



INDIAN AUDIT AND ACCOUNTS DEPARTMENT

Regional Training Institute Chennai

CALENDAR OF TRAINING PROGRAMMES 2019-2020



**361, Anna Salai, Chennai 600 018, Tamil Nadu
(AG's Office Complex)**

☎ 044 – 2432 1226, 2433 6653 Fax: 044 – 2432 0496

E-mail: rtichennai@cag.gov.in

Website : www.rtichennai.cag.gov.in



**CALENDAR
OF
TRAINING PROGRAMMES
2019 - 2020**

REGIONAL TRAINING INSTITUTE, CHENNAI
AG's Office Complex
361, Anna Salai, Chennai 600 018, Tamilnadu
Phone: (044)24321226,24336653 Telefax:044-24320496
E-mail: rtichennai@cag.gov.in

Preface

We are extremely delighted to present the Annual Calendar of Training Programmes for the year 2019-20 of the Regional Training Institute, Chennai. The Annual Training Calendar has been drawn up on the basis of the recommendations of the Regional Advisory Committee, the Training Need Analysis projected by the user offices and also on the basis of the instructions received from Headquarters office. The feedback given by the participants as well as suggestions of user offices have been taken into consideration while designing the courses.

It is our constant endeavour to fulfil the training requirements of our user offices with the ultimate aim of motivating the trainees to achieve their professional and personal goals through effective training and capacity building.

We have planned 32 General courses and 24 Information Systems courses for the year 2019-20, which would cover the training requirements of user offices. While framing the courses due attention has been given to “Audit of Public Private Partnership in Infrastructure Projects”, “Financial Attest Audit” and “Audit of Autonomous Bodies”, since this institute has been designated as “Knowledge Centre” in these areas.

I take this opportunity to acknowledge the continuous support and guidance rendered by ADAI (Training), Principal Director (Training), Headquarters office, the Chairperson and the Members of Regional Advisory Committee.

RTI, Chennai
April 2019

P.MADHAVI
Principal Director

	Contents	
A	Profile	
I	Introduction	
II	Jurisdiction	
III	Regional Advisory Committee	
IV	Knowledge Centre	
V	Courses at a Glance	
	General Courses for the year 2019-2020 at a glance	
	IS Courses for the year 2019-2020 at a glance	
	Calendar of Training Programmes 2019- 2020 – General Courses	
	Calendar of Training Programmes 2019 –2020 - IS Courses	
B	Course Contents	
	I General courses	
	(i) Seminar on “Accounting Standards”	
	(ii) Audit of Public Works & Projects	
	(iii) Public Financial Management System	
	(iv) Performance Auditing	
	(v) Workshop on ‘Right to Information Act’ and other legal aspects	
	(vi) Companies Act 2013	
	(vii) Awareness of ISSAI	
	(viii) High Value Contracts including Dispute Resolution	
	(ix) Inventory Management	
	(x) Internal Controls /Internal Audit'	

	Contents	
	(xi) Audit of Public Private Partnership Infrastructure Projects	
	(xii) Audit Evidence & Audit Reporting	
	(xiii) Frauds and Forensic Audit	
	(xiv) Financial Attest Audit Module 1 (State Government Accounts) including IFMS and SFR	
	(xv) Audit of Autonomous bodies including Certification Audit of Accounts	
	(xvi) Corporate Finance Taxation and Foreign Trade	
	(xvii) Integrated Financial Management System (IFMS)	
	(xviii) Audit of Direct Taxes	
	(xix) Awareness of Environment Issues	
	(xx) Reporting on Corporate Governance, Corporate Social Responsibility and Sustainable Development	
	(xxi) Preparation, Audit and Certification of Finance and Appropriation Accounts – Preparation of Audit Report on State Finances and IFMS	
	(xxii) Goods and Service Tax	
	(xxiii) Treasury Inspection	
	(xxiv) Training for Trainers	
	II. Information System (IS) courses	
	(i) Audit in IT Environment	
	(ii) Oracle – SQL Queries	
	(iii) MS Excel as IS Audit tool	
	(iv) Information System Security Management	
	(v) MS Access	
	(vi) IS Audit (Basic) & IDEA	
	(vii) Data Analytics	

	Contents	
	(viii) Training for Trainers (IS)	
C	Resource Profile	
	I. Infrastructure	
	II. Personnel	
	III. Budget	
	IV. Achievements	
	V. Special Training Programmes 2018-2019	
	VI. RTI, Chennai Website	
	VII. Other Activities	

Regional Training Institute, Chennai

Annual Training Calendar for the Year: 2019-2020

A) Profile

I. Introduction:

The Regional Training Institute, Chennai, established in the year 1979, is one of the pioneering training institutes of the Indian Audit and Accounts Department. It is located in the AG's Office Complex at 361 Anna Salai, Teynampet, Chennai. The Regional Training Institute functions under the supervision and guidance of the Principal Director, who is assisted by six Core Faculty Members and a team of officers and staff to support administrative requirements. The Institute conducts Specialized Courses on Finance and Appropriation Accounts, Civil and Commercial Audit courses. This Institute conducts IS courses like Oracle-SQL Queries, IS Security Management System, IS Audit (Basic), Training for Trainers, IDEA, MS Excel as IS Audit tool, MS Access , Oracle, Audit in IT Environment and other basic computer training as required by the user offices.

The Institute has an Academic and Administrative Block, with a separate Hostel Block consisting of 29 air-conditioned rooms. The existing Academic and Administrative Block has two air-conditioned Information Systems Laboratories with a capacity to train 50 persons, a Lecture Hall and a Conference Hall with a capacity to accommodate about 35 participants each. This Institute is equipped with state-of-the-art audio-visual training aids like multimedia projectors, personal computers, printers, scanners, photocopiers etc. The Information Systems Labs are equipped with computers which are all networked (LAN). The Administrative Block consists of office chambers for the Principal Director, Faculty Members and Administration staff.

II. **Jurisdiction:**

The institute caters to the training needs of all the IA&AD offices located in Tamil Nadu, Puducherry and Kerala.

III. **Regional Advisory Committee (RAC):**

The composition of the RAC is indicated below:

1. Principal Accountant General (General & Social Sector Audit), Tamil Nadu & Puducherry
2. Director General of Commercial Audit & MAB, Chennai
3. Accountant General (General & Social Sector Audit), Kerala
4. Accountant General (Economic & Revenue Sector Audit), Tamil Nadu
5. Accountant General (Economic & Revenue Sector Audit), Kerala
6. Accountant General (A&E), Tamil Nadu
7. Accountant General (A&E), Kerala
8. Principal Director of Audit (Central), Chennai
9. Principal Director of Audit (Southern Railway), Chennai
10. Principal Director, RTI, Chennai – Member Secretary
11. Director, Office of the PDA, Defence Services, Pune at Chennai
12. Director, Office of the PDA, Ordnance Factories,, Kolkatta at Avadi
13. Director, Office of PDCA, MAB IV, New Delhi at Chennai
14. Director, Office of DG, P&T, Chennai
15. Director, Office of DG, P&T, Thiruvananthapuram
16. Representative from Headquarters Office

IV. **Knowledge Centre:**

Headquarters office designated RTI, Chennai as the Knowledge Centre in “**Audit of Public Private Partnership Infrastructure Projects**”, “**Financial Attest Audit**” and “**Audit of Autonomous Bodies**”. Headquarters designated Director General (Commercial) as nodal officer and Dy. Comptroller & Auditor General (Commercial) as mentor to provide guidance and leadership in respect of domain specific

knowledge and courses in the designated field of specialisation. RTI has been assigned to play a key role in the process of shifting to a competency based framework for training and to be a reservoir of comprehensive knowledge and data in the designated area besides assimilating technologies with a view to enabling learning anywhere, anytime for the user offices and conducting research and developing case studies.

- As a part of our activities in the Knowledge Centre Topics, an All India Workshop on “Audit of Public Private Partnership Infrastructure Projects” for Group A and B officers has been scheduled during September 2019. Similarly, an All India Workshop on “Audit of Autonomous Bodies” for Group A and B officers has been scheduled during November 2019.
- A special course on “Audit of Public Private Partnership in Infrastructure Projects” has been scheduled in June 2019 and special course on “Audit of Autonomous bodies including Certification Audit of Accounts” has been scheduled in April 2019.
- Courses on “Financial Attest Audit Module 1 (State Government Accounts) including IFMS and SFR” and a course on 'Preparation, Audit and Certification of Finance and Appropriation Accounts – Preparation of Audit Report on State Finances and IFMS” have been scheduled in May 2019 and January 2020 respectively.

V. Courses at a Glance:

GENERAL COURSES 2019 - 2020 AT A GLANCE

Sl. No.	Course Title	No. of Courses	Course Duration Days	No. of Slots Allotted
CIVIL COURSES				
1.	Audit of Public Works & Projects	1	5	22
2.	Performance Auditing	2	10	53
3.	Audit of Public Private Partnership Infrastructure Projects	1	5	23
4.	All India Workshop on "Audit of PPP in Infrastructure Projects" for Gr 'A' & Gr 'B' officers	1	3	
5.	All India Workshop on "Audit of Autonomous bodies"	1	3	
6.	Audit of Autonomous bodies including Certification Audit of Accounts	1	5	25
7.	Financial Attest Audit Module 1 (State Government Accounts) including IFMS and SFR	1	5	28
8.	Preparation, Audit and Certification of Finance and Appropriation Accounts – Preparation of Audit Report on State Finances and IFMS	1	5	26
9.	Integrated Financial Management System (IFMS)	2	6	50
COMMERCIAL AUDIT COURSES				
10.	Audit of Direct Taxes for Group Officers & Gr 'B' officers	1	5	20
11.	Seminar on "Indian Accounting Standards"	1	4	28
12.	Companies Act 2013	1	5	20
13.	High Value Contracts including Dispute Resolution	1	5	24
14.	Goods and Service Tax	3	15	89
15.	Inventory Management	1	5	24
16.	Training on 'Internal Controls /Internal Audit'	1	5	31
17.	Frauds and Forensic Audit	1	3	26
18.	Corporate Finance Taxation and Foreign Trade	1	5	20

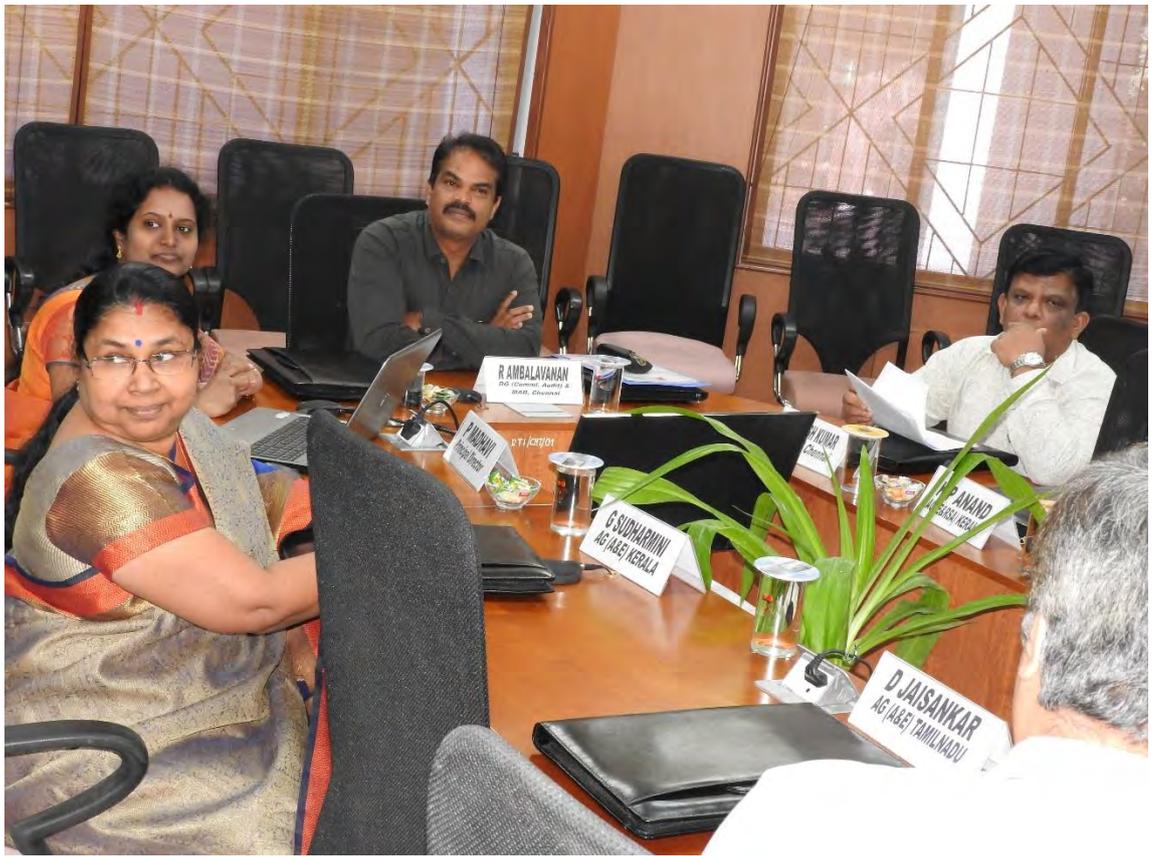
19. Reporting on Corporate Governance, Corporate Social Responsibility and Sustainable Development	1	2	21
SPECIAL COURSES			
20. Workshop on 'Right to Information Act' and other legal aspects	1	2	31
21. Awareness of ISSAI	1	3	30
22. Audit Evidence & Audit Reporting	1	3	28
23. Training for Trainers	1	5	23
24. Treasury Inspection	1	6	26
25. Awareness of Environmental Issues	1	3	24
26. Public Financial Management System	2	6	54
27. Mandatory Training Programme for PAs / Stenos	1	11	--
Total	32	140	746

IS COURSES FOR THE YEAR 2019 - 2020 AT A GLANCE

Sl. No.	Course Title	No. of Courses	Course Duration Days	No. of Slots Allotted
1.	Audit in IT Environment for Group 'B' Officers	4	24	91
2.	Oracle – SQL Queries	4	20	72
3.	MS Excel as IS Audit Tool	4	20	95
4.	MS Access	3	15	70
5.	Data Analytics	3	15	72
6.	Information System Security Management	2	6	44
7.	IS Audit (Basic) & IDEA	3	15	69
8.	Training for Trainers (IS)	1	3	17
	Total	24	118	530

Annual RAC Meeting













CALENDAR OF TRAINING PROGRAMMES 2019-2020



General Courses



All India Workshop on Audit of Autonomous Bodies - December 2018



TRAINING FOR PERSONAL ASSISTANTS/ STENOGRAPHERS - DECEMBER 2018



Induction Course for Direct Recruit AAOs – November 2018



Induction Course for Direct Recruit AAOs Nov - Dec 2018



Performance Auditing – December 2018



Fraud and Forensic Audit – March 2019



Course on GST - 21 Feb 2019



Course on MDA - December 2018

CALENDAR OF TRAINING PROGRAMMES 2019-2020

GENERAL COURSES

COURSE NO	COURSE NAME	DURATION	FROM	TO	OFFICE	SLOTS	TOTAL
APRIL 2019							
1	Companies Act 2013 for SAOs/AOs/ AAOs	5	08.04.19	12.04.19	PAG (G&SSA), Tamil Nadu	3	20
					AG (E&RSA), Tamil Nadu	2	
					PD (Central), Chennai	4	
					PD (Central), Chennai B/O Kochi	2	
					DGCA, Chennai	2	
					DDA (P&T), Chennai	1	
					AG (E&RSA), Kerala	5	
					DA (P&T), Thiruvananthapuram	1	
2	Audit of Autonomous bodies including Certification Audit of Accounts for SAOs/AOs/ AAOs	5	29.04.19	03.05.19	PAG (G&SSA), Tamil Nadu	4	25
					AG (E&RSA), Tamil Nadu	3	
					PD (Central), Chennai	5	
					PD (Central), Chennai B/O Kochi	1	
					DGCA, Chennai	1	
					DA (SD), Chennai	1	
					AG (G&SSA), Kerala	4	
					AG (E&RSA), Kerala	5	
					DA (P&T), Thiruvananthapuram	1	
MAY 2019							
3	Seminar on "Indian Accounting Standards (IndAS)" for Group A officers and SAOs/AOs/AAOs	4	06.05.19	09.05.19	PAG (G&SSA), Tamil Nadu	4	28
					AG (E&RSA), Tamil Nadu	2	
					PD (Central), Chennai	4	
					PD (Central), Chennai B/O Kochi	1	
					DGCA, Chennai	2	
					PDCA, MAB IV (South Zone), Chennai	1	
					DDA (P&T), Chennai	1	
					AG (G&SSA), Kerala	3	
					AG (E&RSA), Kerala	5	
					AG (A&E), Kerala	4	
					DA (P&T), Thiruvananthapuram	1	

COURSE NO	COURSE NAME	DURATION	FROM	TO	OFFICE	SLOTS	TOTAL
4	Financial Attest Audit Module 1 (State Govt Accounts) including IFMS and SFR for SAOs/AOs/ AAOs	5	13.05.19	17.05.19	PAG (G&SSA), Tamil Nadu	4	28
					AG (E&RSA), Tamil Nadu	2	
					AG (A&E), Tamil Nadu	8	
					AG (G&SSA), Kerala	5	
					AG (E&RSA), Kerala	5	
					AG (A&E), Kerala	4	
5	Goods and Services Tax for SAOs/AOs/ AAOs	5	27.05.19	31.05.19	PAG (G&SSA), Tamil Nadu	2	30
					AG (E&RSA), Tamil Nadu	4	
					PD (Central), Chennai	4	
					PD (Central), Chennai B/O Kochi	1	
					DGCA, Chennai	1	
					PDA (SR), Chennai	2	
					AG (A&E), Tamil Nadu	1	
					DDA (P&T), Chennai	2	
					AG (G&SSA), Kerala	5	
					AG (E&RSA), Kerala	5	
					AG (A&E), Kerala	2	
					DA (P&T), Thiruvananthapuram	1	
JUNE 2019							
6	Performance Auditing for SAOs/AOs/ AAOs	5	17.06.19	21.06.19	PAG (G&SSA), Tamil Nadu	5	26
					AG (E&RSA), Tamil Nadu	5	
					PD (Central), Chennai	2	
					PD (Central), Chennai B/O Kochi	2	
					DGCA, Chennai	1	
					PDA (SR), Chennai	3	
					DDA (P&T), Chennai	1	
					DA (SD), Chennai	1	
					AG (G&SSA), Kerala	2	
					AG (E&RSA), Kerala	4	

COURSE NO	COURSE NAME	DURATION	FROM	TO	OFFICE	SLOTS	TOTAL
7	Audit of Public Private Partnership Infrastructure Projects for SAOs/AOs/ AAOs	5	24.06.19	28.06.19	PAG (G&SSA), Tamil Nadu	1	23
					AG (E&RSA), Tamil Nadu	4	
					PD (Central), Chennai	3	
					DGCA, Chennai	1	
					PDA (SR), Chennai	2	
					PDCA, MAB IV (South Zone), Chennai	1	
					AG (G&SSA), Kerala	5	
					AG (E&RSA), Kerala	5	
					DA (P&T), Thiruvananthapuram	1	
JULY 2019							
8	Awareness of Environmental Issues	3	08.07.19	10.07.19	PAG (G&SSA), Tamil Nadu	6	24
					AG (E&RSA), Tamil Nadu	5	
					PD (Central), Chennai B/O Kochi	1	
					DDA (P&T), Chennai	1	
					AG (G&SSA), Kerala	5	
					AG (E&RSA), Kerala	5	
					DA (P&T), Thiruvananthapuram	1	
9	Mandatory Training Programme for PAs / Stenos	11	15.07.19	26.07.19	Slots to be allotted by Headquarters office		
10	Awareness of ISSAI for SAOs/AOs/ AAOs	3	15.07.19	17.07.19	PAG (G&SSA), Tamil Nadu	4	30
					AG (E&RSA), Tamil Nadu	2	
					PD (Central), Chennai	1	
					PD (Central), Chennai B/O Kochi	1	
					PDA (SR), Chennai	2	
					AG (A&E), Tamil Nadu	3	
					DDA (P&T), Chennai	1	
					DA (SD), Chennai	1	
					DA (DS), Chennai	1	
					AG (G&SSA), Kerala	4	
					AG (E&RSA), Kerala	5	
					AG (A&E), Kerala	4	
DA (P&T), Thiruvananthapuram	1						

COURSE NO	COURSE NAME	DURATION	FROM	TO	OFFICE	SLOTS	TOTAL
11	Audit Evidence & Audit Reporting for SAOs/AOs/ AAOs	3	29.07.19	31.07.19	PAG (G&SSA), Tamil Nadu	5	28
					AG (E&RSA), Tamil Nadu	5	
					PD (Central), Chennai B/O Kochi	3	
					DGCA, Chennai	1	
					PDA (SR), Chennai	2	
					DDA (P&T), Chennai	1	
					DA (SD), Chennai	1	
					AG (G&SSA), Kerala	4	
					AG (E&RSA), Kerala	5	
					DA (P&T), Thiruvananthapuram	1	
AUGUST 2019							
12	Introduction to IFMS	3	01.08.19	03.08.19	PAG (G&SSA), Tamil Nadu	4	25
					AG (E&RSA), Tamil Nadu	1	
					PD (Central), Chennai	1	
					PD (Central), Chennai B/O Kochi	1	
					AG (A&E), Tamil Nadu	3	
					DDA (P&T), Chennai	1	
					AG (G&SSA), Kerala	5	
					AG (E&RSA), Kerala	5	
					AG (A&E), Kerala	4	
					13	Training for Trainers for SAOs/AOs/ AAOs	
PD (Central), Chennai	2						
PD (Central), Chennai B/O Kochi	1						
PDA (SR), Chennai	1						
AG (A&E), Tamil Nadu	2						
DDA (P&T), Chennai	1						
AG (G&SSA), Kerala	3						
AG (E&RSA), Kerala	5						
AG (A&E), Kerala	4						
DA (P&T), Thiruvananthapuram	1						

COURSE NO	COURSE NAME	DURATION	FROM	TO	OFFICE	SLOTS	TOTAL
18	Public Financial Management System	3	28.10.19	30.10.19	PAG (G&SSA), Tamil Nadu	4	28
					AG (E&RSA), Tamil Nadu	1	
					PD (Central), Chennai	2	
					PD (Central), Chennai B/O Kochi	1	
					AG (A&E), Tamil Nadu	3	
					DA (DS), Chennai	1	
					DDA (P&T), Chennai	1	
					AG (G&SSA), Kerala	5	
					AG (E&RSA), Kerala	5	
					AG (A&E), Kerala	4	
					DA (P&T), Thiruvananthapuram	1	
NOVEMBER 2019							
19	All India Workshop on "Audit of Autonomous bodies" for Gr 'A' & Gr 'B' officers	3	04.11.19	06.11.19	Slots to be allotted by Headquarters office		
20	Introduction to IFMS	3	13.11.19	15.11.19	PAG (G&SSA), Tamil Nadu	4	25
					PD (Central), Chennai B/O Kochi	1	
					PDA (SR), Chennai	1	
					AG (A&E), Tamil Nadu	3	
					DDA (P&T), Chennai	1	
					AG (G&SSA), Kerala	5	
					AG (E&RSA), Kerala	5	
					AG (A&E), Kerala	4	
					DA (P&T), Thiruvananthapuram	1	

COURSE NO	COURSE NAME	DURATION	FROM	TO	OFFICE	SLOTS	TOTAL
21	Training on 'Internal Controls /Internal Audit' for SAOs/AOs /AAOs	5	18.11.19	22.11.19	PAG (G&SSA), Tamil Nadu	4	31
					AG (E&RSA), Tamil Nadu	6	
					PD (Central), Chennai B/O Kochi	3	
					PDA (SR), Chennai	1	
					DDA (P&T), Chennai	1	
					DA (SD), Chennai	1	
					AG (G&SSA), Kerala	5	
					AG (E&RSA), Kerala	5	
					AG (A&E), Kerala	4	
					DA (P&T), Thiruvananthapuram	1	
DECEMBER 2019							
22	Performance Auditing for SAOs/AOs/ AAOs	5	02.12.19	06.12.19	PAG (G&SSA), Tamil Nadu	5	27
					AG (E&RSA), Tamil Nadu	5	
					PD (Central), Chennai	1	
					PD (Central), Chennai B/O Kochi	2	
					DGCA, Chennai	2	
					PDA (SR), Chennai	3	
					DA (DS), Chennai	1	
					DA (OF), Avadi, Chennai	1	
					DDA (P&T), Chennai	1	
					AG (G&SSA), Kerala	1	
					AG (E&RSA), Kerala	4	
					DA (P&T), Thiruvananthapuram	1	
23	Reporting on Corporate Governance, Corporate Social Responsibility and Sustainable Development for SAOs/AOs/AAOs	2	09.12.19	10.12.19	PAG (G&SSA), Tamil Nadu	2	21
					AG (E&RSA), Tamil Nadu	3	
					PD (Central), Chennai B/O Kochi	1	
					DGCA, Chennai	2	
					PDA (SR), Chennai	1	
					DDA (P&T), Chennai	1	
					AG (G&SSA), Kerala	5	
					AG (E&RSA), Kerala	5	
					DA (P&T), Thiruvananthapuram	1	

COURSE NO	COURSE NAME	DURATION	FROM	TO	OFFICE	SLOTS	TOTAL
JANUARY 2020							
24	Workshop on 'Right to Information Act' and other legal aspects	2	02.01.20	03.01.20	PAG (G&SSA), Tamil Nadu	5	31
					PD (Central), Chennai B/O Kochi	2	
					PDA (SR), Chennai	1	
					AG (A&E), Tamil Nadu	5	
					DDA (P&T), Chennai	1	
					DA (SD), Chennai	1	
					AG (G&SSA), Kerala	5	
					AG (E&RSA), Kerala	5	
					AG (A&E), Kerala	5	
					DA (P&T), Thiruvananthapuram	1	
25	Preparation, Audit and Certification of Finance and Appropriation Accounts – Preparation of Audit Report on State Finances and IFMS for SAOs/AOs/ AAOs	5	06.01.20	10.01.20	PAG (G&SSA), Tamil Nadu	5	26
					AG (E&RSA), Tamil Nadu	1	
					PD (Central), Chennai B/O Kochi	1	
					AG (A&E), Tamil Nadu	5	
					AG (G&SSA), Kerala	5	
					AG (E&RSA), Kerala	5	
					AG (A&E), Kerala	4	
26	Goods and Services Tax for SAOs/AOs/ AAOs	5	27.01.10	31.01.20	PAG (G&SSA), Tamil Nadu	2	30
					AG (E&RSA), Tamil Nadu	4	
					PD (Central), Chennai	4	
					PD (Central), Chennai B/O Kochi	1	
					DGCA, Chennai	1	
					PDA (SR), Chennai	2	
					AG (A&E), Tamil Nadu	1	
					DDA (P&T), Chennai	1	
					AG (G&SSA), Kerala	5	
					AG (E&RSA), Kerala	5	
					AG (A&E), Kerala	3	
					DA (P&T), Thiruvananthapuram	1	

COURSE NO	COURSE NAME	DURATION	FROM	TO	OFFICE	SLOTS	TOTAL
FEBRUARY 2020							
27	'Corporate Finance, Taxation and Foreign Trade' for SAOs/AOs/ AAOs	5	03.02.20	07.02.20	PD (Central), Chennai	5	20
					PD (Central), Chennai B/O Kochi	2	
					DGCA, Chennai	1	
					AG (G&SSA), Kerala	3	
					AG (E&RSA), Kerala	8	
					DA (P&T), Thiruvananthapuram	1	
28	Frauds and Forensic Audit for SAOs/AOs/ AAOs	3	17.02.20	19.02.20	PAG (G&SSA), Tamil Nadu	5	26
					AG (E&RSA), Tamil Nadu	3	
					PD (Central), Chennai	2	
					PD (Central), Chennai B/O Kochi	2	
					PDA (SR), Chennai	1	
					DDA (P&T), Chennai	1	
					DA (OF), Avadi, Chennai	1	
					AG (G&SSA), Kerala	5	
					AG (E&RSA), Kerala	5	
					DA (P&T), Thiruvananthapuram	1	
29	Audit of Public Works & Projects for SAOs/AOs/ AAOs	5	24.02.20	28.02.20	PAG (G&SSA), Tamil Nadu	2	22
					AG (E&RSA), Tamil Nadu	3	
					PD (Central), Chennai	1	
					PD (Central), Chennai B/O Kochi	2	
					PDA (SR), Chennai	4	
					AG (G&SSA), Kerala	5	
					AG (E&RSA), Kerala	5	
MARCH 2020							
30	Audit of Direct Taxes for for Group Officers & SAOs/AOs/ AAOs	5	02.03.20	06.03.20	PAG (G&SSA), Tamil Nadu	1	20
					PD (Central), Chennai	5	
					PD (Central), Chennai B/O Kochi	2	
					DDA (P&T), Chennai	1	
					AG (G&SSA), Kerala	5	
					AG (E&RSA), Kerala	5	
					DA (P&T), Thiruvananthapuram	1	

COURSE NO	COURSE NAME	DURATION	FROM	TO	OFFICE	SLOTS	TOTAL
31	High Value Contracts including Dispute Resolution SAOs/AOs/ AAOs	5	09.03.20	13.03.20	PAG (G&SSA), Tamil Nadu	5	24
					AG (E&RSA), Tamil Nadu	4	
					PD (Central), Chennai B/O Kochi	1	
					PDA (SR), Chennai	2	
					DDA (P&T), Chennai	1	
					DA (SD), Chennai	1	
					DA (OF), Avadi, Chennai	1	
					AG (G&SSA), Kerala	3	
					AG (E&RSA), Kerala	5	
					DA (P&T), Thiruvananthapuram	1	
32	Public Finance and Management System	3	23.03.20	25.03.20	PAG (G&SSA), Tamil Nadu	4	26
					PD (Central), Chennai	3	
					DGCA, Chennai	1	
					AG (A&E), Tamil Nadu	2	
					DDA (P&T), Chennai	1	
					DA (OF), Avadi, Chennai	1	
					AG (G&SSA), Kerala	5	
					AG (E&RSA), Kerala	5	
					AG (A&E), Kerala	4	

Information Systems Courses 2019- 2020





Data Analytics – March 2019



MS EXCEL as Audit Tool Course – December 2018



Auditing in IT Environment Course – November 2018



MS ACCESS November 2018

DETAILS OF IS TRAINING COURSES		
MONTH		
Apr 19	Data Analytics (08 -12)	
May 19	Information System Security Management (06- 08)	IS Audit Basic & IDEA (13 -17)
Jun 19	MS Excel as IS Audit Tool (17 - 21)	Oracle – SQL Queries (24 - 28)
Jul 19	MS Access (08 - 12)	Audit in IT Environment (22- 27)
Aug 19	Oracle – SQL Queries (05 – 09)	Data Analytics (19 -23)
Sep 19	Training for Trainers (04-06)	Oracle – SQL Queries (23 -27)
Oct 19		IS Audit Basic & IDEA (21 - 25)
Nov 19	MS Access (04 - 08)	Audit in IT Environment (18 - 23)
Dec 19	MS Excel as IS Audit tool (02 -06)	Oracle – SQL Queries (09- 13)
Jan 20	MS Excel as IS Audit Tool (06 - 10)	Information System Security Management (27-29)
Feb 20	IS Audit (Basic) & IDEA (03 - 07)	MS Access (17 - 21)
Mar 20	Audit in IT Environment (02 – 07)	Data Analytics (09 -13)
		MS Excel as IS Audit tool (23 -27)

Information System Courses 2019-2020

COURSE NO	COURSE NAME	DURATION	FROM	TO	OFFICE	SLOTS	TOTAL
April-2019							
1	Data Analytics	5	08-04-19	12-04-19	PAG (G&SSA), Tamil Nadu	2	24
					PAG (E&RSA), Tamil Nadu	4	
					DG (Central), Chennai	2	
					DG (Central), Chennai B/O Kochi	2	
					PDCA, Chennai	0	
					PDA (SR), Chennai	1	
					AG (A&E), Tamil Nadu	1	
					DDA (P&T), Chennai	2	
					PDCA, MAB IV (South Zone), Chennai	1	
					PAG (G&SSA), Kerala	3	
					PAG (E&RSA), Kerala	3	
					PAG (A&E), Kerala	2	
					DA (P&T), Thiruvananthapuram	1	
May-2019							
2	Information Systems Security Management	3	06-05-19	08-05-19	PAG (G&SSA), Tamil Nadu	2	23
					PAG (E&RSA), Tamil Nadu	1	
					DG (Central), Chennai	1	
					DG (Central), Chennai B/O Kochi	1	
					PDCA, Chennai	1	
					PDA (SR), Chennai	1	
					AG (A&E), Tamil Nadu	2	
					DDA (P&T), Chennai	1	
					PAG (G&SSA), Kerala	5	
					PAG (E&RSA), Kerala	5	
					PAG (A&E), Kerala	2	
					DA (P&T), Thiruvananthapuram	1	

COURSE NO	COURSE NAME	DURATION	FROM	TO	OFFICE	SLOTS	TOTAL
3	IS Audit Basics & IDEA	5	13.05.19	17.05.19	PAG (G&SSA), Tamil Nadu	3	24
					PAG (E&RSA), Tamil Nadu	2	
					DG (Central), Chennai	2	
					DG (Central), Chennai B/O Kochi	1	
					PDCA, Chennai	0	
					PDA (SR), Chennai	3	
					AG (A&E), Tamil Nadu	2	
					DDA (P&T), Chennai	2	
					DA (SD), Chennai	0	
					DA (DS), Chennai	1	
					PAG (G&SSA), Kerala	3	
					PAG (E&RSA), Kerala	3	
					PAG (A&E), Kerala	1	
					DA (P&T), Thiruvananthapuram	1	
4	Audit in IT Environment	6	27-05-19	01-06-19	PAG (G&SSA), Tamil Nadu	1	24
					PAG (E&RSA), Tamil Nadu	2	
					DG (Central), Chennai	4	
					PDCA, Chennai	1	
					PDA (SR), Chennai	2	
					DA (OF), Avadi, Chennai	1	
					DDA (P&T), Chennai	1	
					PAG (G&SSA), Kerala	3	
					PAG (E&RSA), Kerala	4	
					PAG (A&E), Kerala	4	
					DA (P&T), Thiruvananthapuram	1	

COURSE NO	COURSE NAME	DURATION	FROM	TO	OFFICE	SLOTS	TOTAL
June-2019							
5	MS Excel as IS Audit Tool	5	17-06-19	21-06-19	PAG (G&SSA), Tamil Nadu	3	24
					PAG (E&RSA), Tamil Nadu	2	
					DG (Central), Chennai	3	
					DG (Central), Chennai B/O Kochi	2	
					PDA (SR), Chennai	1	
					DDA (P&T), Chennai	1	
					PAG (G&SSA), Kerala	4	
					PAG (E&RSA), Kerala	4	
					PAG (A&E), Kerala	4	
					6	Oracle SQL Queries	
PAG (E&RSA), Tamil Nadu	2						
DG (Central), Chennai B/O Kochi	1						
PDA (SR), Chennai	1						
AG (A&E), Tamil Nadu	1						
DA (SD), Chennai	1						
PAG (G&SSA), Kerala	3						
PAG (E&RSA), Kerala	5						
PAG (A&E), Kerala	2						

COURSE NO	COURSE NAME	DURATION	FROM	TO	OFFICE	SLOTS	TOTAL
July-2019							
7	MS Access	5	08-07-19	12-07-19	PAG (G&SSA), Tamil Nadu	3	24
					PAG (E&RSA), Tamil Nadu	2	
					DG (Central), Chennai	1	
					DG (Central), Chennai B/O Kochi	1	
					PDA (SR), Chennai	2	
					AG (A&E), Tamil Nadu	2	
					DA (DS), Chennai	1	
					DDA (P&T), Chennai	1	
					PAG (G&SSA), Kerala	5	
					PAG (E&RSA), Kerala	5	
					PAG (A&E), Kerala	1	
8	Audit in IT Environment	6	22-07-19	27-07-19	PAG (G&SSA), Tamil Nadu	1	22
					PAG (E&RSA), Tamil Nadu	2	
					DG (Central), Chennai	3	
					PDA (SR), Chennai	2	
					DA (DS), Chennai	1	
					PAG (G&SSA), Kerala	4	
					PAG (E&RSA), Kerala	5	
					PAG (A&E), Kerala	4	
August-2019							
9	Oracle SQL Queries	5	05-08-19	09-08-19	PAG (G&SSA), Tamil Nadu	2	18
					PAG (E&RSA), Tamil Nadu	1	
					DG (Central), Chennai	1	
					DG (Central), Chennai B/O Kochi	2	
					PDA (SR), Chennai	1	
					AG (A&E), Tamil Nadu	2	
					PAG (G&SSA), Kerala	2	
					PAG (E&RSA), Kerala	5	
					PAG (A&E), Kerala	2	

COURSE NO	COURSE NAME	DURATION	FROM	TO	OFFICE	SLOTS	TOTAL
10	Data Analytics	5	19-08-19	23-08-19	PAG (G&SSA), Tamil Nadu	3	24
					PAG (E&RSA), Tamil Nadu	4	
					DG (Central), Chennai	2	
					DG (Central), Chennai B/O Kochi	2	
					PDCA, Chennai	1	
					PDA (SR), Chennai	1	
					AG (A&E), Tamil Nadu	1	
					DA (SD), Chennai	1	
					DA (OF), Avadi, Chennai	1	
					DDA (P&T), Chennai	1	
					PAG (G&SSA), Kerala	3	
					PAG (E&RSA), Kerala	3	
					PAG (A&E), Kerala	1	
September-2019							
11	Training for Trainers (IS)	3	04-09-19	06-09-19	PAG (G&SSA), Tamil Nadu	3	17
					PAG (E&RSA), Tamil Nadu	2	
					DG (Central), Chennai	1	
					PDA (SR), Chennai	1	
					AG (A&E), Tamil Nadu	1	
					DDA (P&T), Chennai	0	
					DA (SD), Chennai	0	
					DA (DS), Chennai	1	
					PAG (E&RSA), Kerala	5	
					PAG (A&E), Kerala	2	
					DA (P&T), Thiruvananthapuram	1	

COURSE NO	COURSE NAME	DURATION	FROM	TO	OFFICE	SLOTS	TOTAL
12	Oracle SQL Queries	5	23-09-19	27-09-19	PAG (G&SSA), Tamil Nadu	2	19
					PAG (E&RSA), Tamil Nadu	1	
					DG (Central), Chennai	1	
					DG (Central), Chennai B/O Kochi	2	
					PDA (SR), Chennai	1	
					AG (A&E), Tamil Nadu	2	
					DDA (P&T), Chennai	1	
					PAG (G&SSA), Kerala	2	
					PAG (E&RSA), Kerala	5	
					PAG (A&E), Kerala	2	

October-2019

13	IS Audit Basics & IDEA	5	21-10-19	25-10-19	PAG (G&SSA), Tamil Nadu	3	24
					PAG (E&RSA), Tamil Nadu	3	
					DG (Central), Chennai	2	
					PDCA, Chennai	1	
					PDA (SR), Chennai	3	
					AG (A&E), Tamil Nadu	1	
					DDA (P&T), Chennai	0	
					DA (SD), Chennai	1	
					DA (OF), Avadi, Chennai	1	
					DDA (P&T), Chennai	1	
					PAG (G&SSA), Kerala	3	
					PAG (E&RSA), Kerala	4	
					PAG (A&E), Kerala	1	

COURSE NO	COURSE NAME	DURATION	FROM	TO	OFFICE	SLOTS	TOTAL
November-2019							
14	MS Access	5	04-11-19	08-11-19	PAG (G&SSA), Tamil Nadu	3	23
					PAG (E&RSA), Tamil Nadu	2	
					DG (Central), Chennai	1	
					DG (Central), Chennai B/O Kochi	1	
					PDA (SR), Chennai	2	
					AG (A&E), Tamil Nadu	2	
					DDA (P&T), Chennai	1	
					PAG (G&SSA), Kerala	4	
					PAG (E&RSA), Kerala	4	
					PAG (A&E), Kerala	2	
					DA (P&T), Thiruvananthapuram	1	
15	Audit in IT Environment	6	18-11-19	23-11-19	PAG (G&SSA), Tamil Nadu	1	22
					PAG (E&RSA), Tamil Nadu	3	
					DG (Central), Chennai	3	
					PDA (SR), Chennai	1	
					DA (SD), Chennai	1	
					PAG (G&SSA), Kerala	4	
					PAG (E&RSA), Kerala	5	
					PAG (A&E), Kerala	4	

COURSE NO	COURSE NAME	DURATION	FROM	TO	OFFICE	SLOTS	TOTAL
December-2019							
16	MS Excel as IS Audit Tool	5	02-12-19	06-12-19	PAG (G&SSA), Tamil Nadu	2	24
					PAG (E&RSA), Tamil Nadu	2	
					DG (Central), Chennai	3	
					DG (Central), Chennai B/O Kochi	1	
					PDA (SR), Chennai	2	
					DA (SD), Chennai	1	
					DDA (P&T), Chennai	1	
					PAG (G&SSA), Kerala	4	
					PAG (E&RSA), Kerala	4	
					PAG (A&E), Kerala	4	
17	Oracle SQL Queries	5	09-12-19	13-12-19	PAG (G&SSA), Tamil Nadu	1	17
					PAG (E&RSA), Tamil Nadu	1	
					DG (Central), Chennai	1	
					DG (Central), Chennai B/O Kochi	1	
					AG (A&E), Tamil Nadu	2	
					DDA (P&T), Chennai	1	
					PAG (G&SSA), Kerala	3	
					PAG (E&RSA), Kerala	5	
					PAG (A&E), Kerala	2	

COURSE NO	COURSE NAME	DURATION	FROM	TO	OFFICE	SLOTS	TOTAL
January-2020							
18	MS Excel as IS Audit Tool	5	06-01-20	10-01-20	PAG (G&SSA), Tamil Nadu	2	24
					PAG (E&RSA), Tamil Nadu	2	
					DG (Central), Chennai	3	
					DG (Central), Chennai B/O Kochi	2	
					PDCA, Chennai	1	
					PDA (SR), Chennai	1	
					PAG (G&SSA), Kerala	4	
					PAG (E&RSA), Kerala	4	
					PAG (A&E), Kerala	4	
					DA (P&T), Thiruvananthapuram	1	
19	Information Systems Security Management	3	27-01-20	29-01-20	PAG (G&SSA), Tamil Nadu	3	21
					DG (Central), Chennai	1	
					DG (Central), Chennai B/O Kochi	1	
					PDA (SR), Chennai	1	
					AG (A&E), Tamil Nadu	2	
					DDA (P&T), Chennai	1	
					PAG (G&SSA), Kerala	5	
					PAG (E&RSA), Kerala	5	
					PAG (A&E), Kerala	2	
February-2020							
20	IS Audit Basics & IDEA	5	03-02-20	07-02-20	PAG (G&SSA), Tamil Nadu	2	21
					PAG (E&RSA), Tamil Nadu	3	
					DG (Central), Chennai	2	
					PDA (SR), Chennai	3	
					AG (A&E), Tamil Nadu	1	
					PAG (G&SSA), Kerala	3	
					PAG (E&RSA), Kerala	5	
					PAG (A&E), Kerala	2	

COURSE NO	COURSE NAME	DURATION	FROM	TO	OFFICE	SLOTS	TOTAL
21	MS Access	5	17-02-20	21-02-20	PAG (G&SSA), Tamil Nadu	4	23
					PAG (E&RSA), Tamil Nadu	2	
					DG (Central), Chennai	1	
					DG (Central), Chennai B/O Kochi	1	
					PDCA, Chennai	1	
					PDA (SR), Chennai	2	
					AG (A&E), Tamil Nadu	2	
					PAG (G&SSA), Kerala	4	
					PAG (E&RSA), Kerala	5	
					PAG (A&E), Kerala	1	

March-2020

22	Audit in IT Environment	6	02-03-20	07-03-20	PAG (G&SSA), Tamil Nadu	2	23
					PAG (E&RSA), Tamil Nadu	2	
					DG (Central), Chennai	3	
					PDA (SR), Chennai	1	
					DDA (P&T), Chennai	1	
					PDCA, MAB IV (South Zone), Chennai	1	
					PAG (G&SSA), Kerala	4	
					PAG (E&RSA), Kerala	5	
					PAG (A&E), Kerala	4	

COURSE NO	COURSE NAME	DURATION	FROM	TO	OFFICE	SLOTS	TOTAL
23	Data Analytics	5	09-03-20	13-03-20	PAG (G&SSA), Tamil Nadu	3	24
					PAG (E&RSA), Tamil Nadu	3	
					DG (Central), Chennai	2	
					DG (Central), Chennai B/O Kochi	3	
					PDCA, Chennai	1	
					PDA (SR), Chennai	1	
					AG (A&E), Tamil Nadu	1	
					DDA (P&T), Chennai	1	
					PAG (G&SSA), Kerala	4	
					PAG (E&RSA), Kerala	3	
					PAG (A&E), Kerala	1	
					DA (P&T), Thiruvananthapuram	1	
24	MS Excel as IS Audit Tool	5	23-03-20	27-03-20	PAG (G&SSA), Tamil Nadu	2	23
					PAG (E&RSA), Tamil Nadu	2	
					DG (Central), Chennai	3	
					DG (Central), Chennai B/O Kochi	1	
					PDA (SR), Chennai	2	
					DA (OF), Avadi, Chennai	1	
					PAG (G&SSA), Kerala	4	
					PAG (E&RSA), Kerala	4	
					PAG (A&E), Kerala	4	

Course Contents

I. General Courses:

Name of the Course	Duration	Topics covered
Social Sector Audit including Social Audit	5 days	Introduction to Social Sector Audit
		Department/schemes to be covered under social sector audit
		Performance Audit on Poverty Alleviation Schemes and wages and self-employment programmes for weaker sections like Mahatma Gandhi National Rural Employment Guarantee Scheme(MGNREGS), SGSY, SJSRY, etc
		Audit of Water Supply Schemes with special reference to National Rural Drinking Water Supply Programmes.
		Audit of the impacts of decentralization of powers and responsibilities (LSGIs) with reference to Social Sector programmes
		Scope, Objectives Public documents for Social Audit
		Social Audit Committees
		Different Stages of Social Audit Social Audit in Local Bodies
		Institutional framework for Social Audit -Role of CAG-Examples of Social Audit
		Integration of Social Audit in NREG Act
		Social Audit in Gram Sabha
		Post Social Audit action
		Social Audit Final Reports
		Social Audit & RTI Act- Case study & Discussion
		Concept of intensive transaction audit approach in audit of social and general sector schemes, especially Social Security and Welfare Schemes
Discussion on a Performance Audit on 'Social Audit'		
Management Development Programme	5 days	Relationship Management
		Conflict Management
		Change Management
		Communication Skills
		Leadership & Organisation Development
		Stress Management
		Relaxation Techniques
		Goal Setting
		Time Management
		Finance Management
		Emotional intelligence
		Success –a winning Strategy
		Presentation Skills
		Decision Making
		Lateral Thinking
(any of the 8 / 9 topics will be covered)		

Name of the Course	Duration	Topics covered
Certification Audit of Company Accounts	4 days	Audit mandate for Certification Audit of accounts of PSUS.
		Overview of Certification Audit of Financial Statements of Companies in compliance with AS and Ind AS.
		Audit scrutiny of major items in Balance Sheet and Statement of Profit and Loss.
		Issues noticed in Certification Audit of Accounts of State Electricity Boards and related companies.
		Certification Audit of Accounts of other commercial undertakings like Port Trusts, Autonomous bodies, etc.
		Overview of functions of Audit Committee, Internal Audit, etc.
		Issues relating to Corporate Governance, CSR & Sustainable Development in audit of Government companies.
		Specific discussion of a few issues relating to audit of financial statements of companies.
Seminar on "Indian Accounting Standards (IndAS)"	5 days	Overview of Accounting Standards-Procedure for prescribing Standards
		Present Status of Accounting Standards in India in harmonization with International Accounting Standards (IAS) and International Financial Reporting Standards (IFRS).
		Introduction to and Indian Accounting Standards (IndAS) and Road map for convergence of IndAS
		Applicability of IndAS to different level/type of companies.
		Discussion on select IndAS in comparison with AS.
Audit of Public Works & Projects	5 days	Objective and scope of Works Audit
		Categories of works and stages prior to execution of works
		Tender Procedures--Contract Management
		Audit of Irrigation and Multipurpose Projects
		Audit of Building Construction projects
		Audit of Roads/Bridges-
		Audit of Projects aided by external agencies-
		Internal Control in Public Works and Project
		Potential elements of frauds in Govt. Contract
		Indian Forest Act 1927-Forest Administration-Scope and extent of Audit of Forest Department-
		Basics of Civil Engineering to enrich the knowledge of Public Auditors

Name of the Course	Duration	Topics covered
Performance Auditing	5 days	Introduction of Performance Audit
		Strategic planning- definitions, Objectives and Approval
		Performance auditing mandate
		Understanding the programme, entity and environment
		Risk Analysis, Setting the audit objectives, expected value addition to the entity/ programme-
		Types of evidence, sampling
		Evidence Analysis & Documentation
		Developing findings, recommendations
		Supervision, Review & Quality Control
		Follow-up in Performance Audit
Workshop on 'Right to Information Act' and other legal aspects	2 days	Salient features of the Act
		Rights conferred on the citizen
		Responsibilities of Public Authorities
		Process of providing information including Third Party Information
		Duties of CPIOs / ACPIOs
		Powers and Functions of Central/State Information Commission
		Exemptions from disclosure
		Appeal procedure and Penalties- Open session for discussion
		Discussion on case studies relating to RTI Act, CAT and court cases
Companies Act 2013	3 days	Companies Act, 2013 vis a vis Act 1956-New concepts/Provisions in the Act.
		Cash Flow Statement-Mandatory provisions in Companies Act, AS-3 and IndAS-7. Special Provisions
		Instructions for preparing Balance Sheet and Statement of Profit and Loss as per Schedule III of Companies Act, 2013 Vs. Revised Schedule VI as per Companies Act, 1956.
		Board and Directors' responsibilities.
		New concepts of interest (one person companies, dormant companies, class suit action, statutory authorities under the Act and their scope, etc.)
		Related Party Transactions and its relevance for PSUs.
		Corporate Social Responsibility & Sustainability Development and Internal Financial Control Reporting.
		Consolidated Financial Statement (CFS).
		Latest perspective in Auditing and Internal Controls – Internal Audit, Secretarial Audit and Cost Audit – including Supplementary Audit by CAG.
		Statutory Auditor: Appointment, rotation, auditors' eligibility/disqualifications, Roles and responsibilities, Increased reporting responsibilities and penalties- Auditing Standards.
		Discussion on a few specific topics like Depreciation, Loans & Investments, etc.

Name of the Course	Duration	Topics covered
Awareness of ISSAI	3 days	Introduction to ISSAIs, ISSAI 11-40, Level Two ISSAIs
		ISSAIs on Financial Audit
		ISSAIs on Compliance Audit
		ISSAIs on Performance Audit
		INTOSAI GOVs
High Value Contracts including Dispute Resolution	5 days	Purchase Contracts – Overview of Indian Contract Act – Sale of Goods Act – Scope of application with reference to Government Organisation / PSUs.
		Tender procedures - Project implementation and project monitoring, CPM and PERT – Time & Cost – Over run
		Role of Banks in the international contracts for supply of goods and services – Procedures and different modes of payments / remittances – Foreign Exchange rate – SDRs – Exchange rate variations – Forward Contracts.
		Works contracts – Planning & Preparation of estimates – Provision for supply of materials – Escalation clause relating to works contract – Scrutiny of works bills – Adjustment of mobilization advances etc. – Case studies
		Lump sum turnkey contracts (LSTK) & Latest techniques in Contract Management in one of the PSUs.
		Review of Turnkey contracts in Electricity Boards.
		Purchase contracts- Application of technology for effective and transparent procurement.
		Issues relating to Insurance claims in contracts
		Impact of Indirect Taxes on Contracts – Export incentives
		Alternate dispute resolution Mechanism – Arbitration
Inventory Management	5 days	Overview of Material Management-Supply Chain Management.
		Material Research, Forecasting, Planning & Budgeting – Domestic and International Purchases – Procedure Qualification Record (PQR) – Supplier selection – Award of contract -Technical and commercial terms and conditions – Legal implications – arbitration
		Strategic Purchasing based on current and future trends.
		Inventory Management Systems-Use of OR, LP Techniques and Computer applications- Value engineering and Value analysis and MIS in Material Management
		Case studies in Audit of Material Management/Inventory Management in few industries (Indian Railways, etc.).
		Insurance Management – Voyage and inland insurance – Insurance of stores and Dispute resolutions – Arbitration – settlement of claims
		Inventory accounting and valuation under Accounting Standards-Inventory ratios for management decisions- Issues relating to financing by banks on Inventory.
		Use of computer application in Inventory Management including Data Analysis.
		Accounting, Auditing Problems on Inventory / Inventory Control

Name of the Course	Duration	Topics covered
Internal Controls and Internal Audit	5 days	Introduction to Internal Control - Difference between Internal Check, Internal Audit & Internal Control
		Components of Internal Control under ISSAI - Control environment and Risk Assessment.
		Control Activities- Information & Communication and Monitoring
		Roles & Responsibilities of Internal audit in any Organization- Modern Internal Auditing – Definition and concepts – Evolution of internal auditing from security to compliance to assurance to consulting roles.
		Role of Effective reporting mechanism in Internal Audit and its contribution in in prevention, detection and investigation of fraud.
		Internal Financial Control Reporting & Reporting on Fraud- Requirements as per Companies Act, 2013.
		Internal Audit & Internal Control System in Government Accounts.
		Application of Internal Control and Audit trails in in computer applications w.r.t. financial transactions in a few Government departments/organisation.
Audit of Public Private Partnership Infrastructure Projects	5 days	Introduction to Public Private Partnership
		Requisites, Objectives and Role of PPP
		Institutional arrangements for appraisal and approval of PPP projects
		Financial support to PPP projects in Infrastructure- Model Concession Agreements
		Mandate, Scope and Objectives of PPP Audit
		INTOSAI Guidelines on Best Practice for Audit of Risk in PPP
		Identifying and Sharing of risks in PPP projects
		Audit Planning & Selection of PPP projects for audit
		Audit Process & Criteria for PPP audit
		Audit of PPP in Infrastructure projects-Case Study
		Reporting Audit Findings and Recommendations
Audit Evidence & Audit Reporting	3 days	Concept of Audit Evidence - Techniques of evidence gathering
		Components of Audit Paragraph
		Link between Report, Audit Objectives and Working papers
		Compliance Audit Report
		Balanced and Fair Reporting
		Language and Structure of Audit Report

Name of the Course	Duration	Topics covered
Frauds and Forensic Audit	4 days	Overview of Frauds, Fraud Risks & Fraud Investigation - Guidelines on Auditing of fraud – Detection of frauds Auditor's responsibility on Fraud and Corruption
		Red Flag items & High Risk areas, Anti-fraud measures, Preventive Mechanism-Internal Control & Risk Assessment
		Investigative procedure - Role and functions of investigation wing of Govt. departments – Cyber crimes
		Frauds in Government Sector Magnitude, Implications and Anti-Fraud framework.
		Computer Frauds – IT security -Forensic Audit
		Cyber security and Digital Forensic Analysis – Case studies.
		Red Flags and Anti-Fraud Measures
Financial Attest Audit Module 1 (State Government Accounts) including IFMS and SFR	5 days	Budget Process
		Budgetary control
		New Service, New Instrument of Service,
		Vote on account, Supplementary Grant, Re-appropriations, Excess grants, etc.
		Budget Scope
		Expenditure under Charged, Voted, Revenue, Capital, Plan and Non-Plan.
		Compilation of Accounts –
		Overview of compilation in O/o PAG (A&E)
		Account Current, Cash Balance, RBI transactions, etc
		Works and Forest
		Loans and Deposits
		Audit checks on Monthly civil accounts
		Finance Accounts –
		Definition, Structure of Finance Accounts,
		Explanation of general checks to be exercised for the preparation of Finance Accounts
		Discussion on various statements of Finance Accounts
		Notes to Accounts in Finance Accounts,
		Headquarters' instructions and linkage between statements
		Appropriation Accounts
		Original, Supplementary, Re-appropriation, New Service and New Instrument of Service and Structure of Appropriation Accounts
		points to be seen during audit of Appropriation Accounts
State Finance Report		
Introduction to Integrated Financial Management System		

Name of the Course	Duration	Topics covered
Audit of Autonomous bodies including Certification Audit of Accounts	5 days	Salient features of Manual of Instructions for Audit of Autonomous Bodies
		Analysis of Balance Sheet – Importance of Accounting Policies/Notes on Accounts – Accounting Standards
		Essential features of AAS-28 – Emphasis on significance of Materiality – Audit of Fraud
		Evaluation of Internal Control mechanism in audit of Autonomous Bodies
		Adoption of Sampling Techniques in audit of Autonomous Bodies
		Certification Audit of Autonomous Bodies – Synergy of Commercial and Civil Audit Staff for better financial audit performance. New format of SAR/Audit Certificate
		Salient features of Uniform Format of accounts – Specific focus on Receipt and Payments Account and Income & Expenditure Account
		Drafting and contents of draft SAR/Management letter
		Audit of Ports and Certification of Accounts
		Discussion on DPs and Reviews on Autonomous Bodies
Corporate Finance Taxation and Foreign Trade	5 days	Corporate Finance -Management of capital – cost of capital - Cash Flow Management- Planning and sourcing cash – Parking of funds.
		Ratio Analysis – Different types of Ratio Analysis-Ratio analysis as a tool to determine the financial health of organisation.
		Capital Budgeting Analysis-Financial appraisal
		Working capital management - Components of working capital.
		Role of SEBI – Listing of Shares Settlement Dates – Demoted shares - Clause 49 of Listing Agreement
		Over view of Foreign Trade – Exim policy – Exports – Procedure and documentation – Deemed exports – Export incentives –
		Imports – Procedures & Documentation- Letters of Credit – Transfer of funds etc. - Letters of Credit-Preferential trade agreement, free trade agreement to leverage exports and imports.
		Currency – Convertibility – Spot rates – Exchange rate fluctuations – Forward contract - FEMA
		Taxation – Companies – Scheme of MAT – Double Taxation avoidance – Agreements – Fees for Technical & Consultancy services from Abroad-Discussion of case studies.
		Case studies on ITRA, STRA, CERA & Customs Receipt Audit.

Name of the Course	Duration	Topics covered
Audit of Direct Taxes	5 days	General layout of Direct Tax Laws - Distinctions of legal terms in Direct Tax laws
		Concepts of Income and deemed income-
		Salary Income – Income from House Property
		Total income for tax and income includable therein
		Income exempt from taxable income- - case laws
		Assessment of capital gains to tax – case laws
		clubbing provisions under the direct taxes act and treatment of agriculture income under IT Act – case laws
		Assessment of charitable and religious trusts and political parties – legal obligation of assessee and tax officers
		Income from other sources - Income from business and profession
		Scheme of levy of 'Minimum Alternative Tax' on companies – case studies
		Depreciation – Various Court judgements and case laws – Depreciation on leased assets
		Search and seizure procedure – legal provisions – Appraisal reports – Block assessments
		Law and procedure relating to TDS – Jurisdiction of the assessing officer – Records and registers relating to TDS – Rates of TDS for various transactions – Responsibility of Tax deducting authority – Linking of TDS recovery and regular assessment
		Chapter VI A deduction, General principles and methods of allowing deduction – case laws – Practical exercise
		Pre-assessment and Post Assessment procedures- function of tax recovery officers- circumstances and scope of applying various penalty provisions
		Scope and extent of scrutiny / assessment- Responsibility of the assessing officer – procedure of scrutiny – Scope of sections 144,147,148 and 154
		Treatment of losses under IT Act (set-off& carry forward)
		Wealth Tax & Gift Tax
		Correlation between the Direct Taxes- Interest recoverable from assessee or payable to assessee under the Direct Taxes
		Income of AOP, HUF, Co-operative Societies and Assessment of firm
Computerization in IT Department and its impact in Audit		
Emerging issues in the Audit of Direct Taxes – Audit of financial statements and how to read a balance sheet		
International Taxation – Transfer Pricing		

Name of the Course	Duration	Topics covered
Preparation, Audit and Certification of Finance and Appropriation Accounts – Preparation of Audit Report on State Finances and IFMS	5 days	State Level Economic reforms and major recommendations of Finance Commission
		Budgets of Union and State Governments and their relation to Finance Accounts
		Structure of Finance Accounts, Preparation of Finance Accounts – Details statements, Preparation of Finance Accounts - Summarised Statements, Link of Finance Accounts to the Audit Report on State Finances
		Structure of Appropriation Accounts - Details of Appropriation Accounts of each grant for successive years as database for audit planning and review type audit
		Audit of Finance & Appropriation Accounts
		Re-appropriation and audit comments thereon – purpose and use of such comments
		Use of computers in generation of final accounts including monthly appropriation accounts
		State Finance Report
		Introduction to Integrated Financial Management System
Audit of PSUs	5 days	Auditing and Assurance Standards
		Internal Control system, assessment of risks and evaluation
		Corporate Social Responsibility and audit thereof.
		Contract Management
		Project Planning and Implementation – Time and Cost Overrun
		Auditing in computerized environment – Basics and general concepts of IT audit
		Audit of Insurance Companies
		International Financial Reporting Standards (IFRS)
Role of Banks in Foreign Trade and functions of Non-Banking Financial Organisations		
Reporting on Corporate Governance, Corporate Social Responsibility and Sustainable Development	3 days	Evolution of Corporate Governance Framework in India-
		Overview of issues relating to Corporate Governance
		Clause 49 of SEBI's Listing Agreement
		Corporate Governance and Risk Management
		Requirements of CSR and SD as per Companies Act, 2013 and issues noticed in Audit.
		CSR & SD reporting in respect of a few PSUs.
Goods and Services Tax	5 days	Introduction to GST & Overview of GST
		Registration –Law & Business Process
		Levy & Exemption from GST
		Filing of returns - Payment and refund of Taxes in GST
		Overview of IGST
		Transitional provisions
		Meaning & scope of supply & Time and valuation of supply.
		Input tax credit.

Name of the Course	Duration	Topics covered
		Front end business process on GSTN portal including discussion on IT Strategy for GST. Assessment & Provisional assessment & Audit (at departmental level). Accounting procedure under GST System. Role of CAG in GST regime
Awareness of Environmental Issues	3 days	Introduction to Environment Issues - Sustainable Development Environment Policies, Programmes, Legislation and Management Environment Economics and Valuation Environment Audit - Importance and Process Audit Issues
Public Financial Management System	3 days	Registration - Mapping Programme Division Maker - Checker Bill processing - Accounting - Reports Employee Information System
Introduction to IFMS	2 days	Background of introduction of IFMS System envisaged in IFMS and activities included in IFMS Discussion on various Modules in IFMS Changes in Accounting procedures after introduction of IFMS Discussion on audit processes after introduction of IFMS
Training for Trainers	5 days	Becoming a Facilitator Manage a Group Question, Listen and respond effectively Give and receive feedback Present Effectively Facilitate Structured activities Practice Facilitation

Name of the Course	Duration	Topics covered
--------------------	----------	----------------

II. IS Courses

Audit in IT Environment	6 days	Understanding IT environment- Challenges and opportunities
		Importance of controls with specific reference to Application Controls
		Introduction to CAATs – IDEA and Excel
		Excel as data analytic tool- Features of Excel
		Conditional formatting
		Filter including Advanced filter
		Pivot Table
		Excel functions – User defined functions
		Numeric
		Text
		Conditional
		Date and time
		Financial
		Aggregation
		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
		Importing of PDF/PRN Data, Importing data using ODBC, Indexing of Data – Quick Index, Composite Index, Sorting Data
		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
		Data Extraction – Direct Extraction, Key value extraction, Top/Bottom Records extraction, Indexed Extraction
		Working with multiple databases – Join, Visual Connector, Append, Compare
		Commonly used @ Functions in IDEA, introduction to #functions
		Stratification of Data, Aging analysis, Sampling
Exporting Data from IDEA to other formats, Creating and Printing Reports in IDEA		
Case Study – Selection of vouchers		
Way Forward – Overview of Qlikview		
Way Forward -Overview of Tableau		

Name of the Course	Duration	Topics covered
Oracle – SQL Queries	5 days	DBMS concepts, Introduction to RDBMS
		Creation of Tables, inserting data, Modification of data
		Queries: Simple select statements, Using ORDERBY clause / WHERE clause
		Using AND / OR operators, Describe Table, GROUPBY clause
		Using functions in select statements
		Join tables – Equi-join & Self join, Aliases for table names
		Reports : Creation and formation of reports in Oracle
MS Access	5 days	Database concepts
		MS Access queries
		Built-in Functions
		Advanced Queries
		Importing and Exporting Data
		Forms and Reports
MS Excel	5 days	Types of data, cell formatting
		Worksheet essentials
		Using formulas, functions
		Handling charts
		Creating dropdown list, data validation
		Understanding scenarios, Pivot tables
		Creating and manipulating templates
		Creating slicers in filters, pivot Vlookup, Hlookup
		Advanced features in charts - sparklines, timelines, export of files
IS Audit (Basic) & IDEA	5 days	Introduction to IT Audit
		Audit of General IT Controls including case studies
		Audit of Application controls, Operating System Controls including case studies
		IS Security
		Creating Projects in IDEA
		Importing data in various formats into IDEA
		Indexing of Data
		Data Extraction and Analysis
		Working with multiple databases
		Use of functions, stratification, aging and sampling in IDEA
		Exporting Data from IDEA to other formats, Creating and Printing Reports in IDEA
Data Analytics		Introduction to Data Analytics: Basic Concepts: Data, types of data: String, numeric, date; types of analytics
		Descriptive Analytics: Statistical Approaches in Analytics: Central Tendencies (Mean, Median , Mode)
		KNIME: A Broad overview; Build a basic workflow

Name of the Course	Duration	Topics covered
		<p>Data downloading -sorting errors</p> <p>Statistical Approaches in Analytics: Spread and Shape of Distribution: Range, Skewness, Kurtosis, Standard Deviation, Variance, Interquartile range, Box plots</p> <p>Exposure to and Application of multivariate Statistical concepts: Correlation; Regression Analysis</p> <p>Application of Statistical concepts in Knime</p> <p>Text Processing and Other features in KNIME: Repeatability, Database connectivity, Distribution of workflows, Text Processing, Decision Tree Analysis</p> <p>Tableau: Data downloading; Database Connectivity; Manipulation; Visualisation, Calculated fields; Filters; Hierarchy, Dashboards</p>
IS Security Management	4 days	<p>Information Security - Concepts, Policy, Standards and Organisation</p> <p>Information Security Risk Management</p> <p>Information Asset Identification and Classification</p> <p>Key components of IS Security</p> <p>Business Continuity and Disaster Recovery Planning</p> <p>System Development Lifecycle</p> <p>Audit of Cyber Security</p> <p>Network Security</p> <p>Security in Cloud Computing</p>
Training for Trainers (IS)	5 days	<p>Intricacies in handling IS training</p> <p>Effective Presentation Techniques</p> <p>Training Methodologies – Introduction to Design of Training</p> <p>How to impart training in MS Word</p> <p>How to impart training in MS Excel</p> <p>Project preparation and presentation</p>

(C) Resource Profile

I. Infrastructure:

Academic and Administrative Block

The Institute has an Academic and Administrative Block, with a separate Hostel Block. The existing Academic and Administrative Block has two air-conditioned Information Systems Laboratories, a Lecture Hall and a Conference Hall. The Institute is equipped with audio-visual training aids like multimedia projector, personal computers, printers, scanners, photocopiers etc. The Administrative Block consists of office chambers for the Principal Director, Faculty members and Administration staff. It also has a Reception, Documentation Room and a Visitors Room.

The two Information Systems Labs are all networked (LAN). Lab I and Lab II can accommodate 25 participants each. Lecture Hall and Conference Hall can accommodate 30 participants and 40 participants respectively.

Hostel Block

The Hostel Block consists of 29 Air-conditioned rooms, Recreation Hall, Canteen, Gymnasium, TV-Lounge, Dining Hall and Badminton Court. All the rooms in the hostel are provided with PCs, internet & wi-fi connectivity, LED Television sets and Mini-fridge. Washing machines and ironing facility are also provided in the Hostel Block. Elevator facility has been provided in the hostel block.

Library

This Institute has a well-equipped library with more than 3000 books for general and professional reading on Auditing and Management subjects. It also has a good collection of books on Information Systems.

II. Personnel:

Post	Sanctioned Strength	Persons in position	Vacancy
Sr.AO/AO	7	7	-
AAO	2	2	-
Sr. Accountant/ Sr. Auditors	5	5	-
DEO	1	0	1
PS	1	1	-
MTS	8	0	8
Car Driver	1	--	1

III. Budget:

(Rupees in lakhs)

	2015-16	2016-17	2017-18	2018-19
Salaries	145.89	149.07	195.08	207.52
Office Expenses	46.96	36.25	33.74	43.29

IV. Achievements

Training Statistics:

General Courses

	2014-15	2015-16	2016-17	2017-18	2018-19 (Upto Feb'19)
Number of courses conducted	45	34	40	39	39
Number of officials trained	1209	773	1006	810	915
Number of Training Days	185	137	166	177	291

IS Courses

	2014-15	2015-16	2016-17	2017-18	2018-19 (Upto Feb'19)
Number of courses conducted	28	25	30	29	22
Number of officials trained	540	461	553	439	432
Number of Training Days	140	113	160	144	116

Slots Targeted vis-à-vis Achieved during 2018-19

Courses	Slots Targeted	Achieved (Upto Feb'19)
General	798	915
IS	431	432

V. Other Achievements:

1. Structured Training Modules prepared by RTI, Chennai

STM on “Accounting for Fixed Assets under cash basis accounting” developed by RTI, Chennai has been approved and circulated by Headquarters in February 2019.

FM(IS) has contributed in the preparation of IT Modules in GST Training module

2. Case Study / Research Paper

Case Study on “Utilisation of Innovative Techniques in Collection of Audit Evidence and Documentation Process” has been developed and is under finalisation.

Research Paper on “Audit of Digital Payment Systems” prepared by FM(IS) has been published in the iCISA Journal.

3. Special Training Programmes

All India workshop on “Audit of PPP Infrastructure Projects” was organized during September 2018. The workshop was attended by 18 officers including 5 Group Officers.

All India workshop on “Audit of Autonomous Bodies” was organized during December 2018. The workshop was attended by 19 officers including 4 Group Officers.

Course on “Audit of Direct Taxes” was conducted during February 2019 with 5 Group Officers and 15 Group “B” officers as participants.

Three ‘Induction courses’ were conducted for 64 DR AAOs involving 137 training days. Two orientation courses for 60 newly recruited DR AAOs were conducted in June & July 2018.

Mandatory Training Course for PAs / Stenos was organised during December 2018. The course was attended by 26 participants from different parts of the country.

4. RTI Website

Website of the institute is regularly updated and kept current.

5. Other Activities

The Institute hosted a Workshop on ‘System Automation Initiative and E to E’ chaired by DAI (CRA) from 31 October to 2 November 2018.

The Institute hosted Mid-term Workshop on All India "Performance Audit on Ground Water Management and Regulation" on 13 & 14 August 2018. The meeting chaired by Deputy Comptroller & Auditor General (Reports Central and Communications & Railway Audit) was attended by 35 participants including 7 HAG/SAG officers

Quarterly Conferences of the Office of the PDA (Central), Chennai were conducted on 23 April 2018, 28 September 2018 and 08 October 2018 at the Institute.

Quarterly Conference of the Office of the PAG (G&SSA), Tamil Nadu, was conducted on 22 February 2019.

Office of the PDA, Southern Railway conducted In-House trainings on 28 December 2018, 25 January 2019 and 22 February 2019 at RTI and “Workshop on Integrated Payroll and Accounting System in Indian Railways” on 25 & 26 February 2019
