

**Course No 202**  
**Announcement of training Programme**

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

**Date:** 05.05.2025 to 06.05.2025

**Duration:** 2 days

**Location:** Regional Capacity Building and Knowledge Institute, Mumbai

**Programme Background:** The training programme is being conducted based on requirement of the User offices of RCB&KI, Mumbai.

**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, besides the core faculty of RCB&KI.

**Feedback on previous Course (2025-26):** The course received a rating of over 9.14% from the participants.

## Course No 204

### Announcement of training programme

**Course Title:** Data Analytics - Tableau

**Date:** 11.06.2025 to 13.06.2025 (Batch-I)

01.12.2025 to 03.12.2025 (Batch-II)

**Duration:** 3 days

**Location:** Regional Capacity Building and Knowledge Institute, Mumbai

**Programme Background:** The training programme is being conducted based on requirement of by User offices of RCB&KI, 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 RCB&KI, Mumbai.

**Feedback on previous Course (2025-26):** The course received a rating of over 94.47% from the participants.

## Course No 173

### Announcement of training programme

**Course Title:** Oracle SQL- Backend SQL

**Date:** 21.07.2025 to 25.07.2025

**Duration:** 5 days

**Location:** Regional Capacity Building and Knowledge Institute, Mumbai

**Programme Background:** The training programme is being conducted based on requisition by User offices of RCB&KI, 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 RCB&KI Mumbai

**Feedback on previous Course (2025-26):** The course received a rating of over 89% from the participants.

**Course No 171**  
**Announcement of training Programme**

**Course Title:** Microsoft Power BI

**Date:** 30.07.2025 to 01.08.2025

**Duration:** 3 days

**Location:** Regional Capacity Building and Knowledge Institute, Mumbai

**Programme Background:** This is a newly introduced course to enhance **data visualization, real-time analysis, and efficient reporting**. It enables auditors to handle large datasets, identify patterns, and detect anomalies quickly.

**Learning Objectives**

This course is intended to facilitate participants to gain knowledge to analyse insight of the data trends, risks, anomalies through visualization, interactive dashboard and reports.

**Programme Content and Structure**

- Introduction to Power BI and its features and versions.
- Importing data from various sources, managing data source settings, shared v/s local datasets.
- Introduction to data models, designing and deploying data models.
- Visualizing data, formatting and configuring visualization, filtering and sorting
- Creation of Dashboards
- Introduction to DAX functions.

**Methodology:** Lectures, Presentations and Hands on with exercises

**Target Participants**

DEO to Sr. AO

**Additional Information**

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

**Feedback on previous Course (2025-26):** The course received a rating of over 96.48% from the participants.

**Course No 174**  
**Announcement of training Programme**

**Course Title:** Audit in IT Environment

**Date:** 04.08.2025 to 08.08.2025 (Batch-I)

27.10.2025 to 31.10.2025 (Batch-II)

**Duration:** 5 days

**Location:** Regional Capacity Building and Knowledge Institute, Mumbai

**Programme Background:** The training programme is being conducted based on requirement of by User offices of RCB&KI, 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 MS Excel & IDEA for data analysis.

**Programme Content and Structure**

Overview of Audit in IT Environment, Database concepts, important features of MS Excel - Conditional Formatting, 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 RCB&KI Mumbai.

**Feedback on previous Course (2025-26):** The course received a rating of over 91.80% from the participants.

## Course No 175

### Announcement of training programme

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

**Date:** 18.08.2025 to 19.08.2025 (Batch-I)

23.02.2025 to 24.02.2025 (Batch-II)

**Duration:** 2 days

**Location:** Regional Capacity Building and Knowledge Institute, Mumbai

**Programme Background:** The training is being conducted as per the decision of Regional Advisory Committee and training requirements of User offices of RCB&KI, 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 drawn from Group B officers of the department, retired audit personnel besides Core Faculty of RCB&KI Mumbai.

**Feedback on previous Course (2025-26):** The course received a rating of over 94.40% from the participants.

## Course No 179

### Announcement of training programme

**Course Title:** IDEA

**Date:** 17.11.2025 to 21.11.2025 (Batch-I)

12.01.2026 to 16.01.2026 (Batch-II)

**Duration:** 5 days

**Location:** Regional Capacity Building and Knowledge Institute, Mumbai

**Programme Background:** The training programme is being conducted based on requirement of by User offices of RCB&KI, 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 RCB&KI Mumbai.

**Feedback on previous Course (2024-25):** The course received a rating of over 94.70% from the participants.

**Course No 181**  
**Announcement of training programme**

**Course Title:** Hardware / Software Troubleshooting

**Date:** 15.12.2025 to 19.12.2025

**Duration:** 5 days

**Location:** Regional Capacity Building and Knowledge Institute, Mumbai

**Programme Background:** The training programme is being conducted based on requirement of User offices of RCB&KI, 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 RCB&KI Mumbai.

**Feedback on previous Course (2024-25):** The course received a rating of over 94% from the participants.

**Course No. 186**  
**Announcement of training programme**

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

**Date:** 23.03.2026 to 27.03.2026

**Duration:** 5 days

**Location:** Regional Capacity Building and Knowledge Institute, Mumbai

**Programme Background:** The training programme is being conducted based on requisition by User offices of RCB&KI, 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 RCB&KI Mumbai

**Feedback on previous Course (2024-25):** The course received a rating of over 90.90% from the participants.