



Calendar
Of
TRAINING PROGRAMMES
2019 – 20



INDIAN AUDIT & ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, JAIPUR

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Preface



It gives me great pleasure to forward the Training Calendar 2019-20 of the Regional Training Institute, Jaipur. The training calendar sets out the training courses - General as well as EDP planned by the Institute to be conducted during the year 2019-20. The calendar has been drawn up on the basis of training needs projected by user offices and instructions of the Headquarters Office received from time to time. In designing the courses, participant's feedback as well as suggestions of user offices has been kept in view.

The Institute is bound to adhere to high standards for conducting training courses and evaluating training activities. The Institute is also bound to continually improve effectiveness of the training delivery methods. It has, therefore, been a constant endeavor of the Institute to adopt a professional approach in the delivery of training programmes through continuous review of the course structure, expert faculty engagement and improvement in training aids.

As upgradation of facilities in RTI, Ceiling mounted projectors have been installed in Conference Hall, Lecture Room and EDP Labs for better Power Point Presentations, two internet enabled computers have been placed in Reading Room for trainees for reviewing video training materials etc.

I convey my sincere thanks to all members of the RAC for their suggestions and valuable guidance for overall improvement of the Institute. I also express my sincere thanks to the officers and staff of this Institute for their sincere and significant contribution for the smooth running of the Institute.

We, in our Institute, would keep striving for making it a true centre of training and learning.

Vidhu Sood
Principal Director

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A. PROFILE

I. Introduction

The Regional Training Institute, Jaipur functions with the aim of upgrading knowledge, skills, attributes and capacities of the manpower of the user offices of the IA&AD to help them perform their functions adequately and with a sense of professionalism. Since its inauguration in February 1986, the Institute has now entered 33rd year of its smooth functioning. The Institute conducts General and EDP courses for Group B and C officials of linked offices of Indian Audit & Accounts Department. This apart, the Institute also holds seminars for IA&AS Officers/Group B Officers.

As on date, the Institute caters primarily to the training needs of 23 offices (for General programmes and EDP programmes) located in the states of Rajasthan and Delhi.

Organizational set up

The Regional Training Institute is headed by Principal Director who exercises administrative as well as financial powers as Head of the Department. He is assisted by two Sr.AO/AO, one Sr. AO (EDP) two AAOs (EDP) and one AAO (Admn.)

Members of core faculty and other staff are appointed on deputation basis from the offices of IA&AD. While selecting the faculty, persons with proven expertise and aptitude for teaching and research are considered. The tenure of the core faculty is extended subject to their satisfactory performance.

Methodology of Training

The basic methodology of training adopted by the Institute is trainee-centred. Various methods for imparting training viz. Lectures, Case studies, Group discussions, Demonstrations, Presentations etc. are adopted for effective learning. While following the methodology, general standards of training wherever applicable are followed.

II. REGIONAL ADVISORY COMMITTEE (RAC)

Composition of RAC, RTI, Jaipur

- (i) Principal Accountant General (General and Social Sector Audit), Rajasthan, Jaipur.
- (ii) Principal Accountant General (A&E), Rajasthan, Jaipur
- (iii) Accountant General (Economic and Revenue Sector Audit), Rajasthan, Jaipur.
- (iv) Principal Director of Audit (NWR), Jaipur
- (v) Principal Director of Audit (Central), Ahmedabad Branch at Jaipur
- (vi) Director General of Audit (P & T), New Delhi
- (vii) Director General of Audit (P & T), New Delhi Branch at Jaipur
- (viii) Principal Accountant General (Audit), New Delhi
- (ix) Director General of Audit (Central Expenditure), New Delhi
- (x) Director General of Audit (Central Receipts), New Delhi
- (xi) Director General of Audit (Economic & Service Ministries), New Delhi
- (xii) Principal Director of Audit, (Railway-Commercial), New Delhi
- (xiii) Director General of Audit (Northern Region), New Delhi
- (xiv) Principal Director of Commercial Audit, MAB-I, New Delhi
- (xv) Director General of Commercial Audit, MAB-II, New Delhi
- (xvi) Principal Director of Commercial Audit, MAB-III, New Delhi
- (xvii) Principal Director of Commercial Audit, MAB-IV, New Delhi
- (xviii) Director General of Audit (Defence Services), New Delhi
- (xix) Director General of Audit (Defence Services), New Delhi, Branch Delhi Cantt.
- (xx) Officer-in-Charge, Regional Training Centre, New Delhi
- (xxi) Representative from Headquarters Office.
- (xxii) Principal Director, RTI, Jaipur (Member Secretary)

III. Jurisdiction of RTI

List of User Offices

For All Types of Courses

S.NO.	NAME OF THE OFFICE	STATION
1.	PAG(A&E), Rajasthan	Jaipur
2.	PAG(G&SSA), Rajasthan	Jaipur
3.	AG(E&RSA), Rajasthan	Jaipur
4.	PDA(NWR), Jaipur	Jaipur
5.	P&T Audit Office (Branch)	Jaipur
6.	PDA (Central), Ahmedabad (Branch)	Jaipur
7.	CAG's Office	New Delhi
8.	Director General of Audit, Defence Services	New Delhi
9.	Defence Audit Office	Delhi Cantt.
10.	Director General of Audit, Central Expenditure	New Delhi
11.	Director General of Audit, Central Receipt	New Delhi
12.	Principal Director of Audit, Air Force	New Delhi
13.	Director General of Audit, Navy	New Delhi
14.	Director General of Audit, Scientific Departments	New Delhi
15.	Director General of Audit, Economic & Service Ministries	New Delhi
16.	Principal Accountant General (Audit)	New Delhi
17.	Principal Director of Commercial Audit & Ex-Officio Member, Audit Board-I	New Delhi
18.	Director General of Commercial Audit & Ex-Officio Member, Audit Board-II	New Delhi
19.	Principal Director of Commercial Audit & Ex-Officio Member, Audit Board-III	New Delhi
20.	Principal Director of Commercial Audit & Ex-Officio Member, Audit Board-IV	New Delhi

List of User offices
For All Types Courses

S.NO	NAME OF OFFICE	STATION
21.	Principal Director of Audit Northern Railway	New Delhi
22.	Director General of Audit, (P & T)	Delhi
23.	Principal Director of Audit (Railway Commercial)	New Delhi

IV. Knowledge Centre

RTI Jaipur is declared as knowledge centre in the area of “**Social Sector Audit**” and “**Performance Audit**”. Special Courses and Seminars relating to these topics are being organized.

A seminar on Performance Audit was organised from 31.10.2018 to 02.11.2018 in which Group officers as nominated by HQrs office also participated and a Special Course on Social Sector Audit and Gender Mainstreaming & Policies was organised from 07.05.2018 to 11.05.2018.

V. Courses at a Glance

Abstract of General Courses

Sl. No.	Course Title	No of Course	Courses Duration
1	Effective Communication, Language and Drafting skills (Including Draft of Factual Statement/Draft Para) #	02	03
2	Audit Quality (AQMF & Peer review) Framework	01	03
3	Rules and Principles of Govt. Accounting, Overview of Accounts Compilation-Finance and Appropriation Accounts, Issues related to quality of Accounts (All- India course)	01	05
4	Seminar on Road Safety & Vehicular Pollution AG (E&RSA), Rajasthan)	01	02
5	Financial Attest Audit, FAA Guidelines, SFR	02	05
6	Workshop on "Functioning of Hospitals" (PAG(G&SSA), Rajasthan)	01	03
7	International Standards of Supreme Audit Institutions (ISSAI)	01	03
8	Performance Audit (PA Guideline, Sector case studies, distinguishing features of Thematic audits, exposure to SDGs, Gender Mainstreaming in policy and programmes etc)	02	05
9	Social Sector Audit (Including concepts of Outcome based audit Compliance audit guidelines & Gender Mainstreaming)	01	05
10	Audit Planning (including statistics and sampling in audit & risk based audit approach)	02	05
11	Accounting of Works and Audit of works contracts	01	05
12	Indian Accounting Standards (Ind.AS)	01	05
13	Workshop on Goods and Services Tax	02	05
14	Private sector Financial Reporting, Audit of PSUs, Main features of Companies Act 2013	01	05
15	Workshop on Audit of World Bank Projects # (new course)	01	03
16	Seminar on Performance Audit (For Group Officers and Sr.AOs)	01	03
17	All India Course on Attest Audit in Railways#	01	05
18	Audit Evidence, Documentation & Reporting	01	03
19	Contract Management #	01	05
20	Workshop on Recovery Mechanism of Demands pertaining to non submission of declaration form and non-verification of ITC/Deposits under VAT# (new course)	01	03
21	Audit of Public Private Partnership (PPP) Projects	01	05
22	Training on "Social Sector Audit" (As per new compliance auditing guidelines issued by O/o CAG in Feb. 2016) (PAG(G&SSA), Rajasthan)	01	03
23	Workshop on Management of NPAs # (New course)	01	03
24	Workshop on Railway Contracts #	01	03
25	Audit of Fraud & Corruption (new course)	01	03
26	Workshop on Statistical Sampling #	01	03
27	Seminar on Social Sector Audit #	01	03
28	All India course on e-Governance #	01	05
29	Treasury Inspection (as per HQs Direction) (A&E Rajasthan)	01	06
30	Workshop on Financial Reporting Framework and Audit of Abs, ULBs, PRIs #	01	03
31	Preparation of Department Appreciation Note, Audit	01	03

	documentation and Reporting in PA/TA (As per new compliance auditing guidelines issued by O/o CAG in Feb. 2016) (PAG(G&SSA), Rajasthan)		
32	Mid Career Training Programme (six to ten courses may be required)	01	06

Abstract of EDP (Information System) Courses

S. No.	Course Title	No. of courses	Course Duration
1.	Cyber Security/Cyber Crime & IT Security	01	03
2.	Oracle (SQL)	01	05
3.	IT Audit (Evaluating IT controls, System & process, Assets Management)#	02	05
4.	Audit in IT Environment (Advanced Excel & IDEA)	01	06
5.	Forms & Reports in Oracle 11g (Only those participants who have taken the training on Oracle (SQL))	01	03
6	Data Analytics, Visualization and Presentation Skills	03	05
7	Formatting of Audit Results with respect to PA/TA/DP (PAG(G&SSA), Rajasthan)	01	03
8	Level-2 Group II,IT Audit Advanced/IDEA AG (E&RSA), Rajasthan)	01	03

Calendar of Training Programme of General Courses (Annexure-I)
CALENDAR OF TRAINING PROGRAMMES 2019-20
GENERAL COURSES
(For Sr. AOs/AOs/AAOs)

S. No.	Course Title	Course duration	Day	Office Name	Slots	Total
MAY - 2019						
1	Effective Communication, Language and Drafting skills (Including Draft of Factual Statement/Draft Para) #	01.05.2019 to 03.05.2019	3	PAG (G&SSA), Rajasthan, Jaipur	8	
2	Audit Quality (AQMF & Peer review) Framework	08.05.2019 to 10.05.2019	3	DGA (P&T), New Delhi, Br, Jaipur	1	13
				PDA (C), Ahmedabad, Br, Jaipur	2	
				DGA (CE), New Delhi	1	
				DGA (CR), New Delhi	3	
				PDA (E&SM), New Delhi	2	
				DGA (SD), New Delhi	1	
				PDA (NR), New Delhi	2	
				PDCA, MAB-III, New Delhi	1	
3	Rules and Principles of Govt. Accounting, Overview of Accounts Compilation-Finance and Appropriation Accounts, Issues related to quality of Accounts (All- India course)	13.05.2019 to 17.05.2019	5	Group Officers	5	29
				PAG (G&SSA), Rajasthan, Jaipur	6	
				AG (A & E), Rajasthan, Jaipur	4	
				PDA (NWR), Jaipur	2	
				DGA (P&T), New Delhi, Br, Jaipur	1	
				DGA (CE), New Delhi	3	
				DGA (CR), New Delhi	1	
				DGA (SD), New Delhi	1	
				DGA (P&T), New Delhi	5	
				DGA (Navy), New Delhi	1	
4	Seminar on Road Safety & Vehicular Pollution AG (E&RSA), Rajasthan)	27.05.2019 to 28.05.2019	2	PAG (E&RSA), Rajasthan, Jaipur	16	16
5	Financial Attest Audit, FAA Guidelines, SFR	27.05.2019 to 31.05.2019	5	PAG (G&SSA), Rajasthan, Jaipur	1	20
				AG (A & E), Rajasthan, Jaipur	2	
				PDA (NWR), Jaipur	2	
				DGA (P&T), New Delhi, Br, Jaipur	1	
				PDA (C), Ahmedabad, Br, Jaipur	3	
				HQRs. Office, New Delhi	3	
				DGA (CE), New Delhi	3	
				DGA (P&T), New Delhi	3	
				PDA (Air Force), New Delhi	1	
				PDA (NR), New Delhi	1	

JUNE-2019						
6	Workshop on "Functioning of Hospitals" (PAG(G&SSA), Rajasthan)	03.06.2019 to 06.06.2019	3	PAG (G&SSA), Rajasthan, Jaipur	20	20
7	International Standards of Supreme Audit Institutions (ISSAI)	10.06.2019 to 12.06.2019	3	PAG (G&SSA), Rajasthan, Jaipur	4	15
				PAG (E&RSA), Rajasthan, Jaipur	1	
				PDA (C), Ahmedabad, Br, Jaipur	5	
				DGA (DS), New Delhi, Br. Delhi Cantt.	2	
				PDA (Air Force), New Delhi	1	
				DGA (Navy), New Delhi	1	
				PDA (NR), New Delhi	1	
8	Performance Audit (PA Guideline, Sector case studies, distinguishing features of Thematic audits, exposure to SDGs, Gender Mainstreaming in policy and programmes etc)	17.06.2019 to 21.06.2019	5	PAG (G&SSA), Rajasthan, Jaipur	4	20
				PDA (NWR), Jaipur	2	
				DGA (P&T), New Delhi, Br, Jaipur	1	
				PDA (C), Ahmedabad, Br, Jaipur	1	
				PAG (Audit), New Delhi	1	
				PDA (E&SM), New Delhi	1	
				DGA (SD), New Delhi	1	
				DGA (P&T), New Delhi	2	
				DGA (DS), New Delhi, Br. Delhi Cantt.	2	
				DGA (Navy), New Delhi	3	
				PDCA, MAB-I, New Delhi	2	
9	Social Sector Audit (Including concepts of Outcome based audit Compliance audit guidelines & Gender Mainstreaming)	24.06.2019 to 28.06.2019	5	PAG (G&SSA), Rajasthan, Jaipur	8	14
				PDA (C), Ahmedabad, Br, Jaipur	2	
				PAG (Audit), New Delhi	1	
				DGA (CE), New Delhi	1	
				PDA (E&SM), New Delhi	2	
JULY-2019						
10	Audit Planning (including statistics and sampling in audit & risk based audit approach)	01.07.2019 to 05.07.2019	5	PAG (G&SSA), Rajasthan, Jaipur	4	17
				AG (A & E), Rajasthan, Jaipur	2	
				PDA (NWR), Jaipur	1	
				DGA (P&T), New Delhi, Br, Jaipur	1	
				PDA (C), Ahmedabad, Br, Jaipur	2	
				PAG (Audit), New Delhi	1	
				DGA (DS), New Delhi	2	
				DGA (Navy), New Delhi	1	
				PDA (RC), New Delhi	2	
				DGCA, MAB-II, New Delhi	1	
11	Accounting of Works and Audit of works contracts	08.07.2019 to 12.07.2019	5	PAG (G&SSA), Rajasthan, Jaipur	3	19
				AG (A & E), Rajasthan, Jaipur	2	
				PDA (NWR), Jaipur	2	
				DGA (P&T), New Delhi, Br, Jaipur	1	
				PDA (C), Ahmedabad, Br, Jaipur	2	
				PAG (Audit), New Delhi	3	
				DGA (DS), New Delhi	3	
				DGA (Navy), New Delhi	1	
				PDA (RC), New Delhi	2	

12	Indian Accounting Standards (Ind.AS)	15.07.2019 to 19.07.2019	5	PAG (E&RSA), Rajasthan, Jaipur	5	27
				DGA (P&T), New Delhi, Br, Jaipur	1	
				PDA (C), Ahmedabad, Br, Jaipur	3	
				PAG (Audit), New Delhi	1	
				PDA (E&SM), New Delhi	1	
				DGA (P&T), New Delhi	5	
				PDA (RC), New Delhi	4	
				DGCA, MAB-II, New Delhi	1	
				PDCA, MAB-III, New Delhi	3	
				PDCA, MAB-IV, New Delhi	1	
HQRs. Office, New Delhi	2					
13	Workshop on Goods and Services Tax	29.07.2019 to 02.08.2019	5	AG (A & E), Rajasthan, Jaipur	3	31
				PAG (E&RSA), Rajasthan, Jaipur	3	
				DGA (P&T), New Delhi, Br, Jaipur	1	
				PDA (C), Ahmedabad, Br, Jaipur	8	
				PAG (Audit), New Delhi	2	
				DGA (CE), New Delhi	6	
				PDA (E&SM), New Delhi	1	
				DGA (DS), New Delhi	2	
				PDA (NR), New Delhi	2	
				PDA (RC), New Delhi	2	
HQRs. Office, New Delhi	1					
AUGUST-2019						
14	Private sector Financial Reporting, Audit of PSUs, Main features of Companies Act 2013	05.08.2019 to 09.08.2019	5	PAG (G&SSA), Rajasthan, Jaipur	1	16
				PAG (E&RSA), Rajasthan, Jaipur	5	
				DGA (P&T), New Delhi, Br, Jaipur	1	
				PDA (C), Ahmedabad, Br, Jaipur	1	
				PAG (Audit), New Delhi	1	
				DGA (P&T), New Delhi	5	
				PDCA, MAB-IV, New Delhi	1	
HQRs. Office, New Delhi	1					
15	Workshop on Audit of World Bank Projects # (new course)	21.08.2019 to 23.08.2019	3	PAG (E&RSA), Rajasthan, Jaipur	8	16
				PDA (C), Ahmedabad, Br, Jaipur	1	
				HQRs. Office, New Delhi	1	
				DGA (CE), New Delhi	2	
				PDA (E&SM), New Delhi	2	
				PDA (SD), New Delhi	1	
PDA (RC), New Delhi	1					
16	Seminar on Performance Audit (For Group Officers and Sr.AOs)	26.08.2019 to 28.08.2019	3	Group Officers	5	21
				PAG (G&SSA), Rajasthan, Jaipur	5	
				PAG (E&RSA), Rajasthan, Jaipur	2	
				PDA (NWR), Jaipur	2	
				DGA (P&T), New Delhi, Br, Jaipur	1	
				PDA (C), Ahmedabad, Br, Jaipur	3	
				PAG (Audit), New Delhi	1	
				PDA (E&SM), New Delhi	1	
PDCA, MAB-III, New Delhi	1					
SEPTEMBER-2019						
17	All India Course on Financial Attest Audit in Railways#	02.09.2019 to 06.09.2019	5	Group Officers	3	18
				PDA (NWR), Jaipur	6	
				PDA (NR), New Delhi	4	
				PDA (RC), New Delhi	4	
				HQRs. Office, New Delhi	1	

18	Audit Evidence, Documentation & Reporting	11.09.2019 to 13.09.2019	3	PAG (G&SSA), Rajasthan, Jaipur	2	25
				AG (A & E), Rajasthan, Jaipur	2	
				PAG (E&RSA), Rajasthan, Jaipur	3	
				PDA (NWR), Jaipur	2	
				DGA (P&T), New Delhi, Br, Jaipur	1	
				PDA (C), Ahmedabad, Br, Jaipur	5	
				PAG (Audit), New Delhi	1	
				DGA (CE), New Delhi	1	
				PDA (E&SM), New Delhi	2	
				DGA (DS), New Delhi	4	
				HQRs. Office, New Delhi	1	
				DGA (Navy), New Delhi	1	
19	Contract Management #	23.09.2019 to 27.09.2019	5	PAG (G&SSA), Rajasthan, Jaipur	4	14
				PAG (E&RSA), Rajasthan, Jaipur	2	
				PDA (C), Ahmedabad, Br, Jaipur	2	
				PDA (E&SM), New Delhi	1	
				PAG (Audit), New Delhi	2	
				PDA (NR), New Delhi	1	
				PDA (RC), New Delhi	1	
				HQRs. Office, New Delhi	1	
OCTOBER-2019						
20	Workshop on Recovery Mechanism of Demands pertaining to non-submission of declaration form and non-verification of ITC/Deposits under VAT# (new course)	09.10.2019 to 11.10.2019	3	PAG (E&RSA), Rajasthan, Jaipur	8	12
				PDA (C), Ahmedabad, Br, Jaipur	3	
				PDA (RC), New Delhi	1	
21	Workshop on Goods and Services Tax	21.10.2019 to 25.10.2019	5	AG (A & E), Rajasthan, Jaipur	2	32
				PDA (C), Ahmedabad, Br, Jaipur	7	
				PAG (Audit), New Delhi	3	
				DGA (CE), New Delhi	6	
				PDA (E&SM), New Delhi	3	
				DGA (P&T), New Delhi	3	
				HQRs. Office, New Delhi	2	
				PDA (NR), New Delhi	4	
				DGCA, MAB-II, New Delhi	2	
22	Audit of Public Private Partnership (PPP) Projects	28.10.2019 to 01.11.2019	5	PDA (NWR), Jaipur	2	19
				PDA (C), Ahmedabad, Br, Jaipur	2	
				HQRs. Office, New Delhi	2	
				PAG (Audit), New Delhi	2	
				PDA (E&SM), New Delhi	2	
				DGA (SD), New Delhi	1	
				DGA (P&T), New Delhi	3	
				DGA (Navy), New Delhi	1	
				PDA (RC), New Delhi	2	
				PDCA, MAB-I, New Delhi	1	
				PDCA, MAB-III, New Delhi	1	

NOVEMBER-2019						
23	Financial Attest Audit, FAA Guidelines, SFR	04.11.2019 to 08.11.2019	5	HQRs. Office, New Delhi	4	20
				DGA (CE), New Delhi	4	
				DGA (CR), New Delhi	1	
				PDA (E&SM), New Delhi	1	
				DGA (SD), New Delhi	1	
				DGA (P&T), New Delhi	2	
				PDA (Air Force), New Delhi	1	
				PDA (NR), New Delhi	1	
				PDA (RC), New Delhi	1	
				PDCA, MAB-I, New Delhi	2	
				PDCA, MAB-III, New Delhi	1	
				PDCA, MAB-IV, New Delhi	1	
24	Training on "Social Sector Audit" (As per new compliance auditing guidelines issued by O/o CAG in Feb. 2016) (PAG(G&SSA), Rajasthan)	18.11.2019 to 20.11.2019	3	(PAG(G&SSA), Rajasthan)	16	16
25	Workshop on Management of NPAs # (New course)	25.11.2019 to 27.11.2019	3	PAG (G&SSA), Rajasthan, Jaipur	1	18
				PAG (E&RSA), Rajasthan, Jaipur	4	
				PDA (C), Ahmedabad, Br, Jaipur	2	
				DGA (CE), New Delhi	2	
				PAG (Audit), New Delhi	1	
				PDA (RC), New Delhi	1	
				DGA (P&T), New Delhi	5	
				DGCA, MAB-II, New Delhi	1	
				HQRs. Office, New Delhi	1	
DECEMBER-2019						
26	Workshop on Railway Contracts #	02.12.2019 to 04.12.2019	3	PDA (NWR), Jaipur	6	14
				PDA (NR), New Delhi	4	
				PDA (RC), New Delhi	4	
27	Audit Planning (including statistics and sampling in audit & risk based audit approach)	09.12.2019 to 13.12.2019	5	PAG (G&SSA), Rajasthan, Jaipur	3	15
				AG (A & E), Rajasthan, Jaipur	2	
				PDA (NWR), Jaipur	1	
				PDA (C), Ahmedabad, Br, Jaipur	2	
				DGA (CE), New Delhi	3	
				PDA (E&SM), New Delhi	2	
				DGA (DS), New Delhi	1	
				HQRs. Office, New Delhi .	1	
28	Performance Audit (PA Guideline, Sector case studies, distinguishing features of Thematic audits, exposure to SDGs, Gender Mainstreaming in policy and programmesetc)	16.12.2019 to 20.12.2019	5	PAG (G&SSA), Rajasthan, Jaipur	4	20
				HQRs. Office, New Delhi	3	
				PAG (Audit), New Delhi	2	
				DGA (CE), New Delhi	3	
				DGA (CR), New Delhi	3	
				DGA (P&T), New Delhi	1	
				DGA (DS), New Delhi	2	
				DGCA, MAB-II, New Delhi	1	
				PDCA, MAB-IV, New Delhi	1	

JANUARY-2020						
29	Audit of Fraud & Corruption (new course)	06.01.2020 to 08.01.2020	3	DGA (P&T), New Delhi, Br, Jaipur	1	20
				DGA (CE), New Delhi	8	
				PDA (Air Force), New Delhi	2	
				HQRs. Office, New Delhi	3	
				DGA (CR), New Delhi	1	
				DGA (P&T), New Delhi	3	
				PDA (E&SM), New Delhi	1	
				DGA (SD), New Delhi	1	
30	Workshop on Statistical Sampling #	15.01.2020 to 17.01.2020	3	HQRs. Office, New Delhi	1	13
				DGA (CR), New Delhi	2	
				DGA (P&T), New Delhi	3	
				PAG (Audit), New Delhi	2	
				PDA (E&SM), New Delhi	2	
				PDCA, MAB-I, New Delhi	1	
				DGCA, MAB-II, New Delhi	1	
				PDCA, MAB-IV, New Delhi	1	
31	Effective Communication, Language and Drafting skills (Including Draft of Factual Statement/Draft Para) #	20.01.2020 to 22.01.2020	3	PAG(G&SSA), Rajasthan, Jaipur	8	30
				AG (A & E), Rajasthan, Jaipur	2	
				PAG (E&RSA), Rajasthan, Jaipur	3	
				PDA (NWR), Jaipur	2	
				PDA (C), Ahmedabad, Br, Jaipur	3	
				PAG (Audit), New Delhi	3	
				PDA (E&SM), New Delhi	1	
				DGA (SD), New Delhi	1	
				PDA (NR), New Delhi	1	
				PDA (RC), New Delhi	1	
				DGA (Navy), New Delhi	1	
				DGCA, MAB-II, New Delhi	1	
HQRs. Office, New Delhi	3					
FEBRUARY-2020						
32	Seminar on Social Sector Audit #	03.02.2020 to 05.02.2020	3	Group Officers	5	14
				PAG(G&SSA), Rajasthan, Jaipur	5	
				PDA (C), Ahmedabad, Br, Jaipur	1	
				PAG (Audit), New Delhi	1	
				PDA (E&SM), New Delhi	1	
				PDA (RC), New Delhi	1	
33	All India course on e-Governance #	10.02.2020 to 14.02.2020	5	PAG(G&SSA), Rajasthan, Jaipur	5	29
				AG (A & E), Rajasthan, Jaipur	2	
				PAG (E&RSA), Rajasthan, Jaipur	3	
				DGA (P&T), New Delhi, Br, Jaipur	1	
				PDA (C), Ahmedabad, Br, Jaipur	5	
				PAG (Audit), New Delhi	1	
				DGA (CE), New Delhi	2	
				DGA (P&T), New Delhi	5	
				PDA (RC), New Delhi	1	
				DGA (Navy), New Delhi	2	
				HQRs. Office, New Delhi	2	
34	Treasury Inspection (as per HQs Direction) (A&E Rajasthan)	24.02.2020 to 29.02.2020	6	(A&E Rajasthan)	15	16
				HQRs. Office, New Delhi	1	

MARCH-2020						
35	Workshop on Financial Reporting Framework and Audit of ABs, ULBs, PRIs #	02.03.2020 to 04.03.2020	3	PAG(G&SSA), Rajasthan, Jaipur	5	13
				PAG (E&RSA), Rajasthan, Jaipur	2	
				PDA (C), Ahmedabad, Br, Jaipur	1	
				DGA (CE), New Delhi	2	
				PDA (E&SM), New Delhi	1	
				PDA (RC), New Delhi	1	
				HQRs. Office, New Delhi	1	
36	Preparation of Department Appreciation Note, Audit documentation and Reporting in PA/TA (As per new compliance auditing guidelines issued by O/o CAG in Feb. 2016) (PAG(G&SSA), Rajasthan)	09.03.2020 to 11.03.2020	3	(PAG(G&SSA), Rajasthan)	16	16
37	Mid Career Training Programme (six to ten courses may be required)	Slack has been built into the calendar.	6			

CALENDAR OF TRAINING PROGRAMMES 2019-20
For Information Technology (EDP Lab – I & II) Courses
Target Group: Group B and C officers as per criteria

S. No.	Course Title	Course duration	Day	Office Name	Slots	Total
MAY-2019						
1	Cyber Security/Cyber Crime & IT Security	08.05.2019 to 10.05.2019	3	AG (A & E), Rajasthan, Jaipur	4	25
				PAG (E&RSA), Rajasthan, Jaipur	3	
				DGA (CE), New Delhi	2	
				PDA (E&SM), New Delhi	4	
				DGA (P&T), New Delhi	10	
				DGA (DS), New Delhi	2	
2	Oracle (SQL)	13.05.2019 to 17.05.2019	5	PAG (G&SSA), Rajasthan, Jaipur	1	18
				AG (A & E), Rajasthan, Jaipur	2	
				PDA (C), Ahmedabad, Br, Jaipur	4	
				PAG (Audit), New Delhi	1	
				PDA (E&SM), New Delhi	4	
				DGA (SD), New Delhi	1	
				DGA (P&T), New Delhi	5	
JUNE-2019						
3	IT Audit (Evaluating IT controls, System & process, Assets Management)#	10.06.2019 to 14.06.2019	5	PAG (G&SSA), Rajasthan, Jaipur	5	33
				AG (A & E), Rajasthan, Jaipur	2	
				PAG (E&RSA), Rajasthan, Jaipur	3	
				PDA (NWR), Jaipur	2	
				PDA (C), Ahmedabad, Br, Jaipur	1	
				DGA (CR), New Delhi	4	
				PAG (Audit), New Delhi	7	
				DGA (CE), New Delhi	1	
				PDA (E&SM), New Delhi	2	
				DGA (SD), New Delhi	1	
				PDA (NR), New Delhi	1	
				PDA (RC), New Delhi	1	
DGA (P&T), New Delhi	3					
4	Audit in IT Environment (Advanced Excel & IDEA)	24.06.2019 to 29.06.2019	6	PAG (G&SSA), Rajasthan, Jaipur	2	33
				AG (A & E), Rajasthan, Jaipur	4	
				PAG (E&RSA), Rajasthan, Jaipur	2	
				PDA (NWR), Jaipur	2	
				DGA (P&T), New Delhi, Br, Jaipur	2	
				PDA (C), Ahmedabad, Br, Jaipur	5	
				PAG (Audit), New Delhi	1	
				DGA (SD), New Delhi	1	
				DGA (P&T), New Delhi	5	
				DGA (DS), New Delhi	2	
				DGA (DS), New Delhi, Br. Delhi Cantt.	2	
				DGA (Navy), New Delhi	1	
				PDA (NR), New Delhi	1	
				PDA (RC), New Delhi	2	
PDCA, MAB-III, New Delhi	1					
JULY-2019						

5	Forms & Reports in Oracle 11g (Only those participants who have taken the training on Oracle (SQL))	15.07.2019 to 17.07.2019	3	AG (A & E), Rajasthan, Jaipur	3	22
				PDA (C), Ahmedabad, Br, Jaipur	4	
				DGA (CR), New Delhi	6	
				PDA (E&SM), New Delhi	4	
				DGA (P&T), New Delhi	5	

6	Data Analytics, Visualization and Presentation Skills	29.07.2019 to 02.08.2019	5	PAG (G&SSA), Rajasthan, Jaipur	2	23
				AG (A & E), Rajasthan, Jaipur	2	
				PAG (E&RSA), Rajasthan, Jaipur	1	
				PDA (NWR), Jaipur	1	
				DGA (P&T), New Delhi, Br, Jaipur	2	
				PDA (C), Ahmedabad, Br, Jaipur	2	
				PDA (E&SM), New Delhi	1	
				DGA (P&T), New Delhi	3	
				DGA (DS), New Delhi	1	
				PDA (Air Force), New Delhi	1	
				PDA (RC), New Delhi	1	
				PDCA, MAB-IV, New Delhi	1	
				HQRs. Office, New Delhi	5	
SEPTEMBER-2019						
7	Data Analytics, Visualization and Presentation Skills	23.09.2019 to 27.09.2019	5	PAG (G&SSA), Rajasthan, Jaipur	2	22
				AG (A & E), Rajasthan, Jaipur	1	
				PAG (E&RSA), Rajasthan, Jaipur	1	
				PDA (NWR), Jaipur	1	
				DGA (P&T), New Delhi, Br, Jaipur	1	
				PDA (C), Ahmedabad, Br, Jaipur	2	
				PDA (E&SM), New Delhi	1	
				DGA (P&T), New Delhi	4	
				DGA (DS), New Delhi	1	
				DGA (Navy), New Delhi	1	
				PDA (NR), New Delhi	1	
				PDA (RC), New Delhi	1	
				PDCA, MAB-IV, New Delhi	1	
HQRs. Office, New Delhi	4					
NOVEMBER-2019						
8	Data Analytics, Visualization and Presentation Skills	04.11.2019 to 08.11.2019	5	PAG (G&SSA), Rajasthan, Jaipur	3	18
				AG (A & E), Rajasthan, Jaipur	1	
				DGA (P&T), New Delhi, Br, Jaipur	1	
				PDA (C), Ahmedabad, Br, Jaipur	2	
				PAG (Audit), New Delhi	1	
				PDA (E&SM), New Delhi	2	
				DGA (P&T), New Delhi	3	
				HQRs. Office, New Delhi	3	
				PDA (NR), New Delhi	1	
				PDCA, MAB-III, New Delhi	1	
DECEMBER-2019						
9	IT Audit (Evaluating IT controls, System & process, Assets Management) #	16.12.2019 to 20.12.2019	5	PAG (G&SSA), Rajasthan, Jaipur	7	32
				AG (A & E), Rajasthan, Jaipur	2	
				PAG (E&RSA), Rajasthan, Jaipur	3	
				DGA (P&T), New Delhi, Br, Jaipur	1	
				PDA (C), Ahmedabad, Br, Jaipur	5	
				PDA (NWR), Jaipur	2	
				PDA (E&SM), New Delhi	1	
				DGA (SD), New Delhi	1	
				DGA (P&T), New Delhi	5	
				PDA (NR), New Delhi	1	
				PDA (RC), New Delhi	1	
				DGA (Navy), New Delhi	1	

			DGCA, MAB-II, New Delhi	1	
			HQRs. Office, New Delhi	1	

FEBRUARY-2020						
10	Formatting of Audit Results with respect to PA/TA/DP (PAG(G&SSA), Rajasthan)	24.02.2020 to 26.02.2020	3	(PAG(G&SSA), Rajasthan)	20	20
MARCH-2020						
11	Level-2 Group II,IT Audit Advanced/IDEA AG (E&RSA), Rajasthan)	09.03.2020 to 11.03.2020	3	AG (E&RSA), Rajasthan)	24	25
				HQRs. Office, New Delhi	1	

Approved in RAC; slots will be called.

COURSE CONTENTS 2019-20

I. General Courses

**Effective Communication, Language and Drafting skills
(Including Draft of Factual Statement/Draft Para)
(3 Working Days)**

**Course contents
Will be upload very soon....**

Audit Quality (AQMF & Peer review) Framework (3 Working Days)

Course contents

DAY	SESSION	TOPIC
Day 1	I & II	Introduction about Quality and basic Principle of quality with key definitions, importants of Audit Quality Management Framework ISSAI-40 requirement on quality: Key elements-Leadership and Direction
	III & IV	System of quality control in audit process -Executing audit plan.
Day 2	I & II	System of quality control in Audit process – selection of audit units and planning audit
	III	Fundamentals of Public Sector Ethics and Code of Ethics for IA & AD
	IV	Introduction about elements of audit performance
Day 3	I	Quality control on reporting, recommendation and follow-up.
	II&III	Quality guidelines on communicating with auditee and improvement process
	IV	Evaluation and Valediction

**Special Course on Rules and Principles of Govt. Accounting, Overview of Accounts Compilation-Finance and Appropriation Accounts, Introduction to IFMS
(5 Working Days)**

Course contents

Day	Session	TOPIC
Day 1	I & II	Introduction to Government Accounts and Overview of Government Accounting Structure
	III	Budgetary Process in Government
	IV	Understanding Rules and Principles of Government Accounting Class Room exercise /Discussion
Day 2	I & II	Structure of Finance and Appropriation Accounts
	III & IV	Quality issues in compilation , presentation and finalization of accounts “ Case example
Day 3	I & II	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
	III & IV	Budget module, pay-manager module, panchayati raj payment and stamp module in accordance with Budget Manual, Rajasthan Treasury Rules 2012 & GF&AR
Day 4	I & II	A brief introduction to Treasury Module, Reconciliation Module, Works Accounting Module (WAM) in the light of direction issued by Finance Department
	III & IV	A brief introduction to working of e-govt receipt accounting system (e-GRAS), interface module, Financial data warehouse module and MIS Reports under IFMS
Day 5	I	Inter-government Adjustments, Inward and Outward Accounts, Qualitative issues on Accounting of Debt, Deposit (including personal deposit) and Clearance of various suspense balances
	II	Works Accounts

	III	Fundamentals of Ethics and code of Ethics for IA&AD (with Case Study)
	IV	Evaluation and Course Feedback (IT Lab-I) Valediction.

**Seminar on Road Safety & Vehicular Pollution, AG (E&RSA), Rajasthan)
(2 Working Days)**

**Course contents
Will be upload very soon....**

**Financial Attest Audit, FAA Guidelines, SFR
(5 Working Days)**

Course contents

DAY	SESSION	TOPIC
Day 1	I&II	Overview of Government Accounts: Structure, Forms of accounts, Rules & Principles, Elements of Financial statements
	III &IV	Audit planning, Materiality, Risk Analysis in Financial Attest Audit, Concept of Assertions Audit Objectives, Approach (Phase I & II), Sampling (FAAM)
Day 2	I & II	Checks on vouchers/ MCA, Checks on assertions, completeness, measurement (FAA guidelines)
	III& IV	An understanding of preparation of Appropriation Accounts and Audit of Appropriation Accounts
Day 3	I & II	Distinguishing features in Railway accounts and Financial audit in railways- case examples
	III& IV	Analysis of financial statements of Companies- Case examples
Day 4	I & II	Overview of the State Finance Report: Structure, contents, areas of concern
	III& IV	Hands on exercise on audit checks on VLC data
Day 5	I	Understanding fiscal indicators, Review of fiscal position of State chapter of State Finance Report
	II &III	Computation of fiscal indicators, Financial parameters of State Govt Finance (Participants to be assigned statement/ data (EDP Lab.)
	IV	End course assessment Evaluation and Valediction

Workshop on "Functioning of Hospitals", (PAG(G&SSA), Rajasthan)

(3 Working Days)

**Course contents
Will be upload very soon....**

International Standards of Supreme Audit Institutions (ISSAI) (3 Working Days)

Course contents

Day	Session	TOPIC
Day 1	I	Fundamentals of Ethics and Code of Ethics for IA& AD)
	II	Introduction to ISSAI- Framework of Professional Pronouncement & Founding Principles (ISSAI)
	III & IV	<ol style="list-style-type: none"> 1. INTOSAI core principles (ISSAI 10,12) 2. SAI Organizational requirements (ISSAI 30,40) 3. Fundamental principle of Public Sector Auditing (ISSAI 100)
Day 2	I	ISSAI 200 Fundamental Principles of Financial Auditing.
	II	ISSAI 300 Fundamental Principles of Financial Auditing.
	III	ISSAI 400 Fundamental Principles of Financial Auditing.
	IV	Group Exercise
Day 3	I	Discussion on Audit of Disaster preparedness
	II&III	Presentation by participants – Group exercise (Specific ISSAIs assigned to participants)
	IV	Evaluation and Valediction

**Performance Audit (PA Guideline, Sector case studies, distinguishing features of Thematic audits, exposure to SDGs, Gender Mainstreaming in policy and programmes etc)
(5 Working Days)**

Course contents

DATE & DAY	SESSION	TOPIC
Day 1	I & II	<u>Requisite, Objectives and Role of PPP</u> <u>An overview of PPP and Privatization, Requisites for the success of PPP Projects, Objectives of PPP- Contractual Relationship, Sharing of Responsibilities, Risk Transfer and Flexible Ownership. Role of Private Sector Partner in PPP projects-Strengths & Weaknesses, Benefits to Public Sector, Private Sector and the public, common misconceptions about PPP in Infrastructure Projects.</u>
	III & IV	<u>Institutional arrangements for Appraisal and approval of PPP Project</u> <u>A study on Organisational structure for Appraisal and Approval of PPP projects, Financial Powers of PPP Appraisal Committee, Procedure for Formulation and Appraisal of PPP Projects Appraisal by/ Approval of PPP Appraisal Committee</u>
Day 2	I & II	<u>Financial support to PPP projects in Infrastructure,</u> <u>Model Concession Agreements (MCA) Institutional Arrangements in State Governments</u>
	III & IV	Mandate, Scope and Objectives of PPP Audit Mandate for Audit of PPP Projects, International Auditing Standards and Guidelines for the Audit of PPP Projects, Scope of PPP audit Objectives of PPP audit Objectives of PPP Audit, Types of Documents to be audited, When should a Project be subjected to Public Audit? Case Study on framing audit objectives (STM based).
Day 3	I & II	Identifying and Sharing of Risks in PPP <ul style="list-style-type: none"> • Feasibility/Organisational Risk • Condition Precedent Risks • Financing Risks • Construction Risks • Operation and Maintenance Risk • Demand Risks • Revenue Risks • Risk from unforeseen developments • Termination Risks • Residual Value Risks
	III & IV	Audit Planning and selection of PPP Projects for Audit <ul style="list-style-type: none"> • Collection of Data and Information on PPP Projects • Selection of PPP Projects for Audit • Preparation of Audit Plan • Seeking the Cooperation of the Private Agent/Public Agencies • Engaging External Experts • Case Study

Day 4	I & II	<p>Auditing Process and Criteria for PPP Audit</p> <ul style="list-style-type: none"> • Audit Methodology • Audit of Project Formulation and Approvals • Audit of Concession and Concession Period • Audit of Risk Allocation • Audit of Financing Risk • Audit of Viability Gap Funding • Audit of Tariff/Toll/User Charges • Audit of Total Project Cost
	III & IV	<p>Audit of PPP in Infrastructure Projects</p> <ul style="list-style-type: none"> • Audit of Bidding and Evaluation • Audit of Construction of the Project • Audit of Monitoring of Project Construction Activities • Audit of commercial Development • Audit of Operation, Maintenance & Development/ Collection of Revenue • Audit of value for money Evaluation • Audit of Valuation of Assets • Case Study (STM based)
Day 5	I & II	<p>Reporting Audit Findings and Recommendations Discussion- Audit Reports on PPP already placed in Parliament/ Legislature.</p> <ul style="list-style-type: none"> • How to report Audit Findings • How to make Audit Recommendations • Finalised Audit Reports on PPP.
	III & IV	Evaluation and Valediction

**Social Sector Audit (Including concepts of Outcome based audit Compliance audit guidelines & Gender Mainstreaming)
(5 Working Days)**

Course contents

Day	Session& Timing	Topics
Day 1	I&II	Inauguration and inaugural talk on Social Audit: Process, Challenges and Way Forward
	III	Fundamentals of Public Sector Ethics and Code of Ethics for IA& AD
	IV	Audit process : Compliance Audit Guidelines
Day 2	I & II	Audit Process: Performance Audit Guidelines
	III & IV	Group Work & case example:Performance Audit in Social Sector
Day 3	Forenoon	Field Visit (Traditional Water Conservation Structures) (6:00 am to 10:30 am) Documentary screening on water scarcity and social impact; water issues and how they impact women disproportionately (12:15 pm- 1:00 pm in conference hall)
	III & IV	Performance Audit in Social Sector with Case Study
Day 4	I & II	Social Sector Audit in Panchayati Raj Institutions
	III & IV	Gender Mainstreaming in social sector programmes
Day 5	I & II	Planning, Methodology and broad parameters for executing CCO Based Audit
	III	Evaluation
	IV	Summary of the course, Takeways and Valediction

Audit Planning (including statistics and sampling in audit & risk based audit approach)

(5 Working Days)

Course contents

DAY	SESSION	TOPIC
Day 1	I	Audit planning- Objectives& Process and Impact on results of Audit.
	II	Fundamentals of Ethics and Code of Ethics for IA& AD
	III & IV	Understanding Risk Based Audit Approach – Identification and Assessment of various risk e.g. Inherent Risk, Control Risk and Detection risk and Risk Model - An introduction to COSO’s Enterprise Risk Model (ERM)
Day 2	I & II	Materiality –Its scope and determination of materiality, how materiality is fixed on the basis of value, nature and context, its importance in Risk Based Audit Approach internal Control – meaning and scope of of internal control, (with respect to COSO’s framework)
	III & IV	Audit planning – Hands on exercise on Risk Assessment (ICRM Framework)
Day 3	I & II	Statistical Sampling in Audit- Meaning & importance, Relevance of Statistical Sampling in Audit; law of large Inertia, Sampling Error and non Sampling error, Biasness in Sampling.
	III & IV	Various Sampling methods e.g. Simple random Sampling, Statistical random Sampling, cluster sampling, Stratified sampling Probability proportional to size Sampling and Multistage Statistical Sampling
Day 4	I & II	Discussion and Case examples on Statistical Sampling in Audit.
	III& IV	Monetary unit Sampling and application of sampling in EDP Environment; A brief insight of IDEA package
Day 5	I & II	Planning a individual audit – Understanding the auditee entity, framing the objectives/Sub Objectives and the scope of the audit, determining audit criteria & Deciding audit approach (Ref: Group Discussion & Class room exercise, Compliance Audit Guideline chapter 3&4);
	III	Evaluation
	IV	Valediction

Accounting of Works and Audit of works contracts

(5 Working Days)

Course contents

AY	SESSION	CONTENT
DAY 1	I & II	A brief introduction to the functions of Public Works Department; Classifications of works e.g. Original works, repairs and petty works, Stages for execution of works- Urgent and emergent works, Administrative approval, Technical sanction, Financial sanction, Budget provision, Allotment of fund; Deposit work. Detailed Estimates- basis of preparation - difference between Preliminary and Detailed estimates. Schedule of rates- Scheduled items- non-scheduled items analysis rates. Provision for contingencies in different kinds of works. Recasting of estimates- supplementary estimate Revised estimate. Addition, alterations and substitution of items analysis of rates.
DAY 1	III & IV	Notice Inviting Tender- Procedure- Competent Authority. Opening of Tenders- preparation of comparative statement. Acceptance of Tenders- procedure, comparative statement- competent authority, Types of contracts. Important provisions of standard forms of tender
DAY 2	I	Details of Process of taking measurements. Recording of measurements in Measurement Books- Sources of entries. Quantitative calculation including taking of Stock measurement.
DAY 2	II	Supply of Departmental Materials, Material at site Account, Stock suspense, Issue rate, Recovery rate. Recovery on penal rate, payment at part rate, payment of different kinds of advances to contractor Documentations of Accounts- Bills Register, Contractors Ledger, Register of Works, Dismantled Materials Accounts, Losses of Government Assets
DAY 2	III & IV	Define contract- Types of works contracts e.g. Lump -sum contract, Item rate contract, Percentage rate contract, Cost plus contract, Labour rate contract; New areas of contracting Management contracts, leasing, service contracts, BOT, BOOT and BOLT-concepts and case studies, Turnkey contracts, a brief insight to PPP projects Important points to be seen during Audit of contracts
DAY 3	I	Preparation of RA & Final Bills, Consumption Statement Excess quantity statement. Ad-interim payment, adjustment of advances, payment of escalation
DAY 3	II	Internal Control in Public Works and Project, Red flags and anti fraud measures in Public works, project monitoring (CPM, PERT)
DAY 3	III & IV	Cash Accounts-Upkeep, Balancing, Rectification of Errors & Verification ; Imprest Account ; Temporary Advance Account; Stores-Quantity & Value Accounts, Ledger, Stock-taking, Rectification of Accounts; Transfer entries; Preparation of Works Accounts
DAY 4	I & II	Preparation of Monthly Account, Relevant Schedules (PWA Forms) and subsidiary records
DAY 4	III	Audit of Stores and Stock in light of various guidelines issued by the C&AG.
DAY 4	IV	Audit of Central Government Sponsored Scheme Introduction, methodology for audit with Case Study
DAY 5	I & II	Important check points to be examined in the PW audit relating to works executed through Piece Works Agreement (PWA), Work Order, and Contract Agreements viz., comparative cost and variance analysis. Arbitration Law including procedures and provisions for dealing arbitration matters Works Analysis:Introduction, records related to the particular work, methodology, process and techniques.
DAY 5	III	Fundamentals of Public Sector Ethics and Code of Ethics for IA & AD
DAY 5	IV	Evaluation and valediction

Indian Accounting Standards (Ind.AS) (5 Working Days)

Course contents

DAY	SESSION	TOPIC
Day 1	I & II	Introduction to Ind.-AS Why there is a need of IND-AS, Applicability and Stage wise mandatory application of Ind-AS, determination of Net Worth, Ind. AS1-Presentation of financial statements Ind. AS 101- First time adoption of Indian Accounting Standard
	III	Fundamentals of Ethics and Code of Ethics for IA& AD
	IV	Ind. AS 8-Accounting Policies, Changes in Accounting Estimates and Errors Ind. AS 7-Statement of Cash Flow
Day 2	I & II	Ind. AS 2- Inventories, Ind. AS 10-Events after the Reporting Period
	III & IV	Ind. As 11-Construction Contracts Ind. AS 12- Income Taxes
Day 3	I & II	Ind. AS 16- Property, Plant and Equipment Ind. AS 17- Leases Ind.AS 18- Revenue
	III & IV	Ind. As 19- Employee Benefits Ind. AS 20- Accounting for Government Grants and Disclosure of Government Assistance
Day 4	I & II	Ind. As 23- Borrowing Costs Ind. As 24- Related Party Disclosures
	III & IV	Consolidation and Business Combination (Ind. As 110,111 & 112) Consolidation and Business Combination (Ind. As 27,28 & 103)
Day 5	I & II	Ind. AS 36-Impairment of Assets Ind. AS 37-Provisions, Contingent Liabilities and Contingent Assets
	III & IV	Evaluation and valediction

Workshop on Goods and Services Tax (5 Working Days)

Course contents

DAY	SESSION	TOPIC
Day 1	I	Course Inauguration & Introduction to Go-SAT, Self Assessment- tool (CEDAR)
	II	Overview of GST/IGST/SGST/UGST Acts- Centre & State financial relations
	III & IV	<u>Meaning, Scope, Time, Place of Supply under GST</u>
Day 2	I&II	<u>Levy & Important Exemptions under GST –Value of Supply under GST</u>
	III&IV	<u>Registration –Filing of Returns and Payment of Taxes under GST</u>
Day 3	I&II	Input Tax Credit and Cross utilization of Taxes under GST
	III&IV	GST Network –Front end business process on GSTN portal-IT Strategy for GST
Day 4	I	Self Assessment (Go-SAT)
	II	Audit of Transitional Provision under GST
	III	Accounting under GST
	IV&V	Export, Refund E-Way Bill Assessment & Audit (department level) under GST.
Day 5	I	E2E solution for audit of GST in a digital environment (Through Video Conference)
	II	Audit guidance under GST
	III	Audit of GST in digital environment-Challenges and way forward Concluding session & Valediction

**Private sector Financial Reporting, Audit of PSUs, Main features of Companies Act 2013
(5 Working Days)**

Course contents

DAY	SESSION	TOPIC
Day 1	I	Fundamentals of Ethics and Code of Ethics for IA&AD
	II	Concepts and process of financial reporting, qualitative Characteristics of Information in Financial Reporting e.g. Understandability, Relevance, Reliability and Comparability. Assumptions to be followed preparing financial statements, elements of financial statements
	III & IV	Important provisions of Companies act 2013, important provisions regarding books of accounts and financial statements of a company, Provisions for Audit of PSUs, Appointment removal of statutory Auditors, Powers of Auditors (u/s 143(1); Duties and Responsibilities of Auditors [Section 143(2)]; Penalties [Section 147]; Audit of Accounts of Public Sector Commercial Entities-Three-phase Supplementary Audit of PSUs-Objective and Advantages; Steps involved in conducting III Phase audit
Day 2	I & II	An introduction to Indian accounting standards-meaning and purpose, Applicability of Accounting Standards, IND AS 101 (First-time Adoption of Indian Accounting Standards) important provisions of IND AS-1(Presentation of Financial Statements); IND AS-2 (Inventories)
	III & IV	Important provisions of IND AS-8(Accounting Policies, Changes in Accounting Estimates and Errors); IND AS-10 (Events after the Reporting Period); IND AS-16 (Property, Plant and Equipment)
Day 3	I & II	important provisions of IND AS-17 (Leases);IND AS-19 (Employee Benefits); IND AS-20 (Accounting for Government Grants and Disclosure of Government Assistance); IND AS-23 (Borrowing Costs)
	III & IV	Meaning of true & fair view of financial statements, General instructions for preparation of balance sheet and Statement of Profit and Loss -how various items are to be shown under liabilities and assets side of a balance sheet -how items are to be shown under profit and loss account
Day 4	I & II	A brief introduction to ratio analysis- interpretation of financial statements through various ratios e.g. Liquidity Ratios, Capital Structure/Leverage Ratio, Activity Ratios Profitability Ratios
	III & IV	Preparation of Cash Flow Statement determination of cash flows during the period from operating, investing and financing activities, Direct method, and Indirect method used for preparation of cash flow statement; provisions of IND AS 7 (Statement of Cash Flows) Funds Flow Statement – meaning of ‘fund ’ what constitute flow of fund; sources of fund and uses of fund;

Day 5	I	Corporate governance-meaning & importance, key constituents of corporate governance - Board of Directors, the Shareholders and the Management. corporate Social Responsibility (provisions u/s 135); International Financial Reporting Standards (IFRS) & 'Converged Indian Accounting Standards' or 'Ind.AS'
	II& III	Case examples of audit comments from various audit reports- hands on exercise
	IV	End Course Assessment and Valediction

**Workshop on Audit of World Bank Projects # (new course)
(3 Working Days)**

**Course contents
Will be upload very soon....**

**Seminar on Performance Audit (For Group Officers and Sr.AOs)
(3 Working Days)**

Course contents

DAY	SESSION	TOPIC
Day 1	I	Inaugural address Engaging with stakeholders in planning for Performance Audits, moving towards evaluating outcomes in Performance audits
	II	Gender Mainstreaming in Government Policy and Programme
	III & IV	Challenges in auditing in SDG environment
Day 2	I & II	Interaction with Dr. Chhavi Rajawat, Sarpanch on Soda village (as a model of social change)
	III	Group discussion: Moving towards assurance engagements & outcome audits
	IV	Appreciating the digital ecosystem of delivery of public services
Day 3	I	Approach in the Audit of Hospital Management (U.P) (by skype)
	II	Group work
	III	Programme Delivery by Grassroot Functionaries- Appreciating their Problems and Constraints
	IV & V	Presentations by participants
	VI	Valediction

**All India Course on Attest Audit in Railways
(5 Working Days)**

**Course contents
Will be upload very soon....**

Audit Evidence, Documentation & Reporting (3 Working Days)

Course contents

DAY	SESSION	TOPIC
Day 1	I	Fundamentals of Ethics and Code of Ethics for IA&AD
	II	What constitutes Audit Evidence? Characteristics of Audit Evidence (ISA 500)
	III	Audit procedures to obtain audit evidence (ISSAI 1500). Identifying sources of evidence in different types of audit
	IV	Class room exercise on evaluating strength of evidence.
Day 2	I	Characteristics of a good audit paragraph (Criteria, Condition, Cause, and Effect).
	II	Reporting in Compliance & Performance Audit(C&AG's Compliance & Performance Audit Guidelines ISSAI 3000) Style Guide.
	III	Documentation in Audit with respect to Performance/Compliance/Financial Audit guidelines. Requirement of working papers.
	IV	Forming an opinion and reporting on financial statement & reporting financial Audit.
Day 3	I & II	Audit finding, Conclusions and recommendations (Classroom exercise.)
	III	Quality of audit observations-Practical examples
	IV	End Course Assessment , Evaluation and valediction

Contract Management (5 Working Days)

Course contents

DAY	SESSION	TOPIC
Day 1	I	An Overview on Policies and Procedure for (i) Procurement of Goods (ii) Works (iii) Consultancy and Services
	II	Process Flow of Government Procurement- from Proposal to Tender stage.
	III	Types of Procurement – (i) Open/Limited/Direct Negotiation Tender. (ii) Single Stage vs Two Stage, Single Packet vs Two Packet system. (iii) Expression of Interest (EOI), Request for Qualification (RFQ) and Request for Proposal (RFP)
	IV	Evaluation of Tenders- Instructions to Bidder, Bidding and Evaluation Procedures and Evaluation Criteria
Day 2	I & II	Terms and Conditions of Contract: (i) General Conditions of Contract (GCC) and Special Conditions of Contract (SCC). (ii) Significant clauses in contract- Performance Security, Term, Termination, Dispute Resolution, Force Majeure, Payment schedule, default, deliverables, etc. New Procurement Processes- Hybrid Annuity, Swiss Challenge, Revenue Share models.
	III & IV	Audit process- Preparation of Audit Design Matrix related to Jaipur Metro w.r.t. CAG's practice guide on procurement and contract management.
Day 3	I	E-Tendering / E-Procurement (i) Tendering, Forward and Reverse Auctions. (ii) Manual tendering vs Online tendering/auction
	II	Case study- Jaipur Metro- Preparation of Audit Design Matrix
	III & IV	EPC Contracts vs PPP Contracts and Risk Management in Contracts Models of PPP in Departments- BOT, BOLT, Annuity Model.
Day 4	I	Preparation of Detailed Project Reports (DPR) in large projects.

	II	Model Bid Documents for EPC/ PPP Contracts- Salient features.
	III	Specific clauses in contract: Price variation, Penalty clauses, Blacklisting of a contractor/firms
	IV	Demo of e-procurement
Day 5	I	Project appraisal techniques; Financial analysis, Sensitivity analysis
	II& III	Case study- Jaipur Metro- Presentations
	IV	Evaluation and Valediction

**Workshop on Recovery Mechanism of Demands pertaining to non
submission of declaration form and non-verification of ITC/Deposits under
VAT (new course)
(3 Working Days)**

**Course contents
Will be upload very soon....**

**Audit of Public Private Partnership (PPP) Projects
(5 Working Days)
Course contents**

Day	Session	TOPIC
Day 1	I	Requisite, Objectives and Role of PPP, An overview of PPP and Privatization, Requisites for the success of PPP Projects, Objectives of PPP- Contractual Relationship, Sharing of Responsibilities, Risk Transfer and Flexible Ownership. Role of Private Sector Partner in PPP projects-Strengths & Weaknesses,
	II	Benefits to Public Sector, Private Sector and the public, common misconceptions about PPP in Infrastructure Projects.
	III	Fundamentals of Ethics and code of Ethics for IA&AD
	IV	Institutional arrangements for Appraisal and approval of PPP Project A study on Organisational structure for Appraisal and Approval of PPP projects, Financial Powers of PPP Appraisal Committee, Procedure for Formulation and Appraisal of PPP Projects Appraisal by/ Approval of PPP Appraisal Committee
Day 2	I & II	Financial support to PPP projects in Infrastructure, Model Concession Agreements (MCA) Institutional Arrangements in State Governments
	III & IV	Mandate, Scope and Objectives of PPP Audit, Mandate for Audit of PPP Projects, International Auditing Standards and Guidelines for the Audit of PPP Projects, Scope of PPP audit Objectives of PPP audit Objectives of PPP Audit, Types of Documents to be audited, When should a Project be subjected to Public Audit? Case Study on framing audit objectives (STM based).
Day 3	I & II	Identifying and Sharing of Risks in PPP, Feasibility /Organisational Risk, Condition Precedent Risks, Financing Risks, Construction Risks, Operation and Maintenance Risk, Demand Risks, Revenue Risks, Risk from unforeseen developments, Termination Risks Residual Value Risks
	III & IV	Audit Planning and selection of PPP Projects for Audit Collection of Data and Information on PPP Projects Selection of PPP Projects for Audit, Preparation of Audit Plan, Seeking the Cooperation of the Private, Agent/Public Agencies, Engaging External Experts Case Study
Day 4	I & II	Auditing Process and Criteria for PPP Audit, Audit Methodology, Audit of Project Formulation and Approvals, Audit of Concession and Concession Period, Audit of Risk Allocation, Audit of Financing Risk, Audit of Viability Gap Funding, Audit of Tariff /Toll /User Charges, Audit of Total Project Cost
	III & IV	Audit of PPP in Infrastructure Projects, Audit of Bidding and Evaluation, Audit of Construction of the Project, Audit of Monitoring of Project Construction Activities, Audit of commercial Development, Audit of Operation, Maintenance & Development/ Collection of Revenue, Audit of value for money Evaluation, Audit of Valuation of Assets, Case Study (STM based)
Day 5	I & II	Reporting Audit Findings and Recommendations Discussion- Audit Reports on PPP already placed in Parliament/ Legislature. How to report Audit Findings, How to make Audit Recommendations, Finalized Audit Reports on PPP.
	III	Evaluation
	IV	Valediction

**Training on "Social Sector Audit" (As per new compliance auditing guidelines issued by O/o CAG in Feb. 2016), (PAG (G&SSA), Rajasthan)
(3 Working Days)**

**Course contents
Will be upload very soon....**

**Workshop on Management of NPAs (New course)
(3 Working Days)**

**Course contents
Will be upload very soon....**

**Workshop on Railway Contracts
(3 Working Days)**

**Course contents
Will be upload very soon....**

**Audit of Fraud & Corruption (new course)
(3 Working Days)**

**Course contents
Will be upload very soon....**

**Workshop on Statistical Sampling
(3 Working Days)**

**Course contents
Will be upload very soon....**

Seminar on Social Sector Audit (3 Working Days)

Course contents

DAY	SESSION	TOPIC
Day 1	I	Inaugural address
		Challenges and Opportunities in Mainstreaming Gender in the Development Agenda- Experience sharing
	III& IV	Field visit- Barefoot College Tilonia
Day 2	I, & II	Use of technology in delivering services-Medical and health
	III &IV	Appreciating SDGs, how implementation of SDGs impact social sector audit, journey so far
Day 3	I	Social Sector Audit in Panchayati Raj Institutions
	II	Health sector perspective and Gender in health
	III	Programme delivery- Capacity building of grass root functionaries appreciating problems and constraints (In Contextof PRIs)
	IV	Understanding gender roles, Gender dynamics and development, Gender equality, Applying gender mainstreaming, benefits of gender mainstreaming

**All India course on e-Governance
(5 Working Days)**

**Course contents
Will be upload very soon....**

Treasury Inspection (as per HQs Direction) (A&E Rajasthan) (6 Working Days)

Course contents

Day	Sessions	Topics
Day 1	9.30 am to 10.15 am	Introduction , Objectives of Treasury Inspection (Inaugural session)
	I	Working and understanding of the Treasury with respect to: (i) Accounts rendered to AG (ii) Other important transaction of treasury
	II	Key Internal Controls and MIS at the Treasury
	III	Broad overview of IFMS
	IV	Understanding IT controls
Day2	I & II	Broad overview of IT controls) in the Treasury/IFMS environment & Key Validation in IFMS modules
	III	Introduction to Budget Module; Budget and bill payment process a. Understanding business rules mapped into the application b. Built-in validations c. Exception reporting d. MIS (Management Information System) reports available in application.
	IV	Pay Manager Module a. Understanding business rules mapped into the application b. Built-in validations c. Exception reporting d. MIS (Management Information System) reports available in application.
Day 3	I & II	E-GRAS and checks on receipts a. Understanding business rules mapped into the application b. Built-in validations c. Exception reporting d. MIS (Management Information System) reports available in application.
	III & IV	PD accounts, AC DC Bills a. Understanding business rules mapped into the application b. Built-in validations c. Exception reporting d. MIS (Management Information System) reports available in application.
Day 4	I & II	WAM Module a. Understanding business rules mapped into the application b. Built-in validations c. Exception reporting d. MIS (Management Information System) reports available in application.
	III & IV	Stamps module a. Understanding business rules mapped into the application b. Built-in validations c. Exception reporting d. MIS (Management Information System) reports available in application.
Day 5	I & II	Pension, Social Security Pension module a. Understanding business rules mapped into the application b. Built-in validations c. Exception reporting d. MIS (Management Information System) reports available in application.
	III	Planning for Treasury Inspection, Understanding HQ circulars , Office Instruction , checklist regarding TI
	IV	Data available at HQ – Sampling at HQ Checks to be conducted at HQ and checks to be conducted at Field.
Day 6	I& II	Understanding Key Business Processes in IFMS modules related to inspection of Treasuries
	III & IV	Important Treasury inspection checks to be conducted in an IT environment

Workshop on Financial Reporting Framework and Audit of ABs, ULBs, PRIs

(3 Working Days)

Course contents

DAY	SESSION	TOPIC
Day 1	I	Salient features of Manual of Instructions of Audit of Autonomous Bodies. Introduction followed by Provisions of Section 14, 15, 19 and 20 of CAG's DPC Act, 1971 & audit under Section 14, 15, 19(2), 19(3) & 20(1). Practical Problems in deciding on relevant section in each case. Comparative study of Sections 14, 15, 19 & 20 of the Act. Conduct of Audit u/s 14 & 15
	II	Concepts and process of financial reporting, qualitative Characteristics of Information in Financial Reporting e.g. Understandability, Relevance, Reliability and Comparability. Assumptions to be followed preparing financial statements, elements of financial statements Meaning of true & fair view of financial statements, General instructions for preparation of balance sheet and Statement of Profit and Loss -how various items are to be shown under liabilities and assets side of a balance sheet -how items are to be shown under profit and loss account
	III	Accounting system adopted in ULBs i.e. Accrual Accounting- Accounting concepts and conventions, Significant Accounting Principles, General Accounting Procedures, Accounting for Transactions e.g. interpretation of Capital & Revenue income and expenses into accounts, Treatment of Grants and borrowings, purchasing and disposal of fixed assets, Reconciliation Procedures, Financial Statements, Environmental issues in implementation of schemes and programmes by ULB
	IV	A brief introduction to 73 th amendment ; Revenue sources of PRIs; State Finance Commission; classification of financial transactions on three tier structure i.e. Functions (major head), programs/ schemes (minor head) and objects (object head); accounting and budgeting functions as a tool of budgetary control; an introduction to primary books of accounts, maintaining of Ledger, preparation of Scheme wise Income & Expenditure account
Day 2	I & II	Certification of annual accounts of Central and State Autonomous Bodies. Checks to be exercised in audit. Receipts and Payments accounts Profit and Loss /Income and Expenditure account and Balance Sheet. Preparation of Income and Expenditure account on the basis of Receipts and Payments accounts, Cash book and other information- a practical exercise
	III	Internal Control- Concept and understanding; Types and importance
	IV	Analysis of Balance Sheet-Importance of Accounting policies/notes on Accounts –Accounting Standards.

Day 3	I	Audit of Autonomous Bodies, New Format of SAR/Audit Certificate Hands on exercise
	II	Performance Audit or Theme Audit and Common observation in Audit of Autonomous Bodies ULBs/PRI
	III	Constitution and Organisation of ULBs and Powers and Functions of ULBs in context of 74 th constitutional amendment, Flow of Funds in ULBS, A brief introduction to National Municipal Accounting Manual (MNAM)
	IV	Specific focus on receipt & payment a/c and income & expenditure account, Points to be seen while scrutinizing receipt & payment a/c and income & expenditure accountw.r.t.PRI with practical exercise.
	V	Valediction

**Preparation of Department Appreciation Note, Audit documentation and Reporting in PA/TA (As per new compliance auditing guidelines issued by O/o CAG in Feb. 2016), (PAG(G&SSA), Rajasthan)
(3Working Days)**

**Course contents
Will be upload very soon....**

**Mid Career Training Programme, (six to ten courses may be required)
(6 Working Days)**

**Course contents
Will be upload very soon....**

II. EDP COURSE CONTENTS

Cyber Security/Cyber Crime & IT Security

(3 Working Days)

Course contents

AY	SESSION	CONTENT
DAY 1	I	Introduction to cybercrime with the latest trends cyber criminals modus operandi
DAY 1	II & III	Network fundamentals Ports protocols IPv4 and IPv6 Subnetting Network devices Anonymous methodology used by cyber criminals Tor (Darknet) Proxy VPN User Agent switcher Temp mail Fundamentals of Mac Address domain name system name server virtual private server dedicated & shared serve
DAY 1	IV	Computer Hacking & Security Malware Types of Malware System Hacking Live demonstration Antivirus bypass techniques used by attackers
DAY 2	I & II	Open Source Intelligence tools and techniques case studies and hands on practice Acquiring intelligence for a remote target. Here target can be a person computer website server email mobile number social media account etc.
DAY 2	III	E-mail & Social Media Investigation Hacking Case Studies Defamation & Case Studies Identifying & Tracing fake mails Analyzing email headers Log Analysis
DAY 2	IV	Investigation of Phishing cases with case studies Types of Phishing Hands on Practice on phishing Understanding attackers modus operandi Banking Phishing case study Email phishing cases Shopping portal phishing cases Investigating methodologies Countermeasures to avoid such attacks
DAY 3	I & II	Cryptography & Steganography Data Protection techniques Data Hiding techniques countermeasures
DAY 3	III	Fundamentals of Computer System Forensics Digital evidence collection Bootable USB Drives Password Cracking & Authentication bypass techniques Browser Forensics
DAY 3	IV	Cyber Security & emerging trends due to advancement in technology

Oracle (SQL)

(5 Working Days)

Course contents

DAY	SESSION	CONTENT
DAY 1	I	Inauguration Fundamentals of Public Sector Ethics
DAY 1	II	Introduction to RDBMS Concepts
DAY 1	III & IV	Writing Basic SQL Statements
DAY 2	I & II	Restricting and Sorting Data (Where clause, Character Strings and Dates and Comparison Operators)
DAY 2	III & IV	Selecting Data from Oracle Other Comparison Operators Using the (BETWEEN,IN,LIKE, IS NULL)Operator, Logical Operators, Using the (AND,OR,NOT) Operator, Rules of Precedence, ORDER BY Clause, Sorting in Descending Order, Sorting by Column Alias, Sorting by Multiple Columns
DAY 3	I & II	Single-Row Functions SQL Functions, Two Types of SQL Functions, Single-Row Functions, Character Functions, Case Conversion Functions, Character Manipulation Functions, Number Functions (ROUND, TRUNC, MOD), Working with Dates, Arithmetic with Dates, Using Arithmetic Operators with Dates, Date Funct
DAY 3	III & IV	Displaying Data from Multiple Tables EQUIJOIN, NON-EQUIJOIN, OUTERJOIN, SELFJOIN Aggregating Data Using Group Functions AVG, SUM, MIN, MAX, COUNT GROUP BY and HAVING Clauses
DAY 4	I & II	Subqueries Creating and Managing Tables CREATE TABLE, ALTER TABLE, DROP 0 TABLE
DAY 4	III & IV	Manipulating Data INSERT, UPDATE, DELETE, COMMIT, ROLLBACK
DAY 5	I & II	Including Constraints
DAY 5	III & IV	End-of-Course Assessment; Evaluation & Valediction

IT Audit (Evaluating IT controls, System & process, Assets Management)

(5 Working Days)

Course contents

Will be upload very soon....

Audit in IT Environment (Advanced Excel & IDEA)

(6 Working Days)

Course contents

DAY	SESSION	CONTENT
DAY 1	I	Ice Breaking Session Entry Knowledge Test (EKT)
DAY 1	II	Understanding IT environment- Challenges and opportunities
DAY 1	III	Importance of controls with specific reference to Application Controls
DAY 1	IV	Introduction to CAATs IDEA and Excel
DAY 2	I	Excel as data analytic tool- Features of Excel (we intend to cover the aspects relating to following underlining the purpose for which these are used as Audit Tool) Conditional formatting Filter including Advanced filter Pivot Table
DAY 2	II	Hands on session
DAY 2	III	Excel functions User defined functions Numeric Text Conditional Date and time Financial Aggregation
DAY 2	IV	Hands on Session
DAY 3	I	Creating Projects Managed and External Import of data from diverse formats Excel Access csv text understanding data using the field statistics Checking validity of data through Control totals creating current documentation of tasks performed using the history property Project Overview
DAY 3	II	Hands on Session
DAY 3	III	Importing of PDF PRN Data, Importing data using ODBC, Indexing of Data Quick Index, Composite Index, Sorting Data
DAY 3	IV	Hands On Session
DAY 4	I	Field Manipulation in IDEA Append, Remove, Modify columns Data types Virtual, Non Virtual, Editable, Enabling Disabling deletion
DAY 4	II	Hands on Session
DAY 4	III	Data Extraction Direct Extraction, Key value extraction, Top/Bottom Records extraction, Indexed Extraction Working with multiple databases Join, Visual Connector, Append, Compare
DAY 4	IV	Hands on Session
DAY 5	I	Commonly used @ Functions in IDEA, introduction to #functions
DAY 5	II	Stratification of Data, Aging analysis, Sampling
DAY 5	III & IV	Exporting Data from IDEA to other formats, Creating and Printing Reports in IDEA Revision & Queries Hands on Session Case Study Selection of vouchers
DAY 6	I & II	Way Forward Overview of Qlikview
DAY 6	III & IV	Way Forward -Overview of Tableau

Forms & Reports in Oracle 11g (Only those participants who have taken the training on Oracle (SQL)

(3 Working Days)

Course contents

DAY	SESSION	CONTENT
DAY 1	I & II	Forms 11g Builder Interface/ intro to PC/SQL Using Forms 11g Wizards Using Forms 11g The Layout Editor in Forms11g Objects in Forms 11g Forms11g Property Palettes Master-Detail Relations in Forms 11g Triggers in Forms 11g
DAY 1	III & IV	Essential Triggers in Forms 11g Built-in Packages in Forms 11g Manipulating Attributes of Objects in Forms 11g Text and Display Items in forms 11g Record Groups in Forms 11g List of Values in Forms 11g Gui items in Forms 11g Mouse Triggers in Forms 11g
DAY 2	I & II	Forms 11g Builder interface Ids in Forms 11g Error and Message Handling in forms 11g Alerts in Forms 11g Calling Modules in forms 11g PL/SQL Libraries in Forms 11g Generic Coding in Forms 11g
DAY 2	III & IV	Visual items in Forms 11g Hierarchical Tree items in Forms11g Forms Standards in Forms 11g Object Groups in Forms 11g Property Classes in Forms 11g Editor in Forms 11g Menus in Forms 11g Database Objects in Forms 11g
DAY 3	I & II	Forms 11g Builder interface Introduction to Reports 11g Report Wizard
DAY 3	III & IV	Creating Totals in Reports 11g Paper Design in Reports 11g Reports Styles in Reports 11g PL/SQL Editor in Reports 11g, Report Parameters

Data Analytics, Visualization and Presentation Skills (5 Working Days)

Course contents

AY	SESSION	CONTENT
DAY 1	I	Excel as data analytic tool- Features of Excel Conditional formatting Filter including Advanced filter Pivot Table
DAY 1	II	Working with charts Creating a chart Formatting a chart Adding labels Changing the chart type Data source
DAY 1	III	Excel functions – User defined functions Numeric,Text,Conditional,Date and time
DAY 1	IV	Hands on Session based on Session I,II, III
DAY 2	I & II	Creating Projects – Managed and External, Import of data from diverse formats Excel, Access, csv, text ; understanding data using the field statistics, Checking validity of data through Control totals, creating current documentation of tasks performed using the history property, Project Overview
DAY 2	III & IV	Importing of PDF/PRN Data, Importing data using ODBC, Indexing of Data – Quick Index, Composite Index, Sorting Data
DAY 3	I & II	Field Manipulation in IDEA Append, Remove, Modify columns Data types Virtual, Non Virtual, Editable, Enabling/Disabling deletion of non-virtual fields Analysis Basic data analysis in IDEA Duplicate Key Detection/Exclusion, Gap Detection, Summarization
DAY 3	III & IV	Data Extraction Direct Extraction, Key value extraction, Top/Bottom Records extraction, Indexed Extraction Working with multiple databases Join, Visual Connector, Append, Compare
DAY 4	I	Commonly used @ Functions in IDEA, introduction to #functions Stratification of Data, Aging analysis, Sampling
DAY 4	II	Principles of Visualisation & Tableau public software and Export/Import in Oracle 11g
DAY 4	III & IV	Tableau: Data downloading; Database Connectivity; Manipulation; Visualisation, Calculated fields; Filters; Hierarchy, Dashboards
DAY 5	I	Other features in Tableau: Story, Distribution of workbooks
DAY 5	II & III	Tableau Exercise/ Case Study: Analysing data, Deriving Insights; Identifying risk areas, building dashboards.
DAY 5	IV	Test & Valediction

**Formatting of Audit Results with respect to PA/TA/DP
(PAG(G&SSA), Rajasthan)
(3Working Days)**

Course contents

Will be upload very soon....

**Level-2 Group II,IT Audit Advanced/IDEA
AG (E&RSA), Rajasthan)
(3 Working Days)**

Course contents

Will be upload very soon....

C. Resource Profile

Infrastructure

The Institute has a well-equipped library, two EDP labs, a general training hall and one conference room. Conference room and training hall are equipped with LCD multimedia projectors. The computer labs are also equipped with multimedia projectors and other advanced facilities. EDP Lab-I has been upgraded with 25 desktop computers.

Residential Hostel

The hostel consists of 24 rooms to cater to the needs of trainees and visiting faculty of the Indian Audit and Accounts Department. The hostel is also well equipped with essential amenities and has a mess facility. EPBX has also been installed in the hostel. Modernisation of kitchen and dining hall with recreational sitting area has been completed.

Library

The Institute has a full-fledged library consisting of knowledge Resources-books, video CDs, CD ROM, and Courseware, Website material on all relevant subjects ranging from Financial Management, Accountancy, Law, Costing, Disinvestments, Computer Books & Magazines, Departmental Codes and Manuals. Apart from this, participants can also pursue their library goals through prominent books of Hindi and English written by eminent writers. The digitisation work of library has been completed.

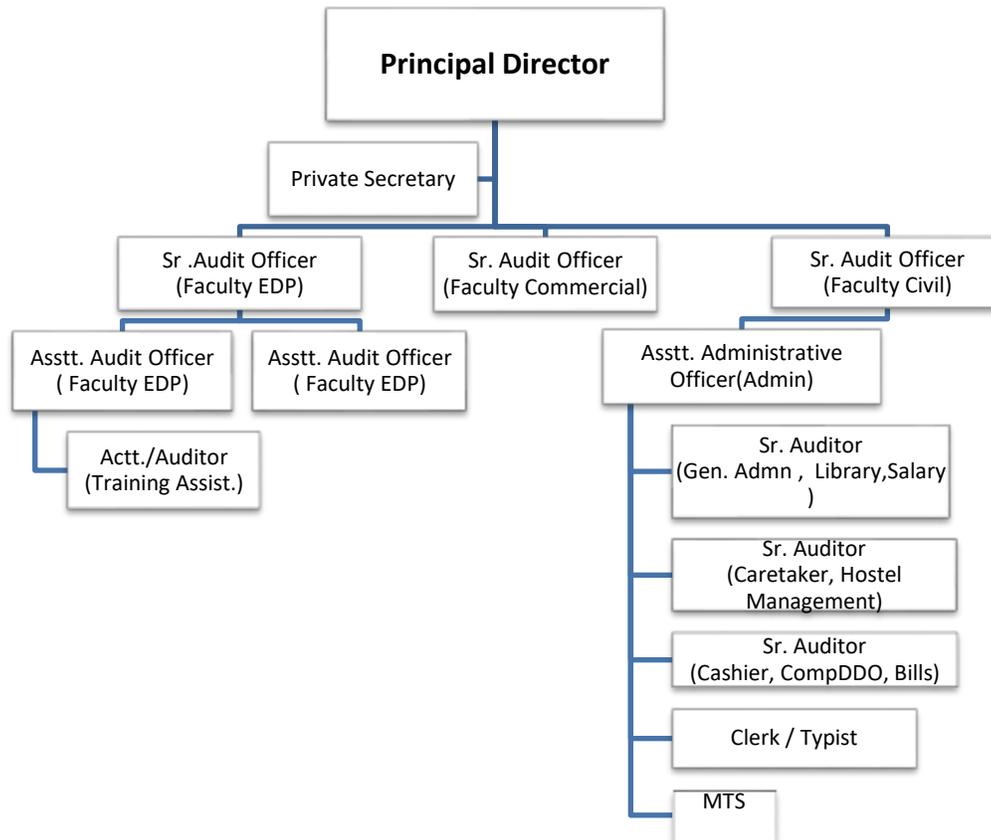
The layout of the library has been arranged in such a way that participants can use the space as a reading room also. At present RTI library has more than 3000 books on various subjects. The Institute subscribes to newspapers and periodicals also.

Games& Gymnasium

The RTI has indoor games facilities for chess, carom, table tennis etc. Tennis and badminton court facility are also available in the institute. RTI provides sports facilities to the participants during leisure.

The RTI has also started Gym facility for the participants and Guests.

ORGANISATIONAL STRUCTURE



II Personnel

Manpower Position

Category of Posts	Sanctioned Staff	Men in Position	Remarks
Sr.AO	2	2	
AO	1	1	
A.A.O	3	3	
Sr/Ar/Acctt.	5	5	
PS	1	-	
Clerk/Typist	1	-	1 DEO outsourced
Car Driver	1	-	2 Drivers outsourced
MTS	12 +2 MTS + 6(Safaikarmi)	-	12+2MTS outsourced(5+1 of them are assigned the duty of security guard) and6 Safaiwalas outsourced
Canteen Staff	2	-	
Grand Total	36	11	23 Persons outsourced/engaged

III Budget			
Expenditure of last three years			
	(Amount in Thousand)		
Head	2016-17	2017-18	2018-19
Salary			
Gr A	2,232	2276	2479
GR B,C,D	10,459	10249	12666
Wages			
Domestic Travel Expenses			
Gr A	34	110	155
GR B,C,D	174	123	156
Foreign TA			
OE+LPS	4,172	5210	6491
(includes OOE, Postage, Telephone, LPS & Electric & water charges)			
RRT			
Publication			
Medical			
Gr A	20	14	0
GR B,C,D	228	28	243
Minor Works			
Professional services	1,976	3905	4303
Grant in Aid	70	100	0
Other Charges			
Information Tech	474	1183	1666
Departmental Canteen			
Grand Total	19839	23198	28159

IV. Achievements

Training Statistics (General Courses)

Financial Year	No. of Courses Conducted	No. of Official Trained	No. of Training Days
2014-15	42	753	159
2015-16	28	534	115
2016-17	30	636	119
2017-18	23	549	95
2018-19	18	528	183

Training Statistics (EDP Courses)

Financial Year	No. of Courses Conducted	No. of Official Trained	No. of Training Days
2014-15	19	287	94
2015-16	23	349	116
2016-17	19	346	106
2017-18	17	267	89
2018-19	10	176	56

II Slots Targeted vis-a-vis Achieved

(Details of actual utilization of slots against allotted No. of slots)
(Up to March 2019)

General courses		EDP courses	
Slots Allotted	Utilized	Slots Allotted	Utilized
519	528	176	176

III Any Other achievements

RTI, Jaipur has prepared following Structured Training Modules (STMs)

1. E-module on M1 & M3 (sent to HQ)
2. Treasury Inspection
3. E-Governance
4. STM on GST (Level-I)