



From Director General's Desk

I am extremely pleased to present the 29th issue of this institute's newsletter showcasing the important events taken place in the institute during the first half of the financial year 2023-24. Regional Training Institutes of Indian Audit and Accounts Department have now been renamed by headquarters office as Regional Capacity Building and Knowledge Institutes (RCBKIs). In its endeavour of capacity building, this institute has conducted 14 General Courses and 09 IS courses during the first half of the current year wherein training was imparted to the total 561 participants. It is worth mentioning that in spite of arranging 3 months mandatory Induction and SAS Preparatory Course for DRAAOs batch 2019 and 2020, which was not part of the approved CoTP, the institute conducted all the courses planned, with the help of systematic organization & special concerted efforts. The institute successfully conducted Induction course for 78 DRAAOs with the available resources. One All India Course on Direct Taxes was also conducted during September 2023 where IA&AS officers and SAOs/AAOs participated as trainees.

Innovative steps are being taken by the Institute under the guidance of headquarters office. I am proud to inform that this institute, as part of the Curriculum Board (CB), along with RCBKC New Delhi & RCBKI Shillong, has carried out the task of standardising the curriculum of Training Courses to be taken up in all RCBKIs/RCBKCs.

Revised curriculum for Induction training and also of Phase-III Induction training of DRAAOs proposed by CB has been approved by Headquarters' and implemented.

The CB has sent a proposal of standardisation of 15 General Courses and 14 IS courses, to headquarters office.

I will take this opportunity to extend my thankfulness to the members of the curriculum board and all the RCBKIs/RCBKCs for their valuable inputs and support for standardisation of curriculum of these courses.

We are constantly in pursuit of providing best infrastructure facilities to the participants. Proposal for Hostel extension & renovation are under consideration.

Hindi articles contributed by the staff of the institute have also been included in this newsletter.

Marching towards playing a pivotal role in capacity building among the organisation and looking forward for cooperation from all corners.....

Director General

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Our Products :

1. SLM- Self Learning Material on Audit of Information Technology Control
2. Newsletter 28th issue

Continuing Professional Education (CPE)

अप्रैल 2023 और सितंबर 2023 के बीच संस्थान के संकाय द्वारा प्राप्त प्रशिक्षण

नाम	विषय	प्रशिक्षण का स्थान
श्री जी.के. ओमी, स.ले.प.अ./संकाय	CPD - II (Continuous Professional Development) Examination	Exam conducted by Headquarters in May 2023
	Training on preparation of SLM - Self Learning Module	iCISA, Noida

Faculty Support by the Institute to other training institutes / IAAD offices

नाम	विषय	प्रशिक्षण का स्थान
श्रीमती वी.एस. रेड्डी, व.ले.प.अ./संकाय	Training Programme on Maintenance of Absolute Integrity, Devotion to Duty, Ethical Standards and Honesty in Public life by employees of IA & AD	AG(Audit) - II, Nagpur
	Post - Promotion training of Group B Officers of the Accounts and Treasury Department	VANAMATI, NAGPUR
श्री जी.के. ओमी, स.ले.प.अ./संकाय	Training on e-office	RCBKI, Mumbai
	Training on e-office	RCBKI, Mumbai
	Training on e-office	Br. Office of the PAG(Audit)- I Maha at Nagpur
	International Training programme on Performance Audit	iCISA, Noida

Curriculum Board for standardisation of course curriculum

- During conclave of DG's/PD's RTIs/RTCs meeting held on 06th March 2023 at Hqrs, a Curriculum board was constituted with following members to standardise the course curriculums:
 - Ms. Lata Mallikarjuna, DG (RCBKI, Nagpur) (Chairperson)
 - Shri S.K. Jaiswal, DG (RCBKC, Delhi)
 - Ms Shefali Andaleeb, DG (RCBKI, Shillong)
- This board has prepared following and sent to Hqrs for evaluation
 - Standard Curriculum for 15 General and 14 IS courses. After approval from Hqrs these curriculum will be implemented throughout all RCBKIs/RCBKC.
 - Revised curriculum for Induction training of DRAAOs. This has been approved by Hqrs and implemented.
 - Revised curriculum of Phase-III Induction training. This has been approved by Hqrs and will be implemented.

Mandate :

Headquarters' has declared this institute as a Knowledge Resource Centre in "Revenue Audit (Direct & Indirect Taxes)" in October 2023.

प्रशिक्षण का मूल्यांकन (EVALUATION OF TRAINING)

This institute conducted total 14 General courses as against 11 training courses planned during April to September 2023. This include 3 months Induction Training including SAS Preparatory for DRAAOs CGLE 2019 & 2020 Batch. Nine IS Based courses as against planning of 8 courses were also conducted during the said period.

	No. of Courses	Participants Trained
General Courses	14	367
IS Based Courses	09	194

यादगार लम्हे **MEMORABLE MOMENTS UNFOLDED**



"Core Faculties and Participants of Induction Training for DRAAOs CGLE 2019 with Ms. Lata Mallikarjuna, Director General"



Core Faculties and Participants of Induction Training for DRAAOs CGLE 2020 with Ms. Lata Mallikarjuna, Director General"

यादगार लम्हे MEMORABLE MOMENTS UNFOLDED



“Participants with Core Faculty during session in Course on MCTP (Level - 3)”



**Ms. Lata Mallikarjuna, Director General Inaugurates
Course on MCTP (Level - 2)**

INTERPERSONAL EFFECTIVENESS AND TEAM BUILDING

It is very essential in team management to ensure sense of belongingness in every team member. Role of team leader is very crucial in igniting this sense among the team members.

Few methodologies advised to be adopted by team leader are illustrated below.

1. **Knowing team members fully:** A team leader is expected to know each of his team member fully, member's qualification, expertise, area of skills, personality traits, areas of liking, areas of disliking, strengths and weaknesses etc. to deploy the member at right place so as to take optimum work output from the member. The team leader needs to take care that the team members know each other as well.
2. **Opportunity of being heard:** Every team member must be granted adequate opportunity to express his concerns, views, new ideas. It will help a lot in generating the sense of belongingness among the team members. For the purpose, the team member should always be approachable and available to the team members. Besides, the team leader must be a good listener.
3. **Decision making and Transparency:** To create a best team spirit the essence is transparency in the working culture of the team particularly in decision making. There should not be any place for favoritism or injustice to any team member. Team member should be given adequate opportunity in taking part in decision making, at least an opportunity of being heard is to be granted.
4. **Understanding role clarity and task:** A common question is which is more important to promote collaboration in the team: a clearly defined approach towards achieving the goal or clearly specified roles for individual team members ? Research shows that collaboration improves when the roles of individual team members are clearly defined and well understood -when an individual feels that they can do a significant portion of their work independently. Without such clarity team members are likely to waste time and too much energy negotiating roles or protecting turf rather than focus on the task
5. **Appreciation at right time and right place:** Good work by the team members need to get acknowledged frequently at right time and at right place too. There should not be prolonged wait for the team members for getting recognition to the good work. Appreciation in public plays a magical role in team building. If possible, best efforts by team members can be rewarded in any kind. It will motivate the team members to perform better and better.
6. **Avoid exploitation:** There should not be exploitation of the team members at any stage. Overburdening, excessive bossing creates lot of negative feelings among team members. Exploitation may lead to resentment among the team members which will not augur well for the team and will create an impediment in

achieving the goal. Leader should ensure that there is equal distribution of work among the team members and no member is overburdened.

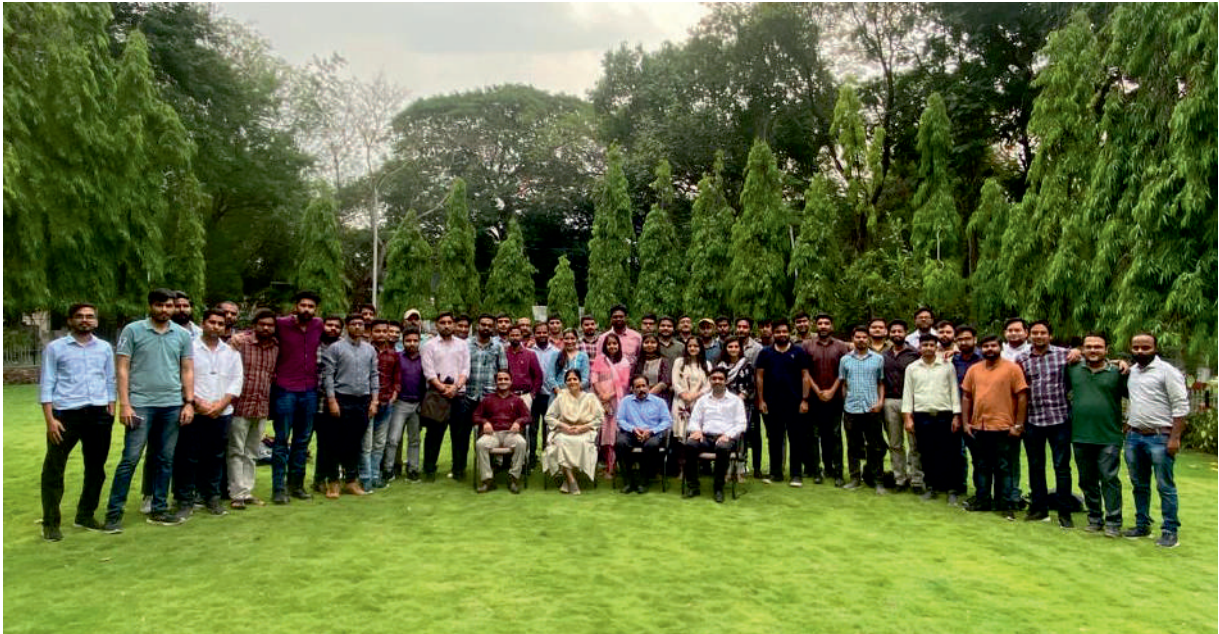
7. Discipline and Conformity with the rules: It is duty of the team leader to imbibe the culture of discipline and tendency to work in conformity with the Rules and Regulations, among team members. Team leader should lead with the example to follow with strong message that no compromise will be made as far as conscientiousness is concerned. The leader should calmly communicate responsibilities, set timelines, establish rules, and discipline people with dignity. The leader should not compromise on values, the leader must stand by them firmly, without fearing consequences. By choosing assertiveness over arrogance,

people will be comfortable being with the leader and working with him. They will respect the leader because the leader respect them for who they are.

8. Communication and Coordination: The leader needs to ensure effective communication and coordination between him and team members and also communication and coordination of team members with each other which is of utmost importance in attaining the goals within a given time frame. All these factors will lead to interpersonal effectiveness and building a team spirit which is of paramount importance in attaining the objectives and goals of the team.



यादगार लम्हे MEMORABLE MOMENTS UNFOLDED



“Core Faculties and Participants of SAS Preparatory Training for DRAAOs CGLE 2019 & 2020 Batch with Ms. Lata Mallikarjuna, Director General”

Kanthasth (कंठस्थ)

Do you know meaning of “Kanthasth”? You may recall your school days, when teachers and parents used to tell that this chapter is very important and you must “Kanthasth” it. Or they say the mathematics table from 2 to 20 should be “Kanthasth”. Yah! if you recalled it, “Kanthasth” is a Hindi word and it means कंठ में रूका हुआ or better you can say जबानी याद किया हुआ (जैसे पाठ कंठस्थ करना) Means some chapter or study material you remember very well and ready to tell anytime.

But here, I'm not discussing about this कंठस्थ I want to introduce you with a software named as “Kanthasth”. It's a memory based translation software developed by the department of official language with the help of C-DAC Pune. C-DAC is Centre for Development of Advanced Computing and is a premier research and development organization of the Ministry of Electronics and Information Technology, Government of India. Here you can upload the whole file written in English language and you will get the whole file translated in Hindi. You can download this translated file.

So far, the Kanthasth journey is something like this

The Kanthasth 1.0 was launched on 18th August 2018 in Mauritius during 11th World Hindi Conference (WHC) by the then Hon'ble Minister of State for Home Affairs. Kanthasth 2.0 was launched by Honourable Union Home Minister Shri Amit Shah on 14th September 2022 on the occasion of Hindi Diwas held in Surat, Gujarat. The mobile

version for Android & iOS of Kanthasth 2.0 is launched at the 12th World Hindi Conference (February 2023) in Fiji.

Let's understand the technology on which “Kanthasth” works.

It has a Translation Memory (TM) database which stores translated data in the form of source-language and target-language. The TM database gets continuously enriched with each subsequent use of the system for translation purpose. The TM databases are of two types: Global Translation Memory (GTM) and Local Translation Memory (LTM). LTM is a standalone version on each translator's system while GTM is on the centralized DOL server. After vetting of LTMs, these LTMs become part of GTM. This memory-based English to Hindi & vice-versa Translation system has been developed for Department of Official Language (DOL), Ministry of Home Affairs, Government of India.

How you can use “Kanthasth” ?

After a lot of discussion on Kanthasth, it's obvious question how we can use it ? Since this is a software, you need some kind of computing devices, which includes your mobile phone also. You can download the Kanthasth app for Android version as well as for iOS version from Play store. Else you can use this software on your PC/laptop. Here is the website (<https://kanthasth-rajbhasha.gov.in/>) on which you can create



a login and use it online. Yah! first you need to register on the website with a simple form containing your name, email, mobile, ministry, department etc. Once you verify your email id and mobile through OTP (One Time Password) you can use “Kanthasth” online. It is supported by Windows 7 and above operating system of both 32 bit or 64 bit and compatible with MS Office 2007 and above.

Is it easy to use “Kanthasth” or do we need any training?

I will say it's quite easy but of course if you are not so tech savvy then a little introduction of various options available in this software will require few introductory training. From training, it doesn't mean that you have to attend some classes and someone will be there to teach you. You may try your own with plenty of available help files, how to get started video files, FAQs etc. All these are available on the web-site of Ministry of Home affairs, Dept. of Official language.

Whether Hindi translation done through Kanthasth is effective?

The effectiveness lies in the expression. I mean when the expression written in English is conveyed similarly in Hindi then we can say it's quite effective. All it depends on the richness of the database used for translation. The Kanthasth database is continuously updated and you will get the same expression when converted in Hindi. I hope you must have heard a Hindi Muhavara हाथ कंगन को आरसी क्या । इस मुहावरे का अर्थ है प्रत्यक्ष को साक्ष्य की जरूरत नहीं पडती है । You may be thinking, why I'm writing this muhavara here. By the way, “muhavara” is a Hindi word, in English you know it's Idioms. I am trying to do one experiment for you. Whatever I have written above in these two pages, Let's give it to Kanthasth software and see how it translates in Hindi. I'm producing this translated version on next pages for your evaluation. You may read and see the effectiveness of Kanthasth software.



यादगार लम्हे MEMORABLE MOMENTS UNFOLDED



"Ms. Lata Mallikarjuna, Director General during valedictory Course on Use of Dashboard for Understanding Auditing Annual Accounts"

Kanthasth (कंठस्थ)

क्या आप कंठस्थ का अर्थ जानते हैं ?

आप अपने स्कूल के दिनों को याद कर सकते हैं, जब शिक्षक और माता-पिता आपको बताते थे कि यह अध्याय बहुत महत्वपूर्ण है और आपको इसे कंठस्थ करना चाहिए। या वे कहते थे कि २ से २० तक गणित की तालिका कंठस्थ होनी चाहिए। याह! यदि आप इसे याद करते हैं, तो कंठस्थ एक हिंदी शब्द है और इसका अर्थ है - कंठ में रुका हुआ या बेहतर आप कह सकते हैं इसका अर्थ है कुछ अध्याय या अध्ययन सामग्री जिसे आप बहुत अच्छी तरह से याद करते हैं और कभी भी बताने के लिए तैयार हैं।

लेकिन यहां, मैं इस बारे में चर्चा नहीं कर रहा हूं। मैं आपको ‘‘कंठस्थ’’ नामक एक सॉफ्टवेयर के साथ पेश करना चाहता हूं। यह सी-डैक पुणे की सहायता से राजभाषा विभाग द्वारा विकसित एक स्मृति आधारित अनुवाद सॉफ्टवेयर है। सी-डैक प्रगत संगणन विकास केंद्र (सी-डैक) है और यह इलेक्ट्रॉनिक्स और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार का एक प्रमुख अनुसंधान और विकास संगठन है। यहां आप अंग्रेजी भाषा में लिखी गई पूरी फ़ाइल अपलोड कर सकते हैं और आप पूरी फ़ाइल को हिंदी में अनुवादित पायेंगे। यह अनुवादित फाइल आप डाउनलोड कर सकते हैं।

अब तक कंठस्थ की यात्रा कुछ इस तरह की है।

तत्कालीन माननीय गृह राज्य मंत्री द्वारा ११वें विश्व हिंदी सम्मेलन (डब्ल्यूएचसी) के दौरान मॉरीशस में १८ अगस्त २०१८ को कंठस्थ १.० की शुरुआत की गई थी। माननीय केंद्रीय गृह मंत्री श्री अमित शाह द्वारा १४ सितंबर २०२२ को सूरत, गुजरात में आयोजित हिंदी दिवस के अवसर पर कंठस्थ २.० का शुभारंभ किया गया था। फिजी में १२वें विश्व हिंदी सम्मेलन (फरवरी २०२३) में कंठस्थ २.० के एंड्रॉइड और आईओएस के लिए मोबाइल संस्करण का शुभारंभ किया गया है।

आइए उस तकनीक को समझें जिस पर ‘‘कंठस्थ’’ काम करता है।

इसमें एक अनुवाद मेमोरी (टीएम) डेटाबेस है जो अनुवादित डेटा को स्रोत-भाषा और लक्ष्य-भाषा के रूप में संग्रहीत करता है। अनुवाद के उद्देश्य से सिस्टम के

प्रत्येक बाद के उपयोग से टीएम डेटाबेस लगातार समृद्ध हो जाता है। टीएम डेटाबेस दो प्रकार के होते हैं: ग्लोबल ट्रांसलेशन मेमोरी (जीटीएम) और स्थानीय अनुवाद मेमोरी (एलटीएम)। एलटीएम प्रत्येक अनुवादक

के सिस्टम पर एक स्टैंडअलोन संस्करण है जबकि जीटीएम केंद्रीत सर्वर पर है। एलटीएम की जांच के बाद, ये एलटीएम जीटीएम का हिस्सा बन जाते हैं। यह स्मृति आधारित अंग्रेजी से हिंदी और इसके विपरीत अनुवाद प्रणाली राजभाषा विभाग, गृह मंत्रालय, भारत सरकार के लिए विकसित की गई है।

आप ‘‘कंठस्थ’’ का उपयोग कैसे कर सकते हैं ?

कंठस्थ पर बहुत चर्चा के बाद, यह स्पष्ट सवाल है कि हम इसका उपयोग कैसे कर सकते हैं? चूंकि यह एक सॉफ्टवेयर है, इसलिए आपको किसी प्रकार के कंप्यूटिंग उपकरणों की आवश्यकता होती है, जिसमें आपका मोबाइल फोन भी शामिल होता है। आप Android संस्करण के साथ-साथ प्ले स्टोर से आईओएस संस्करण के लिए कंठस्थ ऐप डाउनलोड कर सकते हैं। अन्यथा आप अपने पीसी/लैपटॉप पर इस सॉफ्टवेयर का उपयोग कर सकते हैं। यहाँ वेबसाइट (<https://kanthasth-rajbhasha.gov.in/>) है जिस पर आप लॉगिन बना सकते हैं और इसका ऑनलाइन उपयोग कर सकते हैं। याह! पहले आपको अपने नाम, ईमेल, मोबाइल, मंत्रालय, विभाग आदि से युक्त एक सरल फॉर्म के साथ वेबसाइट पर पंजीकरण करने की आवश्यकता होती है। एक बार जब आप ओटीपी (वन टाइम पासवर्ड) के माध्यम से अपनी ईमेल आईडी और मोबाइल को सत्यापित कर लेते हैं तो आप ऑनलाइन ‘‘कंठस्थ’’ का उपयोग कर सकते हैं। यह ३२ बिट या ६४ बिट दोनों के विंडोज ७ और उससे अधिक ऑपरेटिंग सिस्टम द्वारा समर्थित है और एमएस ऑफिस २००७ और उससे अधिक के अनुकूल है।

क्या ‘‘कंठस्थ’’ का उपयोग करना आसान है या हमें



किसी प्रशिक्षण की आवश्यकता है ?

मैं कहूंगा कि यह काफी आसान है, लेकिन निश्चित रूप से यदि आप इतने टेक सेवी नहीं हैं तो इस सॉफ्टवेयर में उपलब्ध विभिन्न विकल्पों के एक छोटे से परिचय के लिए कुछ परिचयात्मक प्रशिक्षण की आवश्यकता होगी। प्रशिक्षण से, इसका मतलब यह नहीं है कि आपको कुछ कक्षाओं में भाग लेना होगा और कोई आपको सिखाने के लिए होगा। आप बहुत सारी उपलब्ध हेल्प फ़ाइलों के साथ अपनी कोशिश कर सकते हैं, वीडियो फ़ाइलें कैसे शुरू करें, अक्सर पूछे जाने वाले प्रश्न आदि। ये सभी गृह मंत्रालय, विभाग राजभाषा वेबसाइट पर उपलब्ध हैं।

क्या कंठस्थ के माध्यम से किया गया हिंदी अनुवाद प्रभावी है ?

अभिव्यक्ति में प्रभावशीलता निहित है। मेरा मतलब है कि जब अंग्रेजी में लिखी गई अभिव्यक्ति को हिंदी में समान

रूप से व्यक्त किया जाता है तो हम कह सकते हैं कि यह काफी प्रभावी है। यह सब अनुवाद के लिए उपयोग किए जाने वाले डेटाबेस की समृद्धि पर निर्भर करता है। कंठस्थ डेटाबेस को लगातार अपडेट किया जाता है और हिंदी में परिवर्तित होने पर आपको वही अभिव्यक्ति प्राप्त होगी। मुझे उम्मीद है कि आपने एक हिंदी मुहावरा हाथ कंगन को आरसी क्या सुना होगा। This phrase means direct does not require evidence. आप सोच रहे होंगे, मैं यह मुहावरा यहाँ क्यों लिख रहा हूँ। वैसे मुहावरा एक हिंदी शब्द है, अंग्रेजी में आप जानते हैं कि यह idioms है। मैं आपके लिए एक प्रयोग करने की कोशिश कर रहा हूँ। इन दो पृष्ठों में मैंने जो कुछ भी ऊपर लिखा है, आइए उसे कंठस्थ सॉफ्टवेयर को दें और देखें कि यह हिंदी में कैसे अनुवाद करता है। मैं आपके मूल्यांकन के लिए अगले पृष्ठों पर इस अनुवादित संस्करण का उत्पादन कर रहा हूँ। आप कंठस्थ सॉफ्टवेयर की प्रभावशीलता को पढ़ और देख सकते हैं।



यादगार लम्हे MEMORABLE MOMENTS UNFOLDED



Director General unfurls the National Flag on Independence Day 2023