Course Title: IDEA

Date: 17.04.2023 to 21.04.2023

Duration: 5 days

Location: Regional Training Institute, Mumbai

Programme Background: The training programme is being conducted based on requirement of by User offices of RTI, Mumbai.

Learning Objectives

To familiarize participants of the latest features added to IDEA, Computer Assisted Audit Techniques, widely used in the department for data analysis and IT Audits.

Programme Content and Structure

Overview of IDEA, Importing of data from various data sources - Excel, Access, Text, PDF etc, Record Extraction, Properties, Summarisation, Stratification, Sampling, Pivot table, IDEA Functions, Duplicate Key Detection, Gap Detection, Exporting Data to other formats, Creating Reports

Methodology: Lectures, presentations hands on with exercises and case studies

Target Participants - DEO to Sr.AO

Additional Information

Faculty: The faculty will be drawn from Group A & B officers of the department and retired audit personnel, besides Core Faculty of RTI Mumbai.

Feedback on previous Course (2022-23): The course received a rating of over 90% from the participants.

Announcement of training programme

Course Title: MS Excel (Advanced) with Power Pivot.

Date: 15.05.2023 to 20.05.2023

Duration: 6 days

Location: Regional Training Institute, Mumbai

Programme Background: The training programme is being conducted based on requirement of User offices

Learning Objectives

This programme intends to introduce participants to the concept of advanced features in MS Excel.

Programme Content and Structure

Introduction to MS Excel, Formulae and functions- lookup functions,analysing data by creating pivot Tables, Charts, Dashboards, Recording Macros.

Methodology: Lectures, presentations hands on with exercises.

Target Participants - DEO to Sr.AO

Additional Information

Faculty: The faculty will be drawn from Group B officers of the department   and retired audit personnel/external experts, besides Core Faculty of RTI Mumbai.

Feedback on previous Course (2022-23): The course received a rating of over 90% from the participants.

Announcement of training programme

Course Title: e_office

Date: 29.05.2023 to 31.05.2023

Duration: 3 days

Location: Regional Training Institute, Mumbai

Programme Background: This programme is being conducted as per the requirements of user office.

Learning Objectives

To enable participants to have an understanding of the software and use them in their daily official work through system

Programme Content and Structure

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

Administrative Module : Employee Master Details module; Adding posts/designations to the office, Posting ;Transfer, Q&A session,

Methodology: Lectures, presentations hands on with exercises

Target Participants – all cadres

Additional Information

Faculty: The faculty will be drawn from Headquarters office e-office implementers besides Core Faculty of RTI Mumbai.

Feedback on previous Course (2022-23): The course received a rating of over 90% from the participants.

<u>**Course No 204**</u>

<u>**Announcement of training programme**</u>

Course Title: Budgetary process in the Government, usage of iBEMS in IA & AD and integration with PFMS (all cadres)

Date: 08.06.2023 to 09.06.2023

Duration: 2 days

Location: Regional Training Institute, Mumbai

Programme Background: The training programme is being conducted as per HQ directives and RAC decision.

Learning Objectives

Participants will be able to get an over view of Budgetary process in the Government, usage of iBEMS in IA & AD and integration with PFMS relevant to administration and establishment functions.

Programme Content and Structure

- Preparation of Budget (RE/BE) of the office and its reconciliation
- iBEMS software – its use and functions, hands-on on iBEMS software
- Introduction to PFMS software - its use in the department, functions of PFMS with hands-on
- Demonstration of different modules available in PFMS software
- Useful reports

Methodology: Lectures, Presentations, Interactive sessions (Group Discussion), Exercises and Case Studies

Target Participants

Personnel engaged in administration and establishment functions may be nominated for the course.

Additional Information

Faculty: The faculty will be drawn from Group B officers and experts.

Feedback on previous Course (2022-23): The course received a rating of over 90% from the participants.

Course No 205

Announcement of training programme

Course Title: IDEA

Date: 19.06.2023 to 23.06.2023

Duration: 5 days

Location: Regional Training Institute, Mumbai

Programme Background: The training programme is being conducted based on requirement of by User offices of RTI, Mumbai.

Learning Objectives

To familiarize participants of the latest features added to IDEA, Computer Assisted Audit Techniques, widely used in the department for data analysis and IT Audits.

Programme Content and Structure

Overview of IDEA, Importing of data from various data sources - Excel, Access, Text, PDF etc, Record Extraction, Properties, Summarisation, Stratification, Sampling, Pivot table, IDEA Functions, Duplicate Key Detection, Gap Detection, Exporting Data to other formats, Creating Reports

Methodology: Lectures, presentations hands on with exercises and case studies

Target Participants - DEO to Sr.AO

Additional Information

Faculty: The faculty will be drawn from Group A & B officers of the department and retired audit personnel, besides Core Faculty of RTI Mumbai.

Feedback on previous Course (2022-23): The course received a rating of over 90% from the participants.

Announcement of training programme

Course Title: e_office

Date: 26.06.2023 to 28.06.2023

Duration: 3 days

Location: Regional Training Institute, Mumbai

Programme Background: This programme is being conducted as per the requirements of user office.

Learning Objectives

To enable participants to have an understanding of the software and use them in their daily official work through system

Programme Content and Structure

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

Administrative Module : Employee Master Details module; Adding posts/designations to the office, Posting ;Transfer, Q&A session,

Methodology: Lectures, presentations hands on with exercises

Target Participants – all cadres

Additional Information

Faculty: The faculty will be drawn from Headquarters office e-office implementers besides Core Faculty of RTI Mumbai.

Feedback on previous Course (2022-23): The course received a rating of over 90% from the participants.

Announcement of training programme

Course Title: Introduction to e-procurement (GeM and CPPP) and e-tendering (CPPP) (Group "C" to Group "A")

Date: 04.07.2023 to 05.07.2023

Duration: 2 days

Location: Regional Training Institute, Mumbai

Programme Background: The training is being conducted as per the decision of Regional Advisory Committee and training requirements of User offices of RTI, Mumbai. **Learning Objectives**

Participants will be able to get an overview of the provisions in GFR 2017 relating to GeM and CPPP and e-tendering (CPPP)

Programme Content and Structure

- Salient features of GFR 2017 regarding procurement through GeM
- Salient features of GeM in its latest version
- Creation of users – Primary, Secondary, requirements for creation of users, user roles, action on transfer of primary/secondary users
- The GeM Dashboard, searching for products in GeM
- Options for buying available on GeM – Direct Purchase, Bidding, Reverse Auction, Monetary limits for deciding upon the mode of buying
- 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
- CPPP (Procurement & e-tendering)
- Other important points covering practical aspects on GeM & CPPP, including experience sharing by users of GeM
- Prospective audit issues in GeM

Methodology: Lectures, Presentations, Interactive session (Group Discussion), Case Studies

Target Participants

Auditors/Accountants to Sr. AOs engaged in or proposed to be deputed for work relating to procurement

Additional Information

Faculty: The faculty will be from the subject matter expert persons.

Feedback on previous Course (2022-23): The course received a rating of over 90% from the participants.

<div align="center">
Course No 208
Announcement of training programme
</div>

Course Title: **Audit in IT Environment**

    Date: 17.07.2023 to 22.07.2023

    Duration: 6 days

    Location: Regional Training Institute, Mumbai

    Programme Background: This programme is being conducted as per instructions of user offices.

    Learning Objectives

    To enable participants to have an understanding of the Challenges and Opportunities of auditing in IT Environment and also to use IT tools such as MS Excel & IDEA for data analysis.

Programme Content and Structure

    Overview of Audit in IT Environment, Database concepts, important features of MS Excel - Conditional Foramatting, Subtotals, Pivot Table, Functions, Important features of IDEA - Data import, Properties, Summarisation, Stratification, Duplicate/Gap detection, functions, Extraction, Export, Creating Reports, Overview of Qlikview.

    Methodology: Lectures, presentations hands on with exercises and case studies

    Target Participants –All cadres

    Additional Information

        Faculty: The faculty will be drawn from Group B officers of the department, retired audit personnel besides Core Faculty of RTI Mumbai.

Feedback on previous Course (2022-23): The course received a rating of over 90% from the participants.

Course Title: Oracle Backend – SQL

Date: 07.08.2023 to 11.08.2023

Duration: 5 days

Location: Regional Training Institute, Mumbai

Programme Background: The training programme is being conducted based on requisition by User offices of RTI, Mumbai.

Learning Objectives

The training programme aims at fine tuning the skills of the participants in writing backend sql queries that will help them download and analyse data in Oracle

Programme Content and Structure

Introduction to Oracle, Basic Database Concepts, Data types, Command Categories - DDL, DML, TCL, DCL, Constraints, Operators and functions, Set Operators, Joins, Views, Synonyms, Sequence, Index, Queries and Subqueries.

Methodology: Lectures, presentations hands on with exercises and case studies

Target Participants - DEO to Sr.AO

Additional Information

Faculty: The faculty will be drawn from Group B officers from the department and retired audit personnel besides Core Faculty of RTI Mumbai

Feedback on previous Course (2022-23): The course received a rating of over 90% from the participants.

<u>**Course No 210**</u>
<u>**Announcement of training programme**</u>

Course Title: Introduction to e-procurement (GeM and CPPP) and e-tendering (CPPP) (Group "C" to Group "A")

Date: 17.08.2023 to 18.0.2023

Duration: 2 days

Location: Regional Training Institute, Mumbai

Programme Badckground: The training is being conducted as per the decision of Regional Advisory Committee and training requirements of User offices of RTI, Mumbai. **Learning Objectives**

Participants will be able to get an overview of the provisions in GFR 2017 relating to GeM and CPPP and e-tendering (CPPP)

Programme Content and Structure

- Salient features of GFR 2017 regarding procurement through GeM
- Salient features of GeM in its latest version
- Creation of users – Primary, Secondary, requirements for creation of users, user roles, action on transfer of primary/secondary users
- The GeM Dashboard, searching for products in GeM
- Options for buying available on GeM – Direct Purchase, Bidding, Reverse Auction, Monetary limits for deciding upon the mode of buying
- 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
- CPPP (Procurement & e-tendering)
- Other important points covering practical aspects on GeM & CPPP, including experience sharing by users of GeM
- Prospective audit issues in GeM

Methodology: Lectures, Presentations, Interactive session (Group Discussion), Case Studies

Target Participants

Auditors/Accountants to Sr. AOs engaged in or proposed to be deputed for work relating to procurement

Additional Information

Faculty: The faculty will be from the subject matter expert persons.

Feedback on previous Course (2022-23): The course received a rating of over 90% from the participants.

Course Title: Introduction to e-procurement (GeM and CPPP) and e-tendering (CPPP) (Group "C" to Group "A")

Date: 17.08.2023 to 18.0.2023

Duration: 2 days

Location: Regional Training Institute, Mumbai

Programme Badckground: The training is being conducted as per the decision of Regional Advisory Committee and training requirements of User offices of RTI, Mumbai. **Learning Objectives**

Participants will be able to get an overview of the provisions in GFR 2017 relating to GeM and CPPP and e-tendering (CPPP)

Programme Content and Structure

- Salient features of GFR 2017 regarding procurement through GeM
- Salient features of GeM in its latest version
- Creation of users – Primary, Secondary, requirements for creation of users, user roles, action on transfer of primary/secondary users
- The GeM Dashboard, searching for products in GeM
- Options for buying available on GeM – Direct Purchase, Bidding, Reverse Auction, Monetary limits for deciding upon the mode of buying
- 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
- CPPP (Procurement & e-tendering)
- Other important points covering practical aspects on GeM & CPPP, including experience sharing by users of GeM
- Prospective audit issues in GeM

Methodology: Lectures, Presentations, Interactive session (Group Discussion), Case Studies

Target Participants

Auditors/Accountants to Sr. AOs engaged in or proposed to be deputed for work relating to procurement

Additional Information

Faculty: The faculty will be from the subject matter expert persons.

Feedback on previous Course (2022-23): The course received a rating of over 90% from the participants.

1. **Course Title:** Training Programme on e-Governance with IFMS (AAOs & Sr. AOs)
2. **Date:** 29.08.2023 to 31.08.2023
3. **Duration:** 3 days
4. **Location:** Regional Training Institute, Mumbai
5. **Programme Background:** The training programme is being conducted as per HQ directives and RAC decision
6. **I) Learning Objectives** Participants will be able to appreciate (i) e-Governance objectives and goals and (ii) Overview of IFMS, Objective of IFMS, its relation to government financial accounting and budgeting practices

(II) Programme Content and Structure

- 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-togovernment (G2G), government-to-employees (G2E) ☐ An introduction to various Mission Mode Projects under NEGP
- Insight on e-Kranthi and MMPs; Central MMPs, State MMPs & Integrated MMPs
- Digital India Framework – Digital Infrastructure as Utility and Digital Empowerment ☐ Audit of e-Governance project – case study
- Overview of IFMS, Objective of IFMS, its relation to government financial accounting and budgeting practices, need of e-account submission, online reconciliation, role of AG office in IFMS
- Introduction to Govt. A/cs – Structure & Classification of Accounts
- BEAMS – Budget Estimation Allocation and Monitoring System and Bill Portal – For online generation of bills

- Treasury Net – For processing of Bills in Treasuries and the accounting of all receipt and payment in District Treasuries and Sub-Treasuries; e-Kuber – Core Banking Solution of Reserve Bank of India – Facilities offered to Government – Its benefits to Government Departments; e-GRAS – To collect all types of receipts of the State Government; A brief introduction to working of e-govt receipt accounting system (e-GRAS), interface module, Financial data warehouse module and MIS Reports under IFMS ;Ventanika – Application for pay fixation and verification; Sevaarth – Database of employees and for generation of pay bills; Pension (Nivruttivetanwahini) – Online submission of Pension proposals to Pr.AG (A&E) and electronic transfer of PPO by Pr.AG

(III)　　**Methodology**: Lectures, presentations, Exercises, interactive sessions (group discussion), case studies.

(IV)　　**Target Participants -** The Sr.AOs/AAOs engaged in the above functions may be nominated for the course **Additional Information**

i)　　**Faculty:** The faculty will be drawn from resource pool comprising of Group A and B officers from the department and subject experts from outside

ii)　　**Feedback on previous Course:** The course received a rating of over 90% from the participants.

Announcement of training programme

Course Title: MS Excel (Advanced) with Power Pivot.

Date: 11.09.2023 to 16.09.2023

Duration: 6 days

Location: Regional Training Institute, Mumbai

Programme Background: The training programme is being conducted based on requirement of User offices

Learning Objectives

This programme intends to introduce participants to the concept of advanced features in MS Excel.

Programme Content and Structure

Introduction to MS Excel, Formulae and functions- lookup functions,analysing data by creating pivot Tables, Charts, Dashboards, Recording Macros.

Methodology: Lectures, presentations hands on with exercises.

Target Participants - DEO to Sr.AO

Additional Information

Faculty: The faculty will be drawn from Group B officers of the department and retired audit personnel/external experts, besides Core Faculty of RTI Mumbai.

Feedback on previous Course (2022-23): The course received a rating of over 90% from the participants.

<center>**Course No 213**
Announcement of training programme</center>

Course Title: Data Analytics - KNIME

Date: 03.10.2023 to 05.10.2023

Duration: 3 days

Location: Regional Training Institute, Mumbai

Programme Background: The training programme is being conducted based on requirement of by User offices of RTI, Mumbai

Learning Objectives

To enable participants to have an understanding of the Challenges and Opportunities of auditing in IT Environment and also to use IT tools such as Knime for data analysis.

Programme Content and Structure

Descriptive Analytics, Statistical Approaches in Analytics, Predictive Analytics, Introduction to Data Analytics, Overview of KNIME and Big data concepts

Methodology: Lectures, presentations hands on with exercises and case studies

Target Participants -Supervisor to Sr.AO

Additional Information

Faculty: The faculty will be drawn from Group B officers of the department and retired audit personnel/external experts, besides Core Faculty of RTI Mumbai.

Feedback on previous Course (2022-23): The course received a rating of over 90% from the participants.

Course Title: Advanced MS Access and MS Excel

Date: 30.10.2023 to 04.11.2023

Duration: 6 days

Location: Regional Training Institute, Mumbai

Programme Background: The training programme is being conducted based on requirement of User offices in Gujarat Region **Learning Objectives**

This programme intends to introduce participants to the concept of Relational Database Management Systems, MS Access and MS Excel.

Programme Content and Structure

Database concepts, Features of MS Access - Tables, Queries, Forms and Reports, Query wizards, Reports Generation. Features of MS Excel- Formulae and functions- lookup functions,analysing data by creating pivot Tables, Charts.

Methodology: Lectures, presentations hands on with exercises and case studies

Target Participants

DEO to Sr.AO

Additional Information

Faculty: The faculty will be drawn from Group A & B officers of the department and retired audit personnel/external experts, besides Core Faculty of RTI Mumbai.

Feedback on previous Course (2022-23): The course received a rating of over 90% from the participants.

Announcement of training programme

Course Title: Budgetary process in the Government, usage of iBEMS in IA & AD and integration with PFMS (all cadres)

Date: 28.11.2023 to 29.11.2023

Duration: 2 days

Location: Regional Training Institute, Mumbai

Programme Background: The training programme is being conducted as per HQ directives and RAC decision.

Learning Objectives

Participants will be able to get an over view of Budgetary process in the Government, usage of iBEMS in IA & AD and integration with PFMS relevant to administration and establishment functions.

Programme Content and Structure

- Preparation of Budget (RE/BE) of the office and its reconciliation
- iBEMS software – its use and functions, hands-on on iBEMS software
- Introduction to PFMS software - its use in the department, functions of PFMS with hands-on
- Demonstration of different modules available in PFMS software
- Useful reports

Methodology: Lectures, Presentations, Interactive sessions (Group Discussion), Exercises and Case Studies

Target Participants

Personnel engaged in administration and establishment functions may be nominated for the course.

Additional Information

Faculty: The faculty will be drawn from Group B officers and experts.

Feedback on previous Course (2022-23): The course received a rating of over 90% from the participants.

Course Title: Advanced MS Access and MS Excel

Date: 11.12.2023 to 16.12.2023

Duration: 6 days

Location: Regional Training Institute, Mumbai

Programme Background: The training programme is being conducted based on requirement of User offices in Gujarat Region **Learning Objectives**

This programme intends to introduce participants to the concept of Relational Database Management Systems, MS Access and MS Excel.

Programme Content and Structure

Database concepts, Features of MS Access - Tables, Queries, Forms and Reports, Query wizards, Reports Generation. Features of MS Excel- Formulae and functions- lookup functions,analysing data by creating pivot Tables, Charts.

Methodology: Lectures, presentations hands on with exercises and case studies

Target Participants

DEO to Sr.AO

Additional Information

Faculty: The faculty will be drawn from Group A & B officers of the department and retired audit personnel/external experts, besides Core Faculty of RTI Mumbai.

Feedback on previous Course (2022-23): The course received a rating of over 90% from the participants.

Announcement of training programme

Course Title: IT Audit (including INTOSAI IT Audit Guidelines, Manuals)

Date: 18.03.2024 to 22.03.2024

Duration: 5 days

Location: Regional Training Institute, Mumbai

Programme Background: The training programme is being conducted based on requisition by User offices of RTI, Mumbai.

Learning Objectives

Trainees will be able to understand IT Audit as per INTOSAI IT Audit guidelines.They will learn to evaluate IT Controls and use of IT Audit.

Programme Content and Structure

   Introduction, Audit Matrix, IT Controls, IT Audit, IT Security, Audit of BCP/DRP,

 Methodology: Lectures, presentations and case studies

 Target Participants - DEO to Sr.AO

 Additional Information

Faculty: The faculty will be drawn from Group A/B officers from the department/ retired audit personnel/external experts besides Core Faculty of RTI Mumbai

   Feedback on previous Course (2022-23): The course received a rating of over 90% from the participants.

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Course No 218
<u>Announcement of training programme</u>

</div>

Course Title: Data Analytics - Tableau

Date: 02.05.2023 to 04.05.2023

Duration: 3 days

Location: Regional Training Institute, Mumbai

Programme Background: The training programme is being conducted based on requirement of by User offices of RTI, Mumbai

Learning Objectives

To enable participants to have an understanding of the Challenges and Opportunities of auditing in IT Environment and also to use IT tools such as TABLEAU for data analysis.

Programme Content and Structure

Descriptive Analytics, Statistical Approaches in Analytics, Predictive Analytics, Introduction to Data Analytics, Overview of TABLEAU and Big data concepts

Methodology: Lectures, presentations hands on with exercises and case studies

Target Participants -Supervisor to Sr.AO

Additional Information

Faculty: The   faculty will   be   drawn from   Group   B   officers   of   the   department and retired audit personnel/external experts, besides Core Faculty of RTI Mumbai.

Feedback on previous Course (2022-23): The course received a rating of over 90% from the participants.

Announcement of training programme

Course Title: Hardware / Software Troubleshooting

Date: 08.01.2024 to 12.01.2024

Duration: 5 days

Location: Regional Training Institute, Mumbai

Programme Background: The training programme is being conducted based on requirement of User offices of RTI, Mumbai. **Learning Objectives**

To help participants gain knowledge to troubleshoot routine problems regarding IT Hardware and operating system software.

Programme Content and Structure

Introduction to computers, Hardware maintenance, Operating Systems, Drivers, Installation of OS and drivers, Networking concepts and devices, TCPIP fundamentals, PC assembling and troubleshooting**.**

Methodology: Lectures, presentations, hands on.

Target Participants -DEO to Sr.AO

Additional Information

Faculty: The faculty will be drawn from Group B officers of the department/ retired audit personnel/external experts, besides Core Faculty of RTI Mumbai.

Feedback on previous Course (2022-23): The course received a rating of over 90% from the participants.

Course Title: Tally ERP

Date: 15.06.2023 to 17.06.2023

Duration: 3 days

Location: Regional Training Institute, Mumbai

Programme Background: The training programme is being conducted based on requirement of User offices of RTI, Mumbai. **Learning Objectives**

To help participants gain knowledge of Tally Software

Programme Content and Structure

Overview of Accounting Standards, Tally Software, various screens, shortcut keys, auditing of accounts in Tally Software, generation of reports, exporting data from Tally software.

Methodology: Lectures, presentations, hands on.

Target Participants -Officers doing audit of Autonomous Bodies who maintain accounts in Tally software

Additional Information

Faculty: The faculty will be drawn from experts on accounting and auditing in Tally software

This course is being held for the first time.