

ANNEXURE B
(ANNEXURE TO SL NO 6 OF ANNUAL PLAN FOR RTC/ RTIS)

A. SUMMARY OF PROPOSED COURSE AT RTC, DELHI FOR 2020-21

S No	Name of the Course/Training	No of slots
General Courses		
1.	Auditing Standards	5
2.	Awareness about ISSAIs	4
3.	Right to Information Act	1
4.	Audit Methodology, Analysis of audit evidence and presentation of audit finding in IR	4
5.	Noting and drafting & Record maintenance/keeping (Drafting Audit Memo/Completion Memo)	12
6.	Ethics and values, Gender Sensitization, team building and motivation	4
7.	ISSAI guidelines on Compliance audit with introduction to theme based audit	1
8.	Audit of Finance & Appropriation Accounts	2
9.	Induction training of Auditor(includes different kind of audit)	4
EDP courses		
10.	MS-Word (Including advance features)	9
11.	MS-Office	4
12.	Level-II (Data Base Concepts, System Concept and Introduction to MS Access)	6
13.	Data Analytics (includes Tableau)	3
14.	Public Financial Monitoring System (PFMS) and Important feature of e-lekha data software	3
15.	C.P.P.P.(Central Public Procurement Portal)	1
Special courses for this office only		
16.	Ms-Excel (Including advance features)	25
17.	Interactive Data Extraction and Analysis (IDEA)	25
Total slots		113

B. SUMMARY OF PROPOSED COURSE AT RTI JAIPUR FOR 2020-21

S No	Name of the Course/Training	No of slots
General course		
1.	Performance Audit	1
2.	Audit Quality Management Framework (AQMF)	2
EDP course		
3.	Advance SQL on Oracle platform	3
4.	Website Maintenance	1
Total slots		7

Annexure D
Annexure to Sl. No.7 of Annual Plan for In-house Training
(Slots required for In-House training)

(A) Group specified courses

Sl. No.	Name of the course	No. of slots required
1	<ul style="list-style-type: none"> Income from different heads Assessment year, Previous Year Income from house property Section 22 to Section 27 with special emphasis on deductions and exemptions. 	20
2	<ul style="list-style-type: none"> Section 28 to section 31 and deductions u/s 37 and depreciation U/s 32 and additional depreciation section 32A, 33, 34, 34A etc. Income from other sources (56 to Section 59.) 	20
3	<ul style="list-style-type: none"> Income from business and profession. Income under the head Capital Gain Special provisions relating to certain companies with emphasis on section 115 JA and JB regarding Minimum Alternate Tax (MAT). 	20
4	<ul style="list-style-type: none"> Set off or carry forward of loss under Section 70 to 80 with case laws with special emphasis on irregular carry forward or set off of losses. Deductions to be allowed on actual payment section 40,40A, 43B. Deductions and exemptions relating to export business (Section 10A & 10B & Other chapter – VI deduction. 	20
5	<ul style="list-style-type: none"> Interest U/s 234A, 234B, 234C, 234D, 220(2) and 158 BFA. Refund: Provision, Process, Calculation, Interest on refund etc 	20
6	<ul style="list-style-type: none"> Exemption u/s 11, 12 & 13. Provision relating to Trust and NGOs. 	20
7	<ul style="list-style-type: none"> Introduction to International Taxation section 90,91. Applicability of Income Tax Act Vs. DTAA. Detailed discussion on Articles of Double Taxation Transfer pricing : provision of Arm's length price 	20
8	<ul style="list-style-type: none"> Provision relating to search and seizure, Block assessment Accounting standards 	20
9	<ul style="list-style-type: none"> e-assessment audit TRO & his duties 	20
10	<ul style="list-style-type: none"> Understanding and correlation of Balance Sheet and Profit and Loss Account Balance Sheet: How to examine the liabilities for the purpose of income tax Balance Sheet : How to examine the assets for the purpose of income tax 	83
11	<ul style="list-style-type: none"> SAI (System Analytic Initiative) RAIT for income tax 	30
12	<ul style="list-style-type: none"> Change in Finance Act & its impact on Direct Tax. 	30
13	<ul style="list-style-type: none"> GST Amendments 	30
14	<ul style="list-style-type: none"> Levy of GST and Valuation under GST and its checklist 	30
15	<ul style="list-style-type: none"> Place of supply and time of supply and their checklist 	30
16	<ul style="list-style-type: none"> E way bill 	15
17	<ul style="list-style-type: none"> Discussion on "Recent changes in the finance act and its impact on Customs receipt audit. 	15
18	<ul style="list-style-type: none"> Discussion on interesting cases noticed during audit and DPs sent to Headquarters. 	15
19	<ul style="list-style-type: none"> Discussion on Customs Act, Customs Tariff Act, Customs Rules and Regulations. 	15
20	<ul style="list-style-type: none"> Discussion on important notifications. 	15
21	<ul style="list-style-type: none"> Discussion on topics forwarded for PA/SSCA. 	15
22	<ul style="list-style-type: none"> Discussion on IGST refund. 	15
23	<ul style="list-style-type: none"> Processing of Pension Cases, Medical Cases TA Bills and purchase on GEM 	4
24	<ul style="list-style-type: none"> Basic Computer Training 	12
25	<ul style="list-style-type: none"> Soft Skill, leadership, client relation management and performance management (with the help of RTC) 	83
26	<ul style="list-style-type: none"> Compliance Audit on ITBA Platform 	

27	• Compliance Audit on GST Platform	24
28	• Compliance Audit on Custom IT Platform (All in One System)	14
29	• Intensive training on IT Audit of I.T application used by Revenue Department, namely ITBA, GST, ICES, APPIT	14
	Total	559

(B) Compulsory courses

Sl. No.	Name of the course	No. of slots required
1	• Office Procedure	3
2	• APAR and writing of Performance Appraisals.	3
3	• Documentation and collection of KD during Audit.	4
	TOTAL	10