Annual Training Calendar

2023-24

Regional Training Institute, Mumbai

Regional Training Institute, Plot No. C-2, G.N. Block, Behind Asian Heart Institute, Bandra-Kurla Complex, Mumbai-400051

From Director General's Desk

I am delighted to present our Annual Calendar of Training Programmes for the year 2023-24 which has been prepared on the basis of the Training Needs Analysis efforts of all our user offices. At the outset, I would like to express my gratitude to Chairman and members of the Regional Advisory Committee for their valuable inputs during the meeting of the RAC held on 23-03-2023 that have helped us give a final shape to the Calendar. In all **48** training courses have been included in the Calendar including 28 General Courses and **18** EDP Courses.

With the active support of the user offices, we could conduct all the courses planned during the year 2022-23 so far and are on course to achieve 100% of the calendar. We have also prepared 4 case studies and one STM besides updating one STM on Financial Audit of Government Companies.

We are also planning to print out and circulate to all the HODs of user offices a table top calendar designed by our Core Faculty (EDP), Shri Chetan Jobanputra that will help the HODs to have a bird's eye view of the training programmes being conducted in RTI Mumbai at any point of time.

I would like to thank all our user offices in helping us achieve our capacity building targets and look forward to their continued cooperation in future too.

Director General

Table of Contents

SECTION I - PROFILE

Annual Training Calendar for the Year 2023-24

I. About RTI

Regional Training Institute (RTI), Mumbai, established in 1980, shifted to its own building with state-of-the-art infrastructure in the heart of the new commercial and business hub of Mumbai, i.e. Bandra-Kurla Complex in July 2010. The RTI, Mumbai is headed by a full time Director General and caters to the training needs of 20 IA&AD offices located in Mumbai, Pune, Goa and Gujarat. RTI, Mumbai also renders technical support to the Training Centre, Rajkot. The Institute hosts training attended by international participants and holds training on Knowledge Centre topics for IA&AS, other Group A & B officers.

II. Jurisdiction of RTI and its Regional Advisory Committee

The activities of training institutes are guided by the Regional Advisory Committee (RAC), which is a Committee comprising Heads of Departments and representatives of user offices.

The RAC for RTI, Mumbai is presently constituted with the following members:

Sr. No.	Name of the officials	Name of the Office
1.	Shri. Guljari Lal	Chairperson, Regional Advisory Committee Director General of Audit (Shipping), Mumbai
2.	Shri. S. K. Jaipuriyar	Director General of Audit (Central), Ahmedabad
3.	Shri Dhiren Mathur	Director General of Audit (Western Railway), Mumbai
4.	Shri. C. M. Sane	Director General of Commercial Audit, Mumbai
5.	Ms. Jaya Bhagat	OSD (Audit) – I, Maharashtra, Mumbai
6.	Shri. Sandip Roy	Director General of Audit (Central Railway), Mumbai
7.	Shri. K. P. Yadaw	Director General of Audit (Central), Mumbai
8.	Shri. Abdul Rauf	Director General, RTI Mumbai
9.	Shri. D R Patil	Principal Accountant General (Audit)-I, Gujarat, Rajkot
10.	Ms. Anitha Balakrishna	Principal Accountant General, Goa

Sr. No.	Name of the officials	Name of the Office
11.	Shri. P V Hari Krishna	Accountant General (Audit) - I, Maharashtra, Mumbai
12.	Shri R T Venkatasamy	Accountant General (Audit)-II, Maharashtra, Nagpur
13.	Shri. Vijay N. Kothari	Accountant General (Audit)-II, Gujarat, Ahmedabad
14.	Ms. Aastha Luthra	Accountant General (A&E) – I, Maharashtra, Mumbai
15.	Ms. Preethi Abraham	Principal Director of Audit (DS), Pune
16.	Shri R K Solanki	Accountant General (A&E), Gujarat, Rajkot
17.	Ms. Supriya Singh	Director, O/o Director of Audit (Navy), Branch Mumbai
18.	Ms. Nidhi Jain	Director, O/o the Principal Director of Audit (Environment & Scientific Departments), Mumbai Branch
19.	Shri H T Fulpadia	Director, O/o Pr. Director of Audit (A, F and WR), New Delhi at Mumbai
20.	Shri Sugendran P	Director of Audit, Ordnance Factory, Kirkee
21.	Ms. Geetha Raghu	Director, O/o Director General of Audit (F&C), New Delhi at Mumbai
22.	Shri. Waghela D. D.	Dy. Director, O/o Director General of Audit (F&C), New Delhi at Ahmedabad

III. (a) Knowledge Centre

HQ has designated RTI Mumbai as Knowledge Centre for the topics on (i) Corporate Governance (ii) Corporate Finance (iii) Commercial Audit and (iv) Audit of Autonomous Bodies, which has been added, vide HQ email dated 8 May 2020. As part of our training mandate relating to Knowledge Centre topics, we have planned one training (all-India) each, on Consolidated Financial Statements of Companies; Corporate Governance; Corporate Finance; Commercial Audit and Companies Act, 2013 and two each on Indian Accounting Standards (Ind AS), Auditing Standards, Accounting Standards and Analysis of Financial Statements; Audit of Autonomous Bodies during 2023-24.

III. (b) *Mandatory training on MCTP levels 2 & 3*

MCTP trainings are crafted as per the National Training Policy and Mission Karmayogi and the courses on MCTP are mandatory. RTI Mumbai has planned three courses each on MCTP levels 2 & 3 in the Calendar 2023-24 .

III. (c) *HQ directed and RAC suggested training programmes*

HQ directed   Income Tax Business Applications, Faceless assessment scheme of the Income Tax Department

IV. *Hosting of Training Calendar in Website*

The training calendar, comprising details of training programme for General and EDP courses is issued to the user offices in soft **copy** format only. The course announcement contains all the information about a training programme, viz. course title, date, duration, location, programme, background, learning objectives, programme content and structure, methodology, target participants and additional information on the faculty proposed to be drawn and the feedback on previous course. It is hosted on the website of RTI, Mumbai *viz. saiindia.gov.in/rti/mumbai*.

V. *Calendar of Training Programmes (COTP)*

The user offices were requested to prepare Training Needs Analyses, based on the mapping of training needs with the Annual Audit Plan, competency mapping and identifying suitable personnel who need to be given training on respective topics. The Training Needs Analyses data was entered online in SAIT Portal by the user offices and the Calendar of Training Programmes (COTP) was drafted based on these data. We also received valuable inputs during the RAC meeting on 23-03-2023 that helped us give the CoTP a final shape. Following the detailed discussion by the RAC and subsequent review / confirmation of training requirements by user offices, the COTP has been finalised. The calendar for 2023-24 comprises 20 EDP training programmes over 81 training days covering 435 participants and 28 General training programmes over 125 training days covering 620 participants.

SECTION II – COURSES AT A GLANCE

EDP Courses

Sl. No.	Name of Course	No. of Courses	Duration of course (Days)	Total no. of days
1	MS Excel (Advanced) with Power Pivot	2	6	12
2	Advanced MS Access and MS Excel	2	6	12
3	Audit in IT Environment	1	6	6
4	Budgetary process in the Government, usage of iBEMS in IA & AD and integration with PFMS (all cadres)	2	2	4
5	Data Analytics - Knime	1	3	3
6	Data Analytics - Tableau	1	3	3
7	e_office	2	3	6
8	Hardware / Software Troubleshooting & Server Management	1	5	5
9	IDEA	2	5	10
10	Introduction to e-procurement (GeM) and e-tendering (CPPP) (Group "C" to Group "A")	2	2	4
11	IT Audit (including INTOSAI IT Audit Guidelines, Manuals)	1	5	5
12	Oracle Backend – SQL	1	5	5
13	Training Programme on e-Governance with IFMS (AAOs & Sr. AOs)	1	3	3
14	All India Training on Tally Software	1	3	3
	Total	**20**		**81**

General Courses

Sl. No	Name of Course	No. of Courses	Duration of course (Days)	Total no. of days
1	Pre-retirement course (Officials retiring within the year or next year -Group A, B or C)	1	3	3
2	Training Programme on Goods and Service Tax (Auditors/Accountants to Sr. AOs)	1	5	5
3	Compliance Audit as per Compliance Auditing Guidelines, 2016 (Auditors to Sr. AOs)	1	3	3
4	Conduct of DPC meeting, panels, impact of Disciplinary Action thereon, Rosters and RTI Act. (Auditors/Accountants to Sr. AOs, Sr.PS/PS/Steno)	1	5	5
5	Direct Taxes and Faceless Assessment Scheme	1	2	2
6	Income Tax Business Application of IT Department	1	2	2
7	KC Topic – All India Training Programme on Audit of Autonomous Bodies (IA&AS, AAOs to Sr. AOs)	2	2	10
8	KC Topic – All India Training Programme on Audit of Consolidated Financial Statements of Companies (IA &AS, Sr. AOs and AAOs)	1	4	4
9	KC Topic – All India Training Programme on Commercial Audit	1	3	3
10	KC Topic – All India Training Programme on Companies Act 2013	1	3	3
11	KC Topic - All India Training Programme on Corporate Finance (IA &AS, Sr. AOs and AAOs)	1	6	6
12	KC Topic - All India Training Programme on Corporate Governance	1	3	3
13	KC Topic – All India Training Programme on Ind AS, Auditing Standards	2	5	10
14	Mid-Career Training Programme Level - 2	3	6	18
15	Mid-Career Training Programme Level - 3	3	6	18
16	Modular Training on Audit Reporting (Auditors/Accountants to Sr. AOs)	1	3	3
17	Performance Audit and Risk based Auditing (Supervisors,AAOs to Sr. AOs)	1	5	5
18	Statistics and Sampling in audit (AAOs & Sr. AOs)	1	2	2
19	Training Programme on Audit of Fraud and Fraud detection techniques (Sup/AAOs to Sr. AOs)	1	3	3
20	Training Programme on Development of Management Skills (Supervisors, AAOs and Sr AOs)	1	6	6
21	Training Programme on Financial Attest Audit Guidelines (including FAAM, audit using VLC and preparation of SFAR) (Auditors/ Accountants to Sr. AOs)	1	6	6
22	Works Audit and Contract Management	1	5	5
	Total	**28**		**125**

SECTION III
CALENDAR FOR EDP AND GENERAL COURSES

EDP calendar (2023-24)

Sno	Programme Title	Duration	Period	Office	Slots
1	IDEA	5	17-04-2023 to 21-04-2023	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	1
				ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	1
				BRANCH : PRINCIPAL DIRECTOR OF AUDIT (AGRICULTURE, FOOD & WATER RESOURCES), NEW DELHI AT MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	1
				DIRECTOR GENERAL OF AUDIT, WESTERN RAILWAY, MUMBAI	5
				DIRECTOR GENERAL OF COMMERCIAL AUDIT, MUMBAI	1
				Pr. ACCOUNTANT GENERAL (A & E) I, MAHARASHTRA, MUMBAI	1
				PRINCIPAL ACCOUNTANT GENERAL (Audit I), GUJARAT, RAJKOT	1
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	1
				PRINCIPAL ACCOUNTANT GENERAL, GOA	1
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	2
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	2
				PRINCIPAL DIRECTOR OF AUDIT, DEFENCE SERVICES, PUNE	1
	Total				**20**
2	Data Analytics - Tableau including VLC/IFMS Dashboard	3	02-05-2023 to 04-05-2023	BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	1
				BRANCH :PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT AT AHMEDABAD	2
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	8
				DIRECTOR GENERAL OF AUDIT, WESTERN RAILWAY, MUMBAI	1

Sno	Programme Title	Duration	Period	Office	Slots
				Pr. ACCOUNTANT GENERAL (A & E) I, MAHARASHTRA, MUMBAI	2
				PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT, RAJKOT	3
				PRINCIPAL ACCOUNTANT GENERAL (Audit I), GUJARAT, RAJKOT	2
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	2
				PRINCIPAL ACCOUNTANT GENERAL, GOA	1
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	2
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	2
	Total				**26**
3	MS Excel (Advanced) with Power Pivot	6	15-05-2023 to 20-05-2023	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	1
				ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	2
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	1
				BRANCH : PRINCIPAL DIRECTOR OF AUDIT (AGRICULTURE, FOOD & WATER RESOURCES), NEW DELHI AT MUMBAI	1
				BRANCH :PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT AT AHMEDABAD	1
				DIRECTOR GENERAL OF AUDIT (SHIPPING), MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	1
				DIRECTOR GENERAL OF COMMERCIAL AUDIT, MUMBAI	1
				Pr. ACCOUNTANT GENERAL (A & E) I, MAHARASHTRA, MUMBAI	1
				PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT, RAJKOT	3
				PRINCIPAL ACCOUNTANT GENERAL (Audit I), GUJARAT, RAJKOT	4
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	2

Sno	Programme Title	Duration	Period	Office	Slots
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	4
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	2
				PRINCIPAL DIRECTOR OF AUDIT, DEFENCE SERVICES, PUNE	1
	Total				**26**
4	e_office	3	29-05-2023 to 31-05-2023	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	1
				ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	2
				BRANCH : DGA, NAVY, NEW DELHI AT MUMBAI	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	2
				BRANCH :PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT AT AHMEDABAD	1
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	7
				PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT, RAJKOT	3
				PRINCIPAL ACCOUNTANT GENERAL (Audit I), GUJARAT, RAJKOT	5
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	5
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	9
	Total				**36**
5	Budgetary process in the Government, usage of iBEMS in IA & AD and integration with PFMS (all cadres)	2	08-06-2023 to 09-06-2023	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	1
				ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE AHMEDABAD	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	3

Sno	Programme Title	Duration	Period	Office	Slots
				BRANCH :PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT AT AHMEDABAD	2
				DIRECTOR GENERAL OF AUDIT (SHIPPING), MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	1
				DIRECTOR GENERAL OF AUDIT, WESTERN RAILWAY, MUMBAI	1
				Pr. ACCOUNTANT GENERAL (A & E) I, MAHARASHTRA, MUMBAI	2
				PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT, RAJKOT	2
				PRINCIPAL ACCOUNTANT GENERAL (Audit I), GUJARAT, RAJKOT	2
				PRINCIPAL ACCOUNTANT GENERAL, GOA	1
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	5
				PRINCIPAL DIRECTOR OF AUDIT, DEFENCE SERVICES, PUNE	1
	Total				**24**
6	All India Training on Tally software	3	15-06-2023 to 17-06-2023	DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	5
	Total				**5**
7	IDEA	5	19-06-2023 to 23-06-2023	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	1
				ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	1
				BRANCH : PRINCIPAL DIRECTOR OF AUDIT (AGRICULTURE, FOOD & WATER RESOURCES), NEW DELHI AT MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	1
				DIRECTOR GENERAL OF AUDIT, WESTERN RAILWAY, MUMBAI	3
				PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT, RAJKOT	2
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	1

Sno	Programme Title	Duration	Period	Office	Slots
				PRINCIPAL ACCOUNTANT GENERAL, GOA	1
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	3
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	3
				PRINCIPAL DIRECTOR OF AUDIT, DEFENCE SERVICES, PUNE	1
	Total				**19**
8	e_office	3	26-06-2023 to 28-06-2023	ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	2
				BRANCH : DGA, NAVY, NEW DELHI AT MUMBAI	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	1
				BRANCH :PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT AT AHMEDABAD	2
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	8
				Pr. ACCOUNTANT GENERAL (A & E) I, MAHARASHTRA, MUMBAI	2
				PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT, RAJKOT	2
				PRINCIPAL ACCOUNTANT GENERAL (Audit I), GUJARAT, RAJKOT	4
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	3
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	8
				PRINCIPAL DIRECTOR OF AUDIT, DEFENCE SERVICES, PUNE	1
	Total				**34**
9	Introduction to e-procurement (GeM) and e-tendering (CPPP) (Group "C" to Group "A")	2	04-07-2023 to 05-07-2023	ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	1
				BRANCH : PR. DIRECTOR OF AUDIT(SCIENTIFIC DEPARTMENTS), NEW DELHI AT MUMBAI	1
				BRANCH : PRINCIPAL DIRECTOR OF AUDIT (AGRICULTURE, FOOD & WATER RESOURCES), NEW DELHI AT MUMBAI	2

Sno	Programme Title	Duration	Period	Office	Slots
				DIRECTOR GENERAL OF AUDIT, WESTERN RAILWAY, MUMBAI	2
				Pr. ACCOUNTANT GENERAL (A & E) I, MAHARASHTRA, MUMBAI	2
				PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT, RAJKOT	2
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	1
				PRINCIPAL ACCOUNTANT GENERAL, GOA	1
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	5
	Total				**17**
10	Audit in IT Environment	6	17-07-2023 to 22-07-2023	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	2
				ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (SHIPPING), MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	11
				DIRECTOR GENERAL OF AUDIT, WESTERN RAILWAY, MUMBAI	1
				DIRECTOR GENERAL OF COMMERCIAL AUDIT, MUMBAI	1
				PRINCIPAL ACCOUNTANT GENERAL (Audit I), GUJARAT, RAJKOT	4
				PRINCIPAL ACCOUNTANT GENERAL, GOA	1
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	2
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	1
				PRINCIPAL DIRECTOR OF AUDIT, DEFENCE SERVICES, PUNE	1
	Total				**27**
11	Oracle Backend – SQL	5	07-08-2023 to 11-08-2023	ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	3

Sno	Programme Title	Duration	Period	Office	Slots
				BRANCH :PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT AT AHMEDABAD	1
				Pr. ACCOUNTANT GENERAL (A & E) I, MAHARASHTRA, MUMBAI	2
				PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT, RAJKOT	2
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	1
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	2
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	2
	Total				**14**
12	Introduction to e-procurement (GeM) and e-tendering (CPPP) (Group "C" to Group "A")	2	17-08-2023 to 18-08-2023	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	1
				ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	1
				BRANCH : DGA, NAVY, NEW DELHI AT MUMBAI	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	1
				DIRECTOR GENERAL OF COMMERCIAL AUDIT, MUMBAI	1
				PRINCIPAL ACCOUNTANT GENERAL (Audit I), GUJARAT, RAJKOT	2
				PRINCIPAL ACCOUNTANT GENERAL, GOA	2
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	1
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	2
				PRINCIPAL DIRECTOR OF AUDIT, DEFENCE SERVICES, PUNE	1
	Total				**13**
13	Training Programme on e-Governance with IFMS (AAOs & Sr. AOs)	3	29-08-2023 to 31-08-2023	ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	1
				BRANCH :PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT AT AHMEDABAD	1
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	1

Sno	Programme Title	Duration	Period	Office	Slots
				Pr. ACCOUNTANT GENERAL (A & E) I, MAHARASHTRA, MUMBAI	2
				PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT, RAJKOT	2
				PRINCIPAL ACCOUNTANT GENERAL (Audit I), GUJARAT, RAJKOT	4
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	3
				PRINCIPAL ACCOUNTANT GENERAL, GOA	1
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	2
	Total				**17**
14	MS Excel (Advanced) with Power Pivot.	6	11-09-2023 to 16-09-2023	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	1
				ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	2
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	1
				BRANCH :PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT AT AHMEDABAD	1
				DIRECTOR GENERAL OF COMMERCIAL AUDIT, MUMBAI	1
				Pr. ACCOUNTANT GENERAL (A & E) I, MAHARASHTRA, MUMBAI	1
				PRINCIPAL ACCOUNTANT GENERAL (Audit I), GUJARAT, RAJKOT	4
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	3
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	5
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	1
				PRINCIPAL DIRECTOR OF AUDIT, DEFENCE SERVICES, PUNE	1
	Total				**21**
15	Data Analytics - Knime	3	03-10-2023 to 05-10-2023	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	2
				ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	3

Sno	Programme Title	Duration	Period	Office	Slots
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE AHMEDABAD	2
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (SHIPPING), MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	8
				DIRECTOR GENERAL OF AUDIT, WESTERN RAILWAY, MUMBAI	2
				Pr. ACCOUNTANT GENERAL (A & E) I, MAHARASHTRA, MUMBAI	2
				PRINCIPAL ACCOUNTANT GENERAL (Audit I), GUJARAT, RAJKOT	1
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	3
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	6
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	2
				PRINCIPAL DIRECTOR OF AUDIT, DEFENCE SERVICES, PUNE	1
	Total				**34**
16	Advanced MS Access and MS Excel	6	30-10-2023 to 04-11-2023	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	2
				ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE AHMEDABAD	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	2
				BRANCH : PR. DIRECTOR OF AUDIT(SCIENTIFIC DEPARTMENTS), NEW DELHI AT MUMBAI	1
				BRANCH :PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT AT AHMEDABAD	1
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	3
				DIRECTOR GENERAL OF AUDIT, WESTERN RAILWAY, MUMBAI	1

Sno	Programme Title	Duration	Period	Office	Slots
				DIRECTOR GENERAL OF COMMERCIAL AUDIT, MUMBAI	1
				Pr. ACCOUNTANT GENERAL (A & E) I, MAHARASHTRA, MUMBAI	1
				PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT, RAJKOT	2
				PRINCIPAL ACCOUNTANT GENERAL (Audit I), GUJARAT, RAJKOT	4
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	4
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	4
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	2
				PRINCIPAL DIRECTOR OF AUDIT, DEFENCE SERVICES, PUNE	1
	Total				**31**
17	Budgetary process in the Government, usage of iBEMS in IA & AD and integration with PFMS (all cadres)	2	28-11-2023 to 29-11-2023	ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	1
				BRANCH : PR. DIRECTOR OF AUDIT(SCIENTIFIC DEPARTMENTS), NEW DELHI AT MUMBAI	1
				BRANCH :PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT AT AHMEDABAD	2
				PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT, RAJKOT	2
				PRINCIPAL ACCOUNTANT GENERAL (Audit I), GUJARAT, RAJKOT	2
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	1
				PRINCIPAL ACCOUNTANT GENERAL, GOA	1
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	1
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	2
				PRINCIPAL DIRECTOR OF AUDIT, DEFENCE SERVICES, PUNE	1

Sno	Programme Title	Duration	Period	Office	Slots
	Total				**15**
18	Advanced MS Access and MS Excel	6	11-12-2023 to 16-12-2023	ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE AHMEDABAD	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	1
				BRANCH :PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT AT AHMEDABAD	1
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	2
				DIRECTOR GENERAL OF AUDIT, WESTERN RAILWAY, MUMBAI	1
				PRINCIPAL ACCOUNTANT GENERAL (Audit I), GUJARAT, RAJKOT	2
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	2
				PRINCIPAL ACCOUNTANT GENERAL, GOA	1
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	6
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	3
	Total				**21**
19	Hardware / Software Troubleshooting & Server Management	5	08-01-2024 to 12-01-2024	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	4
				BRANCH : PRINCIPAL DIRECTOR OF AUDIT (AGRICULTURE, FOOD & WATER RESOURCES), NEW DELHI AT MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	2
				PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT, RAJKOT	2
				PRINCIPAL ACCOUNTANT GENERAL (Audit I), GUJARAT, RAJKOT	2
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	2

Sno	Programme Title	Duration	Period	Office	Slots
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	2
				PRINCIPAL DIRECTOR OF AUDIT, DEFENCE SERVICES, PUNE	1
	Total				**17**
20	IT Audit (including INTOSAI IT Audit Guidelines, Manuals)	5	18-03-2024 to 22-03-2024	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	1
				ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	4
				DIRECTOR GENERAL OF AUDIT, WESTERN RAILWAY, MUMBAI	2
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	5
				PRINCIPAL ACCOUNTANT GENERAL, GOA	1
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	2
				PRINCIPAL DIRECTOR OF AUDIT, DEFENCE SERVICES, PUNE	1
	Total				**18**

General calendar (2023-24)

Sno	Programme Title	Duration	Period	Office	Slots
1	Pre-retirement course (Officials retiring within the year or next year -Group A, B or C)	3	03-04-2023 to 06-04-2023	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	1
				ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	7
				BRANCH : PR. DIRECTOR OF AUDIT(SCIENTIFIC DEPARTMENTS), NEW DELHI AT MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (SHIPPING), MUMBAI	2
				DIRECTOR GENERAL OF AUDIT, WESTERN RAILWAY, MUMBAI	6
				Pr. ACCOUNTANT GENERAL (A & E) I, MAHARASHTRA, MUMBAI	5
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	4
				PRINCIPAL ACCOUNTANT GENERAL, GOA	1
				REGIONAL TRAINING INSTITUTE, MUMBAI	2
	Total				**30**
2	KC Topic – All India Training Programme on Audit of Consolidated Financial Statements of Companies (IA &AS, Sr. AOs and AAOs)	4	10-04-2023 to 13-04-2023	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	2
				ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	1
				BRANCH : PR. DIRECTOR OF AUDIT(SCIENTIFIC DEPARTMENTS), NEW DELHI AT MUMBAI	1
				BRANCH : PRINCIPAL DIRECTOR OF AUDIT (AGRICULTURE, FOOD & WATER RESOURCES), NEW DELHI AT MUMBAI	1
				DIRECTOR GENERAL OF COMMERCIAL AUDIT, MUMBAI	2

Sno	Programme Title	Duration	Period	Office	Slots
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	4
				PRINCIPAL ACCOUNTANT GENERAL, GOA	1
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	6
	Total				**19**
3	KC Topic – All India Training Programme on Audit of Autonomous Bodies (IA&AS, AAOs to Sr. AOs)	5	24-04-2023 to 28-04-2023	ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	1
				BRANCH : PRINCIPAL DIRECTOR OF AUDIT (AGRICULTURE, FOOD & WATER RESOURCES), NEW DELHI AT MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (SHIPPING), MUMBAI	2
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	4
				PRINCIPAL ACCOUNTANT GENERAL (Audit I), GUJARAT, RAJKOT	4
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	3
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	1
	Total				**16**
4	Training Programme on Audit of Fraud and Fraud detection techniques (Sup/AAOs to Sr. AOs)	3	02-05-2023 to 04-05-2023	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE AHMEDABAD	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	1
				BRANCH : PR. DIRECTOR OF AUDIT(SCIENTIFIC DEPARTMENTS), NEW DELHI AT MUMBAI	1
				BRANCH : PRINCIPAL DIRECTOR OF AUDIT (AGRICULTURE, FOOD & WATER RESOURCES), NEW DELHI AT MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	3

Sno	Programme Title	Duration	Period	Office	Slots
				DIRECTOR GENERAL OF AUDIT, WESTERN RAILWAY, MUMBAI	1
				DIRECTOR GENERAL OF COMMERCIAL AUDIT, MUMBAI	1
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	2
				PRINCIPAL ACCOUNTANT GENERAL, GOA	2
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	2
				PRINCIPAL DIRECTOR OF AUDIT, DEFENCE SERVICES, PUNE	1
	Total				**17**
5	KC Topic – All India Training Programme on Audit of Autonomous Bodies (IA&AS, AAOs to Sr. AOs)	5	08-05-2023 to 12-05-2023	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	1
				BRANCH : PR. DIRECTOR OF AUDIT(SCIENTIFIC DEPARTMENTS), NEW DELHI AT MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (SHIPPING), MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	4
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	2
				PRINCIPAL ACCOUNTANT GENERAL, GOA	1
	Total				**11**
6	Mid-Career Training Programme Level - 2	6	22-05-2023 to 27-05-2023	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	2
				ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	2
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	10
				DIRECTOR GENERAL OF COMMERCIAL AUDIT, MUMBAI	1
				Pr. ACCOUNTANT GENERAL (A & E) I, MAHARASHTRA, MUMBAI	1
				PRINCIPAL ACCOUNTANT GENERAL (Audit I), GUJARAT, RAJKOT	2

Sno	Programme Title	Duration	Period	Office	Slots
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	5
				PRINCIPAL ACCOUNTANT GENERAL, GOA	2
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	1
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	3
	Total				**29**
7	Compliance Audit as per Compliance Auditing Guidelines, 2016 (Auditors to Sr. AOs)	3	05-06-2023 to 07-06-2023	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	1
				ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	2
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE AHMEDABAD	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	1
				BRANCH : PR. DIRECTOR OF AUDIT(SCIENTIFIC DEPARTMENTS), NEW DELHI AT MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (SHIPPING), MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	6
				DIRECTOR GENERAL OF COMMERCIAL AUDIT, MUMBAI	2
				PRINCIPAL ACCOUNTANT GENERAL (Audit I), GUJARAT, RAJKOT	5
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	3
				PRINCIPAL ACCOUNTANT GENERAL, GOA	1
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	5
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	2
				PRINCIPAL DIRECTOR OF AUDIT, DEFENCE SERVICES, PUNE	1
	Total				**32**
8	KC Topic - All India Training Programme on Corporate Governance	3	12-06-2023 to 14-06-2023	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	1

Sno	Programme Title	Duration	Period	Office	Slots
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (SHIPPING), MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	4
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	2
				PRINCIPAL ACCOUNTANT GENERAL, GOA	1
Total					**10**
9	Training Programme on Goods and Service Tax (Auditors/Accountants to Sr. AOs)	5	10-07-2023 to 14-07-2023	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	1
				ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	3
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	1
				BRANCH : PRINCIPAL DIRECTOR OF AUDIT (AGRICULTURE, FOOD & WATER RESOURCES), NEW DELHI AT MUMBAI	1
				BRANCH :PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT AT AHMEDABAD	2
				DIRECTOR GENERAL OF AUDIT (SHIPPING), MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	2
				DIRECTOR GENERAL OF AUDIT, WESTERN RAILWAY, MUMBAI	1
				Pr. ACCOUNTANT GENERAL (A & E) I, MAHARASHTRA, MUMBAI	2
				PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT, RAJKOT	2
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	1
				PRINCIPAL ACCOUNTANT GENERAL, GOA	2
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	8
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	2

Sno	Programme Title	Duration	Period	Office	Slots
				PRINCIPAL DIRECTOR OF AUDIT, DEFENCE SERVICES, PUNE	1
	Total				**30**
10	Mid-Career Training Programme Level - 3	6	17-07-2023 to 22-07-2023	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	2
				ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	2
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE AHMEDABAD	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	1
				BRANCH :PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT AT AHMEDABAD	2
				DIRECTOR GENERAL OF AUDIT (SHIPPING), MUMBAI	2
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	11
				Pr. ACCOUNTANT GENERAL (A & E) I, MAHARASHTRA, MUMBAI	1
				PRINCIPAL ACCOUNTANT GENERAL (Audit I), GUJARAT, RAJKOT	3
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	5
				PRINCIPAL ACCOUNTANT GENERAL, GOA	3
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	6
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	3
	Total				**42**
11	KC Topic – All India Training Programme on Ind AS, Auditing Standards & Analysis of Financial Statements	5	24-07-2023 to 28-07-2023	ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	2
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	1
				BRANCH : PRINCIPAL DIRECTOR OF AUDIT (AGRICULTURE, FOOD & WATER RESOURCES), NEW DELHI AT MUMBAI	1

Sno	Programme Title	Duration	Period	Office	Slots
				BRANCH :PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT AT AHMEDABAD	1
				DIRECTOR GENERAL OF AUDIT (SHIPPING), MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	2
				DIRECTOR GENERAL OF COMMERCIAL AUDIT, MUMBAI	1
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	2
				PRINCIPAL ACCOUNTANT GENERAL, GOA	1
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	3
	Total				**15**
12	Modular Training on Audit Reporting (Auditors/Accountants to Sr. AOs)	3	01-08-2023 to 03-08-2023	BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	1
				BRANCH : PR. DIRECTOR OF AUDIT(SCIENTIFIC DEPARTMENTS), NEW DELHI AT MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (SHIPPING), MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	3
				DIRECTOR GENERAL OF AUDIT, WESTERN RAILWAY, MUMBAI	1
				PRINCIPAL ACCOUNTANT GENERAL (Audit I), GUJARAT, RAJKOT	3
				PRINCIPAL ACCOUNTANT GENERAL, GOA	2
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	2
				PRINCIPAL DIRECTOR OF AUDIT, DEFENCE SERVICES, PUNE	1
	Total				**15**
13	Mid-Career Training Programme Level - 2	6	21-08-2023 to 26-08-2023	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	2
				ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	2
				BRANCH :PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT AT AHMEDABAD	2

Sno	Programme Title	Duration	Period	Office	Slots
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	10
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	5
				PRINCIPAL ACCOUNTANT GENERAL, GOA	2
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	1
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	3
	Total				**27**
14	Training Programme on Financial Attest Audit Guidelines (including FAAM, audit using VLC and preparation of SFAR) (Auditors/ Accountants to Sr. AOs)	6	11-09-2023 to 16-09-2023	ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	1
				BRANCH : PRINCIPAL DIRECTOR OF AUDIT (AGRICULTURE, FOOD & WATER RESOURCES), NEW DELHI AT MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (SHIPPING), MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	8
				DIRECTOR GENERAL OF AUDIT, WESTERN RAILWAY, MUMBAI	1
				PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT, RAJKOT	3
				PRINCIPAL ACCOUNTANT GENERAL (Audit I), GUJARAT, RAJKOT	4
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	2
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	4
	Total				**25**
15	KC Topic – All India Training Programme on Commercial Audit	3	25-10-2023 to 27-10-2023	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	2
				ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	2
				BRANCH : PR. DIRECTOR OF AUDIT(SCIENTIFIC DEPARTMENTS), NEW DELHI AT MUMBAI	1

Sno	Programme Title	Duration	Period	Office	Slots
				DIRECTOR GENERAL OF AUDIT (SHIPPING), MUMBAI	1
				PRINCIPAL ACCOUNTANT GENERAL, GOA	3
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	3
	Total				**12**
16	Income Tax Business Application of IT Department	2	06-11-2023 to 07-11-2023	DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	13
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	2
	Total				**15**
17	KC Topic – All India Training Programme on Companies Act 2013	3	15-11-2023 to 17-11-2023	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	1
				PRINCIPAL ACCOUNTANT GENERAL (Audit I), GUJARAT, RAJKOT	4
				PRINCIPAL ACCOUNTANT GENERAL, GOA	1
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	1
	Total				**7**
18	KC Topic - All India Training Programme on Corporate Finance (IA &AS, Sr. AOs and AAOs)	6	20-11-2023 to 25-11-2023	BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	1
				BRANCH: DIRECTOR OF AUDIT, ORDNANCE FACTORY, KOLKATA AT KIRKEE	1
				DIRECTOR GENERAL OF AUDIT (SHIPPING), MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	4
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	2
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	2
	Total				**11**
19	Direct Taxes and Faceless Assessment Scheme	2	05-12-2023 to 06-12-2023	ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	1
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	4
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	15
	Total				**20**

Sno	Programme Title	Duration	Period	Office	Slots
20	Mid-Career Training Programme Level - 2	6	18-12-2023 to 23-12-2023	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	2
				ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	2
				DIRECTOR GENERAL OF AUDIT (SHIPPING), MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	10
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	5
				PRINCIPAL ACCOUNTANT GENERAL, GOA	2
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	1
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	3
	Total				**26**
21	Works Audit and Contract Management	5	01-01-2024 to 05-01-2024	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	1
				ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	3
				BRANCH : PRINCIPAL DIRECTOR OF AUDIT (AGRICULTURE, FOOD & WATER RESOURCES), NEW DELHI AT MUMBAI	1
				BRANCH: DIRECTOR OF AUDIT, ORDNANCE FACTORY, KOLKATA AT KIRKEE	1
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	2
				PRINCIPAL ACCOUNTANT GENERAL (Audit I), GUJARAT, RAJKOT	2
				PRINCIPAL ACCOUNTANT GENERAL, GOA	1
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	2
	Total				**13**
22	Mid-Career Training Programme Level - 3	6	15-01-2024 to 20-01-2024	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	1
				ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	2
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE AHMEDABAD	1

Sno	Programme Title	Duration	Period	Office	Slots
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (SHIPPING), MUMBAI	2
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	10
				PRINCIPAL ACCOUNTANT GENERAL (Audit I), GUJARAT, RAJKOT	2
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	5
				PRINCIPAL ACCOUNTANT GENERAL, GOA	3
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	6
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	3
	Total				**36**
23	Statistics and Sampling in audit (AAOs & Sr. AOs)	2	30-01-2024 to 31-01-2024	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	1
				ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	1
				BRANCH : DGA, NAVY, NEW DELHI AT MUMBAI	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE AHMEDABAD	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	2
				BRANCH : PR. DIRECTOR OF AUDIT(SCIENTIFIC DEPARTMENTS), NEW DELHI AT MUMBAI	1
				BRANCH : PRINCIPAL DIRECTOR OF AUDIT (AGRICULTURE, FOOD & WATER RESOURCES), NEW DELHI AT MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	4
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	1
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	1
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	2

Sno	Programme Title	Duration	Period	Office	Slots
				PRINCIPAL DIRECTOR OF AUDIT, DEFENCE SERVICES, PUNE	1
	Total				**17**
24	Performance Audit and Risk based Auditing (Supervisors,AAOs to Sr. AOs)	5	05-02-2024 to 09-02-2024	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE AHMEDABAD	2
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	1
				BRANCH : PR. DIRECTOR OF AUDIT(SCIENTIFIC DEPARTMENTS), NEW DELHI AT MUMBAI	1
				BRANCH : PRINCIPAL DIRECTOR OF AUDIT (AGRICULTURE, FOOD & WATER RESOURCES), NEW DELHI AT MUMBAI	1
				BRANCH: DIRECTOR OF AUDIT, ORDNANCE FACTORY, KOLKATA AT KIRKEE	1
				DIRECTOR GENERAL OF AUDIT (SHIPPING), MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	3
				DIRECTOR GENERAL OF AUDIT, WESTERN RAILWAY, MUMBAI	1
				PRINCIPAL ACCOUNTANT GENERAL (Audit I), GUJARAT, RAJKOT	4
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	4
				PRINCIPAL ACCOUNTANT GENERAL, GOA	2
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	1
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	2
				PRINCIPAL DIRECTOR OF AUDIT, DEFENCE SERVICES, PUNE	1
	Total				**26**
25	Training Programme on Development of Management Skills (Supervisors, AAOs and Sr AOs)	6	12-02-2024 to 17-02-2024	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE, MUMBAI.	1

Sno	Programme Title	Duration	Period	Office	Slots
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE AHMEDABAD	1
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	5
				DIRECTOR GENERAL OF AUDIT, WESTERN RAILWAY, MUMBAI	1
				Pr. ACCOUNTANT GENERAL (A & E) I, MAHARASHTRA, MUMBAI	2
				PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT, RAJKOT	2
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	2
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	2
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	2
				PRINCIPAL DIRECTOR OF AUDIT, DEFENCE SERVICES, PUNE	1
	Total				**19**
26	KC Topic – All India Training Programme on Ind AS, Auditing Standards & Analysis of Financial Statements	5	19-02-2024 to 23-02-2024	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	2
				ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	4
				BRANCH : PRINCIPAL DIRECTOR OF AUDIT (AGRICULTURE, FOOD & WATER RESOURCES), NEW DELHI AT MUMBAI	2
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	2
				DIRECTOR GENERAL OF COMMERCIAL AUDIT, MUMBAI	1
				Pr. ACCOUNTANT GENERAL (A & E) I, MAHARASHTRA, MUMBAI	1
				PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT, RAJKOT	1
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	2
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	6
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	1
	Total				**22**

Sno	Programme Title	Duration	Period	Office	Slots
27	Conduct of DPC meeting, panels, impact of Disciplinary Action thereon, Rosters and RTI Act. (Auditors/Accountants to Sr. AOs, Sr.PS/PS/Steno)	5	04-03-2024 to 08-03-2024	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	1
				ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE AHMEDABAD	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	4
				BRANCH : PR. DIRECTOR OF AUDIT(SCIENTIFIC DEPARTMENTS), NEW DELHI AT MUMBAI	1
				BRANCH :PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT AT AHMEDABAD	2
				DIRECTOR GENERAL OF AUDIT (SHIPPING), MUMBAI	2
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	5
				DIRECTOR GENERAL OF AUDIT, WESTERN RAILWAY, MUMBAI	1
				DIRECTOR GENERAL OF COMMERCIAL AUDIT, MUMBAI	1
				Pr. ACCOUNTANT GENERAL (A & E) I, MAHARASHTRA, MUMBAI	2
				PRINCIPAL ACCOUNTANT GENERAL (A & E), GUJARAT, RAJKOT	2
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	3
				PRINCIPAL ACCOUNTANT GENERAL, GOA	2
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	9
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	4
	Total				**41**
28	Mid-Career Training Programme Level - 3	6	11-03-2024 to 16-03-2024	ACCOUNTANT GENERAL (AUDIT)- II, MAHARASHTRA, BRANCH OFFICE , MUMBAI.	1
				ACCOUNTANT GENERAL (AUDIT-II) GUJARAT	2

Sno	Programme Title	Duration	Period	Office	Slots
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE AHMEDABAD	1
				BRANCH : FINANCE & COMMUNICATION AUDIT OFFICE MUMBAI	1
				DIRECTOR GENERAL OF AUDIT (SHIPPING), MUMBAI	2
				DIRECTOR GENERAL OF AUDIT (CENTRAL) MUMBAI	10
				DIRECTOR GENERAL OF COMMERCIAL AUDIT, MUMBAI	3
				PRINCIPAL ACCOUNTANT GENERAL (AUDIT) I, MAHARASHTRA, MUMBAI	5
				PRINCIPAL ACCOUNTANT GENERAL, GOA	3
				DIRECTOR GENERAL OF AUDIT(CENTRAL), AHMEDABAD	6
				PRINCIPAL DIRECTOR OF AUDIT, CENTRAL RAILWAY, MUMBAI	3
Total					**37**

EDP COURSES	**SLOTS**		**435**
GENERAL COURSES	**SLOTS**		**620**
TOTAL	**SLOTS**		**1055**

SECTION IV
COURSE CONTENTS

EDP Courses

S No.	Name of the Course	Duration (in days)	Topic in Brief
1.	IDEA (DEO to Sr AO) – 2 courses (C No. 1 & 7)	05	• Overview • Import of files • Viewing the data • Data Extraction, summarisation, stratification, gap detection • Pivot table, Correlation, trend analysis • Functions and sampling • Reports and Designing
2.	Data Analytics – Tableau including VLC/IFMS Dashboard (Supervisor to Sr.AO) – 1 course (C No.2)	03	• Descriptive Analytics • Statistical Approaches in Analytics • Predictive Analytics, • Introduction to Data Analytics • Overview of TABLEAU • Big data concepts
3.	MS Excel (advanced) with Power Pivot (DEO to Sr AO) – 2 courses (C No. 3 & 14)	05	• Introduction to MS Excel, formulae and functions – lookup functions • Analysing data by creating pivot tables, charts, Dashboards, Macros
4.	e-office – 2 courses (C No. 4 & 8)	03	•Introduction to e-office and File management system : About e-Office , Brief description of Modules/links available at homepage Receipts - Diarization of receipt, Forwarding of receipt, Pull back/Pull Up, Searching, Put up in a file /Attach, Creation of File, Attaching correspondence, Noting, Making Reference of correspondence, Approval of drafts, Dispatch, Closing a receipt/Filing, E_sign, File Forwarding, Functions related to files, Searching of Files/Receipt/Dispatch, General Settings, Q&A session, Creating drafts, attaching drafts, correcting and finalising drafts, attaching external files, Creating receipts; creating files, putting up drafts etc • Administrative Module : Employee Master Details module; Adding posts/designations to the office, Posting ;Transfer, Q&A session,

S No.	Name of the Course	Duration (in days)	Topic in Brief
5.	Budgetary Process in the Government, usage of iBEMS in IA&AD & integration with PFMS – 2 courses (C No. 5 & 17)	**02**	• Preparation of Budget (RE/BE) of the office and its reconciliation • iBEMS software – its use and functions, hands-on on iBEMS software • Introduction to PFMS software - its use in the department, functions of PFMS with hands-on • Demonstration of different modules available in PFMS software • Useful reports
6.	All India Training on Tally Software – 1 course (C No. 6)	3	• Over of Tally Prime modules and features. Creating company, chart of accounts, ledgers, stock groups, set GST details, record purchases and sales and payment, manage day to day transactions. • Bank reconciliations, E-way bills, GST complaint nvoices, multiple sales invoice mod,business reports
7.	Introduction to e-procurement (GeM and CPPP) and e-tendering (CPPP) (Group "C" to Group "A") – 2 courses (C No. 9 & 12)	**02**	Salient features of GFR 2017 regarding procurement through GeM • Salient features of GeM in its latest version • Creation of users – Primary, Secondary, requirements for creation of users, user roles, action on transfer of primary/secondary users • The GeM Dashboard, searching for products in GeM • Options for buying available on GeM – Direct Purchase, Bidding, Reverse Auction, Monetary limits for deciding upon the mode of buying • Procedures and timelines for procurement in GeM using the Direct Purchase, Bidding and Reverse Auction modes, timelines for various stages viz. generation of PO, delivery, issue of CRAC and payment • CPPP (Procurement & e-tendering) • Other important points covering practical aspects on GeM & CPPP, including experience sharing by users of GeM • Prospective audit issues in GeM

S No.	Name of the Course	Duration (in days)	Topic in Brief
8.	Audit in IT Environment (Supervisor to Sr.AO) - 1 course (C No. 10)	**06**	• Overview of Audit in IT Environment • Database concepts, important features of MS Excel - Conditional Foramatting, Subtotals, Pivot Table, Functions •Important features of IDEA-Data import, Properties, Summarisation, Stratification, Duplicate/Gap detection, functions, Extraction, Export, Creating Reports
9.	Oracle Backend – SQL (DEO to Sr AO) – 1 course (C No.11)	**05**	• Introduction to Oracle • Basic Database Concepts • Data Types- Command Categories: • DDL, DML, TCL, DCL • Constraints • Operators & Functions • Set Operators and Joins • Database-Objects • Queries & Sub-queries
10.	e-Governance with IFMS – 1 course (C No.13)	3	Introduction to e-Governance Understanding e-Governance Goals & Objectives Need for Transformation in Government Key objectives and benefits of e-Governance implementation e-Governance vision and strategy Introduction to e-Governance vision and strategy Need for e-governance vision and strategy Definition of e-Governance vision and objectives Key elements of e-Governance strategy Challenges in e-Governance implementation NEGP & core infrastructure components ¬ The concept of National e-Governance Plan (NeGP), Framework for Citizen Engagement in NeGP ¬ Brief introduction to core infrastructure components of NEGP e.g. State Data Centres (SDCs), State Wide Area Networks (S.W.A.N), Common Services Centres (CSCs) etc. e-governance service delivery National e-Governance Service Delivery Gateway (NSDG); State e-Governance Service Delivery Gateway (SSDG);

S No.	Name of the Course	Duration (in days)	Topic in Brief
			Government-to-citizen (G2C), government-to-business (G2B), government-to-government, (G2G), government-toemployees (G2E)
			An introduction to various Mission Mode Projects under NEGP
			Insight on e-Kranthi and MMP
11.	Data Analytics – KNIME (Supervisor to Sr.AO) – 1 course (C No.15)	**03**	• Descriptive Analytics, • Statistical Approaches in Analytics, • Predictive Analytics, Introduction to Data Analytics, Overview of KNIME and Big data concepts
12.	Advanced MS Access and MS Excel (DEO to Sr AO) – 2 courses (C No. 16 & 18)	**06**	• Database concepts • Features of MS Access - Tables, Queries, Forms and Reports • Query wizard, Report Generation • Features of MS Excel – formulae and functions – lookup functions • Analysing data by creating Pivot tables, charts
13.	Hardware/Software Troubleshooting & Server Management (DEO to Sr AO) – 1 course (C No. 19)	**05**	•CMOS setup, Computer Hardware Maintenance (Not on chip level) •Testing: Hard disk, RAM, LAN card, motherboard •Disk fragmentation, disk clean-up •Disk surface & sector scan, Booting from system floppy •Performance Monitoring (XP) •Operating system, Drivers, Software & Antivirus •Creating partitions using Fdisk & formatting, •Installation of OS, drivers •Printers & Scanners and scanning documents, •Converting document to PDF & word formats etc. •Networking: TCP/IP installation •Basics of Networking, Network Classification •Client-Server Architecture, Creating Users, Giving rights, etc. •Managing User Accounts, Sharing files, Printers, Run command with IP Address.

S No.	Name of the Course	Duration (in days)	Topic in Brief
			• Obtaining an IP addresses, Domain names • Administrative Tools • PC Assembling – Trouble Shooting, Tips & Tricks • Storage devices – Flash Drive, CD, DVD • Creating multisession CDs
14.	IT Audit (including INTOSAI IT Audit Guidelines, Manuals) (DEO to Sr AO) – 1 course (C No. 20)	05	• Introduction to IT Audit, • IT Controls • IT Security • Audit of Business Continuity Planning/Disaster Recovery Planning • Audit Matrix Template • Internal Control, Investment Decisions • Development & Acquisition • Outsourcing • IT Governance

General Courses:

S.No	Name of the course	Duration (in days)	Topics in Brief
1.	**Pre-retirement course (C No. 1)**	**2**	Leading a Healthy Life – Yoga session • Pension benefits and rules – Superannuation and postretirement benefits-GPF/NPS, Pension, Commutation, Gratuity, Leave Encashment; CGEGIS, Medical Facilities-CGHS/FMA; Mediclaim; Pensioners' Grievances Redressal Machinery. Psychological Aspects of Retirement – Retirement and process involved, Managing the change, retiring to purposeful activity, Change in Mental attitude, change in lifestyle, enriching relationships, discovering own potential, never too old to work, Difference between growing old and being useful even if old, Time Management. Post retirement opportunity for retired employees of IA&AD Cyber Security Awareness : Sensitising the popular methods being adopted by cyber criminals and the possible safeguards and precautions be aware of and follow to ward off these threats Financial Aspects of Retirement – Choosing a consultant, investment avenues, discussion on relevant schemes ranging from short term needs to long term needs, Risk and return of various instruments, identifying time and need for future expenses (Case studies/Group Discussion). Asset allocation-Bank deposits to senior citizens plan, Mutual Funds, Bonds, Post Offices, Term Insurance etc.; Rules and regulations of each scheme, Tax Planning, Implications of Will (Case studies/Group Discussion)
2.	**Knowledge Centre Training – All India Training Programme on Audit of Consolidated Financial Statements of Companies (C No.2)**		Introduction to the Consolidated Financial Statements Subsidiaries – why they are created? When it is desired/required? Purpose of consolidation Company Law on Consolidation – Key Definitions as given in the Companies Act 2013, Difference in FY, Disclosure requirements in Annual Report, Foreign Subsidiaries, Filing and procedure requirements' Schedule III requirements on CFS and interests in other entities Consolidated Financial Statements-Concepts (both AS and IndAS)

S.No	Name of the course	Duration (in days)	Topics in Brief
			Consolidation calculation on – Acquisition of control, disposal of control, Change is status between subsidiary, associate, joint venture, joint operation and passive investments & accounting and reporting disclosure on that account
			Consolidation calculations on regular basis other than full/partial acquisition/disposal dates
			Ind AS 110: Consolidated Financial Statements-Accounting Provisions in Ind AS 103 relevant to Consolidation
			AS 23 & 27 and Ind AS 23,101, 111, 27 and 28 – Accounting of investments in Associates and Joint Ventures, First time adoption of IndASInd AS 112 and Ind AS 7- Impact of Consolidation on Cash Flow
			Live problem solving on consolidation P&L and Balance-sheet with complex tables and excel workings
			Live problem solving on Cash-flow, statement of change in equity and disclosure notes
			Some tricky issues
			Latest impact of registered valuers concept and international valuation standards on fair value measurements
			Foreign subsidiaries – jointly controlled or significantly influenced by group of privatised PSUs Non-availability of information regarding some agreements (including loan agreements, side agreements, vouchers, formalized accounting policies etc.)
			Provisions relating to Audit of Consolidation
			HQ Guidance Note on Checklist on Audit of CFS
			Headquarters protocol on Supplementary Audit of CFS
			Format of comments/ report on supplementary audit on CFS
			CA institute's guidelines on auditing CFS and reporting on CFS
			Audit observations on CFS
			Case studies and group discussion
3.	**Knowledge Centre Training – All India Training Programme on Audit of Autonomous Bodies – 2 courses (C No. 3 & 5)**	**4**	Introduction to legal mandate for the audit of Autonomous Bodies
			Mandate, scope and procedure for CAG Audit of Autonomous Bodies
			Features of Accounting, Finance and Governance in Autonomous Bodies vis-à-vis PSUs

S.No	Name of the course	Duration (in days)	Topics in Brief
			Introduction to Accounting Standards with specific emphasis on important Accounting Standards
			Accounting and Auditing aspects specific to Autonomous Bodies- Salient features of Manual of Instructions for Audit of Autonomous Bodies
			Cycle from Entrustment of audit to placing of SAR before Parliament/State Legislature
			Uniform format of accounts for ABs/Format of SARs; and reporting mechanism of ABs
			Format of accounts issued by Min. of Education
			Evaluation of Internal Controls; Risk and Materiality
			Discussion on interesting points noticed during Financial/Transaction Audit of Autonomous Bodies
			Case Studies and Group Discussion on SARs
4.	**Audit of Fraud and Fraud Detection Techniques** **(C No.4)**	3	Understanding fraud and corruption - Elements of fraud and corruption; Distinction between fraud and error
			Audit mandate and Audit mandate within SAI India
			ASOSAI understanding in fighting fraud and corruption
			Categories of fraud and corruption
			General modus operandi of financial fraud, understand the individual and organizational environments in motivating fraud in work place
			General Risk indicators, fraud symptoms, unusual transactions
			Case study highlighting involvement of management in fraud, employees' fraud symptoms, identification of 'red flags'
			Concept of Forensic Investigation and its relevance, Types of fraud; Finding 'red flags', Collection of evidence, Evaluation of evidence & reporting
			Digital Forensic Audit (With examples from audit perspective)
			Respective roles of audit and management in prevention and detection of fraud, SAI India Auditing standards and ASOSAI guidelines in audit of fraud
			Identification of 'Red flags' in Government entities; field standards in evidence collection and reporting of audit conclusions

S.No	Name of the course	Duration (in days)	Topics in Brief
			Objectives of Internal control and their role in prevention and detection of fraud; Scope and coverage of Internal control
			Risk assessment and identification of fraud indicators; Sampling methods
5.	**MCTP Level - 2** **(3 courses)** **C No. 6, 13 & 20)**	**6 x 2 batches = 12**	Values: Concepts, definition, concept of organizational values, core company values
			Ethics, Moral Values : Ethics, Moral values and beliefs
			Values and workplace: Character Traits and personality
			Personal Core values and CAG's core values
			Effective Communication – concepts, definition, barriers of communication, social skills and etiquettes, active listening skills, CAG's media policy
			Group Dynamics – Discussions on Group Dynamics, it concepts and functions, different theories etc.
			Group Development & Group Forming – Discussions on Group Development and Group Forming; Social influence in groups and thinking; Group Problems/conflicts and appropriate strategies for their resolution
			Motivation, Motivational theories of Maslow, Herzberg etc. – Importance of Motivation, different theories, improving work performance by motivation
			Motivation – Role and Personality - Types of Personality, its traits, how to motivate people of different personalities
			Motivation - Addressing specific morale issues - Understand how morale of employees will be effected on implementation of such type of decisions
			Financial Market, Capital Markets – Types of Financial Markets, advantages and disadvantages of Financial Markets, Functions of Financial Markets
			Personal Ethics, Professional Ethics, Code of Ethics - Explaining difference between personal and professional ethics; Implementation of CAGs Code of ethics
			Adopting Big Data Approach - What is Big data? Big data dimensions. Adopting Big data approach in auditing; What is Big data? Big data dimensions. Adopting Big data approach in auditing
			Overview of IT System, Risk in IT Environment and Cyber Security
			IT Act 2008, CERT-In, Leveraging the entity's IT System and data in audit

S.No	Name of the course	Duration (in days)	Topics in Brief
			IT Act 2008, CERT-In, Leveraging the entity's IT System and data in audit
			Gender Sensitisation, Concepts of gender, stereotyping and its impact, Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013
			Field Trip
			Environment & Sustainable Development and related concepts - Basics of Environment and Sustainable Development; Introduction to the 2030 agenda for Sustainable; Development and the Sustainable Development Goals (SDGs)
6.	**Compliance Audit as per new Compliance Auditing Guidelines, 2016** (C No. 7)	**3**	Introduction and overview of the new Compliance Auditing Guidelines, 2016 - General layout of the guidelines.
			Preparation of Annual Compliance Audit Plan along with a case study
			Risk Profiling of the Apex Auditable Entities and for audit Units
			Materiality – for planning, for quantum of evidence and for reporting
			Multi stage sampling – selection of transactions
			Determination of Subject Matter
			Planning Compliance Audits – Understanding and assessment of internal controls; scope of audit and Compliance audit objectives
			Preparation of Compliance Audit Design Matrix (ADM)
			Implementation of ADM in Compliance Audits Conducting Compliance Audit with ADM
			Evidence Gathering; Evaluation of evidence; Forming conclusions
			Determining audit conclusions as per Audit Findings Matrix (AFM) and mapping Audit findings with ADM through AFM
			Reporting Compliance Audits – Inspection Reports, Departmental Appreciation Note, Compliance Audit Report
			Follow-up of the Inspection Report and Compliance Audit Report
			Case studies, Group Discussion & Experience sharing

S.No	Name of the course	Duration (in days)	Topics in Brief
7.	**Knowledge Centre Training – All India Training Programme on Corporate Governance (C No. 8)**	**3**	Introduction and Concepts of Corporate Governance
			Business ethics & Corporate Governance
			Segment on Corporate Governance in annual report of companies
			Evolution of Corporate Governance norms - Structures and processes ☐ International and National Committees ☐ Corporate Governance literature and law ☐ Corporate Social Responsibility
			DPE Guidelines
			Organisation for Economic Co-operation and Development provisions for State Owned Entities
			Provisions in the Companies Act 2013 and rules there under
			Corporate Governance Certification – ICSI's and CA Institute's Guidance Note on Certification of Corporate Governance; Management and Auditor's responsibility; Risk Management, Compliance Certificate
			Provisions of SEBI with respect to Corporate Governance Amendments in SEBI's LODR
			Other aspects of Environmental Consciousness-Sustainability
			Business Responsibility Report (BRR), Risk Management, Internal Control
			Provisions in IRDA regulations
			Group discussion on Sustainable Development
			Role of CAG Audit in Corporate Governance Certification
			Audit Approach and Audit Checklist for Corporate Governance
			Governance issues in accounts and audit
			Discussions on indicative Governance issues
			Future of Corporate Governance
			Group discussions on recent governance failure reported in the media
			Group Discussion on cases based on printed Audit Reports
8.	**Goods and Service Tax (C No. 9)**		Introduction & Overview of CGST, SGST and GST (Compensation to States) Acts including recent amendments to Compensation to States Act

S.No	Name of the course	Duration (in days)	Topics in Brief
			Overview of IGST Act, place of Supply of Goods and Services under IGST Act
			Distribution process among the Centre and State (revenue sharing between Centre and State), GST and Centre-State Financial Relations, Compensation Cess and its distribution
			Meaning & Scope of Supply of Goods & Service
			Significance of – Composite and Mixed Supply from auditor's perspective; Schedule I, II, III in GST
			How to determine Place of supply of Goods & Services under IGST Act
			Exports of Goods of Supply & Supplies in territorial waters
			Time & Valuation of Supply of Goods & Service, Demand and recovery of GST thereon, Levy and Exemption from GST, Reverse charge mechanism, Transitional Provisions of GST, Customs & SAD
			Forms, returns under GST, Filing of returns, matching of Input Tax Credit(ITC) & Composition Scheme
			Registration, Business process; Auditing Works Contracts, High Sea, export, import, branch transfer, sale in transit transactions in GST
			Accounting procedure under GST System
			Audit & Assessment in GST; Inspection, Search, Seizure and Arrest, Offences, Penalties, Appeal, Revision
			"Cost Audit & Cost Records" GST perspective
			Payment of Tax under GST, Refund of Tax under GST; GSTN: Salient features, Front end business process on GSTN
			E-Way Bill(with case study
			How to verify Input tax credit (ITC) claims; Anti-profiteering clauses in GST Act and its implementation; Input Service Distributor (ISD); Cross-utilization of IGST & funds transfer E- commerce and Job work; transitional provisions for job work, TDS, TCS under GST
			Role of CAG in audit under GST; E2E Audit mandate in GST; Audit of transitional provisions of the Act, Transitional credit; Records to be seen while auditing GST (Centre tax, State tax and PSUs etc.) (case study & group discussions on the CAG's Reports)
			Latest amendments in GST from time to time

S.No	Name of the course	Duration (in days)	Topics in Brief
			Case study on GST Report
9.	MCTP Level – 3 (C No. 10,22 & 28)	6 x3 batches = 18	Communication skills, effective communication with internal and external stakeholders
			Analytical Thinking, methodical step-by-step problem solving
			Time and Stress Management
			Understanding e-governance, Mission Mode Projects, e-office, e-HRMS (Manav Sampada)
			Role change management and tactful behavior
			Management of Government Finances - Fiscal health of Union and States
			Audit of IT Environment
			Team Management
			Stakeholder engagement
			Governance, Risk Management and Compliance
			Internal Controls, Frauds and Forensics
			Public Expenditure and FRBM Act
			Revenue-Sources of revenue- Characteristics of Good Tax System
			Understanding the Global Environmental crisis- Global Warming, Climate Change and Habitat loss etc.
			Environmental Governance
			Management of different kinds of Pollution
			Field Visit
10.	Knowledge Centre Training – All India Training Programme on IndAS, Auditing Standards, Accounting Standards and Analysis of Financial Statements (C No. 11 & 26)	5	ICAI's Standards on Auditing
			Applicability and mandate for Ind AS and Accounting Standards
			Important Ind AS
			Important Accounting Standards
			Overview of other standards
			Analysis of Financial Statements
			Session on case studies by pooling resources (Case Studies based on Government Companies and PSUs)
11.	Modular Training – Audit Reporting (C No. 12)	3	Ice Breaking - Introduction to Audit Reporting covering ISSAI guidelines on Audit Reporting (Level 2 and Level 3)

S.No	Name of the course	Duration (in days)	Topics in Brief
			Performance Audit Reporting - Components of an Audit Paragraph with focus on the components of a paragraph in a report
			Emphasis is on the linkage between Audit Objectives identified at the Planning stage and the Audit Report covering Audit objectives linked with ADM; Documenting Audit work
			Balanced and Fair Reporting with focus on characteristics of good Audit Evidence; Consideration of audited agencies' response and views
			Case study on recent PA
			Guidelines of CAG office in writing Audit Report - Language and Structure, Style guide; audit memos, inspection reports and audit reports; sequencing audit findings and structuring an audit paragraph; common pitfalls in the language used in audit reports
			Compliance Audit Reporting - Compliance Audit Reports with focus on compliance audit reporting requirements (ISSAI 4000) and Compliance Audit Guidelines, 2016 (With a Case Study)
12.	**Financial Attest Audit Guidelines (including FAAM, audit using VLC and preparation of SFAR)** **(C No. 14)**	**6**	Budget – Meaning, Annual Financial Statement, Elements of Budget
			Overview of Preparation and Compilation of Accounts & VLC
			Audit of Treasury Accounts and Complied Accounts (Appendix I of FAAM and Annexure E of FAAG)
			Audit of Transactions originating in AG Office and Inter – Government Transactions (Annexure G-Category 2 of FAAG)
			Audit of Monthly Civil Accounts (Appendix I of FAAM and Annexure G and H of FAAG)
			Structure of Appropriation Accounts, Certification audit of Government accounts as per the FAAM& FAAG
			Structure of Finance Accounts, linkages with the Appropriation accounts with Case Studies
			Audit of Finance Accounts (Appendix I of FAAM and Annexure I of FAAG)
			Audit of Appropriation Accounts (Appendix I of FAAM and Annexure J of FAAG)

S.No	Name of the course	Duration (in days)	Topics in Brief
			Introduction to Statistical Sampling; Demonstration in use of IDEA in FAA for sampling and selection of vouchers
			Use of Monetary Unit Sampling – analysis along with Hands on sessions)
			Preparation of Chapter I, II, III & IV of SFAR
13.	KC Topic – All India Training Programme on Commercial Audit (IA&AS officers, Sr. AOs and AAOs) – Audit of Electricity 21. Generation, Transmission and Distribution Companies (C No. 15)	3	Overview of the Electricity Act and Important provisions in Electricity Act
			Electricity Generation Companies – Organization structure
			Power Generating Stations – Hydro, Thermal and Gas Power Stations – Over view of the Power Stations, functioning of the Power Stations – role of various key departments – Coal Management, other Material Management, Operation and Maintenance of Plants and Financial Management
			Power Purchase Agreements entered by Generation Companies - Realisation of revenue
			Preparation of Financial Statement of Generation Companies, key areas in the financial statement
			Compliance and Financial Audit of Generation Companies with Case studies
			Electricity Transmission Companies – Organization Structure
			Overview of the functioning of the Transmission Companies – Construction, Operation and maintenance of Substations, Transmission lines, Power Transformers, Material Management and Financial Management
			Agreement for transmission of power, raising of invoices and realization of revenue.
			Preparation of Financial Statement of Transmission Companies, key areas in the financial statement
			Compliance and Financial Audit of Transmission Companies with Case studies
			Overview of the functioning of the Distribution Companies – Construction, Operation and maintenance of Substations, High and Low Tension lines, Distribution Transformers, Material Management and Financial Management
			Installation, repair and maintenance of LT and HT Meters, raising of bills, tariff implementation on different types of consumers and realization of revenue

S.No	Name of the course	Duration (in days)	Topics in Brief
			Implementation of the State and Centrally sponsored schemes schemes
			Entering of Power Purchase Agreement (PPA), implementation thereof
			Preparation of Financial Statement of Distribution Companies, key areas in the financial statement
			Compliance and Financial Audit of Distribution Companies with Case studies
			Role of CERC and SERC in the functioning of the Electricity Companies including tariff fixation
14.	**Income Tax Business Application of IT Department** (C No. 16)	**2**	Overview of applications of the Income Tax Department relating to Tax collection and assessment
			Introduction to ITBA
			Modules of ITBA
			Income Tax Efiling module
			Facilities available to assesses for online filing of IT Returns and other IT Forms
			TRACES Module of the IT Department
			Linking of tax deduction with the tax assessment
			Overview of E-assessment in the IT Department
			Overview of SAI Direct Taxes module used in the Income Tax Receipt Audit
			Audit Module of ITBA
			Step by Step process of Audit using data from ITBA
15.	**KC Topic – All India Training Programme Companies Act 2013 (IA&AS officers, Sr. AOs and AAOs)** (C No. 17)	**3**	Overview of Companies Act 2013, National Financial Reporting Authority and its Role
			Introduction to Schedule III to Companies Act 2013, Part I of Schdule III
			Depiction of various components of Liabilities viz. Share Capital, Reserves and Surplus, Long Term borrowings, Trade Payables and Other Liabilities
			Depiction of various components of Assets viz. Current and Non-Current – Fixed Assets, Investments, Trade Receivables, Cash and Cash Equivalents, Other items and Disclosures
			Part II of Schedule III to Companies Act 2013 – Statement of Profit and Loss Account – Components of P&L Account viz. Revenue from Operations, Other income, Cost of materials consumed, Employee Benefits Expense, Finance Costs, depreciation, other items etc. and Additional information

S.No	Name of the course	Duration (in days)	Topics in Brief
			Consolidated Financial Statement and Methods of consolidation,
			Government Companies and Other Companies owned or controlled directly or indirectly by the Government
			Annual Report – Directors' Role, Account and Audit
			CAG;s Powers, Appointment of PSU Auditors, Direction/ recasting/revision of Financial Statements
			Cost Audit, Internal audit, Secretarial Audit, Audit Committee
			Corporate Social Responsibility (CSR) and Corporate Governance
			Case studies – circulation of sample annual reports and CAG's comments thereon with special emphasis on Companies Act 2013, Format of Comments/Nil Comment issued by HQ– Case Studies and Group Discussion
16.	**Knowledge Centre Training – All India Training on Corporate Finance** **(C No. 18)**	6	Overview of the key terms pertaining to project planning & leasing agreements
			Overview of the key terms pertaining to Working Capital Management
			Investment decision
			Financing decision (including Market Borrowings)
			Overview of key terms pertaining to Foreign Exchange, exposure thereto & Risk Management
			Corporate Risk Management
			Hedging using derivatives
			Overview of key terms pertaining to Corporate Mergers, Acquisition & Restructuring & Disinvestment
			Audit issues and case studies pertaining to Valuation, Acquisition and disinvestment risk in the context of PSUs
17.	**Direct Taxes and Faceless Assessment Scheme (AAOs to Sr.AOs)** **(C No.19)**	2	Overview of the faceless assessment scheme
			Legal framework – old vs new
			Background for the scheme
			Exceptions to the scheme
			Structure and Hierarchy of the scheme, Faceless Assessment Centres
			Assessment, Technical, verification and review units and their functioning
			Faceless Appeals, features and procedures of faceless appeals

S.No	Name of the course	Duration (in days)	Topics in Brief
			Group discussion on the way forward for audit in the new scheme of things
			Use of data analytics in tax administration
			Project insight of the IT Department
			The compliance portal of the IT Department
			IT Transaction Analysis Centre
			Compliance Management Centralised Processing Centre
			'High Value Transactions' and significant Transactions' under e-campaign
18.	**MCTP Level - 2 (C No. 20)**	**6 x 2 batches = 12**	Values: Concepts, definition, concept of organizational values, core company values
			Ethics, Moral Values : Ethics, Moral values and beliefs
			Values and workplace: Character Traits and personality
			Personal Core values and CAG's core values
			Effective Communication – concepts, definition, barriers of communication, social skills and etiquettes, active listening skills, CAG's media policy
			Group Dynamics – Discussions on Group Dynamics, it concepts and functions, different theories etc.
			Group Development & Group Forming – Discussions on Group Development and Group Forming; Social influence in groups and thinking; Group Problems/conflicts and appropriate strategies for their resolution
			Motivation, Motivational theories of Maslow, Herzberg etc. – Importance of Motivation, different theories, improving work performance by motivation
			Motivation – Role and Personality - Types of Personality, its traits, how to motivate people of different personalities
			Motivation - Addressing specific morale issues - Understand how morale of employees will be effected on implementation of such type of decisions
			Financial Market, Capital Markets – Types of Financial Markets, advantages and disadvantages of Financial Markets, Functions of Financial Markets
			Personal Ethics, Professional Ethics, Code of Ethics - Explaining difference between personal and professional ethics; Implementation of CAGs Code of ethics
			Adopting Big Data Approach - What is Big data? Big data dimensions. Adopting Big data approach in auditing;

S.No	Name of the course	Duration (in days)	Topics in Brief
			What is Big data? Big data dimensions. Adopting Big data approach in auditing
			Overview of IT System, Risk in IT Environment and Cyber Security
			IT Act 2008, CERT-In, Leveraging the entity's IT System and data in audit
			IT Act 2008, CERT-In, Leveraging the entity's IT System and data in audit
			Gender Sensitisation, Concepts of gender, stereotyping and its impact, Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013
			Field Trip
			Environment & Sustainable Development and related concepts - Basics of Environment and Sustainable Development; Introduction to the 2030 agenda for Sustainable; Development and the Sustainable Development Goals (SDGs)
19.	**Works Audit and Contract Management** (C No. 21)	5	General outline of Public Works system of accounts
			Analysis of major works
			Audit of projects
			Audit of constructions such as roads, buildings, irrigation projects etc.
			Physical verification of works
			Audit of stores and stock
			Tendering process
			Audit of works expenditure and tenders
			CVC guidelines on procurement
			GeM
			Relevant part of law of contracts
			Case laws on court awards and arbitration
			New areas of contracting, Management contracts, leasing, service contracts, BOT, BOO, BLO, ROT, ROOT and BOLT-concepts and case studies, Turnkey contracts
			Capital budgeting for Project Financial evaluation.
			Introduction to project management concept stages in project execution, project monitoring, (CPM, PERT)
20.	**Statistics and Sampling in Audit** (C No.23)	2	How to use statistics in Audit to gain a better understanding of data
			Presenting Audit Data using Tables, Graphs and Frequency Distribution

S.No	Name of the course	Duration (in days)	Topics in Brief
			Use of the various Averages [Measures of Central Tendencies] in Audit.
			Measures of Dispersion and Skewness and their use in the various audit situations
			Correlation and Regression and their use in Audit
			Sampling and its types including Estimation of Parameters like average and proportion
			Point and Interval Estimates of Proportion (percentages) and Mean/Average
			Estimation of errors with case studies
			Use of Data Analysis for Sampling in the different Audits – Case Studies
			Statistical Sampling in Audit – Attribute and Variable Sampling – situations where they can be used in Audit
			Important points to be kept in view while deciding Sampling Methodology and Sample Size – particularly variability and size of population.
			Calculation of sample size- - Case study, practical exercises
21.	**Performance Audit and Risk Based Auditing** (C No. 24)	5	Introduction & salient features of Performance Auditing Guidelines 2014
			Strategic Planning and selection of subjects for Performance Audit-Principles and Procedures
			Risk identification and assessment, risk model - Practical exercise/case study
			Criteria-concepts and sources
			Concept of Audit design matrix
			Evidence – types and sources; preparation of audit test programme, evidence gathering, analysis and documentation
			Introduction & salient features of Performance Auditing Guidelines 2014
			Strategic Planning and selection of subjects for Performance Audit-Principles and Procedures
			Risk identification and assessment, risk model - Practical exercise/case study
			Criteria-concepts and sources
			Concept of Audit design matrix

S.No	Name of the course	Duration (in days)	Topics in Brief
			Evidence – types and sources; preparation of audit test programme, evidence gathering, analysis and documentation
22.	**Development of Management Skills (C No. 25)**		Organizational Development – understanding the vision, mission, values of organisation; Aligning oneself to organisational goals; Helping build organisational competencies; Competencies & capabilities of people; Developing an environment for growth; Nurturing talent; Training continuous learning
			Time Management: Analysis & Prioritization, Planning & goal setting, Concept of delegation, Delegation in management
			Personality Development & Professional Etiquette: Managing change, Personnel re-engineering, Knowing Self, Values & beliefs, Expectations and intentions, Goal Setting, learning to empower oneself
			Emotional Intelligence: Its importance & components - Self-awareness & self-regulation
			Leadership - Concept process & formulation, Individual behavior in a team, Characteristics of effective High performance team leader, Evaluation in terms of achievement of team objective
			Team Building: Group Dynamics – concept of team and group; Building trust; Identify building blockages in team building; Conflict Management - Co-operation, Compromise, Win-Win
			Communication Process & Barriers - Effective communication, modes of communication, art of effective listening, Skills in Interpersonal communication, Plan to succeed and not to fail, Exposure to people/friendly skills, listening to the unsaid body language, giving & receiving feedback etc.
			Motivation & Grooming: Concepts & Law of motivation; Types of motivation; Characteristics / traits of effective leadership in the context of administrative, audit and accounting functions; Group Dynamics in teamwork; Concept of Team & Group etc.
			Yoga session
			Ethics & Values: Code of Ethics for the IA&AD; Gender Awareness
			Environmental Awareness – A field visit

S.No	Name of the course	Duration (in days)	Topics in Brief
23.	**Conduct of DPC meeting, panels, impact of Disciplinary Action thereon, Rosters and RTI Act** (C No. 27)	5	Annual Performance Appraisal Reports – Purpose, Importance; Reporting/Reviewing Officer, Periodicity; Guidelines for reporting/reviewing; time schedule for preparation of APARS etc.; Adverse entry - Remediable and irremediable adverse remarks affecting promotions etc.
			Preparation, maintenance and operation of Post based rosters
			Recruitment rules of various cadres in IA&AD
			Reservations and concessions in appointments and promotions in various cadres in IA&AD
			Sealed cover procedure-declining of promotion; review
			Departmental Promotion Committee (DPC)
			Preparation of gradation list; preparation and operation of Panels for Promotion including preparation of Supplementary Panel; Method of promotion
			Treatment of current vacancy and backlog vacancies, MACP, Disciplinary proceedings, unauthorized absence
			Reservation of vacancies (SC/ST), physically challenged – GOI instructions
			Right to Information Act 2005 - Salient features of the act and its implementation in Government
3,16 & 29	**MCTP Level – 3** (C No. 28)	6 x3 batches = 18	Communication skills, effective communication with internal and external stakeholders
			Analytical Thinking, methodical step-by-step problem solving
			Time and Stress Management
			Understanding e-governance, Mission Mode Projects, e-office, e-HRMS (Manav Sampada)
			Role change management and tactful behavior
			Management of Government Finances - Fiscal health of Union and States
			Audit of IT Environment
			Team Management
			Stakeholder engagement
			Governance, Risk Management and Compliance
			Internal Controls, Frauds and Forensics
			Public Expenditure and FRBM Act

S.No	Name of the course	Duration (in days)	Topics in Brief
			Revenue-Sources of revenue- Characteristics of Good Tax System
			Understanding the Global Environmental crisis- Global Warming, Climate Change and Habitat loss etc.
			Environmental Governance
			Management of different kinds of Pollution

SECTION V
RESOURCE PROFILE

I. Infrastructure

RTI Building:

RTI building is centrally air-conditioned and equipped with modern design and construction features such as CCTVs, fire safety systems, etc.

Reception Area

We have a reception area for convenience of trainees, visiting faculty, officers and guests.

 DG RTI's cabin, RTI office on the 5th Floor and some area on the 6th floor comprise RTI, Mumbai's office area.

Seminar Hall and Classrooms

Class Room

Seminar Room

For conducting training, there are two class rooms with seating capacity of 26 each and one Seminar hall with capacity of 32 trainees. For training in EDP courses, there are two computer labs that can cater to 30 trainees each, equipped with workstations connected to internet. All the training halls are provided with LCD projectors and audio-visual gadgets suitable for presentations.
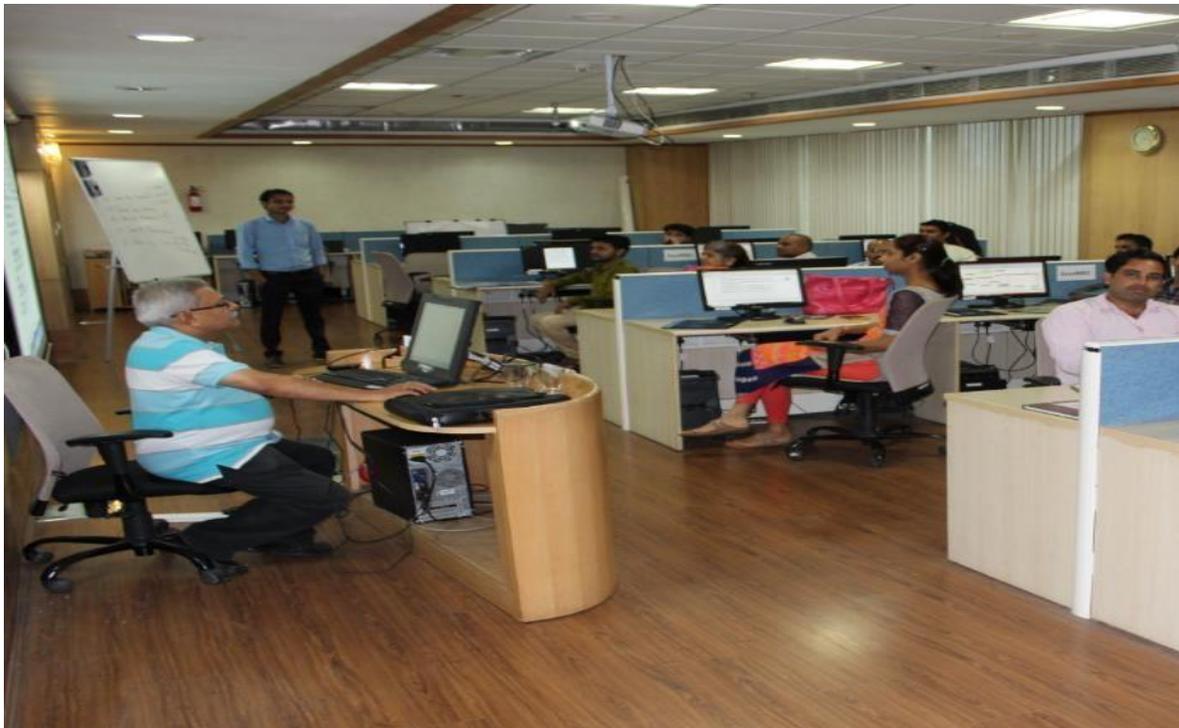
EDP LAB

Auditorium   **Conference Hall**

Other infrastructure in the RTI includes a Conference Hall (35 seating capacity) and an auditorium (154 seating capacity), equipped with LCD projector, motorized screen, Plasma screens, Video Recording Camera and stage lighting. All the above facilities are also equipped with wireless fidelity (Wi-Fi) ensuring round the clock wireless access to the web world of information. **Library & Reading room**

 RTI Library has an impressive collection of over 6000 books, videos, CDs, Courseware, Web materials, INTOSAI/ASOSAI material, Acts, Codes and Manuals, Journals and Periodicals. A well-designed reading room is attached to the library in which internet connectivity has been provided for the use of trainees.

Indoor recreation facilities

In addition to the training infrastructure, there is a gymnasium fitted with most modern physical training equipment where the trainees can take their mind off from the academics and devote time for physical fitness. This provides the much-needed body-mind relaxation.

We also have a recreation room with facilities for indoor games like table tennis, carrom and chess.

RTI Hostel

The accommodation needs of our outstation participants are catered to by the RTI Hostel located in the same campus. The hostel block consists of 28 fully furnished (double bedded), centrally air-conditioned guest rooms with twin sharing facilities.

The hostel block also houses 4 VIP/VVIP guest rooms for senior IA&AS officers the hostel rooms are provided with LCD TV, PC and coffee / tea making facility. All the rooms have attached bathroom with water heaters and shower cubicles.

Dining Hall and Kitchen

For catering to the working lunch and dining needs of the trainees, there is a well-furnished dining room and a kitchen based on piped gas supply.

II- Organisational Structure

```
                              ┌─────────────────────┐
                              │   Director General  │
                              └──────────┬──────────┘
                                         │
                    ┌────────────────────┤
          ┌─────────────────┐            │
          │ Personal Secretary│          │
          │   (Consultant)   │          │
          └─────────────────┘            │
```

- **Director General**

- Personal Secretary (Consultant)

- **Sr. Audit Officer Core Faculty (General-I)**
  - Auditor / Accountant / Asst. Sup. (General-I)
    - Asst. Audit Officer Admn. I
      - Auditor / Accountant / Asst. Sup. Admn. I
      - Auditor / Accountant / Asst. Sup. Admn. I
        - Auditor/Accountant/ Asst. Sup. (Admn. I) — **VACANT**
        - Data Entry Operator Admn. I — **VACANT**
    - Asst. Audit Officer Core Faculty & Admn. II
      - Auditor / Accountant / Asst. Sup. Admn. II
      - Auditor / Accountant / Asst. Sup. Admn. II — **VACANT**
        - Jr. Hindi Translator (Admn. II)
        - Data Entry Operator Admn. II

- **Sr. Audit Officer (Administration)**

- **Sr. Audit Officer Core Faculty (General-II)**

- **Asst. Audit Officer Core Faculty (IS)**
  - Asst. Audit Officer Core Faculty (OIOS)
  - Asst. Audit Officer Coire Faculty (OIOS)

- **Sr. Audit Officer Core Faculty Knowledge Center** — **VACANT**

- **Sr. Audit Officer Core Facculty (IS)**
  - Auditor / Accountant / Asst. Sup. (IS)

III- Personnel (31.03.2023)

Cadre	Sanctioned Strength	Persons-In Position	Vacancy	Remarks
Sr.AO/AO/Faculty	5	5	-	Retired IA&AS appointed as faculty
AAO	3	3	-	
AAO(OIOS)	2	2	-	
AAO(e-HRMS)	2	-	2	
Asstt. Supervisor (Audit)	1	1	-	
Sr.Ar./Sr.Acctt./Auditor /Acctt.	5	3	2	
P.S	1	1	-	Retired Sr.PS appointed as consultant
Jr. Hindi Translator	1	1	-	
Librarian-cum-Asstt.	1	1	-	1 Asst. Supervisor is handling work of Librarian-cum-Asstt.
DEO	2	2	-	One outsourced
Clerk/Typist	1	-	1	
Staff Car Driver	2	2	-	2 Staff car drivers outsourced
MTS	5	5	-	5 MTS outsourced
TOTAL	**31**	**26**	**5**	

IV- Budget

Expenditure for the last 3 years (2020-2023)

(₹.in thousand)

Head	Expenditure for the year		
	2020-21	2021-22	2022-23 (26-02-2023)
Total Salary			
Gr A (IA&AS)	3651	6730	3998
Gr A(Non-IA&AS) B,C	20502	23576	24001
Wages			
Domestic Travel Expenses			
Gr A	-	363	74
Gr A(Non-IA&AS) B,C	74	673	449
OE + LPS (includes OOE, Postage, Telephone, LPS,& Electricity & Water Charges)	10172	11708	14728
Medical			
Gr A (IA&AS)	1	9	3
Gr A(Non-IA&AS) B & C	103	11	13
Minor Works	13475	10992	14591
Professional Services	12638	13799	16199
Information Technology	823	793	2078
Major Works	4115	16619	7971
Other charges			44
Grand Total	**65554**	**85273**	**84149**

SECTION VI
ACHIEVEMENTS

Training Statistics

Year	No. of courses conducted			No. of training slots			No. of training days		
	General	EDP Courses	Training for DRAAOs	General	EDP Courses	Training for DRAAOs (2018-19 & 2019-20)	General	EDP Courses	Training for DRAAOs
2018-19	33	16	15	706	325	485	124	82	114
2019-20	37	18	15	943	312	254	137	69	53
2020-21	28	26		852	923		107	110	
2021-22	33	19	5	797	355	235	127	101	107
2022-23	35	20	3	900	403	136	172	108	145

Slots Targeted vis-à-vis Achieved

Year	Number of training slots as per Training Calendar			Actual training slots		
	General	EDP Courses	Training for DRAAOs	General	EDP Courses	Training for DRAAOs
2018-19	652	320	362	706	325	485
2019-20	678	278	245	943	312	254
2020-21	518	319	-	852	923	-
2021-22	578	355	-	797	355	235
2022-23	817	397	-	900	403	136

Targets Planned for 2023-24

Number	General	EDP
Programmes	28	20
Days	125	81
Participants	620	435

Year-wise achievements 2018-19 to 2022-23

2018-2019

A. Significant event / initiative

➢ During a visit to Mumbai on 3 August 2018, Honourable Comptroller and Auditor General of India reviewed the performance of the institute and expressed satisfaction thereon.

➢ RTI, Mumbai has signed a Memorandum of Understanding with National Institute of Securities Markets, an educational initiative of SEBI on 11 January 2019 for academic collaboration, research, conduct of events and seminars and so on relating to our Knowledge Centre topics of Corporate Governance, Corporate Finance and Commercial Audit. Director General, Training, Headquarters has appreciated this initiative to associate with institutions of National/ International repute to share learning resources, experience and expertise.

B. Courses conducted

➢ IA & AS, other Group A and Group B personnel were trained in the all India programmes on General Purpose - Financial Reporting (IPSAS), Corporate Governance, Audit of Consolidated Financial Statements and Corporate Finance. These courses were very well appreciated and scored a rating between 89 to 96 per cent.

➢ All programmes scheduled as per the calendar under General and EDP were successfully conducted.

C. STMs prepared

➢ Peer review report of STM on Audit of Contracts in Commercial Entities was received from Headquarters on 27 August 2018. After incorporating the suggestions, the same was forwarded to Headquarters on 25 September 2018. It has been approved by Headquarters and disseminated to all training institutes on 5 November 2018 for its utilisation.

➢ STM on Corporate Governance and Ethics was sent to Headquarters for peer review in May 2018. It was received from Headquarters on 3 October 2018 after peer review. After incorporating the suggestions, the same was submitted to Headquarters on 9 October 2018. It was approved by Headquarters and disseminated to all training institutes on 13 November 2018 for its utilisation.

D. Case studies and Research Paper

➤ Our case study on Corporate Governance- "Role of Executive Directors" in the new pattern prescribed by Headquarters has been approved by Headquarters and disseminated to all training institutes on 30 August 2018 for its utilisation.

➤ A bi-lingual research paper on 'Working Capital Management' was sent to HQ for approval on 30 March 2019.

E. Seminars/ Workshops conducted

➤ Based on the suggestions of user offices and as desired by Chair, RAC, a vertical workshop on "Statistics and Sampling in Audit" was conducted on 3rd and 4th January 2019. A moderator-driven approach was adopted for the first time. Shri Pawan Dhamija, Statistical Advisor was the faculty and PAG (GSSA), Gujarat, Rajkot, PAG (ERSA), Gujarat, Ahmedabad and PAG (Audit)-I, Maharashtra, Mumbai were the moderators for different sessions. The participants included 11 IA & AS officers along with SAOs, AOs and AAOs. The workshop was highly appreciated for its rich theoretical and practical course content and inputs. The assessment was "Excellent".

F. Other Achievements

Administration

➤ Headquarters ranked the institute fourth across all RTIs in India under Performance Monitoring Framework for the year 2017-18.

➤ Director of Inspection, Headquarters settled all outstanding paras of the institute, based on action taken by RTI and replies given.

➤ A delegation of SAI, China led by Ms. Zhang Li, Chief Economist (member of top management) comprising six members visited RTI, Mumbai on 13 December 2018 and a presentation on functioning of RTI was given to the delegation.

➤ Hosted a delegation of IA & AS Officer Trainees from NAAA, Shimla from 14-22 February 2019.

Infrastructure

➤ Post construction of kitchen and renovation of canteen area, cooking of food has commenced, based on piped gas supply.

➤ A PNG detection system has been installed at kitchen to enhance safety and for gas leakage detection.

➤ LED lights are being installed in the entire premises to save power.

➤ Major repair of chiller pipes and connected electrical wiring have been carried out.

- Continued to lend our infrastructure to user offices like O/o PAG (Audit)-I, Maharashtra, DGA (WR), DGA (Central) and MAB-I, Mumbai, for their in-house training/ examinations/workshops/meetings and events.

- Hosted a six-day Training Course for Divisional Accounts Officers and Divisional Accountants of Maharashtra cadre from 16-21 July 2018 for O/o AG (A&E)-I, Maharashtra, Mumbai and O/o AG (A&E)-II, Maharashtra, Nagpur.

EDP

- Prepared a database of trainees from 2013-14 onwards in MS-Excel to serve as an MIS.

- IAAD net connectivity became operational from June 2018.

- Initiated migration of website to NIC cloud.

- Commenced end course evaluation test in online mode from April 2018 and collection of participants' bio-data and feedback in online mode from October 2018.

Training (EDP and General)

- Personnel from Headquarters and offices in Gujarat were added to our training jurisdiction from 1 July 2018. RAC meeting was convened on 23 August 2018 and this transition was smoothly effected. ☐ Course Ratings received were "A" in most of the evaluations on the following parameters: Quality of Training Course, Attendance, Quality of delivery of training, Trainee Satisfaction and Evaluation of Test Results.

- Conducted Preparatory training in November 2018 and organised Induction training from, 1 February 2019 for Direct Recruit AAOs, as per directions of Headquarters.

- Our faculty had been invited to NACIN to deliver lectures.

Knowledge Centre

- Conducted a three-day training in August 2018 on Certification Audit of Accounts of Autonomous bodies based on request of office of Director General of Audit (Scientific Departments), New Delhi, for their 20 officers based in Mumbai, Chennai and Bengaluru.

- Published newsletters for the quarter ending March 2018, six monthly period ending September 2018 and quarter ending December 2018. Contents and format of the newsletter are constantly being refined. The newsletter was titled सुप्रसंग, effective from the latest edition for the quarter ending December 2018, denoting the celebration of the sunrise of knowledge and new life.

<div align="center">

2019-2020

</div>

A. Significant event / initiative

➢ It was decided in the Conclave of Heads of RTIs/ RTCs held in August 2019 that RTI, Mumbai, in coordination with an external training partner will design and develop a booklet for participants on the basis of any one select STM content and that the booklet template will be circulated to all RTIs/ RTCs to develop similar booklets for the STMs they have developed. Pursuant to this, the booklet was prepared based on STM on Corporate Governance and Ethics prepared by RTI, Mumbai in 2018. Inputs were obtained from National Institute of Securities Markets (NISM) in terms of an existing MoU signed in January 2019. The draft booklet was sent to Headquarters in October 2019. A sample printed copy complying with the remarks of the review team of Commercial Wing, Headquarters received on 10 December 2019 was sent to Headquarters on 20 December 2019 for approval, after incorporating latest amendments.

The same was approved by Headquarters on 25 February 2020.

Systems Automation Initiative (SAI) Application for Training

➢ Pursuant to the decision taken during the Conclave of HsoD of RTIs/RTCs held in August 2019, the project development took off in September 2019 under the aegis of the Project Board constituted to steer the project, with DG RTI, Mumbai as Chairperson, PD RTC, Bengaluru as Member Secretary and PD RTI, Jammu and Director, RTC Delhi as Members. The first meeting of the Board was held at RTI, Mumbai in September 2019. Thereafter, the Project Board has met 8 times through Video Conferencing to monitor the progress of the project vis-à-vis the timelines.

➢ All modules of Phase-I of the project were successfully tested and piloted at RTI Mumbai. These modules are:

    a. Adding / editing training courses

    b. Nominations from user offices

    c. Registration of candidates

    d. Uploading materials

    e. Session and course feedback of participants and ☐ Issue of end-course participation certificates.

➢ Modules for nomination of IA&AS officers in all-India courses by Principal Director (Personnel) and self-nomination have also been successfully tested at RTI, Mumbai.

- A workshop to hand-hold user offices in operating the various features of SAI was conducted in October 2019 at RTI, Mumbai, which was also attended by faculty from RTI, Nagpur and RTI, Shillong, who were supported in the implementation of the SAI Training project. Support was also rendered to RTI, Kolkata in running their pilot in a training programme, held in December 2019.

- Videos on various modules have been prepared by core faculty, RTI, Mumbai for guidance of users and hosted in the SAI-Application.

- RTI Mumbai successfully implemented the SAI Training Project from 1 December 2019, one month ahead of the scheduled roll out thereof, with the active support and cooperation of all user offices.

IT Initiative - Library Module:

- With a view to facilitating online searching of books in the library by the trainees of RTI, Mumbai and for placing request for books online, a web-based Library Information module has been developed recently, which runs on the local network of RTI Mumbai.

B. Knowledge Centre initiatives

- **Case Studies:** Two case studies on Commercial Audit - "Discriminatory rates of Land Allotment" and "Loss due to non-compliance of safety standards" were sent to HQ on 30 January and 1 February 2020 respectively for review and approval.

- **Research Paper:** HQ intimated comments of Commercial Wing on 26 June 2019 on the bilingual research paper on 'Working Capital Management, which had been sent to HQ on 30 March 2019. Based on these comments, it was revised and sent to HQ on 4 July 2019. HQ disseminated the research paper to all RTIs/RTCs on 12 July 2019 for training purposes.

- **Newsletter:** E-newsletters titled 'सुप्रसंग' were published during the year for the quarter ending March 2019 and for the half year ending September 2019, with interesting audit observations and news on Knowledge Centre topics. These were e-mailed to all offices in IA&AD and to Commercial Audit e-mail group on 11 June 2019 and 28 October 2019 respectively.

- **Structured Training Modules (STMs):** Two STMs on Commercial Audit - "Consolidated Financial Statements of Companies" and "Special features, Accounts and Audit of typical companies-Electricity, Finance (NBFC), Banks and Insurance Companies for SAS (Commercial) Examination" were sent to HQ on 5 March and 28 March 2020 (during lockdown, based on work from home) respectively for review and approval.

C. Courses conducted/ proposed

- Programmes scheduled as per the calendar under General and EDP were successfully conducted, duly incorporating revisions required as per HQ instructions on DRAAO training. This included,

  f. Induction training from 1-9 April 2019 for **65** DRAAOs.

  g. **12** additional training programmes covering **189** DRAAOs from 18-30 April 2019.

- Course Ratings received were "A" in most of the course evaluations on the following parameters: Quality of Training Course, Attendance, Quality of delivery of training, Trainee Satisfaction and Evaluation of Test Results.

- IA&AS, other Group A and Group B personnel were trained in all India programmes on General Purpose - Financial Reporting (IPSAS), Corporate Governance, Audit of Consolidated Financial Statements and Corporate Finance.

- An extra day of training was added to the 4-day training on 'Certification Audit of Accounts including Financial Audit of Autonomous Bodies (May 2019) for training 10 personnel from Defence Audit wing on all-India basis, on audit of Autonomous Bodies of Defence units.

- Additional training programme was conducted in 3 batches for 143 participants for RAE-2 revised paper on GST.

- All-India Advanced Training was conducted on Tableau Desktop and IDEA software from 17-19 February 2020 for 12 IA&AS officers and 8 SAO/AAO, as requested by IS Wing, Headquarters.

- Pursuant to decision taken in the Conclave of Heads of RTIs/RTCs (August 2019) on providing regular training to Divisional Accountants under the cadre control of A&E offices and to finalise the course content/training programme in conjunction with the A&E offices under their jurisdiction, training for around 23 Divisional Accountants was scheduled as an additional training from 2-4 March 2020.

D. Seminars/ Workshops conducted

The following workshops were conducted during 2019-20.

- Sector-specific workshop on Performance Audit (Civil, Commercial, Revenue) with a moderator-driven approach. PAG (Audit)-I, Maharashtra, Mumbai, PAG (ERSA), Gujarat, Ahmedabad, Director O/o PDA (Central), Ahmedabad and DAG, O/o PAG (Audit) III, Mumbai were the moderators for different sessions. The participants included 6 IA&AS officers along with SAOs, AOs and AAOs.

- ➤ Workshop on Planning, Conducting and Reporting of Compliance Audit as per new Compliance Audit Guidelines, 2016 for 31 participants, including 3 IA&AS officers.

- ➤ Workshop on Statistics & Sampling in audit with a moderator-driven approach. Shri Pawan Dhamija, Statistical Advisor was the faculty and PAG (Audit)-I, Maharashtra, Mumbai, PAG (ERSA), Gujarat, Ahmedabad and DG, RTI, Mumbai were the moderators for different sessions. The participants included 3 IA&AS officers along with SAOs, AOs and AAOs.

E. Other Achievements

Administration

- ➤ RTI, Mumbai was ranked 1st among all RTIs in India by Headquarters, in the assessment based on Performance Monitoring Framework for the year 2018-19.

- ➤ A delegation of 22 IA&AS Officer Trainees from NAAA, Shimla was hosted from 07-16 February 2020.

- ➤ RAC recommended to introduce Yoga classes for resident participants in 3-5 days' training programmes. Accordingly, for faculty support, initiative was taken to associate with one of the oldest Yoga institutes in the country (the Yoga Institute, Mumbai - established in 1917). Classes were introduced in January 2020, which have been appreciated.

Infrastructure

- ➤ RTI continued to lend infrastructure to user offices like O/o DGA (Central), MAB-I, Mumbai and PD (CR) for their in-house training/examinations/ workshops/meetings and events.

- ➤ A three-week mandatory training for AAOs due for promotion to the post of Sr.AO was conducted for 65 participants by O/o DGA (Central), Mumbai with infrastructure and resource support from RTI, Mumbai, from 09-28 December 2019.

Faculty support

- ➤ Our faculty has been invited as guest faculty for in-house training by user offices, National Academy of Defence Financial Management & Regional Training Centre, Pune and Institute of Government Accounts and Finance, Mumbai.

2020-2021

RTI, Mumbai's calendar of training programmes for the year 2020-21 was prepared by due process, planning for 26 General training programmes over 101 training days covering 518 participants and 19 EDP training programmes over 102 training days covering 351 participants.

Process Continuity Plan amidst COVID-19

➤ It was business as usual for RTI Mumbai amidst the pandemic and the training and administrative activities went on largely uninterrupted as technology was leveraged for online training, internal meetings, meetings with CPWD, quarterly Hindi meetings, Hindi Workshop etc. We made pioneering efforts to initiate online training, right at the outset in April 2020, based on a request for the same from one of our user offices and later to develop guidelines for the same.

➤ We were able to surpass our training targets by rescheduling programmes in consultation with user offices, including by convening a Special meeting of the RAC in June 2020. The online MS Teams platform and the SAI Training application allowed us to conduct training for a large number of participants which, for one course on e-office, was as high as 169. While MS Teams helped us reach out to a large participant base, the SAI Training application greatly facilitated all the training related back office activities, resulting in increase of 29 training days, 11 courses and 937 participants as on January 2021.

➤ We invited faculty from other RTIs/RTCs and IAAD offices, outside our jurisdiction besides external faculty attached to other RTIs as well. We also conducted online tests using our department's CEDAR portal and other online tools.

➤ The online functioning was supplemented by officials especially in administration, who attended office for pay bill and other procurement activities so as to cater to the periodic logistics and sanitisation needs by observing due diligence to the pandemic protocols and safety measures. Faculty members and training related staff also attended office to attend to training exigencies.

➤ Besides, following the pandemic protocols such as checking of temperature of all officials and outsourced employees at the reception and having hand sanitisers placed at various places, RTI, in collaboration with Municipal Corporation of Greater Mumbai, also arranged for RTPCR tests for all officials of RTI and office of the PDA (Shipping), Mumbai, besides all the outsourced employees. This exercise helped in identifying two officials with COVID, who were then advised quarantine. All these safety and preventive measures helped RTI ensure safety of all regular and outsourced staff in the RTI Building

➢ Upgradation of the Local Area Network(LAN) of RTI Mumbai is underway with funds sanctioned from HQ and is expected to be completed by February 2021.

e-Learning Videos

➢ Pursuant to the decision in the conference of heads of RTIs/RTCs held on 29.05.2020, e-learning videos on two topics in IDEA viz. Summarization in IDEA and Data Manipulation in IDEA, were prepared and submitted by RTI Mumbai to HQ. These were approved in January 2021, for circulation by HQ and the same have been shared with other RTIs/RTCs.

Knowledge Centre initiatives

➢ HQ has designated RTI Mumbai as Knowledge Centre for the topics on (i) Corporate Governance (ii) Corporate Finance (iii) Commercial Audit and (iv) Audit of Autonomous Bodies vide HQ email dated 8 May 2020.

➢ Structured Training Modules (STMs): Two STMs on Commercial Audit - "Consolidated Financial Statements of Companies" and "Special features, Accounts and Audit of typical Companies-Electricity, Finance (NBFC), Banks and Insurance Companies for SAS (Commercial) Examination" have been received from Headquarters after peer review and compliance to the same is in process. A Structured Training Module (STM) on Audit of Port Trusts has been prepared and forwarded to the HQ on 7 December 2020 for review and approval, with inputs from O/o PDA (Shipping), Mumbai.

➢ Case Studies: Case studies on Commercial Audit titled "Discriminatory rates of

➢ Land Allotment" and "Loss due to non-compliance of safety standards" were modified and submitted to HQ, based on Peer Review observations, on 11 December 2020. These were approved by HQ on 18 December 2020 and uploaded on RTI's website.

➢ Newsletter: E-newsletters titled 'सुप्रसंग' have been published during the year for the quarter ending March 2020 and for the half year ending September 2020, with interesting audit observations and news on Knowledge Centre topics. These were e-mailed to all offices in IA&AD and to Commercial Audit e-mail group on 25 April 2020 and 28 December 2020 respectively.

➢ MOUs: A Memorandum of Understanding was signed on 28 September 2020, through Video Conferencing using MS Teams, with the Institute of Cost Accountants of India (established by Act of Parliament), for formalising faculty support and joint research arrangements.

Other achievements

➢ DG RTI chaired two committees constituted during the year 2020-21 by HQ.

➢ The first committee comprising of HsOD, RTI, Mumbai (Chair), RTI Chennai and RTI Ranchi carried out the task of prescribing syllabus, programme schedule and

programme contents for eight entry cadres of IAAD (except Group A and Group B Gazetted) in consultation with user offices. Based on the inputs received from field audit and accounts offices, including six user offices of RTI Mumbai and other RTIs/RTCs, the Committee designed and submitted the same along with its report, as per the scheduled date, on 19 June 2020. The same was appreciated by HQ. All the user offices had, accordingly, to conduct this training as per the HQ instructions dated 06 July 2020.

- The second committee was for prescribing syllabus and for designing a three-week Training Module for AAOs empanelled for promotion as SAO, for implementation by all field offices for the Panel-Year 2021. In addition to DG, RTI Mumbai (Chair), HsOD of RTI Shillong and RTI Chennai were the other Members of the Committee. The comprehensive Training Schedule and Modules prepared were commended by the HQ. The training is to be conducted by the user offices as per these approved Training Modules (TMs), placed in the SAI Application.

- As Chair of the SAI Training Project Board, during 2020-21, DG, RTI Mumbai participated in seven meetings of the Board (as on 31.12.2020), for overseeing the developments of various modules of the application and progress of their implementation.

2021-2022

Process Continuity Plan amidst COVID-19

- Training programmes continued to be held through the online mode during the year 2021-22 in view of the pandemic. However, there was physical attendance in the office for a major part of the year in view of easing of restriction by the local authorities.

- RTI Mumbai could meet its capacity building targets as planned with 32 general training programmes and 19 EDP training programmes till 28-02-2022.

- We invited faculty from other RTIs/RTCs and IAAD offices, outside our jurisdiction besides external faculty attached to other RTIs as well. We also conducted online tests using our department's CEDAR portal and other online tools.

- Besides, following the pandemic protocols such as checking of temperature of all officials and outsourced employees at the reception and having hand sanitisers placed at various places, RTI, in collaboration with Municipal Corporation of Greater Mumbai, also arranged for RTPCR tests for all officials of RTI and office of the PDA (Shipping), Mumbai, besides all the outsourced employees. This exercise helped in identifying two officials with COVID, who were then advised quarantine. All these safety and preventive measures helped RTI ensure safety of all regular and outsourced staff in the RTI Building

➢ Upgradation of the Local Area Network(LAN) of RTI Mumbai was completed during the year 2021-22.

Self-Learning Videos

➢ As per directions of HQ, RTI Mumbai prepared self-learning videos on e-office and power point. In all 9 self-learning videos were prepared – 5 for e-office and 4 for power point.

Knowledge Centre initiatives

➢ HQ has designated RTI Mumbai as Knowledge Centre for the topics on (i) Corporate Governance (ii) Corporate Finance (iii) Commercial Audit and (iv) Audit of Autonomous Bodies vide HQ email dated 8 May 2020.

➢ Structured Training Modules (STMs): The STM on Audit of Port Trusts was revised in compliance of peer-review comments and also updated to factor into the provisions of the newly enacted Major Port Authorities Act, 2021 that came into force from 03-11-2021 repealing the erstwhile Major Port Trusts Act, 1963. The STM on Financial Audit of Autonomous Bodies was updated based on the latest provisions and developments relating to this topic. Both the STMs have been submitted to HQ office – the STM on Financial Audit of Autonomous Bodies was sent on 11-02-2022 and the STM on Audit of Port Trusts on

➢ Newsletter: E-newsletter titled 'सुप्रसंग' have been published during the year for the half year ending on March 2021 with interesting audit observations and news on Knowledge Centre topics. These were e-mailed to all offices in IA&AD and to Commercial Audit e-mail group on 12-07-2021.

Other achievements

➢ RTI Mumbai was associated with RTI Jaipur in the preparation of material for sessions in MCTP – Level 4 as per directions of HQ. We prepared material

➢ Adding of the institute in "Bharat Kosh" (Non-Tax Revenue Portal) to facilitate online payments of rent by hostel guests was a pioneering effort of RTI Mumbai, thus making RTI Mumbai the only training institute in the department having such facility.

➢ The work of replacement of 2 chiller plants was completed during this year besides renovation of hostel rooms, beautification of the RTI compound premises, installation of FCUs in the RTI Gymnasium, installation of Solar Plant as a green initiative, installation of LED display in the RTI entrance, replacement of chilled pipelines and restoration of false ceiling in the RTI Hostel, inclusion of façade cleaning and painting as annual items of work were also carried out

2022-2023

RTI, Mumbai's calendar of training programmes for the year 2022-23 was prepared by due process, planning for 35 General training programmes over 155 training days covering 940 participants and 22 EDP training programmes over 105 training days covering 484 participants.

Significant event / achievement

➢ ADAI(Training) visited RTI Mumbai on 13-07-2022 to ascertain the progress of the training activities at RTI Mumbai, infrastructure and resource support required to improve performance of the Institute. ADAI (Training) appreciated the efforts taken by RTI Mumbai and also commended the improvement of RTI Mumbai performance as per the PMF from 'excellent' to 'outstanding'.

➢ Lauding the efforts of RTI Mumbai for pioneering the implementation of Bharat Kosh for online payment of Hostel Rent, ADAI(Training) desired to have a write up on this for inclusion in the forthcoming HQ Training Division newsletter 'Gurukul'. The write-up was shared by RTI Mumbai with HQ and was included in July 2022 edition of the newsletter.

Knowledge Centre initiatives

➢ HQ has designated RTI Mumbai as Knowledge Centre for the topics on (i) Corporate Governance (ii) Corporate Finance (iii) Commercial Audit and (iv) Audit of Autonomous Bodies vide HQ email dated 8 May 2020.

➢ Structured Training Modules (STMs):

  o One STM on Analysis of Financial Statements has been sent to HQ in January 2023 for peer-review

  o One STM on Financial Audit of Government Companies, prepared by RTI Chennai in the year 2017, was updated and sent to HQ in March 2023 for approval

➢ Case Studies:

  o Two Case studies prepared by RTI Mumbai titled "Application of the principles enshrined in Ind AS 115" and "Review Comments on Maharashtra State Electricity Distribution Company Limited(MSEDCL)" have been approved and disseminated by HQ in January 2023

  o Two more case studies on Comments on Accounts of Haffkine Biopharma for the year 2019-20 and General Insurance Company for the year 2018-19 have been prepared and sent to HQ in February 2023

➢ Newsletter: E-newsletters titled 'सुप्रसंग' have been published during the year for the half years ending on March 2022 & September 2022 with interesting audit

observations and news on Knowledge Centre topics. These were e-mailed in September 2022 & March 2023.

Other achievements

➤ DG, RTI Mumbai Chaired the committee constituted by ADAI (Training) for formulation of training rates for training imparted by RTIs/RTCs for outside departments. The committee submitted its report to HQ – Training Division on 30-09-2022.

➤ As per directions of HQ – Training Division, RTI Mumbai facilitated expert talk on the topic – "21st Century - developments in a rapidly changing learning environment" and also a demo on "Smart classrooms as the future of capacity building" through CA Piran Doctor and his team in the conclave of RTI Heads of Department at the office of the C&AG of India on 06-03-2023.

➤ Letters of collaboration were issued in March 2023 to the National Academy for Customs, Indirect Taxes and Narcotics, Mumbai and National Academy for Defence Financial Management, Pune.

Sd/-

Director General/RTI