Director of Audit, Defence Services, PUNE | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 4 |
| | | | | **TOTAL SLOTS** | **35** |
| 12 | **MCTP level 4** | 6 | **20-06-2022 to 25-06-2022** | Accountant General, Goa | 2 |
| | | | | Branch: Director General of Audit, Navy, New Delhi at Mumbai | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 2 |
| | | | | Branch: Principal Director of Audit (Scientific Departments), New Delhi at Mumbai | 1 |
| | | | | Director General OF Commercial Audit, Mumbai | 1 |
| | | | | Principal Accountant General (A & E) I, Maharashtra, Mumbai | 1 |
| | | | | Principal Accountant General (Audit-I) Gujarat, Rajkot | 3 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 1 |
| | | | | Director General of Audit, Central Railway, Mumbai | 3 |
| | | | | Principal Director of Audit(Shipping), Mumbai | 3 |
| | | | | Slots awaited | 22 |
| | | | | **TOTAL SLOTS** | **40** |
| 13 | **Financial Attest Audit Guidelines (including FAAM, audit using VLC and preparation of SFAR)** | 6 | **27-06-2022 to 02-07-2022** | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 2 |
| | | | | Accountant General, Goa | 1 |
| | | | | Director General of Audit (Central) Mumbai | 4 |
| | | | | Director General of Audit, Western Railway, Mumbai | 1 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 4 |
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 5 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 1 |
| | | | | Principal Director of (Shipping), Mumbai | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 2 |
| | | | | **TOTAL SLOTS** | **21** |
| 14 | **MCTP Level - 2** | 6 | 11-07-2022 to 16-07-2022 | Accountant General, Goa | 7 |
| | | | | Branch: Director General of Audit, Navy, New Delhi at Mumbai | 1 |
| | | | | Branch: Finance & Communication Audit Office Ahmedabad | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 2 |
| | | | | Principal Accountant General (A & E), Gujarat at Ahmedabad | 2 |
| | | | | Director General OF Commercial Audit, Mumbai | 3 |
| | | | | Principal Accountant General (A & E) – I, Maharashtra, Mumbai | 1 |
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 2 |
| | | | | Principal Accountant General (Audit) I, Gujarat, Rajkot | 9 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 1 |
| | | | | Director General of Audit, Central Railway, Mumbai | 3 |
| | | | | Principal Director of Audit(Shipping), Mumbai | 4 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Slots awaited | 4 |
| | | | | **TOTAL SLOTS** | **40** |
| 15 | **Audit of Fraud and Fraud Detection Techniques** | 3 | **19-07-2022 to 21-07-2022** | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 1 |
| | | | | Accountant General, Goa | 1 |
| | | | | Branch: Director General of Audit, Navy, New Delhi at Mumbai | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Principal Director of Audit (Agriculture, Food and Water Resources), New Delhi at Mumbai | 1 |
| | | | | Branch-Principal Director of Commercial Audit, Mumbai at Mumbai | 1 |
| | | | | Director General of Audit (Central) Mumbai | 2 |
| | | | | Director General of Audit, Western Railway, Mumbai | 1 |
| | | | | Director General OF Commercial Audit, Mumbai | 1 |
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 1 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 3 |
| | | | | Director General of Audit, Central Railway, Mumbai | 1 |
| | | | | Principal Director of Audit, Defence Services, PUNE | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 2 |
| | | | | **TOTAL SLOTS** | **18** |
| 16 | **MCTP level 3** | 6 | **25-07-2022 to 30-07-2022** | Accountant General, Goa | 3 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Branch: Principal Director of Audit (Scientific Departments), New Delhi at Mumbai | 2 |
| | | | | Director General of Commercial Audit Mumbai | 2 |
| | | | | Principal Accountant General (A & E) – I, Maharashtra, Mumbai | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 1 |
| | | | | Principal Director of Audit(Shipping)-Mumbai | 3 |
| | | | | Slots awaited | 27 |
| | | | | **TOTAL SLOTS** | **40** |
| 17 | **Modular Training Audit Reporting** | 3 | **02-08-2022 to 04-08-2022** | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Branch: Principal Director of Audit (Scientific Departments), New Delhi at Mumbai | 1 |
| | | | | Principal Director of Audit (Agriculture, Food and Water Resources), New Delhi at Mumbai | 1 |
| | | | | Director General of Audit (Central) Mumbai | 2 |
| | | | | Director General of Audit, Western Railway, Mumbai | 1 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 2 |
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 1 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 2 |
| | | | | Principal Director of (Shipping), Mumbai | 1 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Director General of Audit, Central Railway, Mumbai | 2 |
| | | | | Principal Director of Audit, Defence Services, PUNE | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 3 |
| | | | | **TOTAL SLOTS** | **19** |
| 18 | **Performance Audit and Risk based Auditing** | 5 | **22-08-2022 to 26-08-2022** | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 1 |
| | | | | Accountant General, Goa | 1 |
| | | | | Branch: Director General of Audit, Navy, New Delhi at Mumbai | 1 |
| | | | | Branch: Finance & Communication Audit Office Ahmedabad | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Principal Director of Audit (Agriculture, Food and Water Resources), New Delhi at Mumbai | 1 |
| | | | | Director General of Audit (Central) Mumbai | 1 |
| | | | | Director General of Audit, Western Railway, Mumbai | 1 |
| | | | | Director General OF Commercial Audit, Mumbai | 1 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 11 |
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 3 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 4 |
| | | | | Principal Director of (Shipping), Mumbai | 1 |
| | | | | Director General of Audit, Central Railway, Mumbai | 1 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Principal Director of Audit, Defence Services, PUNE | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 4 |
| | | | | **TOTAL SLOTS** | **34** |
| 19 | **e-Governance with IFMS** | **3** | **13-09-2022 to 15-09-2022** | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 1 |
| | | | | Accountant General, Goa | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Director General of Audit (Central) Mumbai | 1 |
| | | | | Principal Accountant General (A & E) I, Maharashtra, Mumbai | 4 |
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 2 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 4 |
| | | | | Principal Accountant General (Audit-II) Gujarat | 4 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 1 |
| | | | | Director General of Audit, Central Railway, Mumbai | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 3 |
| | | | | **TOTAL SLOTS** | **23** |
| 20 | **Government Accounting System, Role of GASAB & Transition to Accrual Accounting System** | **5** | **19-09-2022 to 23-09-2022** | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 1 |
| | | | | Accountant General, Goa | 1 |
| | | | | Branch: Finance & Communication Audit Office Ahmedabad | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Director General of Audit (Central) Mumbai | 1 |
| | | | | Director General of Audit, Western Railway, Mumbai | 1 |
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 4 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 2 |
| | | | | Principal Accountant General (Audit-II) Gujarat | 2 |
| | | | | Director General of Audit, Central Railway, Mumbai | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 2 |
| | | | | **TOTAL SLOTS** | **17** |
| 21 | **MCTP Level - 4** | 6 | **10-10-2022 to 15-10-2022** | Accountant General, Goa | 1 |
| | | | | Branch: Finance & Communication Audit Office Ahmedabad | 2 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 2 |
| | | | | Director General OF Commercial Audit, Mumbai | 1 |
| | | | | Principal Accountant General (A & E) – I, Maharashtra, Mumbai | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 1 |
| | | | | Principal Director of Audit(Shipping)-Mumbai | 2 |
| | | | | Slots awaited | 30 |
| | | | | **TOTAL SLOTS** | **40** |
| 22 | **KC Topic - All India Training Programme on Ind AS, Auditing Standards, Accounting Standards and** | 5 | **17-10-2022 to 21-10-2022** | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 1 |
| | | | | Accountant General, Goa | 1 |
| | | | | Branch: Finance & Communication Audit Office Ahmedabad | 1 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | **Analysis of Financial Statements** | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Principal Director of Audit (Agriculture, Food and Water Resources), New Delhi at Mumbai | 1 |
| | | | | Director General of Audit (Central) Mumbai | 2 |
| | | | | Director General OF Commercial Audit, Mumbai | 1 |
| | | | | Principal Accountant General (A & E) I, Maharashtra, Mumbai | 1 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 3 |
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 7 |
| | | | | Principal Director of (Shipping), Mumbai | 2 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 4 |
| | | | | **TOTAL SLOTS** | **25** |
| 23 | **Induction course of Auditors & Accounts including Office Procedure, CCS (Conduct) Rules, Gender Awareness and Ethics** | 5 | 25-10-2022 to 29-10-2022 | Accountant General, Goa, | 2 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Branch: Principal Director of Audit (Scientific Departments), New Delhi at Mumbai | 1 |
| | | | | Director General of Audit (Central) Mumbai | 8 |
| | | | | Director General OF Commercial Audit, Mumbai | 1 |
| | | | | Principal Accountant General (A & E) I, Maharashtra, Mumbai | 1 |
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 2 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 6 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---------|-----------------|--------------------|--------|--------|-------|
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 2 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 3 |
| | | | | Director General of Audit, Central Railway, Mumbai | 2 |
| | | | | Principal Director of Audit, Defence Services, PUNE | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 3 |
| | | | | **TOTAL SLOTS** | **33** |
| 24 | **MCTP Level - 2** | 6 | 31-10-2022 to 05-11-2022 | Accountant General, Goa | 7 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Director General OF Commercial Audit, Mumbai | 2 |
| | | | | Principal Accountant General (A & E) – I, Maharashtra, Mumbai | 1 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 9 |
| | | | | Director General of Audit, Central Railway, Mumbai | 3 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 1 |
| | | | | Principal Director of Audit(Shipping)-Mumbai | 3 |
| | | | | Slots awaited | 13 |
| | | | | **TOTAL SLOTS** | **40** |
| 25 | **KC Topic - All India Training Programme on Corporate Finance** | 6 | 21-11-2022 to 26-11-2022 | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 1 |
| | | | | Accountant General, Goa | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Principal Director of Audit (Agriculture, Food and Water Resources), New Delhi at Mumbai | 1 |
| | | | | Branch: Director of Audit, ORDNANCE FACTORY, KOLKATA AT KIRKEE | 1 |
| | | | | Director General OF Commercial Audit, Mumbai | 1 |
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 1 |
| | | | | **TOTAL SLOTS** | **7** |
| 26 | **General Purpose-Financial Reporting (IPSAS)** | **3** | **29-11-2022 to 01-12-2022** | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 2 |
| | | | | Accountant General, Goa | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Branch: Principal Director of Audit (Scientific Departments), New Delhi at Mumbai | 1 |
| | | | | Principal Director of Audit (Agriculture, Food and Water Resources), New Delhi at Mumbai | 1 |
| | | | | Director General of Audit (Central) Mumbai | 3 |
| | | | | Director General OF Commercial Audit, Mumbai | 1 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 2 |
| | | | | Principal Accountant General (Audit-II) Gujarat | 2 |
| | | | | Principal Director of Audit, Defence Services, PUNE | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 3 |
| | | | | **TOTAL SLOTS** | **18** |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| 27 | **KC Topic - All India Training Programme on Audit of Consolidated Financial Statements of Companies** | 4 | **06-12-2022 to 09-12-2022** | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 3 |
| | | | | Accountant General, Goa | 1 |
| | | | | Branch: Finance & Communication Audit Office Ahmedabad | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Branch: Principal Director of Audit (Scientific Departments), New Delhi at Mumbai | 1 |
| | | | | Director General OF Commercial Audit, Mumbai | 1 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 6 |
| | | | | Principal Accountant General (Audit-II) Gujarat, Ahmedabad | 7 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 2 |
| | | | | **TOTAL SLOTS** | **23** |
| 28 | **Statistics & Sampling in Audit** | 2 | **19-12-2022 to 20-12-2022** | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 1 |
| | | | | Accountant General, Goa | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Principal Director of Audit (Agriculture, Food and Water Resources), New Delhi at Mumbai | 1 |
| | | | | Director General of Audit (Central) Mumbai | 4 |
| | | | | Director General OF Commercial Audit, Mumbai | 1 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 6 |
| | | | | Principal Accountant General (Audit-II) Gujarat | 5 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 4 |
| | | | | Director General of Audit, Central Railway, Mumbai | 1 |
| | | | | Principal Director of Audit, Defence Services, PUNE | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 2 |
| | | | | **TOTAL SLOTS** | **28** |
| 29 | **MCTP Level - 3** | 6 | **02-01-2023 to 07-01-2023** | Accountant General, Goa | 2 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Branch: Principal Director of Audit (Scientific Departments), New Delhi at Mumbai | 3 |
| | | | | Director General OF Commercial Audit, Mumbai | 2 |
| | | | | Principal Accountant General (A & E) – I, Maharashtra, Mumbai | 1 |
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 2 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 10 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 1 |
| | | | | Director General of Audit, Central Railway, Mumbai | 3 |
| | | | | Principal Director of Audit(Shipping)-Mumbai | 2 |
| | | | | Slots awaited | 13 |
| | | | | **TOTAL SLOTS** | **40** |
| 30 | **Audit of Public Private Partnerships Projects** | 4 | **09-01-2023 to 12-01-2023** | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 2 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Director General of Audit (Central) Mumbai | 3 |
| | | | | Director General of Audit, Western Railway, Mumbai | 1 |
| | | | | Director General OF Commercial Audit, Mumbai | 1 |
| | | | | Principal Accountant General (Audit-II) Gujarat | 3 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 2 |
| | | | | Director General of Audit, Central Railway, Mumbai | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 2 |
| | | | | **TOTAL SLOTS** | **16** |
| 31 | **Goods and Service Tax** | 5 | **16-01-2023 to 20-01-2023** | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 1 |
| | | | | Accountant General, Goa | 2 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Branch-Principal Director of Commercial Audit, Mumbai at Mumbai | 1 |
| | | | | Director General of Audit (Central) Mumbai | 7 |
| | | | | Director General of Audit, Western Railway, Mumbai | 2 |
| | | | | Director General OF Commercial Audit, Mumbai | 1 |
| | | | | Principal Accountant General (A & E) I, Maharashtra, Mumbai | 2 |
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 6 |
| | | | | Principal Accountant General (Audit-II) Gujarat | 4 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 1 |
| | | | | Principal Director of (Shipping), Mumbai | 1 |
| | | | | Director General of Audit, Central Railway, Mumbai | 3 |
| | | | | Principal Director of Audit, Defence Services, PUNE | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 4 |
| | | | | **TOTAL SLOTS** | **37** |
| 32 | District Audit (including PRIs and ULB) | 5 | 30-01-2023 to 03-02-2023 | Accountant General, Goa | 1 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 9 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 5 |
| | | | | Principal Director of Audit Central Ahmedabad | 2 |
| | | | | **TOTAL SLOTS** | **17** |
| 33 | Audit of Works expenditure, Contracts & Projects | 5 | 13-02-2023 to 17-02-2023 | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 2 |
| | | | | Accountant General, Goa | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Branch: Principal Director of Audit (Scientific Departments), New Delhi at Mumbai | 1 |
| | | | | Principal Director of Audit (Agriculture, Food and Water Resources), New Delhi at Mumbai | 1 |
| | | | | Director General of Audit (Central) Mumbai | 1 |
| | | | | Principal Accountant General (Audit I), Gujarat, Rajkot | 3 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Principal Accountant General (Audit-II) Gujarat | 3 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 4 |
| | | | | Director General of Audit, Central Railway, Mumbai | 1 |
| | | | | Principal Director of Audit, Defence Services, PUNE | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 2 |
| | | | | **TOTAL SLOTS** | **21** |
| 34 | **Development of Management Skills** | 6 | 27-02-2023 to 04-03-2023 | Accountant General (Audit)- II, Maharashtra, Branch Office, Mumbai. | 1 |
| | | | | Branch: Director General of Audit, Navy, New Delhi at Mumbai | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 1 |
| | | | | Director General of Audit (Central) Mumbai | 6 |
| | | | | Director General of Audit, Western Railway, Mumbai | 1 |
| | | | | Director General OF Commercial Audit, Mumbai | 1 |
| | | | | Principal Accountant General (A & E) I, Maharashtra, Mumbai | 3 |
| | | | | Principal Accountant General (A & E), Gujarat, Rajkot | 2 |
| | | | | Principal Accountant General (Audit-II) Gujarat | 2 |
| | | | | Principal Accountant General (Audit) I, Maharashtra, Mumbai | 3 |
| | | | | Director General of Audit, Central Railway, Mumbai | 1 |
| | | | | Principal Director of Audit, Defence Services, PUNE | 1 |

| Sl. No. | Programme Title | Duration (in days) | Period | Office | Slots |
|---|---|---|---|---|---|
| | | | | Principal Director of Audit (Central), Ahmedabad | 2 |
| | | | | **TOTAL SLOTS** | **25** |
| 35 | **MCTP Level - 4** | 6 | **13-03-2023 to 18-03-2023** | Accountant General, Goa | 1 |
| | | | | Branch: Finance & Communication Audit Office Mumbai | 3 |
| | | | | Director General OF Commercial Audit, Mumbai | 1 |
| | | | | Principal Accountant General (A & E) I, Maharashtra, Mumbai | 1 |
| | | | | Principal Director of Audit (Central), Ahmedabad | 1 |
| | | | | Principal Director of Audit(Shipping)-Mumbai | 2 |
| | | | | Slots awaited | 31 |
| | | 155 | | **TOTAL SLOTS** | **40** |

| | | SLOTS RECEIVED | 793 |
|---|---|---|---|
| **GENERAL COURSES** | | **SLOTS AWAITED** | **147** |
| | | TOTAL SLOTS | 940 |

| | | SLOTS RECEIVED | 1277 |
|---|---|---|---|
| **GENERAL & EDP COURSES** | | **SLOTS AWAITED** | **147** |
| | | TOTAL SLOTS | 1424 |

# SECTION IV

# COURSE CONTENTS

## EDP Courses

| S No. | Name of the Course | Duration (in days) | Topic in Brief |
|---|---|---|---|
| 1. | IT Audit (including INTOSAI IT Audit Guidelines, Manuals) (DEO to Sr AO) – 2 courses | 05 | • Introduction to IT Audit,<br>• IT Controls<br>• IT Security<br>• Audit of Business Continuity Planning/Disaster Recovery Planning<br>• Audit Matrix Template<br>• Internal Control, Investment Decisions<br>• Development & Acquisition<br>• Outsourcing<br>• IT Governance |
| 2. | Data Analytics – Tableau (Supervisor to Sr.AO) – 2 courses | 03 | • Descriptive Analytics<br>• Statistical Approaches in Analytics<br>• Predictive Analytics,<br>• Introduction to Data Analytics<br>• Overview of TABLEAU<br>• Big data concepts |
| 3. | Data Analytics – KNIME (Supervisor to Sr.AO) – 2 courses | 03 | • Descriptive Analytics,<br>• Statistical Approaches in Analytics,<br>• Predictive Analytics, Introduction to Data Analytics, Overview of KNIME and Big data concepts |
| 4. | Audit in IT Environment (Supervisor to Sr.AO) - 2 courses | 06 | • Overview of Audit in IT Environment<br>• Database concepts, important features of MS Excel - Conditional Foramatting, Subtotals, Pivot Table, Functions<br>•Important features of IDEA-Data import, Properties, Summarisation, Stratification, Duplicate/Gap detection, functions, Extraction, Export, Creating Reports |
| 5. | Budgetary Process in the Government, usage of iBEMS in IA&AD & integration with PFMS | 02 | • Preparation of Budget (RE/BE) of the office and its reconciliation<br>• iBEMS software – its use and functions, hands-on on iBEMS software<br>• Introduction to PFMS software - its use in the department, functions of PFMS with hands-on |

| S No. | Name of the Course | Duration (in days) | Topic in Brief |
|---|---|---|---|
|  |  |  | • Demonstration of different modules available in PFMS software<br>• Useful reports |
| 6. | IDEA (DEO to Sr AO) – 3 courses | 05 | • Overview<br>• Import of files<br>• Viewing the data<br>• Data Extraction, summarisation, stratification, gap detection<br>• Pivot table, Correlation, trend analysis<br>• Functions and sampling<br>• Reports and Designing |
| 7. | IT Audit (Level 2a) (Basic MS Access) (DEO to Sr AO) | 05 | • Introduction to Databases, DBMS & RDBMS<br>• Database & Table design<br>• Creating a Table, editing, modification, key, fields<br>• Importing/ exporting/ linking data<br>• Relational Database:<br>• Forms, records, controls<br>• Queries |
| 8. | Advanced MS Access and MS Excel (DEO to Sr AO) – 2 courses | 06 | • Database concepts<br>• Features of MS Access - Tables, Queries, Forms and Reports<br>• Query wizard, Report Generation<br>• Features of MS Excel – formulae and functions – lookup functions<br>• Analysing data by creating Pivot tables, charts |
| 9. | Oracle Backend – SQL (DEO to Sr AO) | 05 | • Introduction to Oracle<br>• Basic Database Concepts<br>• Data Types- Command Categories:<br>• DDL, DML, TCL, DCL<br>• Constraints<br>• Operators & Functions<br>• Set Operators and Joins<br>• Database-Objects<br>• Queries & Sub-queries |
| 10. | Advanced Oracle, SQL, PL SQL (DEO to Sr AO) |  | • Introduction to oracle database<br>• Use of joins, sub-queries to display data from multiple table |

| S No. | Name of the Course | Duration (in days) | Topic in Brief |
|---|---|---|---|
| | | | • Sequences, Index<br>• Introduction to PL/SQL, exception handling<br>• Procedures and functions<br>• Triggers<br>• functions, procedures, cursors etc. PL/SQL Programming Language in simple and easy steps |
| 11. | Introduction to e-procurement (GeM and CPPP) and e-tendering (CPPP) (Group "C" to Group "A") | 02 | Salient features of GFR 2017 regarding procurement through GeM<br>• Salient features of GeM in its latest version<br>• Creation of users – Primary, Secondary, requirements for creation of users, user roles, action on transfer of primary/secondary users<br>• The GeM Dashboard, searching for products in GeM<br>• Options for buying available on GeM – Direct Purchase, Bidding, Reverse Auction, Monetary limits for deciding upon the mode of buying<br>• Procedures and timelines for procurement in GeM using the Direct Purchase, Bidding and Reverse Auction modes, timelines for various stages viz. generation of PO, delivery, issue of CRAC and payment<br>• CPPP (Procurement & e-tendering)<br>• Other important points covering practical aspects on GeM & CPPP, including experience sharing by users of GeM<br>• Prospective audit issues in GeM |
| 12. | MS Excel (advanced) with Power Pivot (DEO to Sr AO) – 2 courses | 05 | • Introduction to MS Excel, formulae and functions – lookup functions<br>• Analysing data by creating pivot tables, charts, Dashboards, Macros |
| 13. | Hardware/Software Troubleshooting (DEO to Sr AO) | 05 | •CMOS setup, Computer Hardware Maintenance (Not on chip level)<br>•Testing: Hard disk, RAM, LAN card, motherboard<br>•Disk fragmentation, disk clean-up<br>•Disk surface & sector scan, Booting from system floppy<br>•Performance Monitoring (XP) |

| S No. | Name of the Course | Duration (in days) | Topic in Brief |
|---|---|---|---|
| | | | •Operating system, Drivers, Software & Antivirus •Creating partitions using Fdisk & formatting, <br>•Installation of OS, drivers <br>•Printers & Scanners and scanning documents, <br>•Converting document to PDF & word formats etc. <br>•Networking: TCP/IP installation <br>•Basics of Networking, Network Classification <br>•Client-Server Architecture, Creating Users, Giving rights, etc. <br>•Managing User Accounts, Sharing files, Printers, Run command with IP Address. <br>•Obtaining an IP addresses, Domain names <br>• Administrative Tools <br>•PC Assembling – Trouble Shooting, Tips & Tricks <br>•Storage devices – Flash Drive, CD, DVD <br>• Creating multisession CDs |
| 14. | e-office | 03 | •Introduction to e-office and File management system : About e-Office , Brief description of Modules/links available at homepage Receipts - Diarization of receipt, Forwarding of receipt, Pull back/Pull Up, Searching, Put up in a file /Attach, Creation of File, Attaching correspondence, Noting, Making Reference of correspondence, Approval of drafts, Dispatch, Closing a receipt/Filing, E_sign, File Forwarding, Functions related to files, Searching of Files/Receipt/Dispatch, General Settings, Q&A session, Creating drafts, attaching drafts, correcting and finalising drafts, attaching external files, Creating receipts; creating files, putting up drafts etc <br>• Administrative Module : Employee Master Details module; Adding posts/designations to the office, Posting ;Transfer, Q&A session, |

*General Courses: -2020-21*

| Sr. No. | Name of the course | Duration (in days) | Topics in Brief |
|---|---|---|---|
| 1. | **Outcome Based Audit** | 3 | Introduction to result-oriented approach in performance audit |
| | | | Discussions on relation between output and outcome of programmes and projects and aspects to be seen in the outcome-based audits |
| | | | Outcome indicators and evaluation of outcomes of the State Governmental projects and schemes (some outcomes will be selected and discussed) |
| | | | Linking outcomes with performance |
| | | | Evidence gathering and documentation |
| | | | Drafting performance audit on outcomes |
| 2. | **Modular Training on Audit Evidence** | 3 | Ice Breaking - Basic Concepts: Definition of Evidence/Audit Evidence; ISA / ISSAIs on Audit Evidence in Financial, Performance & Compliance Auditing; Attributes of good evidence |
| | | | Techniques of Evidence Gathering – Importance of evidence in audit; evidence gathering process; sources of evidence; standards linked with audit evidence; audit documentation; broad classification; Collecting documentary evidence; Case laws and case studies |
| | | | Financial Auditing – Case study; Key concepts on Audit Evidence in Financial Auditing |
| | | | Compliance Auditing - Case study; Key concepts on Audit Evidence in Compliance Auditing |
| | | | Performance Auditing – Case study; Key concepts on Audit Evidence in Performance Auditing |
| | | | Audit in IT Environment – Case study, Key concepts on Audit in IT Environment |
| 3,16 & 29 | **MCTP Level - 3** | 6 x3 batches = 18 | Communication skills, effective communication with internal and external stakeholders |
| | | | Analytical Thinking, methodical step-by-step problem solving |
| | | | Time and Stress Management |
| | | | Understanding e-governance, Mission Mode Projects, e-office, e-HRMS (Manav Sampada) |
| | | | Role change management and tactful behavior |
| | | | Management of Government Finances - Fiscal health of Union and States |
| | | | Audit of IT Environment |
| | | | Team Management |

| Sr. No. | Name of the course | Duration (in days) | Topics in Brief |
|---|---|---|---|
| | | | Stakeholder engagement |
| | | | Governance, Risk Management and Compliance |
| | | | Internal Controls, Frauds and Forensics |
| | | | Public Expenditure and FRBM Act |
| | | | Revenue-Sources of revenue- Characteristics of Good Tax System |
| | | | Understanding the Global Environmental crisis- Global Warming, Climate Change and Habitat loss etc. |
| | | | Environmental Governance |
| | | | Management of different kinds of Pollution |
| 4. | **Financial Rules and Financial Management** | **4** | Financial Control in government |
| | | | Constitutional provisions with reference to financial management |
| | | | Role of Finance Commission |
| | | | Budgetary Heads of Accounts – Capital, Revenue, DDR Heads |
| | | | Government Accounting & Role of CGA; Budgetary control in Government-Types of budgeting |
| | | | Parliamentary financial control |
| | | | Committees of Legislature |
| | | | Budget preparation & Monitoring; FRBM Act |
| | | | Role of various agencies in Government Departments |
| | | | Appropriation and Re-appropriation etc. |
| | | | Finance Act |
| | | | Tax and Non-Tax receipts. |
| | | | GFRs; Delegation of Financial Powers; |
| | | | MSO (Admn) Vol II, Important Rules, amendment of Rules |
| | | | Contract management, CVC guidelines on procurement of Goods, Government e-Market place, PLA accounts |
| | | | Budgeting and Financial Management in PSUs; |
| | | | Balance of Payments and Foreign Exchange Reserves |
| | | | Introduction to Capital Budgeting |
| 5. | **Pre-retirement course** | **2** | Leading a Healthy Life – Yoga session • |
| | | | Pension benefits and rules – Superannuation and postretirement benefits-GPF/NPS, Pension, Commutation, Gratuity, Leave Encashment; CGEGIS, Medical Facilities-CGHS/FMA; Mediclaim; Pensioners' Grievances Redressal Machinery. |

| Sr. No. | Name of the course | Duration (in days) | Topics in Brief |
|---------|-------------------|--------------------|-----------------|
| | | | Psychological Aspects of Retirement – Retirement and process involved, Managing the change, retiring to purposeful activity, Change in Mental attitude, change in lifestyle, enriching relationships, discovering own potential, never too old to work, Difference between growing old and being useful even if old, Time Management. |
| | | | Financial Aspects of Retirement – Choosing a consultant, investment avenues, discussion on relevant schemes ranging from short term needs to long term needs, Risk and return of various instruments, identifying time and need for future expenses (Case studies/Group Discussion). |
| | | | Asset allocation-Bank deposits to senior citizens plan, Mutual Funds, Bonds, Post Offices, Term Insurance etc.; Rules and regulations of each scheme, Tax Planning, Implications of Will (Case studies/Group Discussion) |
| 6. | **Regulations on Audit & Accounts 2020** | **2** | Scope and extent of Audit, Guiding principles of Auditing Standards, Right of access to Audit and responsibilities of Auditable entities; Broad framework of Financial Audit, Compliance Audit, Performance Audit |
| | | | General Principles of Govt. accounting and special provisions - Government Accounting Rules with Examples |
| | | | Audit in IT Environment |
| | | | Audit of Bodies and Authorities other than Govt. establishment and companies with case studies |
| | | | Audit of Government Companies |
| | | | Role of CAG in Audit of Panchayati Raj Institutions and Urban Local Bodies |
| | | | Conduct of Audit, Audit notes and IRs, Audit evidence and Audit Reports |
| 7. | **Knowledge Centre Training – All India Training Programme on Audit of Autonomous Bodies** | **4** | Mandate, scope and procedure for CAG Audit of Autonomous Bodies |
| | | | Features of Accounting, Finance and Governance in Autonomous Bodies vis-à-vis PSUs |
| | | | Accounting and Auditing aspects specific to Autonomous Bodies- Salient features of Uniform format of accounts/Format of SARs |
| 8. | **Conduct of DPC meeting, panels, impact of Disciplinary Action** | **5** | Annual Performance Appraisal Reports – Purpose, Importance; Reporting/Reviewing Officer, Periodicity; Guidelines for reporting/reviewing; time schedule for |

| Sr. No. | Name of the course | Duration (in days) | Topics in Brief |
|---|---|---|---|
| | **thereon, Rosters and RTI Act** | | preparation of APARS etc.; Adverse entry - Remediable and irremediable adverse remarks affecting promotions etc. |
| | | | Preparation, maintenance and operation of Post based rosters |
| | | | Recruitment rules of various cadres in IA&AD |
| | | | Reservations and concessions in appointments and promotions in various cadres in IA&AD |
| | | | Sealed cover procedure-declining of promotion; review |
| | | | Departmental Promotion Committee (DPC) |
| | | | Preparation of gradation list; preparation and operation of Panels for Promotion including preparation of Supplementary Panel; Method of promotion |
| | | | Treatment of current vacancy and backlog vacancies, MACP, Disciplinary proceedings, unauthorized absence |
| | | | Reservation of vacancies (SC/ST), physically challenged – GOI instructions |
| | | | Right to Information Act 2005 - Salient features of the act and its implementation in Government |
| 9. | **Communication & Motivation and APARs** | 3 | Emotional Intelligence – Its importance & components |
| | | | Importance of Communication and Personality Development |
| | | | Effective communication – modes of communication; Body language; barriers to communication |
| | | | Corporate Etiquette and Grooming including Social Etiquette |
| | | | Etiquette and social norms; developing your professional and personal image; managing different personalities, rules of civility and decent behaviour at workplace |
| | | | Gender sensitisation – Understanding concept of gender; Understanding stereotypes and how it affects our behaviour at a sub-conscious level |
| | | | Motivation- Concepts. Law of Motivation, types of motivation, Leadership, Group Dynamics in teamwork, Concept of Team & Group etc. |
| | | | Achievable expectation – World view of an individual, motivating subordinates; Interpersonal relationship etc., Counselling technique. |
| | | | APAR, a motivational tool – Objective & Importance of APAR, Interpretation of grading, Disposal of representations against adverse remarks |

| Sr. No. | Name of the course | Duration (in days) | Topics in Brief |
|---|---|---|---|
| | | | Stress Management – Definitions and Types |
| | | | Stress Management Strategies and Tools – Cognitive, Behavioral |
| | | | Yoga – Mindfulness/Meditation |
| 10. | **Knowledge Centre Training – All India Training Programme on Corporate Governance** | **3** | Introduction and Concepts of Corporate Governance |
| | | | Business ethics & Corporate Governance |
| | | | Discussion on recent audit reports and segment of annual report of companies, relating to corporate governance |
| | | | CSR provisions |
| | | | Evolution of Corporate Governance norms ¬Structures and processes ¬International and National Committees ¬Corporate Governance literature and law ¬Corporate Social Responsibility |
| | | | Provisions in DPE Guidelines |
| | | | Organization for Economic Co-operation and Development provisions for State Owned Entities |
| | | | Provisions in Companies Act 2013 as amended and rules thereunder |
| | | | Provisions of SEBI with respect to Corporate Governance and amendments in SEBI's LODR |
| | | | Environmental Consciousness-Sustainability |
| | | | Business Responsibility Report (BRR), Risk Management, Internal Control |
| | | | Provisions in IRDA regulations |
| | | | Group Discussion on recent governance failures reported in the media |
| 11. | **Compliance Audit as per new Compliance Auditing Guidelines, 2016** | **3** | Introduction and overview of the new Compliance Auditing Guidelines, 2016 - General layout of the guidelines. |
| | | | Preparation of Annual Compliance Audit Plan along with a case study |
| | | | Risk Profiling of the Apex Auditable Entities and for audit Units |
| | | | Materiality – for planning, for quantum of evidence and for reporting |
| | | | Multi stage sampling – selection of transactions |
| | | | Determination of Subject Matter |
| | | | Planning Compliance Audits – Understanding and assessment of internal controls; scope of audit and Compliance audit objectives |

| Sr. No. | Name of the course | Duration (in days) | Topics in Brief |
|---|---|---|---|
| | | | Preparation of Compliance Audit Design Matrix (ADM) |
| | | | Implementation of ADM in Compliance Audits Conducting Compliance Audit with ADM |
| | | | Evidence Gathering; Evaluation of evidence; Forming conclusions |
| | | | Determining audit conclusions as per Audit Findings Matrix (AFM) and mapping Audit findings with ADM through AFM |
| | | | Reporting Compliance Audits – Inspection Reports, Departmental Appreciation Note, Compliance Audit Report |
| | | | Follow-up of the Inspection Report and Compliance Audit Report |
| | | | Case studies, Group Discussion & Experience sharing |
| 12,18 & 35 | **MCTP Level - 4** | **6 x 3 batches = 18** | 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 |
| | | | Effective Communication –Communication skills on technical issues, constructive engagement with the client organization |
| | | | 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 |
| | | | 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 |

| Sr. No. | Name of the course | Duration (in days) | Topics in Brief |
|---------|--------------------|--------------------|-----------------|
| | | | of managers and leaders, power authority, accountability and delegation of authority |
| | | | Environmental Challenges in India |
| | | | SDGs-the India story – National Strategy for achieving SDGs |
| | | | Field Trip |
| | | | 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 |
| | | | 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 |
| 13. | Financial Attest Audit Guidelines (including FAAM, audit using VLC and preparation of SFAR) | 6 | Budget – Meaning, Annual Financial Statement, Elements of Budget |
| | | | Overview of Preparation and Compilation of Accounts & VLC |
| | | | Audit of Treasury Accounts and Complied Accounts (Appendix I of FAAM and Annexure E of FAAG) |
| | | | Audit of Transactions originating in AG Office and Inter – Government Transactions (Annexure G-Category 2 of FAAG) |
| | | | Audit of Monthly Civil Accounts (Appendix I of FAAM and Annexure G and H of FAAG) |
| | | | Structure of Appropriation Accounts, Certification audit of Government accounts as per the FAAM& FAAG |
| | | | Structure of Finance Accounts, linkages with the Appropriation accounts with Case Studies |
| | | | Audit of Finance Accounts (Appendix I of FAAM and Annexure I of FAAG) |
| | | | Audit of Appropriation Accounts (Appendix I of FAAM and Annexure J of FAAG) |

| Sr. No. | Name of the course | Duration (in days) | Topics in Brief |
|---|---|---|---|
| | | | Introduction to Statistical Sampling; Demonstration in use of IDEA in FAA for sampling and selection of vouchers |
| | | | Use of Monetary Unit Sampling – analysis along with Hands on sessions) |
| | | | Preparation of Chapter I, II, III & IV of SFAR |
| 14 & 24 | **MCTP Level - 2** | **6 x 2 batches = 12** | Values: Concepts, definition, concept of organizational values, core company values |
| | | | Ethics, Moral Values : Ethics, Moral values and beliefs |
| | | | Values and workplace: Character Traits and personality |
| | | | Personal Core values and CAG's core values |
| | | | Effective Communication – concepts, definition, barriers of communication, social skills and etiquettes, active listening skills, CAG's media policy |
| | | | Group Dynamics – Discussions on Group Dynamics, it concepts and functions, different theories etc. |
| | | | Group Development & Group Forming – Discussions on Group Development and Group Forming; Social influence in groups and thinking; Group Problems/conflicts and appropriate strategies for their resolution |
| | | | Motivation, Motivational theories of Maslow, Herzberg etc. – Importance of Motivation, different theories, improving work performance by motivation |
| | | | Motivation – Role and Personality - Types of Personality, its traits, how to motivate people of different personalities |
| | | | Motivation - Addressing specific morale issues - Understand how morale of employees will be effected on implementation of such type of decisions |
| | | | Financial Market, Capital Markets – Types of Financial Markets, advantages and disadvantages of Financial Markets, Functions of Financial Markets |
| | | | Personal Ethics, Professional Ethics, Code of Ethics - Explaining difference between personal and professional ethics; Implementation of CAGs Code of ethics |
| | | | Adopting Big Data Approach - What is Big data? Big data dimensions. Adopting Big data approach in auditing; What is Big data? Big data dimensions. Adopting Big data approach in auditing |
| | | | Overview of IT System, Risk in IT Environment and Cyber Security |

| Sr. No. | Name of the course | Duration (in days) | Topics in Brief |
|---------|-------------------|--------------------|-----------------|
| | | | IT Act 2008, CERT-In, Leveraging the entity's IT System and data in audit |
| | | | IT Act 2008, CERT-In, Leveraging the entity's IT System and data in audit |
| | | | Gender Sensitisation, Concepts of gender, stereotyping and its impact, Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 |
| | | | Field Trip |
| | | | Environment & Sustainable Development and related concepts - Basics of Environment and Sustainable Development; Introduction to the 2030 agenda for Sustainable; Development and the Sustainable Development Goals (SDGs) |
| 15. | **Audit of Fraud and Fraud Detection Techniques** | **3** | Understanding fraud and corruption - Elements of fraud and corruption; Distinction between fraud and error |
| | | | Audit mandate and Audit mandate within SAI India |
| | | | ASOSAI understanding in fighting fraud and corruption |
| | | | Categories of fraud and corruption |
| | | | General modus operandi of financial fraud, understand the individual and organizational environments in motivating fraud in work place |
| | | | General Risk indicators, fraud symptoms, unusual transactions |
| | | | Case study highlighting involvement of management in fraud, employees' fraud symptoms, identification of 'red flags' |
| | | | Concept of Forensic Investigation and its relevance, Types of fraud; Finding 'red flags', Collection of evidence, Evaluation of evidence & reporting |
| | | | Digital Forensic Audit (With examples from audit perspective) |
| | | | Respective roles of audit and management in prevention and detection of fraud, SAI India Auditing standards and ASOSAI guidelines in audit of fraud |
| | | | Identification of 'Red flags' in Government entities; field standards in evidence collection and reporting of audit conclusions |
| | | | Objectives of Internal control and their role in prevention and detection of fraud; Scope and coverage of Internal control |
| | | | Risk assessment and identification of fraud indicators; Sampling methods |

| Sr. No. | Name of the course | Duration (in days) | Topics in Brief |
|---|---|---|---|
| **16.** | ➢ MCTP Level – 3 (Given at Sl No. 3) | | |
| **17.** | **Modular Training – Audit Reporting** | **3** | Ice Breaking - Introduction to Audit Reporting covering ISSAI guidelines on Audit Reporting (Level 2 and Level 3) |
| | | | Performance Audit Reporting - Components of an Audit Paragraph with focus on the components of a paragraph in a report |
| | | | Emphasis is on the linkage between Audit Objectives identified at the Planning stage and the Audit Report covering Audit objectives linked with ADM; Documenting Audit work |
| | | | Balanced and Fair Reporting with focus on characteristics of good Audit Evidence; Consideration of audited agencies' response and views |
| | | | Case study on recent PA |
| | | | Guidelines of CAG office in writing Audit Report - Language and Structure, Style guide; audit memos, inspection reports and audit reports; sequencing audit findings and structuring an audit paragraph; common pitfalls in the language used in audit reports |
| | | | Compliance Audit Reporting - Compliance Audit Reports with focus on compliance audit reporting requirements (ISSAI 4000) and Compliance Audit Guidelines, 2016 (With a Case Study) |
| **18.** | ➢ MCTP Level – 4 (Given at Sl. No. 12) | | |
| **19.** | **Performance Audit and Risk Based Auditing** | **5** | Introduction & salient features of Performance Auditing Guidelines 2014 |
| | | | Strategic Planning and selection of subjects for Performance Audit-Principles and Procedures |
| | | | Risk identification and assessment, risk model - Practical exercise/case study |
| | | | Criteria-concepts and sources |
| | | | Concept of Audit design matrix |
| | | | Evidence – types and sources; preparation of audit test programme, evidence gathering, analysis and documentation |
| | | | Introduction & salient features of Performance Auditing Guidelines 2014 |

| Sr. No. | Name of the course | Duration (in days) | Topics in Brief |
|---|---|---|---|
| | | | Strategic Planning and selection of subjects for Performance Audit-Principles and Procedures |
| | | | Risk identification and assessment, risk model - Practical exercise/case study |
| | | | Criteria-concepts and sources |
| | | | Concept of Audit design matrix |
| | | | Evidence – types and sources; preparation of audit test programme, evidence gathering, analysis and documentation |
| 20. | **e-Governance with IFMS** | **3** | Introduction to e-Governance |
| | | | Understanding e-Governance Goals & Objectives |
| | | | Need for Transformation in Government |
| | | | Key objectives and benefits of e-Governance implementation |
| | | | e-Governance vision and strategy |
| | | | Introduction to e-Governance vision and strategy |
| | | | Need for e-governance vision and strategy |
| | | | Definition of e-Governance vision and objectives |
| | | | Key elements of e-Governance strategy |
| | | | Challenges in e-Governance implementation |
| | | | NEGP & core infrastructure components ¬ The concept of National e-Governance Plan (NeGP), Framework for Citizen Engagement in NeGP ¬ Brief introduction to core infrastructure components of NEGP e.g. State Data Centres (SDCs), State Wide Area Networks (S.W.A.N), Common Services Centres (CSCs) etc. |
| | | | e-governance service delivery |
| | | | National e-Governance Service Delivery Gateway (NSDG); |
| | | | State e-Governance Service Delivery Gateway (SSDG); |
| | | | Government-to-citizen (G2C), government-to-business (G2B), government-to-government, (G2G), government-toemployees (G2E) |
| | | | An introduction to various Mission Mode Projects under NEGP |
| | | | Insight on e-Kranthi and MMP |
| 21. | **Government Accounting System, Role of GASAB & Transition to Accrual Accounting System** | **5** | Role of CAG - Powers enshrined in the Constitution and CAG's (DPC) Act, 1971 |
| | | | Government Accounting – Purpose and importance of accounting in Government |

| Sr. No. | Name of the course | Duration (in days) | Topics in Brief |
|---|---|---|---|
| | | | Passing of Bills and preparation of initial accounts by the Treasury - Monthly Civil Accounts |
| | | | Accounting operations of all Inter-Government Transactions with monetary adjustments through |
| | | | RBI Advice Procedure and Cash Settlement System |
| | | | PLA A/c, GIA, Transfer entry and other Miscellaneous accounts |
| | | | RBD Transactions and its reconciliation; Loan Transactions; Public Works and Forest Transactions • Finance and Appropriation Accounts |
| | | | GASAB – Mandate, scope and its role on development of Government Accounting Standards for implementation of accrual accounting system |
| | | | Guidance note on Fixed Assets and Indian Government Accounting Standards (IGAS) – IGAS 1, 2 and 3 |
| | | | Proforma accrual accounts in Railways |
| | | | Cash IPSAS |
| 22. | **Knowledge Centre Training – All India Training Programme on IndAS, Auditing Standards, Accounting Standards and Analysis of Financial Statements** | **5** | ICAI's Standards on Auditing |
| | | | Applicability and mandate for Ind AS and Accounting Standards |
| | | | Important Ind AS |
| | | | Important Accounting Standards |
| | | | Overview of other standards |
| | | | Analysis of Financial Statements |
| | | | Session on case studies by pooling resources |
| 23. | **Induction course of Auditors and Accountants including Office Procedure, CCS (Conduct) Rules, Gender Awareness and Ethics** | **5** | CAG in Indian democracy- Role, mandate, functions, relationship with other arms of government and stakeholders |
| | | | Organizational structure of IA&AD, Career progression in IA&AD, CAG's DPC Act and Regulation of Audit & Accounts |
| | | | Types of audits |
| | | | CCS (Conduct) Rules |
| | | | Introduction to Govt. Accounts – Form & Structure, Major & Minor Heads, Classification, Finance & Appropriation Accounts, Treasury operations |
| | | | Service Regulations - TA Rules, Leave Rules, Pay Rules, NPS |
| | | | Office Procedure, Noting and Drafting |

| Sr. No. | Name of the course | Duration (in days) | Topics in Brief |
|---------|--------------------|--------------------|-----------------|
| | | | Introduction to GFR 2017, CVC guidelines on Procurement |
| | | | Receipts and Payment Rules |
| | | | Communication & Motivation. |
| | | | Gender Awareness |
| | | | Ethics |
| 24. | ➢ MCTP Level – 2 (Given at Sl. No. 14) | | |
| 25. | **Knowledge Centre Training – All India Training on Corporate Finance** | **6** | Overview of the key terms pertaining to project planning & leasing agreements |
| | | | Overview of the key terms pertaining to Working Capital Management |
| | | | Investment decision |
| | | | Financing decision (including Market Borrowings) |
| | | | Overview of key terms pertaining to Foreign Exchange, exposure thereto & Risk Management |
| | | | Corporate Risk Management |
| | | | Hedging using derivatives |
| | | | Overview of key terms pertaining to Corporate Mergers, Acquisition & Restructuring & Disinvestment |
| | | | Audit issues and case studies pertaining to Valuation, Acquisition and disinvestment risk in the context of PSUs |
| 26. | **General Purpose- Financial Reporting (IPSAS)** | | Session on Evolution of Accounting Standards |
| | | | Overview of IPSAS • |
| | | | Session on Cash basis IPSAS-Financial Reporting under the Cash basis of accounting |
| | | | Important IPSAS, concepts therein and contents thereof |
| | | | Case of accounting, presentation, disclosure and audit observation based on IPSAS |
| | | | Session on Comparing IPSAS with IFRS/ Indian Accounting Standards |
| | | | Case Study and Group Discussion regarding examples of audit based on IPSAS |
| | | | Session on Overview of pronouncements of GASAB |
| 27. | **Knowledge Centre Training – All India Training Programme on Audit of Consolidated** | | An introduction to Consolidation of Financial Statements |
| | | | Subsidiaries – why they are created? When it is desired/required? |
| | | | Purpose of consolidation |

| Sr. No. | Name of the course | Duration (in days) | Topics in Brief |
|---------|--------------------|--------------------|-----------------|
| | **Financial Statements of Companies** | | Company Law on consolidation _ Key definitions as given in the Companies Act 2013; Difference in financial year; Disclosure requirements in annual report; Foreign subsidiaries; Filing and procedural requirements |
| | | | Schedule III requirements on consolidated financial statements and interests in other entities |
| | | | IndAS 110 - Consolidated Financial Statements- Concepts- Definitions of relevance to Consolidated Financial Statements; Concepts of relevance to control; Investment Entity; Silo |
| | | | From % based to control based- practical examples and live case studies of change in relationships in various cases |
| | | | Consolidation calculations on – Acquisition of Control, disposal of control, Change is status between subsidiary, associate, joint venture, joint operation and passive investments & accounting and reporting disclosure on that account |
| | | | Consolidation calculations on regular basis Other than full/partial acquisition/disposal dates |
| | | | Ind AS 110-Accounting and relevant provisions in Ind AS 103 |
| | | | Ind AS 101, 111, 27 and 28 |
| | | | IndAS 111 - Joint Arrangements-Concepts and Definitions |
| | | | Ind AS 101: First-time Adoption of Indian Accounting Standards |
| | | | Ind AS 112 and Ind AS 7- Impact of Consolidation on Cash Flow |
| | | | Live problems solving on Consolidation |
| | | | Some tricky issues |
| | | | Latest impact of registered valuers concept and international valuation standards on fair value measurements |
| | | | Foreign subsidiaries – jointly controlled or significantly influenced by group of privatized PSUs Non-availability of information regarding some agreements (including |

| Sr. No. | Name of the course | Duration (in days) | Topics in Brief |
|---|---|---|---|
| | | | loan agreements, side agreements, vouchers, formalized accounting policies etc.) |
| | | | Provisions relating to audit of Consolidation |
| | | | CA guidance note |
| | | | Format of reports |
| | | | Case studies and group discussion |
| 28. | **Statistics and Sampling in Audit** | **2** | How to use statistics in Audit to gain a better understanding of data |
| | | | Presenting Audit Data using Tables, Graphs and Frequency Distribution |
| | | | Use of the various Averages [Measures of Central Tendencies] in Audit. |
| | | | Measures of Dispersion and Skewness and their use in the various audit situations |
| | | | Correlation and Regression and their use in Audit |
| | | | Sampling and its types including Estimation of Parameters like average and proportion |
| | | | Point and Interval Estimates of Proportion (percentages) and Mean/Average |
| | | | Estimation of errors with case studies |
| | | | Use of Data Analysis for Sampling in the different Audits – Case Studies |
| | | | Statistical Sampling in Audit – Attribute and Variable Sampling – situations where they can be used in Audit |
| | | | Important points to be kept in view while deciding Sampling Methodology and Sample Size – particularly variability and size of population. |
| | | | Calculation of sample size- - Case study, practical exercises |
| 29. | ➢ MCTP Level – 3 (Given at Sl. No. 3) | | |
| 30. | **Audit of Public Private Partnership** | | Overview, Scope & Objectives of PPP Projects |
| | | | Implementation of a PPP Project and other Infrastructure areas |
| | | | Issues in project formulation and approval |
| | | | Concessions and concessions period |
| | | | Risk allocation and Financing Risk |
| | | | Viability Gap Funding |
| | | | Tariff/Toll/user charges & Project Cost |

| Sr. No. | Name of the course | Duration (in days) | Topics in Brief |
|---|---|---|---|
| | | | Internal Rate of Return |
| | | | Scope and objectives of PPP Audit |
| | | | International Auditing Standards and Guidelines for the audit of PPP Projects |
| | | | SAI Risks, Identifying and sharing of risks |
| | | | Checklist and Audit perspective on PPP Projects |
| 31. | **Goods and Service Tax** | | Introduction & Overview of CGST, SGST and GST (Compensation to States) Acts including recent amendments to Compensation to States Act |
| | | | Overview of IGST Act, place of Supply of Goods and Services under IGST Act |
| | | | Distribution process among the Centre and State (revenue sharing between Centre and State), GST and Centre-State Financial Relations, Compensation Cess and its distribution |
| | | | Meaning & Scope of Supply of Goods & Service |
| | | | Significance of – Composite and Mixed Supply from auditor's perspective; Schedule I, II, III in GST |
| | | | How to determine Place of supply of Goods & Services under IGST Act |
| | | | Exports of Goods of Supply & Supplies in territorial waters |
| | | | Time & Valuation of Supply of Goods & Service, Demand and recovery of GST thereon, Levy and Exemption from GST, Reverse charge mechanism, Transitional Provisions of GST, Customs & SAD |
| | | | Forms, returns under GST, Filing of returns, matching of Input Tax Credit(ITC) & Composition Scheme |
| | | | Registration, Business process; Auditing Works Contracts, High Sea, export, import, branch transfer, sale in transit transactions in GST |
| | | | Accounting procedure under GST System |
| | | | Audit & Assessment in GST; Inspection, Search, Seizure and Arrest, Offences, Penalties, Appeal, Revision |
| | | | "Cost Audit & Cost Records" GST perspective |
| | | | Payment of Tax under GST, Refund of Tax under GST; GSTN: Salient features, Front end business process on GSTN |
| | | | E-Way Bill(with case study |
| | | | How to verify Input tax credit (ITC) claims; Anti-profiteering clauses in GST Act and its implementation; |

| Sr. No. | Name of the course | Duration (in days) | Topics in Brief |
|---|---|---|---|
| | | | Input Service Distributor (ISD); Cross-utilization of IGST & funds transfer E- commerce and Job work; transitional provisions for job work, TDS, TCS under GST |
| | | | Role of CAG in audit under GST; E2E Audit mandate in GST; Audit of transitional provisions of the Act, Transitional credit; Records to be seen while auditing GST (Centre tax, State tax and PSUs etc.) (case study & group discussions on the CAG's Reports) |
| 32. | District Audit (including PRIs and ULBs) | | Introduction to PRIs, ZPs & ULBs |
| | | | Duties and Responsibilities |
| | | | Accounting & Budget Formats |
| | | | Audit of Transactions – tenders & contracts |
| | | | Audit of Scheme Transactions |
| | | | Social Audits |
| | | | Audit of Receipts |
| | | | Discussion on interesting observations in Audit Reports |
| 33. | Audit of Works Expenditure, Contracts and Projects | | General outline of Public Works system of accounts |
| | | | Analysis of major works |
| | | | Audit of projects |
| | | | Audit of constructions |
| | | | Physical verification of works |
| | | | Audit of stores and stock |
| | | | Tendering process |
| | | | Audit of works expenditure and tenders |
| | | | CVC guidelines on procurement |
| | | | GeM |
| | | | Relevant part of law of contracts |
| | | | Case laws on court awards and arbitration |
| | | | New areas of contracting, Management contracts, leasing, service contracts, BOT, BOO, BLO, ROT, ROOT and BOLTconcepts and case studies, Turnkey contracts |
| | | | Capital budgeting for Project Financial evaluation. |
| | | | Introduction to project management concept stages in project execution, project monitoring, (CPM, PERT) |
| 34. | Development of Management Skills | | Organizational Development – understanding the vision, mission, values of organisation; Aligning oneself to organisational goals; Helping build organisational competencies; Competencies & capabilities of people; |

| Sr. No. | Name of the course | Duration (in days) | Topics in Brief |
|---|---|---|---|
| | | | Developing an environment for growth; Nurturing talent; Training continuous learning |
| | | | Time Management: Analysis & Prioritization, Planning & goal setting, Concept of delegation, Delegation in management |
| | | | Personality Development & Professional Etiquette: Managing change, Personnel re-engineering, Knowing Self, Values & beliefs, Expectations and intentions, Goal Setting, learning to empower oneself |
| | | | Emotional Intelligence: Its importance & components - Self-awareness & self-regulation |
| | | | Leadership - Concept process & formulation, Individual behavior in a team, Characteristics of effective High performance team leader, Evaluation in terms of achievement of team objective |
| | | | Team Building: Group Dynamics – concept of team and group; Building trust; Identify building blockages in team building; Conflict Management - Co-operation, Compromise, Win-Win |
| | | | Communication Process & Barriers - Effective communication, modes of communication, art of effective listening, Skills in Interpersonal communication, Plan to succeed and not to fail, Exposure to people/friendly skills, listening to the unsaid body language, giving & receiving feedback etc. |
| | | | Motivation & Grooming: Concepts & Law of motivation; Types of motivation; Characteristics / traits of effective leadership in the context of administrative, audit and accounting functions; Group Dynamics in teamwork; Concept of Team & Group etc. |
| | | | Yoga session |
| | | | Ethics & Values: Code of Ethics for the IA&AD; Gender Awareness |
| | | | Environmental Awareness – A field visit |
| 35. | MCTP Level – 4 (Given at Sl. No. 12) | | |

# SECTION V


# RESOURCE PROFILE

## I. Infrastructure

### RTI Building:

RTI building is centrally air-conditioned and equipped with modern design and construction features such as CCTVs, fire safety systems, etc.

# Reception Area



We have a reception area for convenience of trainees, visiting faculty, officers and guests.



DG RTI's cabin, RTI office on the 5th Floor and some area on the 6th floor comprise RTI, Mumbai's office area.

## Seminar Hall and Classrooms



**Class Room**



**Seminar Room**

For conducting training, there are two class rooms with seating capacity of 26 each and one Seminar hall with capacity of 32 trainees. For training in EDP courses, there are two computer labs that can cater to 30 trainees each, equipped with workstations connected to internet. All the training halls are provided with LCD projectors and audio-visual gadgets suitable for presentations.



**EDP LAB**

**Auditorium**                    **Conference Hall**

Other infrastructure in the RTI includes a Conference Hall (35 seating capacity) and an auditorium (154 seating capacity), equipped with LCD projector, motorized screen, Plasma screens, Video Recording Camera and stage lighting. All the above facilities are also equipped with wireless fidelity (Wi-Fi) ensuring round the clock wireless access to the web world of information. **Library & Reading room**



RTI Library has an impressive collection of over 6000 books, videos, CDs, Courseware, Web materials, INTOSAI/ASOSAI material, Acts, Codes and Manuals, Journals and Periodicals. A well-designed reading room is attached to the library in which internet connectivity has been provided for the use of trainees.

## Indoor recreation facilities





In addition to the training infrastructure, there is a gymnasium fitted with most modern physical training equipment where the trainees can take their mind off from the academics and devote time for physical fitness. This provides the much-needed body-mind relaxation.

We also have a recreation room with facilities for indoor games like table tennis, carrom and chess.

## RTI Hostel

The accommodation needs of our outstation participants are catered to by the RTI Hostel located in the same campus. The hostel block consists of 28 fully furnished (double bedded), centrally air-conditioned guest rooms with twin sharing facilities.

The hostel block also houses 4 VIP/VVIP guest rooms for senior IA&AS officers the hostel rooms are provided with LCD TV, PC and coffee / tea making facility. All the rooms have attached bathroom with water heaters and shower cubicles.

## Dining Hall and Kitchen

For catering to the working lunch and dining needs of the trainees, there is a well-furnished dining room and a kitchen based on piped gas supply.

## II- Organisational Structure

## III- Personnel (01.03.2022)

| Cadre | Sanctioned Strength | Persons-In Position | Vacancy | Remarks |
|---|---|---|---|---|
| Sr.AO/AO | 5 | 4 | 1 | |
| AAO | 5 | 5 | - | |
| Asstt. Supervisor (Audit) | 1 | 1 | - | |
| Sr.Ar./Sr.Acctt./Auditor /Acctt. | 5 | 3 | 2 | |
| P.S | 1 | 1 | - | Retired Sr.PS appointed as consultant |
| Jr. Hindi Translator | 1 | 1 | - | |
| Librarian-cum-Asstt. | 1 | 1 | - | 1 Asst. Supervisor is handling work of Librarian-cum-Asstt. |
| DEO | 2 | 1 | 1 | |
| Clerk/Typist | 1 | - | 1 | |
| Staff Car Driver | 2 | 2 | - | 2 Staff car drivers outsourced |
| MTS | 5 | 5 | - | 5 MTS outsourced |
| **TOTAL** | **29** | **24** | **5** | |

## IV- Budget

## Expenditure for the last 3 years (2019-2022)

**(₹.in thousand)**

| Head | Expenditure for the year | | |
|---|---|---|---|
| | **2019-20** | **2020-21** | **2021-22** (upto 28-02-2022) |
| **Total Salary** | | | |
| Gr A (IA&AS) | 3389 | 3651 | 6730 |
| Gr A(Non-IA&AS) B,C | 21379 | 20502 | 23432 |
| Wages | | | |
| **Domestic Travel Expenses** | | | |
| Gr A | 306 | - | 123 |
| Gr B, C & D | 558 | 74 | 546 |
| **OE + LPS** (includes OOE, Postage, Telephone, LPS,& Electricity & Water Charges) | 14657 | 10172 | 10869 |
| **Medical** | | | |
| Gr A (IA&AS) | 20 | 1 | 9 |
| Gr A(Non-IA&AS) B & C | 80 | 103 | 11 |
| | | | |
| **Minor Works** | 6300 | 13475 | 9908 |
| | | | |
| **Professional Services** | 12139 | 12638 | 12487 |
| | | | |
| **Information Technology** | 869 | 823 | 679 |
| | | | |
| **Major Works** | - | 4115 | 16619 |
| | | | |
| **Grand Total** | **59697** | **65554** | **81413** |

# SECTION VI

# ACHIEVEMENTS

## Training Statistics

| Year | No. of courses conducted | | | No. of training slots | | | No. of training days | | |
|---|---|---|---|---|---|---|---|---|---|
| | General | EDP Courses | Training for DRAAOs | General | EDP Courses | Training for DRAAOs (2018-19 & 2019-20) | General | EDP Courses | Training for DRAAOs |
| 2017-18 | 30 | 19 | | 665 | 366 | | 112 | 98 | |
| 2018-19 | 33 | 16 | 15 | 706 | 325 | 485 | 124 | 82 | 114 |
| 2019-20 | 37 | 18 | 15 | 943 | 312 | 254 | 137 | 69 | 53 |
| 2020-21 | 28 | 26 | | 852 | 923 | | 107 | 110 | |
| 2021-22 (Up to February 2022 | 29 | 17 | 5 | 698 | 314 | 235 | 109 | 95 | 101 |

## Slots Targeted vis-à-vis Achieved

| Year | Number of training slots as per Training Calendar | | | Actual training slots | | |
|---|---|---|---|---|---|---|
| | General | EDP Courses | Training for DRAAOs | General | EDP Courses | Training for DRAAOs |
| 2017-18 | 479 | 272 | | 665 | 366 | |
| 2018-19 | 652 | 320 | 362 | 706 | 325 | 485 |
| 2019-20 | 678 | 278 | 245 | 943 | 312 | 254 |
| 2020-21 | 518 | 319 | - | 852 | 923 | - |
| 2021-22 (up to February 2022) | 558 | 315 | - | 698 | 314 | 235 |

## Targets Planned for 2022-23

| Number | General | EDP |
|---|---|---|
| Programmes | 35 | 22 |
| Days | 155 | 105 |
| Participants | 940 | 484 |

# Year-wise achievements 2017-18 to 2021-22

## 2017-2018

### A. Courses conducted

➢ Group A and B personnel were trained in the all India programmes on General Purpose - Financial Reporting (IPSAS), Corporate Finance, Audit of Consolidated Financial Statement and Corporate Governance. These courses were very well appreciated and scored a rating between 90 to 93%.

### B. STMs prepared

➢ STM on Audit of Contracts in Commercial Entities was sent to Headquarters for peer review in March 2018.

### C. Case studies

➢ RTI, Mumbai took pioneering initiative to issue a case study on Knowledge Centre Topic Corporate Governance, in the new format prescribed by Headquarters. A first draft was sent in June 2017, which was again revised in January 2018, based on guidance note for preparation of case studies received from Headquarters in November 2017.

### D. Seminars/Workshops conducted

➢ An All India Seminar on General Purpose-Financial Reporting (IPSAS) was conducted for Group A and B. The overall assessment was Excellent.

➢ We conducted a Workshop on 8 January 2018 on preparation of case studies for our user offices to apprise them of the new format of case studies.

### E. Any other achievement

➢ Frequency of newsletter was increased to quarterly. In newsletter for periods ending March 2017, June 2017 and September 2017, these included articles on our Knowledge Centre topics-IPSAS, Corporate Finance and Commercial Audit, respectively. These were circulated by e-mail and are hosted on our website as well. Printed version was discontinued.

➢ A compendium of instructions on Right to Information Act was circulated to User offices, as desired by our user offices.

➢ As a testimony to our responsiveness to the demands of user offices and participants, we have invited faculty from Headquarters to discuss the provisions of Right to Information Act. □ In response to user office requirements, we are also organising a training on "Planning for

Superannuation" and on Marathi Language (Level I & II) as Additional Courses, this year.

## F. Other Achievements:

- ➤ We have been ranked third across all RTIs in India, based on Performance Monitoring Framework, based on performance for the year 2016-17, as per the Performance Monitoring Framework.

- ➤ Course Ratings received were "A" in most of the evaluations on the following parameters: Quality of Training Course, Attendance, Quality of delivery of training, Trainee Satisfaction and Evaluation of Test Results

- ➤ Our faculty and personnel had been invited to organisations like Bureau of Indian Standards, Insurance Institute of India and the user offices.

- ➤ Hosted 27 trainees from National Institute of Financial Management for 5 days, during which our faculty delivered lectures on CAG Audit/ Environmental Audit.

- ➤ Hosted Workshop on Performance Audit convened by HQ RC Wing, chaired by DAI (RC) and attended by ADAI (SR), ADAI (WR) and 13 HsoD from across the country for 2 days

- ➤ Hosted a one-day Workshop on "Mid-term appraisal of PAs/TAs" of the O/o the Principal Accountant General (Audit)-I, Maharashtra, Mumbai.

- ➤ Three days training for 25 participants from O/o DGA (Navy), Delhi was organized.

- ➤ Training for UN Audit, convened by IR Wing was held for three days for 21 participants.

- ➤ A day's workshop on Data Analytics, convened by CDMA, for 31 HsoD was held.

- ➤ Training on Ind AS, initiated by CA Wing, was held for 29 Group B officers for three days.

- ➤ A two-day workshop on IT Audit Module on GSTN was held for CRA Wing for 23 participants.

- ➤ All-India Training on Advanced Data Analytics was hosted, on behalf of CDMA for eleven days, in which 23 officers participated.

- ➤ Conducted 3 batches of training on Data Analytics between December 2017 and February 2018 based on directives of CDMA and Training Wing.

- ➤ Continued to lend our infrastructure to user offices like O/o DGA (Central) and MAB-I, Mumbai, for their in-house training/ examinations.

- Our faculty had been deputed for training on GST and on e-procurement at NIFM.

- Principal Director was nominated for 5- day training on Audit of Preparedness for Implementation of Sustainable Development Goals at iCED, Jaipur.

- Hosted 25 IA&AS Officer Trainees of 2017 batch, from 7.2.2018 to 17.2.2018 and organized their attachments to SEBI, RBI.

- Facilitated online training through video conferencing for 25 IA&AS probationers with faculty Smt. Latha Viswanathan, General Manager RBI, Mumbai on 14 February 2018.

- A fire safety drill was got conducted by CPWD (Electrical) on 23 February 2018 AN in which personnel from RTI, Mumbai and O/o PDCA & MAB-I, Mumbai participated. Staff was sensitised about fire safety issues. Training was also imparted to staff, officers and outsourced personnel for use of fire safety equipment.

- Security audit of website was conducted smoothly and the Security Auditor certified that the site is safe for hosting.

- Canteen contract was awarded to a new contractor in December 2017. Subsequent to this, our course ratings increased due to supply of hygienic and good quality food and prompt service.

- The building maintenance issue of RTI with CPWD Civil was successfully resolved with the support of Director, Works by taking up the matter with the Chief Engineer, CPWD.  Resultantly, CPWD Civil, commenced Building Maintenance from funds received under MH 2059-Maintenance & Repairs, as against their earlier contention of obtaining funds separately from our Department, on plea of RTI building having been constructed through authorisation.

- Due to persistent efforts, a long-standing vacancy in the key post of AAO was filled in December 2017 and one post of DEO was filled for the first time in November 2017.  The transition in the vacancy created in post of AO, Administration was managed well, by getting Admn. /Core Faculty officer of the Commercial wing, in coordination with Principal Director (Commercial) & AG (Audit)-III.

- Leakages in hostel rooms / lobby / cafeteria were successfully identified and got repaired by effectively following it up with CPWD Civil / Electrical to complete work timely.

- Office and hostel furnishings have been buttressed by procurements like cupboards, sofa, paintings and linen for hostel etc. for infrastructural improvement and deep freezer, refrigerator, etc. for canteen.

<div align="center">

## 2018-2019

</div>

## A. Significant event / initiative

➢ During a visit to Mumbai on 3 August 2018, Honourable Comptroller and Auditor General of India reviewed the performance of the institute and expressed satisfaction thereon.

➢ RTI, Mumbai has signed a Memorandum of Understanding with National Institute of Securities Markets, an educational initiative of SEBI on 11 January 2019 for academic collaboration, research, conduct of events and seminars and so on relating to our Knowledge Centre topics of Corporate Governance, Corporate Finance and Commercial Audit. Director General, Training, Headquarters has appreciated this initiative to associate with institutions of National/ International repute to share learning resources, experience and expertise.

## B. Courses conducted

➢ IA & AS, other Group A and Group B personnel were trained in the all India programmes on General Purpose - Financial Reporting (IPSAS), Corporate Governance, Audit of Consolidated Financial Statements and Corporate Finance. These courses were very well appreciated and scored a rating between 89 to 96 per cent.

➢ All programmes scheduled as per the calendar under General and EDP were successfully conducted.

## C. STMs prepared

➢ Peer review report of STM on Audit of Contracts in Commercial Entities was received from Headquarters on 27 August 2018. After incorporating the suggestions, the same was forwarded to Headquarters on 25 September 2018. It has been approved by Headquarters and disseminated to all training institutes on 5 November 2018 for its utilisation.

➢ STM on Corporate Governance and Ethics was sent to Headquarters for peer review in May 2018. It was received from Headquarters on 3 October 2018 after peer review. After incorporating the suggestions, the same was submitted to Headquarters on 9 October 2018. It was approved by Headquarters and disseminated to all training institutes on 13 November 2018 for its utilisation.

## D. Case studies and Research Paper

➢ Our case study on Corporate Governance- "Role of Executive Directors" in the new pattern prescribed by Headquarters has been approved by Headquarters and disseminated to all training institutes on 30 August 2018 for its utilisation.

> A bi-lingual research paper on 'Working Capital Management' was sent to HQ for approval on 30 March 2019.

## E. Seminars/Workshops conducted

> Based on the suggestions of user offices and as desired by Chair, RAC, a vertical workshop on "Statistics and Sampling in Audit" was conducted on 3rd and 4th January 2019.  A moderator-driven approach was adopted for the first time. Shri Pawan Dhamija, Statistical Advisor was the faculty and PAG (GSSA), Gujarat, Rajkot, PAG (ERSA), Gujarat, Ahmedabad and PAG (Audit)-I, Maharashtra, Mumbai were the moderators for different sessions.  The participants included 11 IA & AS officers along with SAOs, AOs and AAOs. The workshop was highly appreciated for its rich theoretical and practical course content and inputs. The assessment was "Excellent".

## F. Other Achievements

### Administration

> Headquarters ranked the institute fourth across all RTIs in India under Performance Monitoring Framework for the year 2017-18.

> Director of Inspection, Headquarters settled all outstanding paras of the institute, based on action taken by RTI and replies given.

> A delegation of SAI, China led by Ms. Zhang Li, Chief Economist (member of top management) comprising six members visited RTI, Mumbai on 13 December 2018 and a presentation on functioning of RTI was given to the delegation.

> Hosted a delegation of IA & AS Officer Trainees from NAAA, Shimla from  14-22 February 2019.

### Infrastructure

> Post construction of kitchen and renovation of canteen area, cooking of food has commenced, based on piped gas supply.

> A PNG detection system has been installed at kitchen to enhance safety and for gas leakage detection.

> LED lights are being installed in the entire premises to save power.

> Major repair of chiller pipes and connected electrical wiring have been carried out.

> Continued to lend our infrastructure to user offices like O/o PAG (Audit)-I, Maharashtra, DGA (WR), DGA (Central) and MAB-I, Mumbai, for their in-house training/ examinations/workshops/meetings and events.

➢ Hosted a six-day Training Course for Divisional Accounts Officers and Divisional Accountants of Maharashtra cadre from 16-21 July 2018 for O/o AG (A&E)-I, Maharashtra, Mumbai and O/o AG (A&E)-II, Maharashtra, Nagpur.

## EDP

➢ Prepared a database of trainees from 2013-14 onwards in MS-Excel to serve as an MIS.

➢ IAAD net connectivity became operational from June 2018.

➢ Initiated migration of website to NIC cloud.

➢ Commenced end course evaluation test in online mode from April 2018 and collection of participants' bio-data and feedback in online mode from October 2018.

## Training (EDP and General)

➢ Personnel from Headquarters and offices in Gujarat were added to our training jurisdiction from 1 July 2018. RAC meeting was convened on 23 August 2018 and this transition was smoothly effected. ☐ Course Ratings received were "A" in most of the evaluations on the following parameters: Quality of Training Course, Attendance, Quality of delivery of training, Trainee Satisfaction and Evaluation of Test Results.

➢ Conducted Preparatory training in November 2018 and organised Induction training from, 1 February 2019 for Direct Recruit AAOs, as per directions of Headquarters.

➢ Our faculty had been invited to NACIN to deliver lectures.

## Knowledge Centre

➢ Conducted a three-day training in August 2018 on Certification Audit of Accounts of Autonomous bodies based on request of office of Director General of Audit (Scientific Departments), New Delhi, for their 20 officers based in Mumbai, Chennai and Bengaluru.

➢ Published newsletters for the quarter ending March 2018, six monthly period ending September 2018 and quarter ending December 2018. Contents and format of the newsletter are constantly being refined. The newsletter was titled  सुप्रसंग, effective from the latest edition for the quarter ending December 2018, denoting the celebration of the sunrise of knowledge and new life.

## A. Significant event / initiative

➢ It was decided in the Conclave of Heads of RTIs/ RTCs held in August 2019 that RTI, Mumbai, in coordination with an external training partner will design and develop a booklet for participants on the basis of any one select STM content and that the booklet template will be circulated to all RTIs/ RTCs to develop similar booklets for the STMs they have developed. Pursuant to this, the booklet was prepared based on STM on Corporate Governance and Ethics prepared by RTI, Mumbai in 2018. Inputs were obtained from National Institute of Securities Markets (NISM) in terms of an existing MoU signed in January 2019. The draft booklet was sent to Headquarters in October 2019. A sample printed copy complying with the remarks of the review team of Commercial Wing, Headquarters received on 10 December 2019 was sent to Headquarters on 20 December 2019 for approval, after incorporating latest amendments.

The same was approved by Headquarters on 25 February 2020.

**Systems Automation Initiative (SAI) Application for Training**

➢ Pursuant to the decision taken during the Conclave of HsoD of RTIs/RTCs held in August 2019, the project development took off in September 2019 under the aegis of the Project Board constituted to steer the project, with DG RTI, Mumbai as Chairperson, PD RTC, Bengaluru as Member Secretary and PD RTI, Jammu and Director, RTC Delhi as Members. The first meeting of the Board was held at RTI, Mumbai in September 2019. Thereafter, the Project Board has met 8 times through Video Conferencing to monitor the progress of the project vis-à-vis the timelines.

➢ All modules of Phase-I of the project were successfully tested and piloted at RTI Mumbai. These modules are:

    a. Adding / editing training courses

    b. Nominations from user offices

    c. Registration of candidates

    d. Uploading materials

    e. Session and course feedback of participants and ☐ Issue of end-course participation certificates.

➢ Modules for nomination of IA&AS officers in all-India courses by Principal Director (Personnel) and self-nomination have also been successfully tested at RTI, Mumbai.

➢ A workshop to hand-hold user offices in operating the various features of SAI was conducted in October 2019 at RTI, Mumbai, which was also attended by faculty

from RTI, Nagpur and RTI, Shillong, who were supported in the implementation of the SAI Training project.  Support was also rendered to RTI, Kolkata in running their pilot in a training programme, held in December 2019.

➢ Videos on various modules have been prepared by core faculty, RTI, Mumbai for guidance of users and hosted in the SAI-Application.

➢ RTI Mumbai successfully implemented the SAI Training Project from 1 December 2019, one month ahead of the scheduled roll out thereof, with the active support and cooperation of all user offices.

**IT Initiative - Library Module:**

➢ With a view to facilitating online searching of books in the library by the trainees of RTI, Mumbai and for placing request for books online, a web-based Library Information module has been developed recently, which runs on the local network of RTI Mumbai.

## B. Knowledge Centre initiatives

➢ **Case Studies:** Two case studies on Commercial Audit - "Discriminatory rates of Land Allotment" and "Loss due to non-compliance of safety standards" were sent to HQ on 30 January and 1 February 2020 respectively for review and approval.

➢ **Research Paper:** HQ intimated comments of Commercial Wing on 26 June 2019 on the bilingual research paper on 'Working Capital Management, which had been sent to HQ on 30 March 2019. Based on these comments, it was revised and sent to HQ on 4 July 2019.  HQ disseminated the research paper to all RTIs/RTCs on 12 July 2019 for training purposes.

➢ **Newsletter:** E-newsletters titled 'सुप्रसंग' were published during the year for the quarter ending March 2019 and for the half year ending September 2019, with interesting audit observations and news on Knowledge Centre topics.  These were e-mailed to all offices in IA&AD and to Commercial Audit e-mail group on 11 June 2019 and 28 October 2019 respectively.

➢ **Structured Training Modules (STMs):** Two STMs on Commercial Audit - "Consolidated Financial Statements of Companies" and "Special features, Accounts and Audit of typical companies-Electricity, Finance (NBFC), Banks and Insurance Companies for SAS (Commercial) Examination" were sent to HQ on 5 March and 28 March 2020 (during lockdown, based on work from home) respectively for review and approval.

## C. Courses conducted/ proposed

➢ Programmes scheduled as per the calendar under General and EDP were successfully conducted, duly incorporating revisions required as per HQ instructions on DRAAO training.  This included,

f. Induction training from 1-9 April 2019 for **65** DRAAOs.

g. **12** additional training programmes covering **189** DRAAOs from 18-30 April 2019.

➤ Course Ratings received were "A" in most of the course evaluations on the following parameters: Quality of Training Course, Attendance, Quality of delivery of training, Trainee Satisfaction and Evaluation of Test Results.

➤ IA&AS, other Group A and Group B personnel were trained in all India programmes on General Purpose - Financial Reporting (IPSAS), Corporate Governance, Audit of Consolidated Financial Statements and Corporate Finance.

➤ An extra day of training was added to the 4-day training on 'Certification Audit of Accounts including Financial Audit of Autonomous Bodies (May 2019) for training 10 personnel from Defence Audit wing on all-India basis, on audit of Autonomous Bodies of Defence units.

➤ Additional training programme was conducted in 3 batches for 143 participants for RAE-2 revised paper on GST.

➤ All-India Advanced Training was conducted on Tableau Desktop and IDEA software from 17-19 February 2020 for 12 IA&AS officers and 8 SAO/AAO, as requested by IS Wing, Headquarters.

➤ Pursuant to decision taken in the Conclave of Heads of RTIs/RTCs (August 2019) on providing regular training to Divisional Accountants under the cadre control of A&E offices and to finalise the course content/training programme in conjunction with the A&E offices under their jurisdiction, training for around 23 Divisional Accountants was scheduled as an additional training from 2-4 March 2020.

## D. Seminars/Workshops conducted

**The following workshops were conducted during 2019-20.**

➤ Sector-specific workshop on Performance Audit (Civil, Commercial, Revenue) with a moderator-driven approach. PAG (Audit)-I, Maharashtra, Mumbai, PAG (ERSA), Gujarat, Ahmedabad, Director O/o PDA (Central), Ahmedabad and DAG, O/o PAG (Audit) III, Mumbai were the moderators for different sessions. The participants included 6 IA&AS officers along with SAOs, AOs and AAOs.

➤ Workshop on Planning, Conducting and Reporting of Compliance Audit as per new Compliance Audit Guidelines, 2016 for 31 participants, including 3 IA&AS officers.

➢ Workshop on Statistics & Sampling in audit with a moderator-driven approach. Shri Pawan Dhamija, Statistical Advisor was the faculty and PAG (Audit)-I, Maharashtra, Mumbai, PAG (ERSA), Gujarat, Ahmedabad and DG, RTI, Mumbai were the moderators for different sessions. The participants included 3 IA&AS officers along with SAOs, AOs and AAOs.

## E. Other Achievements

### Administration

➢ RTI, Mumbai was ranked 1st among all RTIs in India by Headquarters, in the assessment based on Performance Monitoring Framework for the year 2018-19.

➢ A delegation of 22 IA&AS Officer Trainees from NAAA, Shimla was hosted from 07-16 February 2020.

➢ RAC recommended to introduce Yoga classes for resident participants in 3-5 days' training programmes. Accordingly, for faculty support, initiative was taken to associate with one of the oldest Yoga institutes in the country (the Yoga Institute, Mumbai - established in 1917). Classes were introduced in January 2020, which have been appreciated.

### Infrastructure

➢ RTI continued to lend infrastructure to user offices like O/o DGA (Central), MAB-I, Mumbai and PD (CR) for their in-house training/examinations/ workshops/meetings and events.

➢ A three-week mandatory training for AAOs due for promotion to the post of Sr.AO was conducted for 65 participants by O/o DGA (Central), Mumbai with infrastructure and resource support from RTI, Mumbai, from 09-28 December 2019.

### Faculty support

➢ Our faculty has been invited as guest faculty for in-house training by user offices, National Academy of Defence Financial Management & Regional Training Centre, Pune and Institute of Government Accounts and Finance, Mumbai.

## 2020-2021

RTI, Mumbai's calendar of training programmes for the year 2020-21 was prepared by due process, planning for 26 General training programmes over 101 training days covering 518 participants and 19 EDP training programmes over 102 training days covering 351 participants.

### Process Continuity Plan amidst COVID-19

➢ It was business as usual for RTI Mumbai amidst the pandemic and the training and administrative activities went on largely uninterrupted as technology was leveraged for online training, internal meetings, meetings with CPWD, quarterly Hindi meetings, Hindi Workshop etc. We made pioneering efforts to initiate online training, right at the outset in April 2020, based on a request for the same from one of our user offices and later to develop guidelines for the same.

➢ We were able to surpass our training targets by rescheduling programmes in consultation with user offices, including by convening a Special meeting of the RAC in June 2020. The online MS Teams platform and the SAI Training application allowed us to conduct training for a large number of participants which, for one course on e-office, was as high as 169. While MS Teams helped us reach out to a large participant base, the SAI Training application greatly facilitated all the training related back office activities, resulting in increase of 29 training days, 11 courses and 937 participants as on January 2021.

➢ We invited faculty from other RTIs/RTCs and IAAD offices, outside our jurisdiction besides external faculty attached to other RTIs as well. We also conducted online tests using our department's CEDAR portal and other online tools.

➢ The online functioning was supplemented by officials especially in administration, who attended office for pay bill and other procurement activities so as to cater to the periodic logistics and sanitisation needs by observing due diligence to the pandemic protocols and safety measures. Faculty members and training related staff also attended office to attend to training exigencies.

➢ Besides, following the pandemic protocols such as checking of temperature of all officials and outsourced employees at the reception and having hand sanitisers placed at various places, RTI, in collaboration with Municipal Corporation of Greater Mumbai, also arranged for RTPCR tests for all officials of RTI and office of the PDA (Shipping), Mumbai, besides all the outsourced employees. This exercise helped in identifying two officials with COVID, who were then advised quarantine. All these safety and preventive measures helped RTI ensure safety of all regular and outsourced staff in the RTI Building

➢ Upgradation of the Local Area Network(LAN) of RTI Mumbai is underway with funds sanctioned from HQ and is expected to be completed by February 2021.

## e-Learning Videos

➢ Pursuant to the decision in the conference of heads of RTIs/RTCs held on 29.05.2020, e-learning videos on two topics in IDEA viz. Summarization in IDEA and Data Manipulation in IDEA, were prepared and submitted by RTI Mumbai to HQ. These were approved in January 2021, for circulation by HQ and the same have been shared with other RTIs/RTCs.

## Knowledge Centre initiatives

➢ HQ has designated RTI Mumbai as Knowledge Centre for the topics on (i) Corporate Governance (ii) Corporate Finance (iii) Commercial Audit and (iv) Audit of Autonomous Bodies vide HQ email dated 8 May 2020.

➢ Structured Training Modules (STMs): Two STMs on Commercial Audit - "Consolidated Financial Statements of Companies" and "Special features, Accounts and Audit of typical Companies-Electricity, Finance (NBFC), Banks and Insurance Companies for SAS (Commercial) Examination" have been received from Headquarters after peer review and compliance to the same is in process. A Structured Training Module (STM) on Audit of Port Trusts has been prepared and forwarded to the HQ on 7 December 2020 for review and approval, with inputs from O/o PDA (Shipping), Mumbai.

➢ Case Studies: Case studies on Commercial Audit titled "Discriminatory rates of

➢ Land Allotment" and "Loss due to non-compliance of safety standards" were modified and submitted to HQ, based on Peer Review observations, on 11 December 2020. These were approved by HQ on 18 December 2020 and uploaded on RTI's website.

➢ Newsletter: E-newsletters titled 'सुप्रसंग' have been published during the year for the quarter ending March 2020 and for the half year ending September 2020, with interesting audit observations and news on Knowledge Centre topics. These were e-mailed to all offices in IA&AD and to Commercial Audit e-mail group on 25 April 2020 and 28 December 2020 respectively.

➢ MOUs: A Memorandum of Understanding was signed on 28 September 2020, through Video Conferencing using MS Teams, with the Institute of Cost Accountants of India (established by Act of Parliament), for formalising faculty support and joint research arrangements.

## Other achievements

➢ DG RTI chaired two committees constituted during the year 2020-21 by HQ.

➢ The first committee comprising of HsOD, RTI, Mumbai (Chair), RTI Chennai and RTI Ranchi carried out the task of prescribing syllabus, programme schedule and programme contents for eight entry cadres of IAAD (except Group A and Group B Gazetted) in consultation with user offices. Based on the inputs received from

field audit and accounts offices, including six user offices of RTI Mumbai and other RTIs/RTCs, the Committee designed and submitted the same along with its report, as per the scheduled date, on 19 June 2020. The same was appreciated by HQ. All the user offices had, accordingly, to conduct this training as per the HQ instructions dated 06 July 2020.

➢ The second committee was for prescribing syllabus and for designing a three-week Training Module for AAOs empanelled for promotion as SAO, for implementation by all field offices for the Panel-Year 2021. In addition to DG, RTI Mumbai (Chair), HsOD of RTI Shillong and RTI Chennai were the other Members of the Committee. The comprehensive Training Schedule and Modules prepared were commended by the HQ. The training is to be conducted by the user offices as per these approved Training Modules (TMs), placed in the SAI Application.

➢ As Chair of the SAI Training Project Board, during 2020-21, DG, RTI Mumbai participated in seven meetings of the Board (as on 31.12.2020), for overseeing the developments of various modules of the application and progress of their implementation.

## 2021-2022

### Process Continuity Plan amidst COVID-19

➢ Training programmes continued to be held through the online mode during the year 2021-22 in view of the pandemic. However, there was physical attendance in the office for a major part of the year in view of easing of restriction by the local authorities.

➢ RTI Mumbai could meet its capacity building targets as planned with 32 general training programmes and 19 EDP training programmes till 28-02-2022.

➢ We invited faculty from other RTIs/RTCs and IAAD offices, outside our jurisdiction besides external faculty attached to other RTIs as well. We also conducted online tests using our department's CEDAR portal and other online tools.

➢ Besides, following the pandemic protocols such as checking of temperature of all officials and outsourced employees at the reception and having hand sanitisers placed at various places, RTI, in collaboration with Municipal Corporation of Greater Mumbai, also arranged for RTPCR tests for all officials of RTI and office of the PDA (Shipping), Mumbai, besides all the outsourced employees. This exercise helped in identifying two officials with COVID, who were then advised quarantine. All these safety and preventive measures helped RTI ensure safety of all regular and outsourced staff in the RTI Building

➢ Upgradation of the Local Area Network(LAN) of RTI Mumbai was completed during the year 2021-22.

### Self-Learning Videos

➢ As per directions of HQ, RTI Mumbai prepared self-learning videos on e-office and power point. In all 9 self-learning videos were prepared – 5 for e-office and 4 for power point.

### Knowledge Centre initiatives

➢ HQ has designated RTI Mumbai as Knowledge Centre for the topics on (i) Corporate Governance (ii) Corporate Finance (iii) Commercial Audit and (iv) Audit of Autonomous Bodies vide HQ email dated 8 May 2020.

➢ Structured Training Modules (STMs): The STM on Audit of Port Trusts was revised in compliance of peer-review comments and also updated to factor into the provisions of the newly enacted Major Port Authorities Act, 2021 that came into force from 03-11-2021 repealing the erstwhile Major Port Trusts Act, 1963. The STM on Financial Audit of Autonomous Bodies was updated based on the latest provisions and developments relating to this topic. Both the STMs have been submitted to HQ office – the STM on Financial Audit of Autonomous Bodies was sent on 11-02-2022 and the STM on Audit of Port Trusts on

➢ Newsletter: E-newsletter titled 'सुप्रसंग' have been published during the year for the half year ending on March 2021 with interesting audit observations and news on Knowledge Centre topics. These were e-mailed to all offices in IA&AD and to Commercial Audit e-mail group on 12-07-2021.

### Other achievements

➢ RTI Mumbai was associated with RTI Jaipur in the preparation of material for sessions in MCTP – Level 4 as per directions of HQ. We prepared material

➢ Adding of the institute in "Bharat Kosh" (Non-Tax Revenue Portal) to facilitate online payments of rent by hostel guests was a pioneering effort of RTI Mumbai, thus making RTI Mumbai the only training institute in the department having such facility.

➢ The work of replacement of 2 chiller plants was completed during this year besides renovation of hostel rooms, beautification of the RTI compound premises, installation of FCUs in the RTI Gymnasium, installation of Solar Plant as a green initiative, installation of LED display in the RTI entrance, replacement of chilled pipelines and restoration of false ceiling in the RTI Hostel, inclusion of façade cleaning and painting as annual items of work were also carried out

Sd/-

Director General/RTI