



Indian Audit and Accounts Department Regional Training Institute, Shillong.

CALENDAR OF TRAINING PROGRAMME 2023-24



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PROFILE

(i) INTRODUCTION

Regional Training Institute, Shillong is one of the 10 Regional Training Institutes of the Indian Audit and Accounts Department. It is the apex training Institute of the 16 Indian Audit & Accounts Department offices located in the North Eastern Region of the Country. This Institute was established in March 1989 and is located in an independent campus known as '**Lachatelette Complex**'. The 4601.50 sq.m. complex was part of the estate of the erstwhile Maharaja of Manipur and was originally acquired for the Office of the then Accountant General, Assam in 1955. Since its inception, the Regional Training Institute has grown into a full-fledged and a well-equipped training establishment of the Indian Audit & Accounts Department in the North Eastern Region. In May 2004, RTI, Shillong was upgraded into the O/o Principal Director, RTI. Since September 2016, the Regional Training Institute, Shillong has been functioning from the newly constructed Administrative cum Academic and Hostel Blocks.

(ii) REGIONAL ADVISORY COMMITTEE (RAC)

According to Headquarters' office letter No.16-TRG.DIV./13-O&M/86 dated 19 March 1990, there shall be a Regional Advisory Committee for each Regional Training Institute for planning, overseeing and coordinating training and other activities allotted to the Regional Training Institute, promoting effective interaction with the related field offices, strengthening the arrangement for evaluation of training programmes and selection of guest faculty, etc. The Committee will meet as necessary under the Chairmanship of the senior most member present, but not more than 3 times in a year. The composition of the Committee in respect of Regional Training Institute, Shillong (as reconstituted vide Headquarters' Office letter No.556/Trg.Div/21-99 dated 30-12-2004, letter No.938/Trg Div/21-99/Vol-III dated 06-12-07, letter No.248/Trg.Div/21-99 dated 27-08-2008 and letter No. 125/Trg.Div/F-279/2017 dt. 25-06-2018) is as indicated below:

- i) Principal Accountant General, Arunachal Pradesh, Itanagar.
- ii) Director General of Audit, NF Railway, Maligaon, Guwahati.
- iii) Director General of Audit (Central), Kolkata, Branch Office at Guwahati.
- iv) Principal Accountant General (Audit), Manipur, Imphal.
- v) Principal Accountant General (Audit), Nagaland, Kohima
- vi) Principal Accountant General (Audit), Sikkim, Gangtok.
- vii) Principal Accountant General (Audit), Tripura, Agartala.
- viii) Principal Accountant General (Audit), Assam, Guwahati.
- ix) Principal Accountant General, Mizoram, Aizawl.
- x) Principal Accountant General (Audit), Meghalaya, Shillong
- xi) Principal Accountant General (A&E), Manipur, Imphal.
- xii) Principal Accountant General (A&E), Nagaland, Kohima.
- xiii) Principal Accountant General (A&E), Assam, Guwahati.
- xiv) Principal Accountant General (A&E), Meghalaya, Shillong
- xv) Accountant General (A&E), Tripura, Agartala
- xvi) Representative from Headquarters' Office.
- xvii) Director General, RTI Shillong (Member Secretary).

[Director General, NAAA, Shimla to be invited in the meeting of the RAC of RTI to discuss and approve the Training Calendar vide Director (Training)'s D.O. letter No.260 Trg.Div/57-92, dated 18 December, 1992]

(iii) JURISDICTION OF RTI, SHILLONG

1. Principal Accountant General, Arunachal Pradesh, Itanagar.
2. Director General of Audit, NF Railway, Maligaon, Guwahati.
3. Director General of Audit (Central), Kolkata, Branch Office at Guwahati.
4. Principal Accountant General (Audit), Manipur, Imphal.
5. Principal Accountant General (Audit), Nagaland, Kohima
6. Principal Accountant General (Audit), Sikkim, Gangtok.
7. Principal Accountant General (Audit), Tripura, Agartala.
8. Principal Accountant General (Audit), Assam, Guwahati.
9. Principal Accountant General, Mizoram, Aizawl.
10. Principal Accountant General (Audit), Meghalaya, Shillong
11. Principal Accountant General (A&E), Manipur, Imphal.
12. Principal Accountant General (A&E), Nagaland, Kohima.
13. Principal Accountant General (A&E), Assam, Guwahati.
14. Principal Accountant General (A&E), Meghalaya, Shillong
15. Accountant General (A&E), Tripura, Agartala
16. Deputy Accountant General (A&E), Sikkim, Gangtok.

(iv) KNOWLEDGE CENTRE

As per Headquarters' instructions, RTI, Shillong has to develop Auditing Methodologies/Domain Knowledge, Courseware, Research Papers, Case Studies and Structured Training Modules on the following two subjects: -

- (a) 'Certification Audit of Autonomous District Councils as per Financial Attest Audit Manual'.
- (b) 'Audit Quality Management Framework (AQMF)'.

The Structured Training Modules (STMs) on 'Certification Audit of Autonomous District Councils as per Financial Attest Audit Manual' and 'Audit Quality Management Framework (AQMF)' were prepared by RTI Shillong, approved and disseminated for use in training by Headquarters' in January 2018 and July 2019 respectively.

Draft Joint Research Paper titled "Accounting in Panchayats and Autonomous District Councils: A Comparative Analysis" has been prepared as part of the Collaborative Alliance with the North Eastern Hill University (NEHU), Shillong. The Draft Paper has been submitted to the Indian Journal of Public Administration and Headquarters' office in November 2022 for review and comments.

Besides the Knowledge Centre Topics, RTI Shillong had also prepared STMs on:

- (a) 'Data Security – Privacy and Protection' which was approved by Headquarters and disseminated for use in September 2022.
- (b) 'Various Entitlements Admissible to a Government Servant' – which was approved by Headquarters and disseminated for use in January 2023.
- (c) 'General Financial Reporting Framework for Government and Public Sector' was updated and sent to Headquarters' for approval in March 2022.

*Courses at
a Glance*

GENERAL COURSES 2023-24

Sl. No	Course Title	No. of Courses	Course Duration (in days)
ACCOUNTS COURSES			
1.	Government Accounts-the Process Flow, VLC, VLC Dashboard, PW/Forest Accounts, and Account Current Module and Audit Module of VLC (Practical sessions), Broadsheets, DDR Head, Adverse Balance in the PA, improper operation of PLA, PD, Clearance of suspense Head. <i>[Target Group: SAOs, Group 'B' and Group 'C']</i>	1	05
Total		1	05

Sl. No	Course Title	No. of Courses	Course Duration (in days)
AUDIT COURSES			
1.	Performance Auditing <i>[Target Group: SAOs, Group 'B' and Group 'C']</i>	1	5
2.	Audit Quality Management Framework - Knowledge Centre Topic (All India Training) <i>[Target Group: G.O.'s, SAOs, Group 'B' and Group 'C']</i>	1	5
Total		02	10

Sl. No	Course Title	No. of Courses	Course Duration (in days)
GENERAL COURSES			
1.	Phase I Induction Training for DRAAOs (Post-SAS Examination Training) (MCTP Level 1.1) <i>[Target Group: Direct Recruits Assistant Audit Officers]</i>	1	64
2.	Mandatory Training for AAOs due for empanelment for promotion as SAO <i>[Target Group: Assistant Audit Officers/ Assistant Accounts Officers]</i>	1	15
3.	Mandatory Training for Sr. Acct./Ars. due for promotion as Asst. Supervisor <i>[Target Group: Sr. Accountants / Sr. Auditors]</i>	1	6
4.	Mid-Career Training Programme (MCTP) Level 2 <i>[Target Group: Target Group: AAOs and SAOs with 7 to 11 years of combined service in the cadres]</i>	1	6
5.	Induction Training for promoted AAOs/SAS passed officials/Supervisors (MCTP Level 1.2) <i>[Target Group: Newly promoted AAOs who passed SAS 2022 onwards and Newly promoted Supervisor]</i>	1	30
6.	Mid-Career Training Programme (MCTP) Level 3 <i>[Target Group: AAOs and SAOs with 12 to 16 years of combined service in the cadres]</i>	1	06
7.	Phase III Induction Training for DRAAOs (MCTP Level 1.1) <i>[Target Group: Direct Recruits Assistant Audit Officers]</i>	1	51
Total		07	178
TOTAL GENERAL COURSES		10	193

INFORMATION TECHNOLOGY COURSES 2023-24

Sl. No	Course Title	No. of Courses	Course Duration (in days)
1.	OIOS <i>[Target Group : 'A', 'B' and 'C' from Audit Offices]</i>	4	20
2.	Data Analytics <i>[Target Group : Group 'A', 'B' and 'C']</i>	1	10
3.	Audit in IT Environment with focus on IDEA <i>[Target Group : Group 'A', 'B' and 'C']</i>	1	10
4.	e-Office – File Management System <i>[Target Group : Group 'A', 'B' and 'C']</i>	2	6
5.	Oracle as an IT Audit Tool <i>[Target Group : Group 'A', 'B' and 'C']</i>	1	5
6.	Public Financial Management System (PFMS), use of BEMS, iBEMS, Bhavishya Nidhi and other software used by Hqrs and field offices. <i>[Target Group : Group 'A', 'B' and 'C']</i>	2	10
TOTAL IT COURSES		11	61
GRAND TOTAL OF ALL COURSES		21	252

Calendar of Training Programme 2023-24

General Courses

**CALENDAR OF TRAINING PROGRAMME FOR THE YEAR 2023-24
(GENERAL COURSES)**

Sl. No.	Programme Title	Duration	Target Group	Office	Slots Allotted
01	Performance Audit	5 days 24-04-23 to 28-04-23	PA teams including supervising GOs	DGA, NF Railway	02
				DGA (C)Kolkata, B.O Guwahati	01
				PAG Arunachal Pradesh	02
				PAG Mizoram	01
				PAG (Au) Nagaland	01
				PAG (Au) Assam	06
				PAG (Au) Sikkim	01
				PAG (Au) Tripura	02
				AG (Au) Meghalaya	02
Total	18				
02	Phase I Induction training for DRAAOs (Post-SAS Examination Training) (MCTP Level 1.1)	64 days 15-05-23 to 01-08-23	DRAAOs	PAG Arunachal Pradesh	08
				PAG (Au) Sikkim	01
				PAG (Au) Tripura	09
				AG (Au) Meghalaya	04
Total	22				
03	Mandatory Training for AAOs due for empanelment for promotion as SAO	15 days 07-08-23 to 25-08-23	AAOs	DGA, NF Railway	01
				PAG Arunachal Pradesh	02
				PAG, Mizoram	04
				PAG (Au) Tripura	01
				PAG (Au) Assam	09
				PAG (Au) Sikkim	05
				PAG (Au) Manipur	01
				PAG (A&E) Manipur	01
				PAG (A&E) Meghalaya	02
				AG (A&E) Tripura	01
Total	27				
04	Mandatory Training for Sr. Acct./Ars. due for promotion as Asst. Supervisor	12 days 28-08-23 to 12-09-23	Sr. Accountants / Sr. Auditors	DGA, NF Railway	10
				PAG Arunachal Pradesh	01
				PAG, Mizoram	05
				PAG (Au) Manipur	04
				PAG (Au) Assam	10
				PAG (Au) Nagaland	01
				PAG (Au) Sikkim	04
				AG (Au) Meghalaya	02
				PAG (A&E) Manipur	06
				PAG (A&E) Meghalaya	03
Total	46				

Sl. No.	Programme Title	Duration	Target Group	Office	Slots Allotted
05	Audit Quality Management Framework - Knowledge Centre Topic (All India Training)	5 days 18-09-23 to 22-09-23	G.O.'s, SAOs, Group 'B' and Group 'C'	PAG Arunachal Pradesh	04
				PAG Mizoram	01
				PAG (Au) Assam	02
				PAG (Au) Sikkim	01
				PAG (Au) Manipur	02
				AG (Au) Meghalaya	02
				DAG (A&E) Sikkim	01
				Total	13
06	Government Accounts-the Process Flow, VLC, VLC Dashboard, PW/Forest Accounts, and Account Current Module and Audit Module of VLC (Practical sessions), Broadsheets, DDR Head, Adverse Balance in the PA, improper operation of PLA, PD, Clearance of suspense Head.	5 days 09-10-23 to 13-10-23	Group 'B' and Group 'C'	PAG Arunachal Pradesh	03
				PAG (Au) Manipur	04
				PAG, Mizoram	01
				PAG (Au) Assam	03
				PAG (Au) Sikkim	01
				PAG (Au) Tripura	03
				PAG (Au) Meghalaya	05
				PAG (A&E) Assam	02
				PAG (A&E) Manipur	02
				PAG (A&E) Nagaland	03
				PAG (A&E) Meghalaya	08
				AG (A&E) Tripura	02
				DAG (A&E) Sikkim	01
Total	38				
07	Mid-Career Training Programme (MCTP) Level 2	6 days 16-10-23 to 21-10-23	SAOs/AA Os	DGA, NF Railway	02
				PAG Arunachal Pradesh	13
				PAG, Mizoram	04
				PAG (Au) Assam	10
				PAG (Au) Nagaland	03
				PAG (Au) Sikkim	02
				PAG (Au) Manipur	01
				PAG (Au) Tripura	08
				AG (Au) Meghalaya	01
				PAG (A&E) Assam	04
				PAG (A&E) Manipur	01
				PAG (A&E) Nagaland	08
				AG (A&E) Meghalaya	01
Total	58				

Sl. No.	Programme Title	Duration	Target Group	Office	Slots Allotted
08	Induction Training for promoted AAOs/SAS passed officials/Supervisors (MCTP Level 1.2)	30 days 30-10-23 to 05-12-23	Newly promoted AAOs/SAS passed officials/Supervisors	DGA, NF Railway	06
				PAG Arunachal Pradesh	03
				PAG, Mizoram	01
				PAG (Au) Sikkim	04
				PAG (Au) Manipur	03
				PAG (Au) Assam	06
				PAG (Au) Tripura	03
				AG (Au) Meghalaya	01
				PAG (A&E) Assam	02
				PAG (A&E) Manipur	01
				PAG (A&E) Nagaland	03
				AG (A&E) Meghalaya	01
				AG (A&E) Tripura	02
				DAG (A&E) Sikkim	01
Total	37				
09	Mid-Career Training Programme Level 3 (MCTP)	6 days 11-12-23 to 16-12-23	SAOs/AAOs	DGA, NF Railway	01
				PAG Arunachal Pradesh	10
				PAG, Mizoram	02
				PAG (Au) Assam	11
				PAG (Au) Nagaland	04
				PAG (Au) Sikkim	02
				PAG (Au) Manipur	05
				PAG (Au) Tripura	02
				AG (Au) Meghalaya	02
				PAG (A&E) Manipur	01
				PAG (A&E) Nagaland	05
				AG (A&E) Meghalaya	01
				Total	46
10	Phase III Induction Training for DRAAOs (MCTP Level 1.1)	51 Days 08-01-24 to 13-03-24	DRAAOs	PAG Arunachal Pradesh	08
				PAG (Au) Sikkim	01
				PAG (Au) Tripura	09
				AG (Au) Meghalaya	04
				Total	22
				Grand Total	336

Calendar of Training Programme 2023-24

Information Technology Courses

**CALENDAR OF TRAINING PROGRAMME FOR THE YEAR 2023-24
(IT COURSES)**

Sl.	Program Title	Duration	Target Group	Office	Slots allotted
01	OIOS	5 days 24-04-23 to 28-04-23	Group 'A', 'B' and 'C' from Audit Offices	PAG Arunachal Pradesh	02
				PAG (Au) Tripura	07
				PAG (Au) Sikkim	02
				PAG (Au) Nagaland	02
				PAG (Au) Manipur	02
				To be intimated by User Offices	
02	Data Analytics Course Prerequisite: Basic Computer Knowledge: Employees who have cleared in- House examination on Hqrs' IT Self Learning Modules	10 days 15-05-23 to 25-05-23	Group 'A', 'B' and 'C'	DGA (C) Kolkata, B.O Guwahati	03
				PAG Arunachal Pradesh	01
				PAG Mizoram	01
				PAG (Au) Nagaland	02
				PAG (Au) Manipur	01
				PAG (Au) Assam	04
				PAG (Au) Sikkim	01
				PAG (Au) Tripura	02
				PAG (A&E) Assam	02
				PAG (A&E) Nagaland	03
				AG (A&E) Meghalaya	02
				AG (A&E) Tripura	02
				Total	
03	Audit in IT Environment with focus on IDEA Course Prerequisite: Basic Computer Knowledge: Employees who have secured qualifying marks in MS Excel in the in-House examination on Hqrs' IT Self Learning Modules	10 days 12-06-23 to 22-06-23	Group 'A', 'B' and 'C'	DGA, NF Railway	01
				DGA (C) Kolkata, B.O Guwahati	02
				PAG Arunachal Pradesh	03
				PAG Mizoram	02
				PAG (Au) Nagaland	01
				PAG (Au) Manipur	03
				PAG (Au) Assam	02
				PAG (Au) Sikkim	01
				PAG (Au) Tripura	02
				AG (Au) Meghalaya	02
				PAG (A&E) Assam	02
				PAG (A&E) Manipur	02
				AG (A&E) Meghalaya	02
Total		25			

Sl.	Program Title	Duration	Target Group	Office	Slots allotted
04	OIOS	5 days 03-07-23 to 07-07-23	Group 'A', 'B' and 'C' from Audit Offices	PAG Arunachal Pradesh	02
				PAG (Au) Tripura	07
				PAG (Au) Sikkim	02
				PAG (Au) Nagaland	02
				PAG (Au) Manipur	02
To be intimated by User Offices					
05	e-Office – File Management System Course Prerequisite: Basic Computer Knowledge: Employees who have cleared in-House examination on Hqrs' IT Self Learning Modules from Offices where e-Office has been implemented	3 days 02-08-23 to 04-08-23	Group 'A', 'B' and 'C'	DGA, NF Railway	02
				DGA (C) Kolkata, B.O Guwahati	02
				PAG Arunachal Pradesh	08
				PAG Mizoram	01
				PAG (Au) Manipur	04
				PAG (Au) Assam	02
				PAG (Au) Sikkim	02
				PAG (Au) Tripura	05
				PAG (A&E) Assam	02
				PAG (A&E) Manipur	05
				PAG (A&E) Nagaland	01
Total				34	
06	PL SQL and Tableau Course Prerequisite: Basic Computer Knowledge: Employees who have cleared in-House examination on Hqrs' IT Self Learning Modules	6 days 28-08-23 to 02-09-23	Group 'A', 'B' and 'C'	DGA, NF Railway	01
				PAG Arunachal Pradesh	04
				PAG Mizoram	01
				PAG (Au) Manipur	02
				PAG (Au) Assam	02
				PAG (Au) Sikkim	01
				AG (Au) Meghalaya	01
				PAG (A&E) Assam	04
				PAG (A&E) Manipur	02
				PAG (A&E) Nagaland	02
				AG (A&E) Tripura	02
Total				22	
07	OIOS	5 days 03-10-23 to 07-10-23	Group 'A', 'B' and 'C' from Audit Offices	PAG Arunachal Pradesh	02
				PAG (Au) Tripura	07
				PAG (Au) Nagaland	02
				To be intimated by User Offices	

Sl.	Program Title	Duration	Target Group	Office	Slots allotted
08	Public Financial Management System (PFMS), use of BEMS, iBEMS, Bhavishya Nidhi and other software used by Hqrs and field offices. Course Prerequisite: Basic Computer Knowledge: Employees who have cleared in-House examination on Hqrs' IT Self Learning Modules	5 days 29-01-24 to 02-02-24	Group 'A', 'B' and 'C'	DGA, NF Railway	02
				DGA (C) Kolkata, B.O Guwahati	02
				PAG Arunachal Pradesh	04
				PAG Mizoram	01
				PAG (Au) Nagaland	01
				PAG (Au) Manipur	01
				PAG (Au) Assam	02
				PAG (Au) Tripura	02
				PAG (Au) Sikkim	01
				AG (Au) Meghalaya	01
				PAG (A&E) Assam	02
				PAG (A&E) Manipur	01
				PAG (A&E) Nagaland	02
				AG (A&E) Meghalaya	01
				AG (A&E) Tripura	02
DAG (A&E) Sikkim	01				
	Total	26			
09	Public Financial Management System (PFMS), use of BEMS, iBEMS, Bhavishya Nidhi and other software used by Hqrs and field offices. (Online Training) Course Prerequisite: Basic Computer Knowledge: Employees who have cleared in-House examination on Hqrs' IT Self Learning Modules	5 days 19-02-24 to 24-02-24	Group 'A', 'B' and 'C'	DGA, NF Railway	02
				DGA (C) Kolkata, B.O Guwahati	05
				PAG Arunachal Pradesh	04
				PAG, Mizoram	01
				PAG (Au) Nagaland	02
				PAG (Au) Manipur	01
				PAG (Au) Assam	06
				PAG (Au) Sikkim	01
				AG (Au) Meghalaya	01
				PAG (A&E) Assam	02
				PAG (A&E) Manipur	02
				PAG (A&E) Nagaland	03
				AG (A&E) Meghalaya	02
				AG (A&E) Tripura	02
				DAG (A&E) Sikkim	01
	Total	35			

Sl.	Program Title	Duration	Target Group	Office	Slots allotted
10	e-Office – File Management System Course Prerequisite: Basic Computer Knowledge: Employees who have cleared in-House examination on Hqrs’ IT Self Learning Modules from Offices where e-Office has been implemented	3 days 04-03-24 to 06-03-24	Group ‘A’, ‘B’ and ‘C’	DGA, NF Railway	02
				PAG Arunachal Pradesh	08
				PAG (Au) Tripura	05
				PAG, Mizoram	01
				PAG (Au) Assam	02
				PAG (Au) Sikkim	02
				PAG (Au) Nagaland	01
				AG (Au) Meghalaya	03
				AG (A&E) Meghalaya	02
				AG (A&E) Tripura	08
				DAG (A&E) Sikkim	02
	Total	36			
11	OIOS	5 days 18-03-24 to 22-03-24	Group ‘A’, ‘B’ and ‘C’ from Audit Offices	PAG Arunachal Pradesh	02
				PAG (Au) Tripura	07
				PAG (Au) Nagaland	02
				To be intimated by User offices	

COURSE CONTENTS

General Courses 2023-24

ACCOUNTS COURSES

- 1. Course Title** **Government Accounts-the Process Flow, VLC, PW/Forest Accounts, and Account Current Module and Audit Module of VLC (Practical sessions), Broadsheets, DDR Head, Adverse Balance in the PA, improper operation of PLA, PD, Clearance of suspense Head.**
- 2. Date** **09-10-2023 to 13-10-2023**
- 3. Duration** **5 days.**
- 4. Location** **Regional Training Institute, Shillong.**
- 5. Programme Background** This training programme is being conducted based on projected training requirement of User Offices of RTI, Shillong. As discussed in the RAC Meeting (December 2022) of RTI, Shillong, the course has been designed as per Training Need Analysis.
- 6. Learning Objectives** The course aims at introducing participants to different steps involved in Government Accounting and flow and exhibition of transactions in the annual accounts.
- 7. Programme Content and Structure** An Introduction to Government Accounts Government Accounts – Rationale and Philosophy, Preparation of Budget, Accrual System of Accounting and transition of Govt. Accounts towards Accrual System of Accounting, An Overview of VLC, the new VLC Dashboard, Accounting of Debt, Deposits and clearance of Suspense Balances in the VLC environment, Accounts of PW/Forests, Accounting of Grants in Aid/Loan from the Central Govt., Managing Public Account and DDR heads and Ethics and Values in Public Governance.
- 8. Methodology** Lectures, Presentation, Interactive sessions and Course-end test.
- 9. Target Participants** Accountants/Sr.Accountants and AAOs of Accounts Offices dealing with the Compilation and Finalization of Monthly and Annual Accounts of the Government.
- 10. Additional Information:** **Faculty:** The faculty will be drawn from resource pool comprising of Group ‘A’ & ‘B’ officers of the IA&AD.
Feedback on previous Course: This course was rated 4.46 on a scale of 1 to 5 by the participants during 2020-21, when the course was last conducted.

AUDIT COURSES

1. **Course Title** **Performance Audit**
2. **Date** **24-04-2023 to 28-04-2023**
3. **Duration** **5 days.**
4. **Location** **Regional Training Institute, Shillong.**
5. **Programme Background** This training programme is being conducted based on projected training requirement of User Offices of RTI, Shillong. As discussed in the RAC Meeting (December 2022) of RTI, Shillong, the course has been designed as per Training Need Analysis.
6. **Learning Objectives** The course aims to equip the participants with various techniques involved in the execution of Performance Audit and Thematic Audit, besides preparing the participants on the common PA topics as per the Annual Audit Plans of the user offices.
7. **Programme Content and Structure** Provisions of the Performance Audit Guidelines, 2014 including Statistical Sampling, Hands on exercises on formulating Audit Objectives, Audit Design Matrix, gathering Evidence, developing Audit Conclusions and Recommendations. Sensitization by subject experts on the common PA topics to be conducted during the year as per the approved Annual Audit Plans **2023-24** of the user offices.
8. **Methodology** Lectures, Presentations, Interactive Sessions and Course-end test.
9. **Target Participants** Sr. Auditors to GOs who are members of Audit Teams conducting Performance Audits during the year.
10. **Additional Information:** **Faculty:** The faculty will be drawn from resource pool comprising of Group 'A' & 'B' Officers of the IA&AD and subject experts from Central and State Govt. Departments.
Feedback on previous Course: This course was rated 4.55 on a scale of 1 to 5 by the participants during 2020-21, when the course was last conducted.

1. **Course Title** **Audit Quality Management Framework - Knowledge Centre Topic (All India Training)**
2. **Date** **18-09-2023 to 22-09-2023.**
3. **Duration** **05 days.**
4. **Location** **Regional Training Institute, Shillong.**
5. **Programme Background**

In line with the requirements of the trainees to recall the basic concepts of public sector auditing and appreciate the need for an Audit Quality Management Framework (AQMF). They will also be introduced to the INTOSAI and the INTOSAI Framework of Professional Pronouncements (IFPP), including the International Standards of Supreme Audit Institutions (ISSAIs), which are the international standards on auditing issued by INTOSAI. They will also learn that the AQMF was adapted from ISSAI-140 and be exposed to the first two quality management elements – Leadership and Direction and Relevant Ethical Requirements.
6. **Learning Objectives**

To prepare and equip the Group Officer, SAOs, Group ‘B’ & ‘C’ for the role of public sector auditing and need for an Audit Quality Management Framework (AQMF).
7. **Programme Content and Structure**

Basic Concepts, Introduction to AQMF, Needs and Limitations of AQMF. Introduction to INTOSAI and adaptation of the relevant International Standards by SAI India. AQMF Key Element – Leadership and Direction. AQMF Key Element – Relevant Ethical Requirements. AQMF Key Element – Human Resource Management. AQMF Key Element – Audit Performance: Audit Planning, Staffing for Audit, IT Tools, Other Tools and Guidance. AQMF Key Element – Audit Performance: Conducting the Audit, Consultation & Advice, Evidence & Documentation. AQMF Key Element – Audit Performance: Supervision & Review, Reporting & Follow-up, AQMF Key Element - Relations with Audited Entity, Continuous Improvement.
8. **Methodology**

Lectures, Presentation, Interactive sessions and Case Studies.
9. **Target Participants**

G.O.'s, SAOs, Group 'B' and Group 'C'
10. **Additional Information:**

Faculty: Faculties will be drawn from experts in the appropriate fields, including senior and experienced officers of the IA&AD.
Feedback on previous Course: This course was conducted first time at RTI, Shillong

GENERAL COURSES

1. **Course Title** **Phase I Induction Training for DRAAOs (Post-SAS Examination Training) (MCTP Level 1.1)**
2. **Date** **15-05-2023 to 01-08-2023**
3. **Duration** **64 Days**
4. **Location** **Regional Training Institute, Shillong**
5. **Programme Background** In line with the requirements of the National Training Policy 2012 to equip all civil servants with the competencies for their current and future jobs, Headquarters had envisaged five levels of MCTP to be imparted to the AAOs and SAOs of the Department at appropriate intervals in the course of their careers. In August 2021, the Standard Operating Procedure for conducting MCTP was finalized.
6. **Learning Objectives** To develop a professional, impartial and efficient officer who is responsive to the needs of the department, equipped with the requisite knowledge, skills and attitude to effectively discharge the functions they are entrusted with
7. **Programme Content and Structure** As per the Trainers Handbook for DRAAO Induction disseminated by Headquarters Office, which include both soft-skill and technical content. Technical content includes CAG's Institution, Mandate of SAIs & Capacity Building of SAIs, Financial Auditing, Performance Auditing, Compliance Auditing, Environmental Auditing, Government Accounting, CPWA, IT, IT Audit, Cost and Management Accounting, Private and public sector financial Reporting, Corporate and Commercial Laws, Drafting and Writing abilities, different wings of audit, etc. Soft Skill content include Mindfulness sessions, Meditation, Yoga, Communication Skills, Sports activity, Conflict Resolution, Decision making, Change Management, Creative Problem Solving, etc.
8. **Methodology** Lectures, Presentation and Interactive Sessions
9. **Target Participants** Direct recruit AAOs.
10. **Additional Information:** **Faculty:** Faculties will be drawn from University, Colleges and other Departments as expertise in the appropriate fields and also senior and experienced officers of the IA&AD.
Feedback on previous Course: This course was rated 4.8 on a scale of 1 to 5 by the participants

1. **Course Title** **Mandatory Training for AAOs due for empanelment for promotion as SAO**
2. **Date** **07-08-2023 to 25-08-2023.**
3. **Duration** **15 days.**
4. **Location** **Regional Training Institute, Shillong.**
5. **Programme Background** Owing to practical difficulties and the nature and size of the user offices, the RAC of RTI, Shillong, decided, in November 2021 that RTI, Shillong shall henceforth give importance to conducting mandatory trainings on behalf of the user offices. Thus, mandatory training for AAOs due for promotion as SAOs will be conducted by RTI, Shillong on behalf of the user offices.
6. **Learning Objectives** To prepare and equip the AAOs for the role change in taking up the mantle of a Sr. A.O. with its added duties and responsibilities.
7. **Programme Content and Structure** SAO Prospects and Entitlements, Soft Skills, Ethics & Governance, Legal matters in IAAD, Audit & Accounts Mandate of C&AG, RTI, Gender Sensitisation, Disciplinary Issues, Big Data Management, Data Analysis, IT Security, CAATs, Budgeting, PFMS & iBEMS, Revenue & Fund Flows of Union and State Government, Procurement of Goods, Services and Works, Overview of the Role and Responsibilities of SAO and stream specific topics.
8. **Methodology** Lectures, Presentation, Interactive sessions, Case Studies and Course- end test.
9. **Target Participants** AAOs to be empaneled for promotion as SAOs.
10. **Additional Information:** **Faculty:** The faculty will be drawn University, Colleges and other Departments as expertise in the appropriate fields and also senior and experienced officers of the IA&AD.
Feedback on previous Course: This course was rated 4.64 on a scale of 1 to 5 by the participants

1. **Course Title** **Mandatory Training for Sr. Acct./Ars. Due for promotion as Asst. Supervisor**
2. **Date** **28-08-2023 to 12-09-2023.**
3. **Duration** **12 days.**
4. **Location** **Regional Training Institute, Shillong.**
5. **Programme Background** Owing to practical difficulties and the nature and size of the user offices, the RAC of RTI, Shillong, decided, in November 2021 that RTI, Shillong shall henceforth give importance to conducting mandatory trainings on behalf of the user offices. Thus, mandatory training for Sr. Auditors/Sr. Accountants due for promotion as Asst. Supervisors will be conducted by RTI, Shillong on behalf of the user offices.
6. **Learning Objectives** To prepare and equip the Sr. Auditors/Sr. Accountants for the role change in taking up the mantle of an Asst. Supervisor with its added duties and responsibilities.
7. **Programme Content and Structure** PFMS, BEMS, Income Tax of Staff, Recruitment Procedures in IA&AD, RTI Act, Legal work and Procurement through GeM, besides Stream specific topics.
8. **Methodology** Lectures, Presentation, Interactive sessions and Case Studies.
9. **Target Participants** Sr. Auditors/Sr. Accountants eligible for promotion as Assistant Supervisor.
10. **Additional Information:** **Faculty:** Faculties will be drawn from experts in the appropriate fields, including senior and experienced officers of the IA&AD.
Feedback on previous Course: This course was rated 4.54 on a scale of 1 to 5 by the participants

1. **Course Title** **Mid-Career Training Programme (MCTP) Level 2.**
2. **Date** **16-10-2023 to 21-10-2023**
3. **Duration** **6 days.**
4. **Location** **Regional Training Institute, Shillong.**
5. **Programme Background** In line with the requirements of the National Training Policy 2012 to equip all civil servants with the competencies for their current and future jobs, Headquarters had envisaged five levels of MCTP to be imparted to the AAOs and SAOs of the Department at appropriate intervals in the course of their careers. In August 2021, the Standard Operating Procedure for conducting MCTP was finalized.
6. **Learning Objectives** To develop a professional, impartial and efficient officer who is responsive to the needs of the department, equipped with the requisite knowledge, skills and attitude to effectively discharge the functions they are entrusted with.
7. **Programme Content and Structure** Values, Communication, Group Dynamics, Motivation, Financial Market, Public Finance, Personality, Morale, Big Data Approach, IT, Gender Sensitisation, Environment and Sustainable Development Goals
8. **Methodology** Lectures, Presentation, and Interactive sessions.
9. **Target Participants** AAOs and SAOs with 7 to 11 years of combined service in the cadres
10. **Additional Information:** **Faculty:** The faculty will be drawn University, Colleges and other Departments as expertise in the appropriate fields and also senior and experienced officers of the IA&AD.
Feedback on previous Course: This course was conducted online and was rated 4.5 on a scale of 1 to 5 by the participants.

1. Course Title	Induction Training for promoted AAOs/SAS passed officials/Supervisors (MCTP Level 1.2)
2. Date	30-10-2023 to 05-12-2023.
3. Duration	30 days.
4. Location	Regional Training Institute, Shillong.
5. Programme Background	In line with the requirements of the National Training Policy 2012 to equip all civil servants with the competencies for their current and future jobs, Headquarters had envisaged five levels of MCTP to be imparted to the AAOs and SAOs of the Department at appropriate intervals in the course of their careers. In August 2021, the Standard Operating Procedure for conducting MCTP was finalized.
6. Learning Objectives	To develop a professional, impartial and efficient officer who is responsive to the needs of the department, equipped with the requisite knowledge, skills and attitude to effectively discharge the functions they are entrusted with the course aims to impart knowledge to the newly promoted AAOs/SAS passed officials /Supervisors on various functions of Accounts and Audit Offices.
7. Programme Content and Structure	C&AG's DPC Act, 1971, Works done in different branches of A&E and Audit Offices, Preparation and Certification of Finance and Appropriation Accounts, Effective Communication, Leadership and Motivation, CCS (Conduct) Rules, 1964 and CCS (CCA) Rules 1965, Office Procedure, IFPP, GST, Concepts of Performance Audit Functions of FAW/FINAT Sections, Code of Ethics in IA&AD and RTI Act, 2005.
8. Methodology	Lectures, Presentation, Interactive sessions, Case Studies and Course- end test.
9. Target Participants	Newly promoted Supervisors/AAOs who passed SAS 2022 onwards
10. Additional Information:	Faculty: The faculty will be drawn University, Colleges and other Departments as expertise in the appropriate fields and also senior and experienced officers of the IA&AD. Feedback on previous Course: This course was rated 4.6 on a scale of 1 to 5 by the participants.

1. **Course Title** **Mid-Career Training Programme (MCTP) for SAOs/AAOs (Level 3)**
2. **Date** **11-12-2023 to 16-12-2023.**
3. **Duration** **6 Days.**
4. **Location** **Regional Training Institute, Shillong.**
5. **Programme Background** In line with the requirements of the National Training Policy 2012 to equip all civil servants with the competencies for their current and future jobs, Headquarters had envisaged five levels of MCTP to be imparted to the AAOs and SAOs of the Department at appropriate intervals in the course of their careers. In August 2021, the Standard Operating Procedure for conducting MCTP was finalized.
6. **Learning Objectives** To develop a professional, impartial and efficient officer who is responsive to the needs of the department, equipped with the requisite knowledge, skills and attitude to effectively discharge the functions they are entrusted with.
7. **Programme Content and Structure** Communication Skills, Analytical Skills, Time and Stress Management, e-Governance, Role Change, Government Finances, Auditing in IT Environment, Team Management, Stakeholder Engagement, Governance, Internal Control, Fraud, Public Expenditure, Revenue, Global Environmental Crisis, Environmental Governance, and Management of different kinds of Environmental Pollution.
8. **Methodology** Lectures, Presentation, Interactive sessions and Course-end test
9. **Target Participants** AAOs and SAOs with 12 or more years of combined service in the cadres.
10. **Additional Information:** **Faculty:** The faculty will be drawn University, Colleges and other Departments as expertise in the appropriate fields and also senior and experienced officers of the IA&AD.
Feedback on previous Course: This course was rated 4.74 on a scale of 1 to 5 by the participants

1. Course Title	Phase III Induction Training for DRAAOs (MCTP Level 1.1)
2. Date	08-01-2024 to 13-03-2024
3. Duration	51 Days
4. Location	Regional Training Institute, Shillong
5. Programme Background	In line with the requirements of the National Training Policy 2012 to equip all civil servants with the competencies for their current and future jobs, Headquarters had envisaged five levels of MCTP to be imparted to the AAOs and SAOs of the Department at appropriate intervals in the course of their careers. In August 2021, the Standard Operating Procedure for conducting MCTP was finalized.
6. Learning Objectives	To consolidate and reinforce the knowledge and experience of auditing and accounting functions gained during Phase-I and Phase-II (On-the-job) trainings.
7. Programme Content and Structure	As per the Trainers Handbook for DRAAO Induction disseminated by Headquarters Office, which include both soft-skill and technical content. Technical content includes CAG's Institution, Mandate of SAIs & Capacity Building of SAIs, Financial Auditing, Performance Auditing, Compliance Auditing, Environmental Auditing, Government Accounting, CPWA, IT, IT Audit, Cost and Management Accounting, Private and public sector financial Reporting, Corporate and Commercial Laws, Drafting and Writing abilities, different wings of audit, etc. Soft Skill content include Mindfulness sessions, Meditation, Yoga, Communication Skills, Sports activity, Conflict Resolution, Decision making, Change Management, Creative Problem Solving, etc.
8. Methodology	Lectures, Presentation, Interactive sessions, Case Studies and Course- end test.
9. Target Participants	Direct recruit AAOs.
10. Additional Information:	Faculty: The faculty will be drawn from University, Colleges and other Departments as expertise in the appropriate fields and also senior and experienced officers of the IA&AD. Feedback on previous Course: This is the first time that this training is being conducted in this renewed pattern.

Course Contents

IT Courses 2023-24

IT COURSES

1. **Course Title** OIOS
2. **Date** 24-04-2023 to 28-04-2023
03-07-2023 to 07-07-2023
03-10-2023 to 07-10-2023
18-03-2024 to 22-03-2024
3. **Duration** 5 Days each
4. **Location** Regional Training Institute, Shillong
5. **Programme Background** The Course aims to equip the participant to better manage the change to a digital environment with regard to the processes for conduct of Audit in field offices.
6. **Learning Objectives** The training programme is being conducted based on the Organisational shift from a pen-and-paper mode of auditing to a digitised platform for carrying out the various audit processes
7. **Programme Content and Structure** The programme course the following modules and all their associated features: -
 - i) Organisation
 - ii) Personal
 - iii) Auditee Universe
 - iv) Audit Planning
 - v) Audit Execution
 - vi) Audit Product
8. **Methodology** Lectures, Presentation and Interactive Sessions
9. **Target Participants** Group 'A', 'B' and 'C' from Audit Offices
10. **Additional Information:** **Faculty:** OIOS Helpdesks
Feedback on previous Course: This course. This course was conducted first time at RTI, Shillong.

1. Course Title	Data Analytics
2. Date	15-05-2023 to 25-05-2023.
3. Duration	10 days
4. Location	Regional Training Institute, Shillong.
5. Programme Background	This training programme is being conducted based on projected training requirements of User Offices of RTI, Shillong.
6. Learning Objectives	The course aims at enabling the participants with knowledge on the use of Tableau and KNIME softwares for Big Data Analytics.
7. Programme Content and Structure	Basic Concepts of Data, Types of data string, Numeric data, types of analytics. Descriptive Analytics; Statistical Approaches in Analytics: Central Tendencies (Mean, Median, Mode). KNIME: A Broad overview - Build a basic workflow. Data downloading sorting errors; property tax. Tableau: Introduction to the tableau software and its different areas, Data Downloading, Database Connectivity (Hands on Session). Manipulation, Visualization, calculated fields, Filters, Hierarchy, Dashboards files Tableau Exercise/ Case Study: Analysing data, Deriving Insights, Identifying risk areas, building dashboards. Other features in Tableau: Story and distribution of workbook. Principles of visualization, Consolidation of Concepts, Data Analytic Principles and Approaches.
8. Methodology	Lectures, Presentations Interactive sessions and feedback through Course-end test.
9. Target Participants	Group ‘A’ ‘B’ and ‘C’ officers/officials of the user offices of RTI, Shillong.
10. Additional Information:	Faculty: The faculty will be drawn from resource pool comprising of Core Faculties, Group ‘A’, Group ‘B’ and Group ‘C’ officers/ officials from the IA & AD Feedback on previous Course: The course was rated 4.18 on a scale of 1 to 5 by the participants.

1. **Course Title** **Audit in IT Environment with focus on IDEA**
2. **Date** **12-06-2023 to 22-06-2023**
3. **Duration** **10 Days**
4. **Location** **Regional Training Institute, Shillong**
5. **Programme Background** The training programme is being designed based on the STM on Audit in IT Environment prepared by Headquarters. The portion on IDEA software is being expanded to enable the participants to effectively use IDEA while conducting audit.
6. **Learning Objectives** The course will equip to the participants with knowledge of IT Audit, IT Controls and ability to apply the knowledge in field audit. The course also aims at enabling the participants to use IDEA Software for extracting data and analyzing data of Auditee organizations.
7. **Programme Content and Structure** Understanding IT Environment, Challenges and Opportunities. Importance of Controls, Application Controls. Introduction to CAATs – IDEA and Excel. Excel as data Analytic tool, manipulation of CSV file for effective analysis in Excel, conditional formatting, Advanced Filter, Functions useful for audit. Basics of Data Structures in IDEA, an Overview of IDEA. Importing various format files to DIEA, Getting started: Record Extraction, Field Summarization and Field Stratification. Essentials of Data Downloading. Use of IDEA features followed by Exercise to practice analysis function for checking duplicates, indexing, summarizing and checking field statistics. Exercise related with downloading of MS Access database file, creating of virtual fields, duplicate records detection and record extraction. Using @ functions in IDEA. Use of IDEA features followed by Exercise to practice IDEA features useful in conduct of financial audit. Practical Exercises on VAHAN data.
8. **Methodology** Lectures, Presentations, Interactive sessions Practical Exercises and Course-end test.
9. **Target Participants** Group ‘A’ ‘B’ and ‘C’ officers/officials of the user offices of RTI, Shillong.
10. **Additional Information:** **Faculty:** The faculty will be drawn from resource pool comprising of Core Faculties, Group ‘A’ and Group ‘B’ officers both serving and retired from the IA&AD.
Feedback on previous Course: This course is being conducted for the first time.

1. Course Title	E – Office – File Management System
2. Date	02-08-2023 to 04-08-2023 04-03-2024 to 06-03-2024
3. Duration	3 days each
4. Location	Regional Training Institute, Shillong.
5. Programme Background	The training programme on “E-office” is being conducted based on projected training requirements of User Offices of RTI, Shillong.
6. Learning Objectives	The Course aim at enabling the participants to use E-Office e-File management in regards to creating of e-files, receiving of letters, writing the notes, creating drafts etc.
7. Programme Content and Structure	e-File module of the E- office is used in this training. The File Management Systems – Migration of legacy files to e-Office, Receipts, Scanning and Diarization of letters. Forwarding, acknowledgement, pull back, copy of letters in e-File. Receipt, Pull up and put in file the letters received. Creating electronics files, receipt put-up/correspondence, Noting & forwarding in e-Files. Creating of drafts, Editing, approval, signing & dispatch etc. Park file, close/reopen file, references, searching.
8. Methodology	Lectures, Presentations, Interactive sessions Practical Exercises and feedback through course end test.
9. Target Participants	Group ‘A’ ‘B’ and ‘C’ officers/officials of the user offices of RTI, Shillong.
10. Additional Information:	Faculty: The faculty will be drawn from resource pool comprising of Core Faculties, NIC and Group ‘A’ & Group ‘B’ officers/official (both serving and retired) from the IA&AD. Feedback on previous Course: This course was conducted online and rated 4.71 on a scale of 1 to 5 by the participants.

1. **Course Title** **PL SQL and Tableau**
2. **Date** **28-08-2023 to 02-09-2023**
3. **Duration** **6 days**
4. **Location** **Regional Training Institute, Shillong.**
5. **Programme Background** The training programme on Oracle SQL is being conducted based on projected training requirements of User Offices of RTI, Shillong.
6. **Learning Objectives** The course will enable the participants to query Oracle database effectively for departmental use.
7. **Programme Content and Structure** Introduction to Oracle. Overview of Oracle server and its various object types. Type of Sql commands, Logging in & logging out into VLC Oracle Server. Writing basic PL SQL / SQL statements for data extraction using SELECT statement, Executing SQL statement. Different parts of the select statement. Using column aliases, Arithmetic operators, Concatenation operator, order by clause distinct, comparison. operators(<=, !=, in, like, between, is null) and logical operator (and, or, not), Character & Date string. Single row functions: character, Numeric, date functions, Conversion function including date format and date arithmetic. NVL and DECODE functions. Using aggregate functions, Group by and having clauses. Different types of joins. Sub-queries returned single value & multiple values; Using group by and having clauses with the sub-queries. If condition and dbms output. Training on new features of VLC including the VLC dashboard. Tableau: Introduction to the tableau software and its different areas, Data Downloading, Database Connectivity (Hands on Session). Manipulation, Visualization, calculated fields, Filters, Hierarchy, Dashboards files Tableau Exercise/ Case Study: Analysing data, Deriving Insights, Identifying risk areas, building dashboards. Principles of visualization, Consolidation of Concepts, Data Analytic Principles and Approaches.
8. **Methodology** Lectures, Presentations, Interactive sessions Practical Exercises and feedback through course end test.
9. **Target Participants** Group 'A' 'B' and 'C' officers/officials of the user offices of the RTI, Shillong.
10. **Additional Information:** **Faculty:** The faculty will be drawn from resource pool comprising of Core Faculties, Group 'A' and Group 'B' officers from the IA&AD
Feedback on previous Course: The course was rated 4.42 on a scale of 1 to 5 by the participants.

1. Course Title	Public Financial Management System (PFMS), use of BEMS, iBEMS/EIS/PF GeM and other softwares used by Hqrs and field offices and maintenance of Bhavishya Nidhi/Portal
2. Date	29-01-2024 to 02-02-2024 (Onsite) 19-02-2024 to 24-02-2024 (Online)
3. Duration	5 Days Each
4. Location	Regional Training Institute, Shillong
5. Programme Background	This training programme is being conducted based on projected training requirements of User Offices of RTI, Shillong.
6. Learning Objectives	The course aims to equip the participants with knowledge of Public Financial Management System (PFMS), use of BEMs, iBEMS/EIS/PF, GeM eOffice and Bhavishya Nidhi system and softwares.
7. Programme Content and Structure	Introduction to PFMS, Registration and Mapping, Programme Division (DDO's role). Maker, Checker : Bill processing – Accounting Reports. Employee Information System (EIS). Practical session on Function of Programme Division, Maker-checker, Bill Processing – Accounting – Reports and Employee Information System (PAO). Practical session on Employee Information System. Overview of GeM and objectives, GFRs 2017, Rule 149 for GeM, Workflow and Timeline of Gem, Authorisation of Primary user and Secondary users. Registration of organization, Creation of User Accounts, activation, Transfer. Important terms and conditions for Gem, placement of order for goods, receipt of goods accepting the goods and issuing CRAC on GeM portal, procedure for payment, creation and finalization of Bid and Reverse Auction on GeM. Placement of order for services with terms and conditions. Introduction to e-Office and Bhavishya Nidhi/Portal.
8. Methodology	Lectures, Presentations, Interactive sessions, Practical Exercises and feedback through Course-end test.
9. Target Participants	Group 'A' 'B' and 'C' officers/officials of the user offices of RTI, Shillong.
10. Additional Information:	Faculty: The faculty will be drawn from resource pool comprising of Core Faculties, Group 'A' Group 'B' and Group 'C' officers and officials from the IA&AD. Feedback on previous Course: The course was rated 4.6 on a scale of 1 to 5 by the participants.

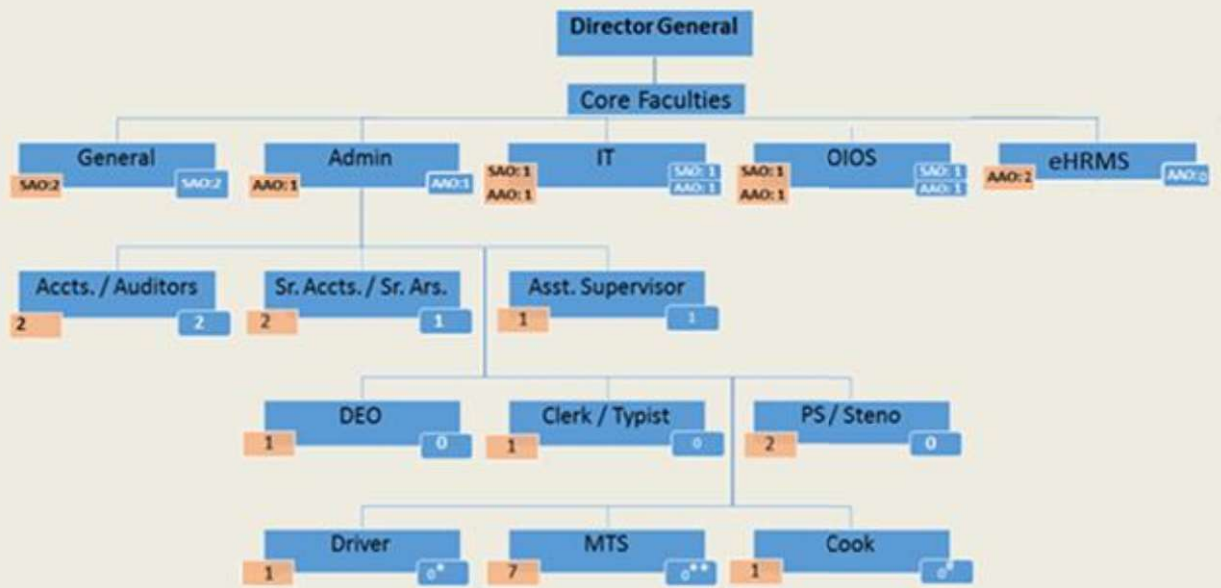
RESOURCE PROFILE

(i) INFRASTRUCTURE

- **Academic-cum-Administrative Block (1442.50 Sq. m.):** This block contains one Lecture Hall to train 35 participants, one Computer Labs to train 28 participants and one IT practical room, one Conference Hall to accommodate 28 delegates besides rooms for the DG and Core Faculties, the Library and other office sections. All desktop computers in this block are connected with internet of 100 Mbps.
- **Trainees' Hostel (1829 Sq. m.):** There are 23 rooms with two single beds each for trainees and 2 double-bedded rooms for use of visiting faculty. Each room is equipped with TV and Tata Sky Set top Box. In the basement of the Trainees' Hostel is housed the laundry room having two washing machines, a cloth drying machine, two ironing tables and two electric irons. The first floor of the Trainees' Hostel houses the Kitchen, Dining Hall and a lounge with a 42" TV.
- **Senior Officers' Hostel (1330 Sq. m.):** There are 11 rooms in the Sr. Officers' Hostel for use of IA&AS officers when on training. The Sr. Officers' Hostel is also equipped with a dining hall, gym and a laundry with a washing machine, cloth dryer, ironing table and electric iron.
- For recreation of the trainees, a library with 3854 books and journals, table tennis, carrom boards, chess, gym and outdoor badminton facilities have been provided in different places of the complex. All three buildings are also connected by wi-fi of speed 200 mbps.

(ii) PERSONNEL

The sanctioned strength of officers and staff of RTI, Shillong vis-à-vis the men in position are as under:



27 Sanctioned Strength * 2 Drivers are engaged from outsourced Agency
11 MIP ** 7 MTS are engaged from outsourced Agency
 # 4 Kitchen Staff and 6 Housekeeping Staff are engaged from outsourced Agency

(iii) BUDGET

(Rupees in thousand)

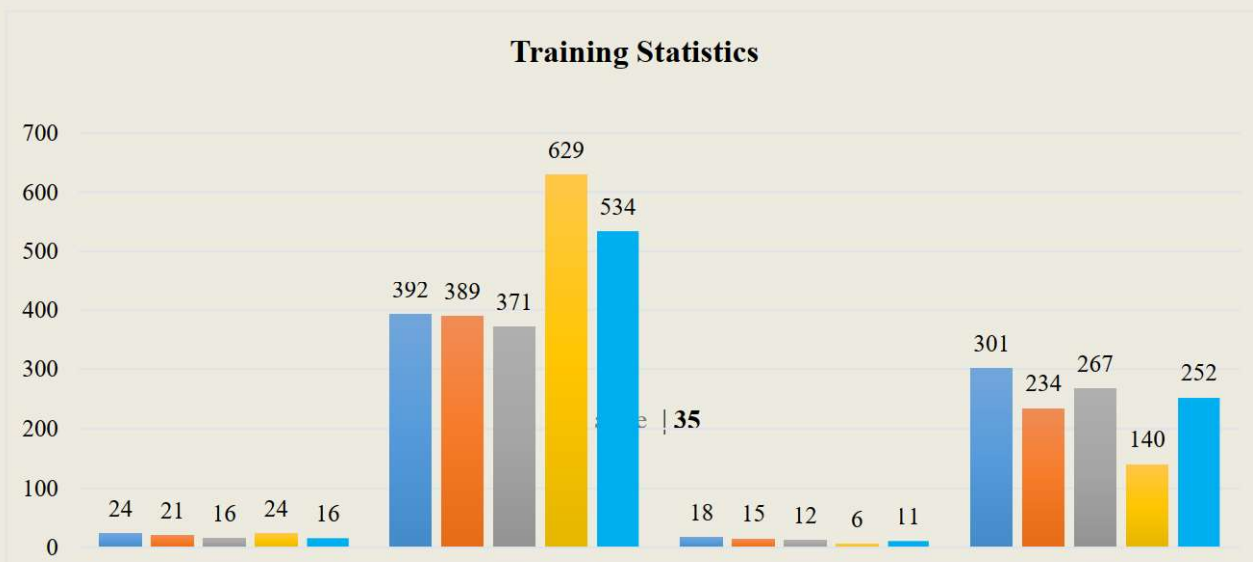
Item	2018-19	2019-20	2020-21	2021-22	2022-23
Salaries (including 'Group A')	11819	11102	15789	18411	17178
Office Expenses	3856	2700	1269	2364	2401

ACHIEVEMENTS

(i) TRAINING STATISTICS

Number of courses conducted and staff members trained during the last five years are as under:

Particulars		2018-19	2019-20	2020-21	2021-22	2022-23
General Courses	No. of courses conducted	24	21	16	24	16
	No. of Slots allocated	426	406	372	637	541
	No. of staff trained	392	389	371	629	534
IT Courses	No. of courses conducted	18	15	12	06	11
	No. of Slots allocated	325	260	272	141	262
	No. of staff trained	301	234	267	140	252



(ii) SLOT TARGETTED VIS-À-VIS ACHIEVED

Year	Targeted			Achieved			Percentage
	General	IT	Total	General	IT	Total	
2018-19	426	325	751	392	301	693	92
2019-20	406	260	666	389	234	623	94
2020-21	372	272	644	371	267	638	99
2021-22	637	141	778	629	140	769	99
2022-23	541	262	803	534	252	786	98

