

 सत्यमेव जयते	Regional Training Institute, Hyderabad	 लोकहितार्थं सत्यनिष्ठा Dedicated to Truth in Public Interest
Volume 1/2020	<i>Newsletter</i>	October 2020



***From the Principal
Director's Desk***

I have taken charge as PD, RTI on the 17th of August 2020 from Shri Anindya Dasgupta, Principal Director (I/c).

The year 2020 is an unusual year that has thrown up challenges to the entire world, including the Indian Audit & Accounts Department. At the same time, it has enhanced our thought processes and opened up new opportunities for professional development and enlightenment.

Due to the lockdown in March and April this year, there was an initial setback preventing the conduct of classroom sessions of the scheduled training programmes. However, an "out of box" approach of leveraging technology and other tools, to build the capacities of the functionaries ensured that quality capacity building is not compromised in any way. Accordingly, the RTI immediately shifted to online training sessions using *MS Teams*. Notwithstanding few teething problems like network issues etc., we have successfully conducted 11 online courses (7 general and 4 IS courses) during the period from June – September 2020.

The Training Calendar has been recast to suit the new conditions and online sessions are conducted on three hours a day basis. Despite odds, the RTI has not compromised on quality of training, including the hands-on sessions in respect of IT courses, by including a number of relevant exercises for the trainees to practice. We also conducted Orientation courses on MS Teams to enable the trainees to improve their comfort level while participating in the training programme. Participants' interaction in training programmes was encouraging in the new environment, despite its limitations.

Further, the RTI has also taken initiatives in preparing self-learning videos for the convenience of those who want to learn in their free time. Three videos each on pay fixation in 7th CPC and iBEMS have been made and are placed in the RTI website (RTI sub-site in the new website of the CAG). Interested people can watch and learn from the videos.

The RTI has migrated completely to File Management System on e-office with effect from 1.09.2020. Training sessions were also conducted to familiarise the officials and staff about the usage of e-office.

This is the first edition of the Newsletter, starting from October 2020, covering the first two quarters of the year. Various activities of the RTI are brought out through this newsletter.

I thank the Chairperson and members of the Regional Advisory Committee for support and cooperation in enabling the Institute to march ahead with their programmes in these challenging circumstances.

1. Regional Advisory Committee Meeting

The 4th meeting of the Regional Advisory



Committee (RAC) of the RTI, Hyderabad was held on 27 February 2020 in RTI, Hyderabad. The meeting was chaired by Shri L.V. Sudhir Kumar, PAG (Au), A.P. The RAC, through its deliberations finalised the Calendar of Training Programmes (CoTP) for the year 2020-21 for the 19 User offices, which was approved by Headquarters.

RAC meeting at RTI, Hyderabad, 27.2.2020

However, due the pandemic conditions and inability to conduct classroom sessions at RTI premises, the calendar was recast as per

“Tell me and I forget, teach me and I may remember, involve me and I learn.” - Benjamin Franklin

Headquarters instructions with 11 online courses (seven general courses and four IS courses) for the period from June – September 2020. This recast calendar was consented by the user offices through mail and was approved by Headquarters.

Mid Term RAC Meeting



The 5th meeting of the RAC (mid- term) was conducted through MS Teams on 10 September 2020. The RAC chaired by Ms Rajani S, PAG (Au), A.P had conducted mid-term review of the COTP and finalised the calendar for the rest of the year from October 2020 to March 2021, which was approved by Headquarters. The COTP for the period from October 2020 to March 2021 is placed on the website of the RTI.

Mid term RAC Meeting, 10.9.2020
(Picture taken in Together mode on MS Teams)

2. Specialised Trainings - Training programme on use of Remote sensing data and GIS applications in Audit

The Regional Advisory Committee (RAC), in its meeting held on 20 February 2020 decided to explore the possibility of conducting a course on use of GIS data in conduct of audit.

Accordingly, the RTI consulted various institutions working in the area and collaborated with the 'National Institute of Rural Development and Panchayati Raj' (NIRDPR), Rajendranagar, Hyderabad, for the conduct of this course. The NIRDPR has a dedicated Centre for Geo-informatic Applications and has expert faculty and a proven track-record in capacity building in the domain of Remote Sensing and GIS applications. The Centre has suitable resources and technology to help audit staff in understanding the opportunities of exploration and use of GIS data in conducting audits. RTI conducted a three-day on-line training programme on "Use of Remote Sensing data and GIS Applications for Audit", using the services of the expert faculty, Dr. Kesava Rao, Dr. NSR Prasad and Dr. Ravi Babu from NIRDPR, who are having enormous experience in this field. The

"Leadership and learning are indispensable to each other"

- John F. Kennedy

programme was well received by the participants and the programme feedback was very encouraging.

The following are a few extracts from the feedback.

“In a short span of time, this helped get a basic idea of what is possible in this area and relevant to audit. Extremely thankful to RTI/Hyd for this wonderful initiative. Hopefully, this will lead to developing of few GIS experts in every field office of Audit.”

**- Shri G.Raj Gopal,
O/oPD(A), SCR.**

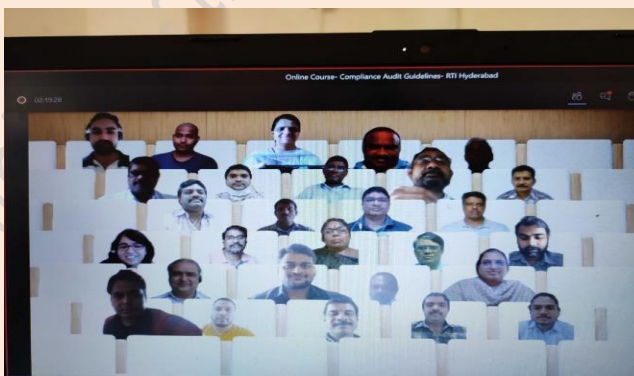
“After listening to the lectures of expert faculty I got to know about how GIS application, Google earth, Bhuvan portals would be useful for fetching information for our audits like land administration, laying of roads/bridges, construction of toilets under initiative of GOI, etc which was not known by me earlier”

**-Smt C.Sumana,
O/o AG (Audit), TS.**

The training material was shared with all the participants for their use. A refresher training programme with hands-on sessions is proposed to be conducted in the future.

3. General Courses

As per the recast calendar for the period from June to September 2020, seven general courses were conducted. The presentations by faculty were tailored to make the online sessions engaging and interactive.



Online training course on “Compliance Audit Guidelines” August 2020

The following General courses were conducted during the period from June to September 2020.

- (i) Financial Audit of Autonomous Bodies
- (ii) Goods and Services Tax
- (iii) Performance Audit Guidelines (for SAOs/AAOs)
- (iv) Right to Information Act
- (v) Compliance Audit Guidelines
- (vi) Establishment Audit for Sr Auditors/Auditors
- (vii) Report Writing including Style Guide

“Wisdom ... comes not from age, but from education and learning”

- Anton Chekov

It was heartening to note the receptiveness and feedback from the participants for the online programmes. The feedback received in every course helped the faculty to push their limits, improve and improvise the online training methods and techniques.

4. IS trainings

Keeping in view that the IT training like IDEA, IT Audit and Data Analytical tools like Tableau, KNIME require detailed hands on sessions, RTI was constrained and unable to conduct the above courses in online mode. However, we have taken initiatives to explore Data analysis techniques using **EXCEL** and started the IT training programme 'Data analysis through Excel' duly conducting the hands-on sessions. The idea behind this being Excel is available in all computer systems and laptops and has its own advantage of accessibility to all the staff and is easier to use.

This programme used VLC data by capturing the DDO level data for identifying the 'outliers' in respect of the expenditure incurred by DDOs under various object heads of account. This data analysis programme helps identifying the risk areas at DDO level. The IS faculty of the RTI had put in efforts by including hands on sessions online as well as giving exercises. The programme was successful and received great appreciation from participants. A few extracts from feedback:

"The training was properly planned and executed. This training would help to focus on more relevant things we come across in the process of audit. It really gave insights into how smartly work can be done using Excel so that irrelevant works can be side-lined and result oriented work can be done"

**- Shri Ganta Srikanth,
O/o AG (E&RSA), Karnataka**

"During the pandemic situation conducting of online classes by the RTI is very appreciable. I am thankful for giving opportunity to attend the classes. Due to this training I learned a lot about analyzing and utilization of the data with excel tool while conducting audit."

**- Shri Ravi Kumar B V V S A M G,
O/o PAG (Audit), Telangana**

"The topic of the course was very relevant. Since now all departments are keeping their accounts electronically therefore this training is the need of the hour. Analysis of big data is the requirement of today audit. More and more courses of this type should be prepared so that exposure to big/ large data can be given to trainee."

**- Shri Azad Kumar,
O/o PDCA MAB, New Delhi at Chennai**

With such an encouraging feedback, RTI is designing the course enhancing the scope further to make it useful to A&E offices also. Further,

"I am always doing that which I cannot do, in order that I may learn how to do it." - Pablo Picasso

the RTI has planned Refresher courses to those who are already trained besides regular course for Audit and A&E staff during October 2020 – March 2021.

5. Self learning videos

Visual form of learning is always a very good medium and a self learning video that is available anytime makes it easier to learn the topic one is interested at the time and place of our convenience. During the pandemic situation, Headquarters office had asked all the RTIs to prepare two self learning videos each on IT topics for the convenience of the staff members. RTI, Hyderabad is in the process of preparing five videos on 'Data analysis through Excel'. RTI has also taken the initiative and prepared self learning videos on general topics also. Three videos each, on pay fixation in 7th CPC (by Shri J. Krishnama Raju, SAO) and on iBEMS (by Shri K. N. Deepak Raj, AAO) have been made and uploaded in the RTI website.

6. Additional programmes

Orientation Programme on 'Conducting Online Training on MS Teams and good practices for online trainers' : A special online orientation course on MS Teams and Online Training was conducted in August 2020, at the request of certain user offices, to enable them to effectively conduct their in-house training programmes in online mode. The programme received very good feedback along with requests for more such courses, which is being addressed.

Leadership series: During the pandemic situation, with a view to share the experiences of some of our staff members with others and encourage others to face unexpected situations and challenges, RTI conducted four editions of 'Leadership Series' training programmes during the months of April – August this year.

The programmes were in the format of an audio podcast made by some of our staff members sharing their experiences with the participants and discussing about the lessons learnt. The topics ranged from the challenges faced at the place of deputation, winning confidence and co-operation of the staff at that place; dealing with the complaints received about our own staff; to the problems of poor daily labour starving for food during pandemic and in need of a helping hand.

The programme was moderated by Ms Hema Munivenkatappa, Accountant General, (A&E), Nagpur, Shri Shourjo Chatterjee, AG (A&E), Ladakh and Ms B.R Rupavardhini, Dy Director, NAAA, Shimla who spared their valuable time for the programme.

"Live as if you were to die tomorrow. Learn as if you were to live forever." – Mahatma Gandhi

Logili: This programme was designed for the non-Telugu speaking direct recruits from other states who had joined the IA&AD offices in Andhra Pradesh and Telangana. “Logili” is a Telugu word meaning the open area in the premises of the house, neither inside nor outside the house, where people can meet, sit and speak to each other as a ‘Sambhashana’ (conversation) series and was conducted in two editions in the months of July and August. Smt A. Suneetha, Senior Accountant of the RTI hosted this programme where the participants were introduced to the Telugu language and culture. This programme was mainly intended to enable the outside officials to get a working knowledge of the local language and culture, thus facilitating their near seamless adjustment. While this is not a formal training programme mandated for any examination, participants were encouraged to understand and speak the local language when they go to some grocery shop or vegetable vendor.

❖ Naa(my) peru(name) is Lekha.
❖ Nenu(I) Delhi ninchi (from) vacchanu (came).
❖ AG's Office lo (in) AAO ga (as) join ayyanu (joined).
❖ Naaku (I) accomodation dorikindi (got)/ dorakaledu (couldn't get).

Ee panduga eppudu (kab) vastundi ?

- Sankranti pushya masamu lo vastundi
- It comes in mid January normally on 14th may extend by one day sometimes.

The participants were also encouraged to understand the local popular festivals like Sankranti and Bathukamma and asked to share about the festivals celebrated in their areas.

The programmes were very well received and the officials participated enthusiastically. They tried to use as many Telugu words as they could and explained their festivals like Holi, Lohri etc. The programme helped the new recruits to get an introduction to each other and understand each other's culture and the local language.

“The more that you read, the more things you will know. The more that you learn, the more places you'll go.” – Dr. Seuss

7. Competency enhancement

Headquarters office nominated the following officials of the RTI for online training programmes at O.P. Jindal University, Haryana, and IIT, Jammu with an objective towards their skill upgradation, which would ultimately help in enhancing their competency in handling the training sessions.

- Smt K.R Ashalata, SAO and Shri K.N.Deepak Raj, AAO attended the online training programme 'Stress and anxiety management with special focus on performance enhancement' conducted by the O.P. Jindal University in the month of June 2020.
- Smt K.R. Ashalata, SAO, Shri G.V.V.S.S.S.S.RaviKumar, SAO, Shri J. Krishnama Raju, SAO and Shri A.V.S.S. Subramanya Sarma, AAO attended the online training programme 'Train the trainers- How to conduct online training' conducted by the O.P. Jindal University in the month of July 2020.
- Further, Shri A.V.S.S. Subramanya Sarma, AAO also participated in the all India workshop on 'Data analytics and Responsible AI' conducted by the IIT, Jammu during July 2020.

8. Additional initiatives

(i) "Etiquettes to be followed while using MS Teams": As the RTI is conducting sessions online through MS Teams, a video comprising the following pointers for the participants to ensure smooth conduct of the sessions has been prepared. This is shared with the participants at the beginning of each course.

- Participants to be in formal attire before joining in meeting.
- Sign Up/Join the meeting a few minutes early.
- Use headset with Mic.
- Mute your Mic & keep the camera on.
- Mute your Cell phones & close other apps on Computer /Laptop,
- Stay on mute while not talking.
- Use Blur my background or replace with class room setting.
- In a meeting sit facing the light and avoid sitting with your back to a window or bright light.
- Don't talk in chorus. Make use of Chat box or raise your Hand to ask questions.
- Keep the doors closed to avoid unexpected visitors.

"For the things we have to learn before we can do them, we learn by doing them." – Aristotle

(ii) Guidance on providing response by the official in case of sickness due to COVID: RTI has prepared a Protocol document for response, should an employee fall very sick with COVID-19 and circulated to all User offices. The document has outlined interventions at various levels to ensure quick and effective response in the current circumstances.

9. Hindi Pakhwada

All the offices of the IA&AD in the A.G offices premises, Hyderabad celebrated Hindi Pakhwada from 14-30 September 2020. The following officials of RTI won prizes and brought laurels to the institution.

- The team comprising Shri K.N. Deepak Raj, AAO and Shri O.V. Shyam Das, AAO(both from the RTI) won 1st prize in the Hindi Antakshari competition
- The team comprising Shri O.V. Shyam Das, AAO from the RTI (along with Shri Ashutosh Goyal and Shri Naval Kishore from other offices) won 1st prize in Quiz competition.
- Shri O.V. Shyam Das, AAO from the RTI won 2nd prize in the 'Bhashan' competition.



Shri K.N.Deepak Raj receiving first prize in Hindi Antakshari from PD, RTI.

“Anyone who stops learning is old, whether at twenty or eighty. Anyone who keeps learning stays young.” – Henry Ford

Upcoming programmes for October – December 2020

S.No	General Courses		IS courses	
	Course	Schedule	Course	Schedule
1	Disciplinary Proceedings	12-10-2020 to 16-10-2020	Data Analysis using EXCEL (for Audit offices)	9-11-2020 to 11-11-2020
2	Office procedure including Noting and drafting	27-10-2020 to 29-10-2020	Excel as Data Analysis Tool- Refresher course for the staff who attended the training in June 2020 (for Audit Offices)	23-11-2020 to 24-11-2020
3	PFMS, iBEMS and GEM procurement	3-11-2020 to 6-11-2020	Data Analysis using EXCEL (for Audit offices)	8-12-2020 to 10-12-2020
4	Ethics and Values in Public Governance	9-11-2020 to 11-11-2020	Excel as Data Analysis Tool- Refresher course for the staff who attended the training in July 2020 (for Audit Offices)	16-11-2020 to 17-11-2020
5	Regulations on Audit and Accounts	24-11-2020 to 27-11-2020		
6	Management Development Programme (for SAOs/ AAOs)	8-12-2020 to 11-12-2020		
7	Audit evidence and documentation at various stages of audit	16-12-2020 to 18-12-2020		

“Intellectual growth should commence at birth and cease only at death.”
– Albert Einstein