Slot Demand of the user offices

S. No.	Course Name	Demand of Slots
General		
1	Audit of Finance and Appropriation Accounts	38
2	Certification and transaction audit of Autonomous bodies	22
3	Audit of contract, Purchase Agreement and Works Audit	40
4	Audit Methodology, Analysis of Audit Evidence, and presentation of Audit findings in IR	45
5	Audit Planning and Implementation	20
6	Audit best practices being adopted in IAAD	5
7	Right to Information	2
8	Audit Expert training pertaining to Department of expenditure and Department of Economic Affairs	6
9	Audit of Regulatory Bodies i.e., SEBI and TRAI	7
10	Fraud and Forensic	4
11	Companies Act 2013	6
12	Audit of Public Private Partnership	8
	TOTAL (A)	**203**
INFORMATION TECHNOLOGY		
13	Data Analytics using Tableau	38
14	Audit in IT Environment	32
15	MS Excel with Advanced data Analytics Features	63
16	Interactive Data Extraction and Analysis (IDEA)	37
17	Advanced Database concepts, DBMS and SQL	29
18	MS Word Advanced	13
19	Bhavishya	4
20	e-office	5
21	i-BEMS	1
	TOTAL (B)	**222**
MCTP COURSES		
22	MCTP Level-2	86
23	MCTP Level-3	136
	TOTAL (C)	**222**
KNOWLEDGE CENTRE		
24	Fundamental of Public Debt Management and Expenditure Management	19
	TOTAL (D)	**19**
REFRESHER COURSES		
25	Audit of Union Govt finance and appropriation account	31
26	IT Audit	57
	TOTAL (E)	**88**

OIOS COURSES		
27	OIOS (QTR-1)	**17**
28	OIOS (QTR-2)	**17**
29	OIOS (QTR-3)	**17**
30	OIOS (QTR-4)	**17**
	TOTAL (F)	**68**
TOTAL SLOT DEMAND IN ALL COURSES (A+B+C+D+E+F)		**822**

Viable courses

S. No.	Course Name	Demand of Slots
General		
1	Audit of Finance and Appropriation Accounts	38
2	Certification and transaction audit of Autonomous bodies	22
3	Audit of contract, Purchase Agreement and Works Audit	40
4	Audit Methodology, Analysis of Audit Evidence, and presentation of Audit findings in IR	45
5	Audit Planning and Implementation	20
	TOTAL (A)	**165**
INFORMATION TECHNOLOGY		
6	Data Analytics using Tableau	38
7	Audit in IT Environment	32
8	MS Excel with Advanced data Analytics Features	63
9	Interactive Data Extraction and Analysis (IDEA)	37
10	Advanced Database concepts, DBMS and SQL	29
	TOTAL (B)	**199**
MCTP COURSES		
11	MCTP Level-2	86
12	MCTP Level-3	136
	TOTAL (C)	**222**
KNOWLEDGE CENTRE		
13	Fundamental of Public Debt Management and Expenditure Management	19
	TOTAL (D)	**19**
REFRESHER COURSES		
14	Audit of Union Govt finance and appropriation account	31
15	IT Audit	57
	TOTAL (E)	**88**
OIOS COURSES		
16	**OIOS (QTR-1)**	17
17	**OIOS (QTR-2)**	17
18	**OIOS (QTR-3)**	17
19	**OIOS (QTR-4)**	17
	TOTAL (F)	**68**
	TOTAL SLOT DEMAND FOR VIABLE COURSES (A+B+C+D+E+F)	**761**

Summary of courses proposed to be included in Calendar 2023-24

General				
S. No.	*Course Name*	*Demand of Slots*	*Start Date*	*End Date*
1	Audit of Finance and Appropriation Accounts	38	17/4/2023	21/4/2023
2	Audit Methodology, Analysis of Audit Evidence, and presentation of Audit findings in IR	23	12/6/2023	16/6/2023
3	Audit Planning and Implementation	20	23/8/2023	25/8/2023
4	Certification and transaction audit of Autonomous bodies	22	18/12/2023	22/12/2023
5	Audit of contract, Purchase Agreement and Works Audit	40	8/1/2024	12/1/2024
6	Audit Methodology, Analysis of Audit Evidence and presentation of Audit findings in IR	22	5/2/2024	9/2/2024
7	Revenue Audit Examination (Paper-1, Income Tax)	As may be received from user offices	To be decided in due course	
	TOTAL (A)	**165**		
INFORMATION TECHNOLOGY				
8	MS Excel with Advanced Data Analytics Features	32	10/4/2023	14/4/2023
9	Audit in IT Environment	32	19/6/2023	23/6/2023
10	Interactive Data Extraction and Analysis (IDEA)	37	24/7/2023	28/7/2023
11	Data Analytics using Tableau	38	28/11/2023	30/11/2023
12	MS Excel with Advanced Data Analytics Features	31	11/12/2023	15/12/2023
13	Advanced Database concepts, DBMS, and SQL	29	15/1/2024	19/1/2024
14	Special course on SAS PC-4 (IT Practical)	As may be received from user offices	To be decided in due course	
	TOTAL (B)	**199**		
MCTP COURSES				
15	MCTP Level 1 (Phase-1) 1.5 Months SAS Preparatory Training for DRAAOs CGLE 2019 Batch	30	13/3/2023	26/4/2023
16	MCTP Level 1 (6 weeks induction training for Departmentally promoted AAOs/Supervisors)	As may be received from user offices	To be decided in due course based on SAS result of Examination -2 of 2022	

17	MCTP Level-2 (Batch 1)	28	12/5/2023	19/5/2023
18	MCTP Level-3 (1)	34	2/6/2023	9/6/2023
19	MCTP Level 1 (Phase-1) (2.5 Months Induction Training for DRAAOs CGLE 2019 Batch)	30	To be decided in due course	
20	MCTP Level-2 (Batch 2)	28	3/7/2023	10/7/2023
21	MCTP Level-3 (Batch 2)	34	4/8/2023	11/8/2023
22	MCTP Level 1 (6 weeks induction training for Departmentally promoted AAOs/Supervisors)	As may be received from user offices	To be decided in due course based on SAS result of Examination -1 of 2023	
23	MCTP Level-2 (Batch 3)	30	11/9/2023	18/9/2023
24	MCTP Level-3 (Batch 3)	34	3/10/2023	10/10/2023
25	MCTP Level-3 (Batch 4)	34	1/12/2023	8/12/2023
26	MCTP Level 1 (Phase-3) (2 Months Induction Training for DRAAOs CGLE 2019 Batch)	30	To be decided in due course	
	TOTAL (C)	**312**		
KNOWLEDGE CENTRE				
27	Fundamental of Public Debt Management and Expenditure Management	19	22/5/2023	24/5/2023
	TOTAL (D)	**19**		
REFRESHER COURSES				
28	Audit of Union Govt finance and appropriation account	31	29/5/2023	30/5/2023
29	IT Audit (Batch 1)	29	21/8/2023	22/8/2023
30	IT Audit (Batch 2)	28	01/02/2024	02/02/2024
	Total (E)	**88**		
OIOS COURSES				
31	OIOS (QTR-1)	17	22/05/2023	24/05/2023
32	OIOS (QTR-2)	17	17/07/2023	19/07/2023
33	OIOS (QTR-3)	17	16/10/2023	18/10/2023
34	OIOS (QTR-4)	17	05/02/2024	07/02/2024
	TOTAL (F)	**68**		
TOTAL SLOT DEMAND IN ALL COURSES (A+B+C+D+E+F)		**851**		

Calendar of Training Program

General Courses

S.L No	Programme Title	Pre-requisite / Level of participants	Duration (in days)	From	To	Offices	Slots	Total
			April 2023					
1	Audit of Finance and Appropriation Accounts	Officials handling Audit of Finance and Appropriation Accounts	5	17th April	21st April	C&AG	1	
						DGA(CR)	2	
						DGA(CE)	10	
						DGA(DS)	2	
						DGA(AF)	1	
						DGA(E&SD)	5	
						PDA(ENERGY)	3	
						PDA(F&C)	5	
						PDA(I&CA)	3	
						PDA(Infra)	1	
						DGA(AF&WR)	1	
						PAG(A) Delhi	2	
						PDA(NR)	2	38
			June 2023					
2	Audit Methodology, Analysis of Audit Evidence, and presentation of Audit findings in IR	Officials engaged in Audit related work	5	12th June	16th June	DGA(CR)	11	
						DGA(CE)	2	
						DGA(NAVY)	1	
						PDA(ENERGY)	2	
						PDA(F&C)	2	
						PDA(I&CA)	3	
						PAG(A) Delhi	1	
						PDA(NR)	1	23
			August 2023					
3	Audit Planning and Implementation	Officials engaged in Audit related work	3	23rd Aug	25th Aug	C&AG	1	
						DGA(CR)	2	
						DGA(CE)	8	
						DGA(DS)	1	
						DGA(AF)	1	
						DGA(NAVY)	1	
						DGA(E&SD)	1	
						PDA(F&C)	3	
						DGA(AF&WR)	1	
						PDA(NR)	1	20
			December 2023					
4	Certification and transaction audit of Autonomous bodies	Officials engaged in Audit of CABs	5	18th Dec	22th Dec	C&AG	1	
						DGA(CE)	4	
						DGA(DS)	1	
						DGA(AF)	1	
						DGA(E&SD)	3	
						PDA(F&C)	5	22

					PDA(I&CA)	3	
					DGA(AF&WR)	1	
					PAG(A) Delhi	2	
					PDA(NR)	1	
January 2024						
4	Audit of contract, Purchase Agreement and Works Audit	Officials handling Procurement or Works Audit	5	8th Jan	12th Jan	DGA(CE)	4	
						DGA(AF)	1	
						DGA(NAVY)	2	
						DGA(E&SD)	4	
						PDA(ENERGY)	2	
						PDA(Rly Comm.)	4	
						PDA(F&C)	6	
						PDA(I&CA)	11	
						PDA(Infra)	2	
						PAG(A) Delhi	3	
						PDA(NR)	1	40
February 2024						
5	Audit Methodology, Analysis of Audit Evidence and presentation of Audit findings in IR	Officials engaged in Audit related work	5	5th Feb	9th Feb	DGA(CR)	11	
						DGA(CE)	3	
						DGA(AF)	1	
						DGA(E&SD)	1	
						PDA(ENERGY)	1	
						PDA(F&C)	1	
						PDA(I&CA)	3	
						DGA(AF&WR)	1	22
March 2024						
6	Special course on Revenue Audit Examination (Paper-1, Income Tax)	Officials eligible for RAE in Examination 1 and 2 of the Year 2023	5 Days	To be decided in due course		All User Offices		
	**Total**						**165***

* The number of slots may increase/ decrease depending upon the additional slots requested/ surrendered by the user offices during the year.

SL. No	Programme Title	Pre-requisite / Level of participants	Duration (in days)	From	To	Offices	Slots	Total
						Information Technology Courses		
					April 2023			
1	MS Excel with Advanced Data Analytics Features	Participants well versed with MS Excel (Basic)	5	10th April	14th April	C&AG	2	
						DGA(CR)	10	
						DGA(CE)	6	
						DGA(DS)	1	
						DGA(E&SD)	6	
						PDA(Rly Comm.)	1	
						PDA(F&C)	2	
						PDA(I&CA)	2	
						PAG(A) Delhi	1	
						PDA(NR)	1	32
					June 2023			
2	Audit in IT Environment	Basic understanding of Audit Planning and Implementation	5	19th June	23rd June	DGA(CR)	8	
						DGA(CE)	7	
						DGA(AF)	1	
						DGA(E&SD)	2	
						PDA(ENERGY)	3	
						PDA(Rly Comm)	2	
						PDA(F&C)	3	
						PDA(I&CA)	5	
						PDA(NR)	1	32
					July 2023			
3	Interactive Data Extraction and Analysis (IDEA)	Participants well versed with MS Excel (Basic)	5	24th July	28th July	C&AG	3	
						DGA(CR)	2	
						DGA(CE)	5	
						DGA(DS)	2	
						DGA(AF)	1	
						DGA(NAVY)	1	
						DGA(E&SD)	10	
						PDA(ENERGY)	3	
						PDA(F&C)	3	
						PDA(I&CA)	2	
						PDA(Infra)	3	
						PAG(A) Delhi	1	
						PDA(NR)	1	37
					November 2023			
4	Data Analytics using Tableau	Participants well versed with MS Excel (Basic)	3	28th Nov	30th Nov	C&AG	4	
						DGA(CR)	3	
						DGA(CE)	9	
						DGA(DS)	2	
						DGA(AF)	1	
						DGA(NAVY)	1	
						DGA(E&SD)	8	
						PDA(ENERGY)	1	
						PDA(F&C)	5	
						PDA(I&CA)	3	
						PDA(NR)	1	38
					December 2023			

5	MS Excel with Advanced Data Analytics Features	Participants well versed with MS Excel (Basic)	5	11th Dec	15th Dec	C&AG	3	
						DGA(CR)	10	
						DGA(CE)	6	
						DGA(AF)	1	
						DGA(NAVY)	1	
						DGA(E&SD)	5	
						PDA(ENERGY)	1	
						PDA(F&C)	1	
						PDA(I&CA)	2	
						DGA(AF&WR)	1	31
January 2024								
6	Advanced Database concepts, DBMS and SQL	Participants well versed with MS Access and MS Excel (Basic)	5	15th Jan	19th Jan	C&AG	5	
						DGA(CR)	4	
						DGA(CE)	5	
						DGA(AF)	1	
						DGA(NAVY)	1	
						DGA(E&SD)	7	
						PDA(ENERGY)	1	
						PDA(F&C)	5	29
7	Special course on SAS PC-4 (IT Practical)	Officials eligible for SAS for examination 1 and 2 during 2023	4 Days	To be decided in due course		All user offices		
Total								**199***

* The number of slots may increase/ decrease depending upon the additional slots requested/ surrendered by the user offices during the year.

MCTP Courses								
SL. No	Programme Title	Prerequisite / Level of participants	Duration (in days)	From	To	Offices	Slots	Total
April 2023								
1	MCTP Level 1 (Phase-1) 1.5 Months SAS Preparatory Training for DRAAOs CGLE 2019 Batch	DRAAOs of SSC CGLE Batch 2019	1.5 Months (30 Working Days)	13th Mar	26th Apr	DGA(CE)	2	
						DGA(CR)	2	
						PDA(ICA)	23	
						PAG(A) Delhi	3	30
2	MCTP Level 1 (6 weeks induction training for Departmentally promoted AAOs/Supervisors)	Departmentally promoted AAOs of SAS Expamination-2 of 2021 and Promoted Supervisors	6 Weeks	To be decided in due course		All user offices	Based on SAS result of Examination -2 of 2022	
May 2023								
3	MCTP Level-2 (Batch 1)	AAOs with 7 or more but less than 12 years of service in grade.	6 Days	12th May	19th May	C&AG	10	
						DGA(CR)	8	
						DGA(CE)	4	
						DGA(AF)	1	
						PDA(ENERGY)	2	28

						PDA(F&C)	2	
						PDA(NR)	1	
June 2023							
4	MCTP Level-3 (1)	Combined service of 12 or more but less than 17 years in AAO and SAO cadre	6 Days	2nd June	9th June	C&AG	8	
						DGA(CR)	2	
						DGA(CE)	6	
						DGA(DS)	2	
						DGA(AF)	2	
						PDA(F&C)	2	
						PDA(Infra)	7	
						PAG(A) Delhi	3	
						PDA(NR)	2	34
5	MCTP Level 1 (Phase-1) 2.5 Months Induction Training for DRAAOs CGLE 2019 Batch	DRAAOs of SSC CGLE Batch 2019	2.5 Months	To be decided in due course		DGA(CE)	2	
						DGA(CR)	2	
						PDA(ICA)	23	
						PAG(A) Delhi	3	
								30
July 2023							
6	MCTP Level-2 (Batch 2)	AAOs with 7 or more but less than 12 years of service in grade.	6 Days	3rd July	10th July	C&AG	10	
						DGA(CR)	8	
						DGA(CE)	3	
						PDA(ENERGY)	3	
						PAG(A) Delhi	2	
						PDA(NR)	2	28
August 2023							
7	MCTP Level-3 (Batch 2)	Combined service of 12 or more but less than 17 years in AAO and SAO cadre	6 Days	4th Aug	11th Aug	C&AG	8	
						DGA(CR)	1	
						DGA(CE)	6	
						DGA(DS)	2	
						DGA(NAVY)	2	
						PDA(F&C)	2	
						PDA(Infra)	7	
						PAG(A) Delhi	2	
						DGA(ENERGY)	1	
						PDA(NR)	3	34
September 2023							
8	MCTP Level 1 (6 weeks induction training for Departmentally promoted AAOs/Supervisors)	Departmentally promoted AAOs of SAS Expamination-1 of 2023 and Promoted Supervisors	6 Weeks	To be decided in due course		All user offices	Based on SAS result of Examinati on-1 of 2023	
9	MCTP Level-2 (Batch 3)	AAOs with 7 or more but less than 12 years of service in grade.	6 Days	11th Sep	18th Sep	C&AG	15	
						DGA(CR)	8	
						DGA(CE)	3	
						PDA(ENERGY)	2	
						PDA(Infra)	2	30
October 2023							
10	MCTP Level-3 (Batch 3)	Combined service of 12 or more but less than 17	6 Days	3rd Oct	10th Oct	C&AG	8	
						DGA(CR)	1	
						DGA(CE)	6	
						DGA(DS)	2	34

SL. No	Programme Title	Prerequisite / Level of participants	Duration (in days)	From	To	Offices	Slots	Total
		years in AAO and SAO cadre				DGA(E&SD)	2	
						PDA(F&C)	3	
						PDA(Infra)	7	
						PAG(A) Delhi	2	
						PDA(NR)	3	
December 2023								
11	MCTP Level-3 (Batch 4)	Combined service of 12 or more but less than 17 years in AAO and SAO cadre	6 Days	1st Dec	8th Dec	C&AG	6	
						DGA(CR)	2	
						DGA(CE)	7	
						DGA(DS)	2	
						PDA(Rly Comm.)	2	
						PDA(Infra)	7	
						PAG(A) Delhi	3	
						PDA(ENERGY)	2	
						PDA(NR)	3	34
12	MCTP Level 1 (Phase-3) 2 Months Induction Training for DRAAOs CGLE 2019 Batch	DRAAOs of SSC CGLE Batch 2019	2 Months	To be decided in due course		DGA(CE)	2	
						DGA(CR)	2	
						PDA(ICA)	23	
						PAG(A) Delhi	3	
								30
TOTAL								**312***

Knowledge Centre Course

SL. No	Programme Title	Prerequisite / Level of participants	Duration (in days)	From	To	Offices	Slots	Total
May 2023								
1	Fundamental of Public Debt Management and Expenditure Management	Officials handling Audit of Finance and Appropriation Accounts	3 Days	22nd May	24th May	C&AG	2	
						DGA(CR)	1	
						DGA(DS)	1	
						DGA(E&SD)	4	
						PDA(F&C)	8	
						PDA(I&CA)	3	19
TOTAL								**19***

* The number of slots may increase/ decrease depending upon the additional slots requested/ surrendered by the user offices during the year.

Refresher Courses

SL. No	Programme Title	Prerequisite / Level of participants	Duration (in days)	From	To	Offices	Slots	Total
May 2023								
1	Audit of Union Govt finance and appropriation account	Participants who already attended training on given topic	2 Days	29th May	30th May	DGA(CE)	4	
						DGA(CR)	3	
						DGA(DS)	2	
						DGA(AF)	1	
						DGA(E&SD)	1	
						PDA(F&C)	5	
						PDA(ICA)	2	
						PDA(Infra)	8	
						DGA(AF&WR)	1	31
						PAG(A) Delhi	4	

						August 2023		
2	Audit in IT Environment (Batch 1)	Participants who already attended training on given topic	2 Days	21st Aug	22nd Aug	C&AG	1	
						DGA(CR)	22	
						DGA(CE)	1	
						DGA(I&CA)	1	
						PDA(Infra)	1	
						PDA(F&C)	1	
						DGA(AF&WR)	1	
						PAG(A) Delhi	1	29
						February 2024		
3	Audit in IT Environment (Batch 2)	Participants who already attended training on given topic	2 Days	1st Feb	2nd Feb	DGA(CR)	22	
						DGA(DS)	2	
						PDA(F&C)	1	
						PDA(ICA)	1	
						PDA(Infra)	1	
						PAG(A) Delhi	1	28
Total								**88***

OIOS Courses

SL. No	Programme Title	Prerequisite / Level of participants	Duration (in days)	From	To	Offices	Slots	Total
						May 2023		
1	OIOS (QTR-1)	Officials dealing with OIOS	3 Days	22nd May	24th May	DGA(CR)	1	
						DGA(CE)	1	
						DGA(NR)	1	
						DGA(E&SD)	1	
						PDA(F&C)	3	
						PDA(Infra)	1	
						PAG(A) Delhi	2	
						DGA(ENERGY)	3	
						PDA(I&CA)	3	
						DGA(AF&WR)	1	17
						July 2023		
2	OIOS (QTR-2)	Officials dealing with OIOS	3 Days	17th July	19th July	DGA(CR)	1	
						DGA(CE)	1	
						DGA(NR)	1	
						DGA(E&SD)	1	
						PDA(F&C)	3	
						PDA(Infra)	1	
						PAG(A) Delhi	2	
						DGA(ENERGY)	3	
						PDA(I&CA)	3	
						DGA(AF&WR)	1	17
						October 2023		
3	OIOS (QTR-3)	Officials dealing with OIOS	3 Days	16th Oct	18th Oct	DGA(CR)	2	
						DGA (Rly. Comm.)	1	
						DGA(NR)	1	
						DGA(E&SD)	1	
						PDA(F&C)	2	
						PDA(Infra)	1	
						PAG(A) Delhi	2	17

					DGA(ENERGY)	3	
					PDA(I&CA)	3	
					DGA(AF&WR)	1	
February 2024							
4	OIOS (QTR-4)	Officials dealing with OIOS	3 Days	5th Feb	7th Feb	DGA(CR)	2	
						DGA(Rly. Comm.)	1	
						DGA(NR)	1	
						DGA(E&SD)	1	
						PDA(F&C)	2	
						PDA(Infra)	1	
						PAG(A) Delhi	2	
						DGA(ENERGY)	3	
						PDA(I&CA)	3	
						DGA(AF&WR)	1	17
	**TOTAL**							**68***

* The number of slots may increase/ decrease depending upon the additional slots requested/ surrendered by the user offices during the year.

Non-Viable Courses

S. No.	Course Name	Demand of Slots	Categorisation as per TNA Guidelines para-No. 2.2
GENERAL			
1	Audit best practices being adopted in IAAD	**5**	**Basic/introductory**
2	Right to Information	**2**	**Basic/introductory**
3	Audit Expert training pertaining to Department of expenditure and Department of Economic Affairs	**6**	**Office-Specific**
4	Audit of Regulatory Bodies i.e. SEBI and TRAI	**7**	**Office-Specific**
5	Fraud and Forensic	**4**	**Office-Specific**
6	Companies Act 2013	**6**	**Office-Specific**
7	Audit of Public Private Partnership	**8**	**Office-Specific**
	TOTAL (A)	**38**	
INFORMATION TECHNOLOGY			
8	MS Word Advanced	**13**	**Advance**
9	Bhavishya	**4**	**Basic/introductory**
10	e-office	**5**	**Basic/introductory**
11	iBEMS	**1**	**Basic/introductory**
	TOTAL (B)	**23**	
	TOTAL SLOT DEMAND (A+B)	**61**	