

Approved Calendar of Training Programmes for 2022-23

A. Courses at a Glance

I. General Courses

Sl. No.	Name of the course	No. of courses during the year	Duration per course (Days)	Total days	Total No. of slots
1	Disciplinary proceedings & Legal matters	1	3	3	28
2	MCTP Level 3	2	6	12	60
3	e-Office (Training for trainers)	1	3	3	30
4	Office Procedures, Noting & Drafting incl E-Office	2	4	8	60
5	MCTP Level 4	2	6	12	60
6	Auditing Standards and Regulations on Audit and Accounts 2020	1	3	3	25
7	Establishment matters (incl Apar, DPC, Rostes, Establishment matters , pay fixation, Pension, NPS)	1	5	5	19
8	MCTP Level 2	2	6	12	60
9	Compliance Audit (including expenditure audit)	1	3	3	27
10	Works Audit	1	4	4	25
11	Financial Attest Audit	1	4	4	18
12	Direct taxes	1	4	4	17
13	RTI Act	1	1	1	30
14	GeM & e-procurement	1	3	3	22
15	Audit Reporting (incl style guide)	1	3	3	27

16	GST & Customs (INDT)	1	5	5	30
17	PFMS (incl BEMS)	2	3	6	42
18	Performance Audit	1	3	3	30
19	Environment Audit	1	5	5	14
20	Ethics & Values in Public Service incl Gender Sensitization	1	3	3	29
21	Statistical Sampling & Risk Based Audit	1	3	3	30
22	All-India Training Programme Audit of Public Private Partnership(PPP) in Infrastructure	1	5	5	19
23	Financial audit of autonomous bodies (incl Accounting Standards)	1	4	4	14
24	Management Development Programme	1	4	4	23
25	Audit of procurement & Contract Management	1	3	3	10
26	Indian Accounting standards (for PSU audits)	1	5	5	16
27	All-India Training Programme on Urban Local Bodies (KCT)	1	5	5	11
28	Audit of Fraud & Forensics	1	3	3	17
29	Commercial Audit (includes Corporate Finance, Corporate Governance, Company Accounts and CFS)	1	5	5	10
	Total	34		139	803

II. IS Courses					
Sl. No.	Name of the course	No. of courses during the year	Duration per course (Days)	Total days	Total No. of slots
1.	MS-Excel - Advanced	5	03	15	90
2.	IDEA	3	05	15	48
3.	Data Analysis using Excel	3	03	09	54
4.	Audit in IT environment	4	06	24	69
5.	Oracle DBMS concepts, SQL Queries and introduction to DBA	2	05	10	32
6.	Data Analytics using Tableau	2	03	06	29
7.	MS Access	1	03	03	18
8.	Networking	2	02	04	36
9.	Data Analytics using Knime	1	03	03	18
10.	SAP*	1	05	05	18
11.	Tally ERP*	1	03	03	20
12.	OIOS	12	03	36	216
	Total	37		133	648

*Tentative duration – courses included for the first time and schedule will be finalized in consultation with user offices.

Approved Calendar of Training Programmes for 2022-23

I . General Courses

Sl.No	Name of the course	Period	Total slots	slots per office	Name of the user office
1	Auditing Standards and Regulations on Audit and Accounts 2020	20.04.2022 to 22.04.2022 (3 days)	25	2	DoA, (F&C), Hyderabad
				2	PD(Audit), SCR, Secunderabad
				2	DGCA, Hyderabad
				2	PAG(Audit-I), Karnataka
				2	DG(Audit), Central, Hyderabad
				5	PAG(Audit), AP
				4	AG(Audit), TS
				2	PD(Audit), Central, Bengaluru
				1	DoA, (Sci.Dept), Bengaluru
				1	PD(Audit), SWR, Hubli
2	AG(Audit-II), Karnataka				
2	MCTP Level 3 (batch-1)	25.04.2022 to 30.04.2022 (6 days)	30	1	DoA, Navy, Vishakhapatnam
				1	DoA, (F&C), Hyderabad

				2	PD(Audit), SCR, Secunderabad
				1	DGCA, Hyderabad
				1	PAG(A&E), AP
				5	PAG(Audit), AP
				14	AG(Audit), TS
				5	DG(Audit), Central, Hyderabad
3	e-Office (Training for trainers)	04.05.2022 to 06.05.2022 (3 days)	30	2	DoA, (F&C), Hyderabad
				4	DGCA, Hyderabad
				5	AG(A&E),TS
				5	PAG(Audit), AP
				2	DoA(Audit), Navy
				1	DoA(A,F,WR), BR Chennai- Hyd RAO
				5	AG(Audit), TS
				3	DG(Audit), Central, Hyderabad
				3	PAG(A&E), AP
4	Office Procedures, Noting &Drafting incl E- Office (Batch-1)	25.05.2022 to 27.05.2022 (3 days)	30	1	DoA, (F&C), Hyderabad
				1	DoA(Navy), Vizag
				1	PD(Audit), SCR, Secunderabad
				7	PAG(A&E), AP
				6	PAG(Audit), AP
				10	AG(Audit), TS
				3	DG(Audit), Central, Hyderabad
				1	DGCA, Hyderabad
5	MCTP Level 4 (Batch-1)	30.05.2022 to 04.06.2022 (6 days)	30	1	DoA, Navy, Vishakhapatnam
				1	DoA, (F&C), Hyderabad
				1	PD(Audit), SCR, Secunderabad

				1	DGCA, Hyderabad
				1	PAG(A&E), AP
				11	AG(Audit), TS
				6	PAG(Audit), AP
				7	DG(Audit), Central, Hyderabad
				1	AG(A&E),TS
6	Establishment matters (incl Apar, DPC, Rostes, Establishment matters , pay fixation, Pension, NPS)	06.06.2022 to 10.06.2022 (5 days)	19	2	DoA, (F&C), Hyderabad
				2	DGCA, Hyderabad
				2	DoA (Navy), Vizag
				4	AG(A&E),TS
				1	(PAG(A&E), AP
				5	PAG(Audit), AP
				3	AG(Audit), TS
7	MCTP Level 2 (Batch-2)	20.06.2022 to 25.06.2022 (6 days)	30	0	DoA, Navy, Vishakhapatnam
				1	DoA, (F&C), Hyderabad
				2	PD(Audit), SCR, Secunderabad
				1	DGCA, Hyderabad
				1	PAG(A&E), AP
				7	AG(Audit), TS
				3	DG(Audit), Central, Hyderabad
				10	AG(A&E), Telangana
				5	PAG(Audit), AP
8	Compliance Audit (including expenditure audit)	06.07.2022 to 08.07.2022 (3 days)	27	2	DoA, (F&C), Hyderabad
				10	PAG(Audit), AP
				8	AG(Audit), TS
				7	DG(Audit), Central, Hyderabad
9	Works Audit	12.07.2022 to 15.07.2022 (4 days)	25	15	PAG(Audit), AP
				10	AG(Audit), TS

10	MCTP Level 3 (Batch-2)	18.07.2022 to 23.07.2022 (6 days)	30	0	DoA, Navy, Vishakhapatnam
				1	DoA, (F&C), Hyderabad
				2	PD(Audit), SCR, Secunderabad
				1	DGCA, Hyderabad
				1	PAG(A&E), AP
				5	PAG(Audit), AP
				14	AG(Audit), TS
				6	DG(Audit), Central, Hyderabad
11	Financial Attest Audit	26.07.2022 to 29.07.2022 (4 days)	18	2	DGCA, Hyderabad
				5	PAG(A&E), AP
				4	PAG(Audit), AP
				7	AG(Audit), TS
12	Direct taxes	02.08.2022 to 05.08.2022 (4 days)	17	2	PAG(Audit-I), Karnataka
				6	PAG(Audit), AP
				3	AG(Audit), TS
				4	DG(Audit), Central, Hyderabad
				2	PD(Audit), Central, Bengaluru
13	RTI Act	10.08.2022 (1 day)	30	2	PD(Audit), SCR, Secunderabad
				4	PAG(Audit-I), Karnataka
				5	PAG(A&E), AP
				2	PAG(A&E), Karnataka
				7	AG(Audit), TS
				2	DG(Audit), Central, Hyderabad
				1	DGCA, Hyderabad
				2	PD(Audit), Central, Bengaluru
				4	AG(A&E), TS

				1	PD(Audit), SWR, Hubli
14	MCTP Level 4 (Batch-2)	22.08.2022 to 27.08.2022 (6 days)	30	1	DoA, (F&C), Hyderabad
				1	PD(Audit), SCR, Secunderabad
				1	DGCA, Hyderabad
				0	PAG(A&E), AP
				12	AG(Audit), TS
				7	PAG(Audit), AP
				7	DG(Audit), Central, Hyderabad
				1	AG(A&E), TS
15	GeM & e-procurement	07.09.2022 to 09.09.2022 (3 days)	22	2	DoA, (F&C), Hyderabad
				2	DGCA, Hyderabad
				2	PAG(A&E), AP
				6	PAG(Audit), AP
				2	DoA(Audit), Navy
				7	AG(Audit), TS
				1	DG(Audit), Central, Hyderabad
16	MCTP Level 2 (Batch-3)	12.09.2022 to 17.09.2022 (6 days)	30	2	PD(Audit), SCR, Secunderabad
				1	DGCA, Hyderabad
				1	PAG(A&E), AP
				7	AG(Audit), TS
				3	DG(Audit), Central, Hyderabad
				11	AG(A&E), Telangana
				5	PAG(Audit), AP
17	Disciplinary proceedings & Legal matters	21.09.2022 to 23.09.2022 (3 days)	28	2	DoA, (F&C), Hyderabad
				2	PD(Audit), SCR, Secunderabad
				11	(PAG(A&E), AP
				5	PAG(Audit), AP
				1	AG(Audit), TS
				1	DoA(Navy), Vizag

				1	DG(Audit), Central, Hyderabad
				5	AG(A&E),TS
18	GST & Customs (INDT)	26.09.2022 to 30.09.2022 (5 days)	30	2	DoA(F&C), Hyderabad
				2	PD(Audit), SCR, Secunderabad
				2	DGCA, Hyderabad
				7	PAG(Audit), AP
				1	DoA(A,F,WR), BR Chennai- Hyd RAO
				1	DoA(Audit), Navy
				11	AG(Audit), TS
				4	DG(Audit), Central, Hyderabad
19	Audit Reporting (incl style guide)	10.10.2022 to 12.10.2022 (3 days)	27	2	DoA, (F&C), Hyderabad
				5	PAG(Audit), AP
				14	AG(Audit), TS
				6	DG(Audit), Central, Hyderabad
20	PFMS (incl BEMS) (Batch-1)	19.10.2022 to 21.10.2022 (3 days)	21	1	DoA, (F&C), Hyderabad
				1	DGCA, Hyderabad
				6	AG(A&E),TS
				2	PAG(A&E), AP
				4	PAG(Audit), AP
				1	DoA(Audit), Navy
				1	DoA(A,F,WR), BR Chennai- Hyd RAO
				4	AG(Audit), TS
				1	DG(Audit), Central, Hyderabad
21	Performance Audit	02.11.2022 to 04.11.2022 (3 days)	30	2	DoA, (F&C), Hyderabad
				2	PD(Audit), SCR, Secunderabad
				2	DGCA, Hyderabad

				8	PAG(Audit), AP
				10	AG(Audit), TS
				6	DG(Audit), Central, Hyderabad
22	Environment Audit	14.11.2022 to 18.11.2022 (5 days)	14	6	PAG(Audit), AP
				4	AG(Audit), TS
				1	PD(Audit), SWR, Hubli
				3	AG(Audit-II), Karnataka
23	Ethics & Values in Public Service incl Gender Sensitization	21.11.2022 to 23.11.2022 (3 days)	29	2	PD(Audit), SCR, Secunderabad
				2	PAG(Audit-I), Karnataka
				1	DoA, (F&C), Hyderabad
				2	DG(Audit), Central, Hyderabad
				7	(PAG(A&E), AP
				5	PAG(Audit), AP
				2	PAG(A&E), Karnataka
				3	AG(Audit), TS
				4	AG(A&E),TS
				1	PD(Audit), SWR, Hubli
24	Statistical Sampling & Risk Based Audit	28.11.2022 to 30.11.2022 (3 days)	30	2	DoA, (F&C), Hyderabad
				2	PD(Audit), SCR, Secunderabad
				2	DGCA, Hyderabad
				6	PAG(Audit-I), Karnataka
				1	PAG(A&E), AP
				1	DoA, (Sci.Dept), Bengaluru
				6	PAG(Audit), AP
				2	DG(Audit), Central, Hyderabad
				2	AG(A&E),TS
				1	PD(Audit), SWR, Hubli

				2	PDCA, Bengaluru
				3	AG(Audit), TS
25	PFMS (incl BEMS) (Batch-2)	07.12.2022 to 09.12.2022 (3 days)	21	2	DoA, (F&C), Hyderabad
				1	DGCA, Hyderabad
				6	AG(A&E),TS
				2	PAG(A&E), AP
				4	PAG(Audit), AP
				1	DoA(Audit), Navy
				0	DoA(A,F,WR), BR Chennai- Hyd RAO
				4	AG(Audit), TS
				1	DG(Audit), Central, Hyderabad
26	Audit of Public Private Partnership(PPP) in Infrastructure	12.12.2022 TO 16.12.2022 (5 days)	19	2	DGCA, Hyderabad
				1	PAG(Audit-I), Karnataka
				5	PAG(Audit), AP
				8	AG(Audit), TS
				1	PD(Audit), SWR, Hubli
				2	AG(Audit-II), Karnataka
27	Financial audit of autonomous bodies (incl Accounting Standards)	19.12.2022 to 22.12.2022 (4 days)	14	2	DG(Audit), Central, Hyderabad
				2	DGCA, Hyderabad
				5	PAG(Audit), AP
				3	AG(Audit), TS
				1	DoA(A,F,WR), BR Chennai- Hyd RAO
				1	DG(Audit), Central, Hyderabad
28	Management Development Programme	03.01.2023 to 06.01.2023 (4 days)	23	2	DoA, (F&C), Hyderabad
				2	DGCA, Hyderabad
				2	PAG(Audit-I), Karnataka

				3	DG(Audit), Central, Hyderabad
				6	AG(A&E),TS
				1	PDCA, Bengaluru
				3	PAG(A&E), AP
				2	PAG(A&E), Karnataka
				2	AG(Audit), TS
29	Audit of procurement & Contract Management	18.01.2023 to 20.01.2023 (3 days)	10	4	PAG(Audit), AP
				2	DoA(Navy), Vizag
				4	AG(Audit), TS
30	Indian Accounting standards (for PSU audits)	30.01.2023 to 03.02.2023 (5 days)	16	5	PAG(Audit), AP
				1	DoA, (F&C), Hyderabad
				2	DGCA, Hyderabad
				8	AG(Audit), TS
31	All-India Training Programme on Urban Local Bodies (KCT)	06.02.2023 to 10.02.2023 (5 days)	11	9	PAG(Audit), AP
				2	AG(Audit), TS
32	Audit of Fraud & Forensics	15.02.2023 to 17.02.2023 (3 days)	17	8	PAG(Audit), AP
				2	DGCA, Hyderabad
				2	DoA(Navy), Vizag
				5	AG(Audit), TS
33	Office Procedures, Noting & Drafting incl E-Office (Batch-2)	07.03.2023 to 10.03.2023 (4 days)	30	1	DoA, (F&C), Hyderabad
				1	DoA(Navy), Vizag
				1	PD(Audit), SCR, Secunderabad
				8	PAG(A&E), AP
				6	PAG(Audit), AP
				10	AG(Audit), TS
				2	DG(Audit), Central, Hyderabad
				1	DGCA, Hyderabad

34	Commercial Audit (includes Corporate Finance, Corporate Governance, Company Accounts and CFS)	13.03.2023 to 17.03.2023 (5 days)	10	2	DGCA, Hyderabad
				2	AG(Audit), TS
				6	PAG(Audit), AP

II. IS Courses					
Sl. No.	Name of the Course	Period	Name of the User Offices	Sub-Total	Total
1	MS-Excel – Advanced (Batch I)	06.04.2022 to 08.04.2022 (3 days)	Branch : Finance & Communication Audit Office, Hyderabad	1	18
			Accountant General (A & E), Telangana, Hyderabad	4	
			Principal Accountant General (A & E), Andhra Pradesh, Amaravati	1	
			Principal Accountant General(Audit), Andhra Pradesh, Amaravati	6	
			Accountant General(Audit), Telangana, Hyderabad	5	
			Director General of Audit (Central), Hyderabad	1	
2	OIOS (Batch I)	11.04.2022 to 13.04.2022 (3 days)	Principal Accountant General(Audit), Andhra Pradesh, Amaravati	4	9
			Accountant General(Audit), Telangana, Hyderabad	1	
			Director General Of Audit (Central), Hyderabad	2	
			Director General of Commercial Audit, Hyderabad	2	
3	IDEA (Batch I)	18.04.2022 to 22.04.2022 (5 days)	Branch : Finance & Communication Audit Office, Hyderabad	1	16
			Principal Director of Audit, South Central Railway, Secunderabad	1	
			Accountant General (A & E), Telangana, Hyderabad	1	
			Principal Accountant General(Audit), Andhra Pradesh, Amaravati	4	
			Accountant General (Audit), Telangana, Hyderabad	7	
			Director of Audit (AF&WR), New Delhi at Chennai	1	
			Director General of Audit (Central), Hyderabad	1	
4	Data Analysis using Excel (Batch I)	11.05.2022 to 13.05.2022 (3 days)	Branch : DGA, Navy, New Delhi at Visakhapatnam	1	18
			Branch : Finance & Communication Audit Office, Hyderabad	1	
			Director General of Commercial Audit, Hyderabad	1	

			Accountant General (A & E), Telangana, Hyderabad	2	
			Principal Accountant General (Audit), Andhra Pradesh, Amaravati	5	
			Accountant General(Audit), Telangana, Hyderabad	5	
			Director General Of Audit (Central), Hyderabad	2	
			Principal Director Of Audit, South Central Railway, Secunderabad	1	
5	Audit in IT environment (Batch I)	23.05.2022 to 28.05.2022 (6 days)	Branch : DGA, Navy, New Delhi At Visakhapatnam	1	18
			Accountant General (A & E), Telangana, Hyderabad	1	
			Principal Accountant General (A & E), Andhra Pradesh, Amaravati	1	
			Principal Accountant General(Audit), Andhra Pradesh, Amaravati	8	
			Director of Audit (AF&WR), New Delhi at Chennai	1	
			Accountant General(Audit), Telangana, Hyderabad	3	
			Director General Of Audit (Central), Hyderabad	3	
6	OIOS (Batch II)	30.05.2022 to 01.06.2022 (3 days)	Principal Accountant General(Audit), Andhra Pradesh, Amaravati	4	7
			Accountant General(Audit), Telangana, Hyderabad	1	
			Director General Of Audit (Central), Hyderabad	2	
7	MS-Excel – Advanced (Batch II)	08.06.2022 to 10.06.2022 (3 days)	Branch : Finance & Communication Audit Office, Hyderabad	1	18
			Director General of Commercial Audit, Hyderabad	1	
			Accountant General (A & E), Telangana, Hyderabad	4	
			Principal Accountant General(Audit), Andhra Pradesh, Amaravati	6	
			Accountant General (Audit), Telangana, Hyderabad	5	
			Director General of Audit (Central), Hyderabad	1	
8	OIOS (Batch III)	13.06.2022 to 15.06.2022 (3 days)	Principal Accountant General(Audit), Andhra Pradesh, Amaravati	4	7
			Accountant General(Audit), Telangana, Hyderabad	1	

			Director General of Audit (Central), Hyderabad	2	
9	Oracle DBMS concepts, SQL Queries and introduction to DBA (Batch I)	20.06.2022 to 24.06.2022 (5 days)	Branch : Finance & Communication Audit Office, Hyderabad	1	16
			Accountant General (A & E), Telangana, Hyderabad	9	
			Principal Accountant General (A & E), Karnataka, Bengaluru	1	
			Accountant General(Audit), Telangana, Hyderabad	4	
			Principal Director of Audit, South Central Railway, Secunderabad	1	
10	Data Analytics using Tableau (Batch I)	06.07.2022 to 08.07.2022 (3 days)	Director General of Commercial Audit, Hyderabad	1	15
			Accountant General (A & E), Telangana, Hyderabad	2	
			Principal Accountant General (A & E), Andhra Pradesh, Amaravati	1	
			Principal Accountant General(Audit), Andhra Pradesh, Amaravati	4	
			Accountant General(Audit), Telangana, Hyderabad	6	
			Director General of Audit (Central), Hyderabad	1	
11	OIOS (Batch IV)	11.07.2022 to 13.07.2022 (3 days)	Principal Accountant General(Audit), Andhra Pradesh, Amaravati	4	7
			Accountant General (Audit), Telangana, Hyderabad	1	
			Director General of Audit (Central), Hyderabad	2	
12	IDEA (Batch II)	18.07.2022 to 22.07.2022 (5 days)	Branch : Finance & Communication Audit Office, Hyderabad	1	16
			Principal Director Of Audit, South Central Railway, Secunderabad	1	
			Director General Of Commercial Audit, Hyderabad	1	
			Accountant General (A & E), Telangana, Hyderabad	1	
			Principal Accountant General(Audit), Andhra Pradesh, Amaravati	4	
			Accountant General (Audit), Telangana, Hyderabad	7	
			Director General of Audit (Central), Hyderabad	1	

13	MS-Excel – Advanced (Batch III)	03.08.2022 to 05.08.2022 (3 days)	Branch : Finance & Communication Audit Office, Hyderabad	1	18
			Accountant General (A & E), Telangana, Hyderabad	4	
			Principal Accountant General (A & E), Andhra Pradesh, Amaravati	1	
			Principal Accountant General(Audit), Andhra Pradesh, Amaravati	6	
			Accountant General(Audit), Telangana, Hyderabad	5	
			Director General of Audit (Central), Hyderabad	1	
14	OIOS (Batch V)	17.08.2022 to 19.08.2022 (3 days)	Principal Accountant General(Audit), Andhra Pradesh, Amaravati	4	7
			Accountant General(Audit), Telangana, Hyderabad	1	
			Director General Of Audit (Central), Hyderabad	2	
15	MS Access	24.08.2022 to 26.08.2022 (3 days)	Branch : Finance & Communication Audit Office, Hyderabad	2	18
			Director General of Commercial Audit, Hyderabad	2	
			Accountant General(Audit), Telangana, Hyderabad	14	
16	Audit in IT environment (Batch II)	12.09.2022 to 17.09.2022 (6 days)	Director General of Commercial Audit, Hyderabad	1	17
			Accountant General (A & E), Telangana, Hyderabad	1	
			Principal Accountant General (A & E), Andhra Pradesh, Amaravati	1	
			Principal Accountant General(Audit), Andhra Pradesh, Amaravati	8	
			Accountant General(Audit), Telangana, Hyderabad	4	
			Director General Of Audit (Central), Hyderabad	2	
17	OIOS (Batch VI)	19.09.2022 to 21.09.2022 (3 days)	Principal Accountant General(Audit), Andhra Pradesh, Amaravati	4	7
			Accountant General(Audit), Telangana, Hyderabad	1	
			Director General Of Audit (Central), Hyderabad	2	
18	Data Analytics using Tableau	28.09.2022 to	Director General of Commercial Audit, Hyderabad	1	14

	(Batch II)	30.09.2022 (3 days)	Accountant General (A & E), Telangana, Hyderabad	3	
			Principal Accountant General(Audit), Andhra Pradesh, Amaravati	4	
			Accountant General (Audit), Telangana, Hyderabad	5	
			Director General of Audit (Central), Hyderabad	1	
19	Networking (Batch I)	10.10.2022 to 11.10.2022 (2 days)	Branch : Finance & Communication Audit Office, Hyderabad	1	18
			Director General of Commercial Audit, Hyderabad	1	
			Pr.Accountant General (Audit I) Karnataka, Bengaluru	1	
			Accountant General (A & E), Telangana, Hyderabad	5	
			Principal Accountant General (A & E), Andhra Pradesh, Amaravati	2	
			Principal Accountant General (A & E), Karnataka, Bengaluru	1	
			Accountant General(Audit), Telangana, Hyderabad	5	
			Principal Director of Audit, South Western Railway, Hubli	1	
			Principal Director of Audit, South Central Railway, Secunderabad	1	
20	MS-Excel – Advanced (Batch IV)	19.10.22 to 21.10.22 (3 days)	Branch : Finance & Communication Audit Office, Hyderabad	1	18
			Director General of Commercial Audit, Hyderabad	1	
			Accountant General (A & E), Telangana, Hyderabad	4	
			Principal Accountant General(Audit), Andhra Pradesh, Amaravati	6	
			Accountant General(Audit), Telangana, Hyderabad	5	
			Director General of Audit (Central), Hyderabad	1	
21	Tally ERP (1 batch)	* To be finalised	Director General Of Audit (Central), Hyderabad	20	20
22	OIOS (Batch VII)	27.10.2022 to 29.10.2022 (3 days)	Principal Accountant General(Audit), Andhra Pradesh, Amaravati	4	7
			Accountant General (Audit), Telangana, Hyderabad	1	

			Director General of Audit (Central), Hyderabad	2	
23	OIOS (Batch VIII)	09.11.2022 to 11.11.2022 (3 days)	Principal Accountant General(Audit), Andhra Pradesh, Amaravati	4	7
			Accountant General (Audit), Telangana, Hyderabad	1	
			Director General of Audit (Central), Hyderabad	2	
24	IDEA (Batch III)	14.11.2022 to 18.11.2022 (5 days)	Principal Director of Audit, South Central Railway, Secunderabad	1	16
			Director General of Commercial Audit, Hyderabad	1	
			Accountant General (A & E), Telangana, Hyderabad	1	
			Principal Accountant General (A & E), Andhra Pradesh, Amaravati	1	
			Principal Accountant General(Audit), Andhra Pradesh, Amaravati	4	
			Accountant General(Audit), Telangana, Hyderabad	7	
			Director General of Audit (Central), Hyderabad	1	
25	Data Analytics using Knime	28.11.2022 to 30.11.2022 (3 days)	Principal Director Of Audit, South Central Railway, Secunderabad	3	18
			Principal Accountant General (A & E), Andhra Pradesh, Amaravati	1	
			Principal Accountant General(Audit), Andhra Pradesh, Amaravati	11	
			Accountant General(Audit), Telangana, Hyderabad	3	
26	Data Analysis using MS Excel (Batch II)	05.12.2022 to 07.12.2022 (3 days)	Branch : DGA, Navy, New Delhi At Visakhapatnam	1	18
			Branch : Finance & Communication Audit Office, Hyderabad	1	
			Director General of Commercial Audit, Hyderabad	1	
			Accountant General (A & E), Telangana, Hyderabad	2	
			Principal Accountant General(Audit), Andhra Pradesh, Amaravati	5	
			Accountant General(Audit), Telangana, Hyderabad	5	
			Director General of Audit (Central), Hyderabad	2	

			Principal Director of Audit, South Central Railway, Secunderabad	1	
27	Audit in IT environment (Batch III)	12.12.2022 to 17.12.2022 (6 days)	Branch : DGA, Navy, New Delhi At Visakhapatnam	1	17
			Accountant General (A & E), Telangana, Hyderabad	1	
			Principal Accountant General (A & E), Andhra Pradesh, Amaravati	1	
			Principal Accountant General(Audit), Andhra Pradesh, Amaravati	8	
			Accountant General(Audit), Telangana, Hyderabad	4	
			Director General of Audit (Central), Hyderabad	2	
28	OIOS (Batch IX)	19.12.2022 to 21.12.2022 (3 days)	Principal Accountant General(Audit), Andhra Pradesh, Amaravati	4	7
			Accountant General(Audit), Telangana, Hyderabad	1	
			Director General of Audit (Central), Hyderabad	2	
29	Oracle DBMS concepts, SQL Queries and introduction to DBA (Batch II)	02.01.2023 to 06.01.2023 (5 days)	Branch : Finance & Communication Audit Office, Hyderabad	1	16
			Accountant General (A & E), Telangana, Hyderabad	9	
			Principal Accountant General (A & E), Karnataka, Bengaluru	1	
			Accountant General (Audit), Telangana, Hyderabad	4	
			Principal Director of Audit, South Central Railway, Secunderabad	1	
30	OIOS (Batch X)	09.01.2023 to 11.01.2023 (3 days)	Principal Accountant General(Audit), Andhra Pradesh, Amaravati	4	7
			Accountant General(Audit), Telangana, Hyderabad	1	
			Director General of Audit (Central), Hyderabad	2	
31	SAP	*To be Finalized	Principal Accountant General(Audit), Andhra Pradesh, Amaravati	8	18
			Accountant General(Audit), Telangana, Hyderabad	6	
			Principal Director of Commercial Audit, Bengaluru	4	
32	MS-Excel – Advanced (Batch V)	01.02.2023 to	Branch : Finance & Communication Audit Office, Hyderabad	2	18

		03.02.2023 (3 days)	Accountant General (A & E), Telangana, Hyderabad	3	
			Principal Accountant General(Audit), Andhra Pradesh, Amaravati	8	
			Accountant General (Audit), Telangana, Hyderabad	5	
33	OIOS (Batch XI)	06.02.2023 to 08.02.2023 (3 days)	Principal Accountant General(Audit), Andhra Pradesh, Amaravati	4	7
			Accountant General (Audit), Telangana, Hyderabad	1	
			Director General of Audit (Central), Hyderabad	2	
34	Networking (Batch II)	13.02.2023 to 14.02.2023 (2days)	Branch : Finance & Communication Audit Office, Hyderabad	1	18
			Director General of Commercial Audit, Hyderabad	1	
			Accountant General (A & E), Telangana, Hyderabad	6	
			Principal Accountant General (A & E), Andhra Pradesh, Amaravati	2	
			Principal Accountant General (A & E), Karnataka, Bengaluru	1	
			Accountant General(Audit), Telangana, Hyderabad	4	
			Principal Director of Audit, South Western Railway, Hubli	2	
			Principal Director of Audit, South Central Railway, Secunderabad	1	
35	Data Analysis using MS Excel (Batch III)	06.03.2023 to 08.03.2023 (3 days)	Principal Accountant General(Audit), Andhra Pradesh, Amaravati	10	18
			Accountant General (Audit), Telangana, Hyderabad	6	
			Principal Director of Audit, South Central Railway, Secunderabad	2	
36	Audit in IT environment (Batch IV)	13.03.2023 to 18.03.2023 (6 days)	Director General of Commercial Audit, Hyderabad	1	17
			Accountant General (A & E), Telangana, Hyderabad	1	
			Principal Accountant General (A & E), Andhra Pradesh, Amaravati	1	
			Principal Accountant General(Audit), Andhra Pradesh, Amaravati	8	
			Accountant General (Audit), Telangana, Hyderabad	4	

			Director General of Audit (Central), Hyderabad	2	
37	OIOS (Batch XII)	20.03.2023 to 22.03.2023 (3 days)	Principal Accountant General(Audit), Andhra Pradesh, Amaravati	4	7
			Accountant General (Audit), Telangana, Hyderabad	1	
			Director General of Audit (Central), Hyderabad	2	

* Courses included for the first time and schedule to be finalized in consultation with the user offices

C. Course Contents		
I. General Courses		
Sl. No.	Name of the course	Contents
1.	Disciplinary proceedings & Legal matters	<ul style="list-style-type: none"> • CCS(Conduct) Rules, CCS(CCA) Rules • Court cases-when a person can approach a court; legal course of action; preparation of para wise remarks; filing of counter etc.; • Process of filing appeal by office • Guide lines for Inquiry Officers and Presenting Officers • Questions that can be posed • Case studies
2.	MCTP Level 3	<ul style="list-style-type: none"> • As per STM provided by Hqrs Office
3.	e-Office (Training for trainers)	<ul style="list-style-type: none"> • Various office procedures in e-office environment (Receipt of documents, opening of file, putting the letters in file, submission of note, submission of draft letter, parking of file, closing of receipts, files, etc) • E-Office Administration • Noting and Drafting • Hands on sessions
4.	Office Procedures, Noting & Drafting incl E-Office	<ul style="list-style-type: none"> • Various topics dealt in Manual of Office Procedure: • File Management • Preparation of Note; Page referencing • Types of communication (letter/d.o. letter/OM/Circular etc.); Preparation of Drafts • Introduction to e-office
5.	MCTP Level 4	As per STM provided by Hqrs Office
6.	Auditing Standards and Regulations on Audit and Accounts, 2020	<ul style="list-style-type: none"> • CAG's Auditing Standards, 2017 • Introduction on Regulations 2020, Mandate and Scope and Broad Framework for Financial Audit Introduction, Scope and extent of Audit • Audit in Information Technology Environment • Broad Framework for Compliance and • Performance Audit and Audit Evidence • Audit of Expenditure and Receipts • Guiding Principles of Auditing Standards, Audit Planning, Conduct of Audit and Reporting, Follow up of results of Audit • Audit of Government Companies, Bodies and Authorities • General Principles of Government Accounting • Role of the C&AG in audit of Panchayati Raj institutions and Urban Local Bodies • Exercises/ Case Studies

7.	Establishment matters (incl Apar, DPC, Rosters, Establishment matters , pay fixation, Pension, NPS)	<ul style="list-style-type: none"> • Provisions related to APAR • Maintenance of Post based Rosters, probation, confirmation, change of name/DOB • Preparation of DPC material, DPC meeting, Selection, Non-selection methods, Sealed cover procedure. • Pay Fixation • Old and New Pension Schemes
8.	MCTP Level 2	<ul style="list-style-type: none"> • As per STM provided by Hqrs Office
9.	Compliance Audit (including expenditure audit)	<ul style="list-style-type: none"> • Introduction and General Principles for Compliance Audits • Compliance Audit Plan and Planning Compliance Audits • Conducting Compliance audits • Reporting compliance audits • Related Guidance Notes/practice Guides • Case Study
10.	Works Audit	<ul style="list-style-type: none"> • Overview of Public Works Departments and role of Audit thereof; Accounting system in Public Works Departments and upkeep of relevant records relating to execution of work. • Points to be seen while preparing the estimate for work. Importance of PWD and PWA code • Concept of tender and agreement, Standard Bidding documents (SBD), Bill of quantity; Types of works contracts • Importance of analysis of rates and schedule of rates (SOR) and methods of its preparation. • Audit of PPP in Infrastructure projects with emphasis on road development projects. • Audit of Turnkey projects • Audit of EPC contracts • Case studies/Audit Observations on Audit Works
11.	Financial Attest Audit	<ul style="list-style-type: none"> • Principles and Overview of Financial Attest Audit • Evaluation of Internal Controls • Risk and Materiality • Audit of Finance and Appropriation Accounts • Financial Audit of Autonomous Bodies and Universities • Financial Audit of Companies • Forming an opinion and reporting on • Financial Statements • Quiz/Discussion on caselets

12.	Direct Taxes	<ul style="list-style-type: none"> • Introduction to Audit of Direct Taxes Direct Taxes Audit approach • Audit of Financial Statements from Income Tax perspective Introduction to Ind AS from Income Tax perspective • Income Computations and Disclosure Standards (ICDS) under Income Tax Act • Recent changes in the Income Tax Act and Rules Significant Audit findings in Income Tax Audit, case study • Income Tax Business Applications (ITBA) of Income Tax Department Scheme of Faceless Assessment of Income Tax Department
13.	Right To Information Act,2005	<ul style="list-style-type: none"> • Rights conferred on the citizen, Responsibilities of Public Authorities • Process of providing information including Third party information, Duties of CPIOs /ACPIOs • Powers and functions of Central/State Information Commission, Exemptions from disclosure • Appeal procedure and penalties.
14.	GeM & e-procurement	<ul style="list-style-type: none"> • Introduction to e-procurement • GFR on Procurement of Goods and Services • E-Procurement through CPPP • Procurement through GEM; Registration and Authorization and creation of procuring Officers in GEM • Authorization of DDO in GEM <ul style="list-style-type: none"> ○ Process of procurement in GEM
15.	Report Writing including Style Guide	<ul style="list-style-type: none"> • General Reporting Standards • Reporting in Financial Audits • Drafting of Draft Paras for Audit Reports • Reporting in Performance Audits • Guidance Notes/Practice Guides on Reporting in Performance Audits • IA & AD Style Guide and conventions • Reporting in Compliance Audits • common errors and weaknesses in various forms of reporting. • Case studies / exercises

16.	GST & Customs (INDT)	<ul style="list-style-type: none"> • Introduction to GST • Overview of GST • Registration Provisions • Levy and Exemption from Tax • Filling of Returns • Overview of IGST(IGST Law) • Transitional provisions • Supply (Meaning, Scope, Time, Place & Valuation of Supply) • Input Tax Credit and Cross utilization of Taxes • Payment of Tax under GST • Refund of Taxes under GST • GSTN: Salient Features Frontend Business Process on GSTN • Assessment and Audit in GST • GST Accounting • Important Provisions of Customs Act, 1962 • Role of CAG in audit of GST and Customs (with case studies / examples from Revenue Audit and other audit wings)
17.	PFMS (incl iBEMS)	<ul style="list-style-type: none"> • PFMS - Overview of PFMS, Mapping and Registration in PFMS, Controls - maker and checker concepts ,DDO, EIS Module &PAO Module • iBEMS - Introduction of iBEMS, Classification and booking of expenditure through iBEMS software package
18.	Performance Audit	<ul style="list-style-type: none"> • Mandate and General Principles for performance audits • Strategic audit planning and Selection of audit topics • Planning individual performance audits • Implementing the performance audits • Evidence and Documentation • The Reporting process • Follow-up of performance audits • Case studies

19.	Environment Audit	<ul style="list-style-type: none"> • Introduction to concepts of Environment, Environmental Degradation, Air & Water Pollution, Solid Waste Management, Specific Environmental issues related to power generation sector • Climate Change and Global Warming • Bio-diversity, Sustainable Development, SDGs, Carbon Footprint, Carbon Intensity, Clean Development Mechanism • Organizational and Policy Initiatives (Legislations/Rules) for Environmental Protection in India • International and National Policy Framework to address Climate Change • Environment Audit - Objectives, Mandate and Scope. • Audit Criteria and methodology of audit • Use of GIS and Remote Sensing in Environment Audit • Interesting observations related to Environment, included in audit reports
20.	Ethics & Values in Public Service incl Gender Sensitization	<ul style="list-style-type: none"> • Why ethics- need of ethics in Public Governance expectations/pressure of external stake holders- civil society, media etc • Concepts of ethics-Traditional and contemporary approaches. Role of SAIs- Values and Benefits of SAI • IA&AD Code of ethics & Core values; Promoting ethics through new initiatives; and Role of SAI • Ethical dilemma – Risks and challenges • Gender Sensitization • Case studies
21.	Statistical Sampling & Risk Based Audit	<ul style="list-style-type: none"> • Statistical Sampling Techniques – Application of Statistical Sampling in Audit • Probability distribution • Distribution Concepts, Multistage Statistical Sampling • What is an Attribute? • Frequency distribution of data. Concept of random variable. • Excel/IDEA in Sampling • Overview of Risk Based Auditing • Risk perception -Different kinds of risks-Liabilities of auditors • Concept of Materiality • Risk Model • Risk Analysis in IT environment • Risk Identification & Risk Analysis • Risk assessment in audit • Audit of risks in PPP Infrastructure Projects <ul style="list-style-type: none"> • Development of Risk based Audit skills & Techniques in Preparation of Audit Report

22.	Audit of Public Private Partnership(PPP) in Infrastructure Projects	<ul style="list-style-type: none"> • Introduction to Public Private Partnership • Requisites, Objectives and Role of PPP • Institutional Arrangements in State Government • Financial support to PPP projects in Infrastructure • Model Concessionaire Agreements (MCA) • Why PPPs fail? • Mandate, Scope, Objectives and Criteria for PPP Audit • Audit of PPP in Infrastructure Projects • Renegotiation of contracts • Reporting Audit Findings and Recommendations • Case Studies/Exercises
23	Financial audit of autonomous bodies (incl Accounting Standards)	<ul style="list-style-type: none"> • Salient features of Manual of Instructions for Audit of Autonomous bodies. • Certification Audit of Autonomous Bodies - Salient features of Uniform format of Accounts • Analysis of Balance sheet, R&P Account and Income & Exp. Account. • Evaluation of Internal control mechanism. • Materiality & Risk • Format of SAR/Audit Certificate & Drafting and contents of draft SAR/Management letter. • Accounting Standards issued by ICAI • Exercises/case studies
24.	Management Development Programme	<ul style="list-style-type: none"> • Effective Leadership and Building High Performing Team • Communication skills • Stress Management / Time management • Attitude & Positive thinking • Change Management • Conflict Management • Emotional Intelligence
25	Audit of procurement & Contract Management	<ul style="list-style-type: none"> • Introduction to Public Procurement • Procurement procedure in Government department • GFRS 2017 and CVC Guidelines • Concept and Procedure of E- procurement • Contract procedures & Management in Public Sector • Audit of High Value Contracts • Planning and execution of Audit of Procurement • Hqrs Practice Guide on Audit of Procurements and contracts • Case studies/Audit Observations on Public Procurement
26.	Indian Accounting standards (for PSU audits)	<ul style="list-style-type: none"> • Around 20 standards out of 39 standards. • Analysis of approved CAG comments on Ind AS.

27.	Audit of Urban Local Bodies	<ul style="list-style-type: none"> • Constitution 74th Amendment, Sources of income of ULBs, Devolution of powers to ULBs, various functions and activities in ULBs, Accounting aspects of ULBs, • Role of Examiner of Local Fund; Role of CAG in audit of ULBs, Entrustment of audit of accounts of ULBs to CAG; TGS mechanism • Audit of accounts of ULBs, • Audit of Revenues of ULBs <p>Audit of various schemes implemented in ULBs</p>
28.	Audit of Fraud & Forensic Audit	<ul style="list-style-type: none"> • Definition, elements, influencing factors, indicators, categories, typical modus operandi of fraud and corruption • Distinction between fraud and corruption • Internal Control Systems and Risk sensitivity • Know the word ‘Forensic Audit/ Investigation’ • Understanding the difference between normal audit and forensic audit <p>Role and Responsibility of auditor in relation to fraud - Understanding audit standards -collection and evaluation of evidence – Finding Red Flags- reporting and follow up</p>
29.	Commercial Audit (includes Corporate Finance, Corporate Governance, Company Accounts and CFS)	<ul style="list-style-type: none"> • Provisions of Companies’ Act, 2013 with respect to audit and accounts • Provisions of Companies Act, 2013 and SEBI Guidelines on Corporate Governance – Directors, Committees, Reports, Disclosures, Whistle blower mechanism etc • Long-term Financing Modes, Working Capital Management, Project Financing, Capital Budgeting and Cost of Capital, Concepts of IRR, NPV, etc, Valuation and Fair Value Measurement, International Markets • Schedule III to Companies Act, Introduction to Ind AS, preparation and audit of consolidated financial statements.

(All 5-day programmes will have a session on ‘Ethics and Gender Sensitization’)

IS Courses

S.No	Name of the Course	Contents
1.	Data Analysis using Excel	<ul style="list-style-type: none"> • Introduction to Data Analysis concepts • Data conversion from Text file to Excel • Data preparation concepts using functions such as VLOOKUP and HLOOKUP, INDEX, MATCH etc • Table, Pivot Table, Data Slicer and Timeline • Analyzing the Voucher data using EXCEL to identify the Red flag issues, Outlier DDOs and checking the beneficiary details in CFMS portal
2.	IDEA	<ul style="list-style-type: none"> • Introduction to IT Audit and Computer Assisted Audit Techniques • Features of IDEA software. • Importing data from various database applications into IDEA and data reconciliation principles • Field Manipulation and different types of Extractions including Indices & sorting • Stratification, Summarisation and Pivot table • Duplicates, nonduplicates, Gap detection, Ageing • Sampling methods • Exploring Analysis methods • Custom report & visualization
3.	Data Analytics using Tableau	<ul style="list-style-type: none"> • Introduction to Big Data and Data Analytics • Tableau – A broad over view • Data Analysis using Tableau
4.	Data Analytics using Knime	<ul style="list-style-type: none"> • Introduction to Big Data and Data Analytics • Knime – A broad over view • Data Analysis using Knime
5.	Advanced Excel	<ul style="list-style-type: none"> • Functions, Conditional formatting, • Advanced filters, Table features • Exploring import of files • PIVOT Table and PIVOT charts • Goal seek, scenario
6.	Database concepts, System concepts and Introduction to MS- Access	<ul style="list-style-type: none"> • Concepts of DBMS – MS Access as RDBMS – Concepts of databases and tables In MS Access • Tables - Creation of databases – design of tables – insertion of data – delete data, linking tables, Relationships • Queries – Querying data using different types of queries • Forms – Creation of forms for data entry • Reports– Generation – Printing of Reports

7.	Audit in IT environment	<ul style="list-style-type: none"> • Auditing in IT environment - need, challenges and opportunities • Excel as a CAATs tool • IDEA as a CAATs tool - imp features of IDEA - importing, extractions, summarization, duplicate key detection etc • Introduction to Data Analysis Tools (KNIME, TABLEAU)
8.	Introduction to networking concepts	<ul style="list-style-type: none"> • Introduction to Networking, Operating Systems • LAN, WAN, MAN and Sharing of data and hardware • Viruses and Firewalls, Internet security and Anti-virus software • Networking Components, Network Protocols, Setting up of LAN – IP Address • Introduction to Cloud Computing
9.	Oracle DBMS concepts, SQL Queries and introduction to DBA	<ul style="list-style-type: none"> • DBMS Concepts, Introduction to RDBMS • Creation of tables, inserting data, modification of data • Data extraction using SQL • Using functions in Select statements • Join tables • Introduction to Oracle DBA
10.	SAP	<ul style="list-style-type: none"> • Course Content will be intimated in due course of time after consulting the user offices
11.	Tally/ERP	<ul style="list-style-type: none"> • Course Content will be intimated in due course of time after consulting the user offices
12.	OIOS	<ul style="list-style-type: none"> • Introduction to OIOS • Introduction to various modules in OIOS • Knowledge Management System (Usage and How to contribution to KMS) • Browsing of User Manual viewing of Self help Videos • Mobile App scanner usage and functions • Hands on Session • Creation of Office/Posts • Posting of personnel • Transfer/Relieve/Allocate Additional Charges • Creation of Auditee Universe • Hands on session • Creation of Audit Plan • Audit Assignments, Sampling, ADM, Toolkits preparation • Linking of the above to Audit Assignments • Approval of Audit programme • Generate intimation • Hands on session • Initiate Field Visit • Raise Requisition/Enquiries/Observations. • Resolve on field cases and Generate IRs

		<ul style="list-style-type: none">• Forwarding of same to HQrs using QA/QC• Vetting of Field Visits IR• Generating Audit Products...issue of IR to Auditee• Generation of other Audit Product....SOFs/ Draft Paragraphs to HQrs• Hands on sessions
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