



**REGIONAL CAPACITY BUILDING & KNOWLEDGE INSTITUTE
SHILLONG
(Indian Audit & Accounts Department)**

**CALENDAR OF TRAINING PROGRAMME
2024-25**



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PROFILE

(i) INTRODUCTION

Regional Capacity Building & Knowledge Institute¹ (RCBKI), Shillong is one of the 10 regional training institutes of the Indian Audit and Accounts Department . It is the apex training Institute for the 16 Indian Audit & Accounts Department offices located in the North Eastern Region of the Country. Established in March 1989, the Institute is located in an independent campus known as ‘**Lachatelette Complex**’, spanning 4601.50 sq.m. This complex, once part of the estate of the erstwhile Maharaja of Manipur, was originally acquired for the Office of the then Accountant General, Assam in 1955.

Over the years, the Institute has evolved into a comprehensive and well-equipped training establishment catering to the needs of the of the Indian Audit & Accounts Department in the North Eastern Region. In May 2004, the Institute was elevated to the office of the Principal Director. Subsequently, from September 2016, the Institute has operated from the newly constructed Administrative cum Academic and Hostel Blocks, enhancing its capabilities to meet the evolving needs of training and knowledge dissemination.

¹ Re-designated from Regional Training Institute (RTI) on 16 August 2023.

(ii) REGIONAL ADVISORY COMMITTEE (RAC)

In accordance with Headquarters' office letter No.16-TRG.DIV./13-O&M/86 dated 19 March 1990, each Regional Training Institute² is mandated to have a Regional Advisory Committee (RAC). This committee plays a pivotal role in planning, overseeing and coordinating training and other activities assigned to the regional training institutes. Additionally, it facilitates effective interaction with the related field offices, strengthens arrangement for evaluating training programmes, and aids in the selection of guest faculty, etc. RAC meetings, chaired by the senior most member present, are scheduled as necessary but not exceeding three times in a year.

The composition³ of the RAC for RCBKI, Shillong is as below:

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

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

² Regional Capacity Building & Knowledge Institute with effect from 16 August 2023.

³ Reconstituted vide Headquarters' Office letter No.556/Trg.Div/21-99 dated 30-12-2004, letter No.938/Trg Div/21-99/Vol-III dated 06-12-07, letter No.248/Trg.Div/21-99 dated 27-08-2008 and letter No. 125/Trg.Div/F-279/2017 dt. 25-06-2018.

(iii) JURISDICTION OF RCBKI, SHILLONG

The jurisdiction of RCBKI, Shillong includes the following offices:

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

(iv) KNOWLEDGE CENTRE TOPICS

1. The Knowledge Centre topics allocated (08 May 2020) to RCBKI, Shillong by the Knowledge and Capacity Building (K&CB) Wing of Headquarters were revised by the Strategic Knowledge Committee. The following topics were reallocated to RCBKI, Shillong on 03.10.2023 as follows:

Topics Up to 02.10.2023	Topics w.e.f 03.10.2023	Mentor
1. Certification Audit of Autonomous District Councils (ADCs) as per Financial Attest Audit Manual 2. Audit Quality Management Framework (AQMF)	1. Local Governance – ADCs. 2. Public Works Audit 3. Public Procurement	Shri. Subir Mallick DAI (LB&Rly)

2. As per Headquarters instruction, domain areas have been allocated across RCBKIs/KCs to enable them to become a one stop repository of knowledge in their assigned domains or sub-domains. The focus of RCBKIs/Cs is on knowledge building and dissemination, staying current with international best practices in audit and accounts, methodologies and domain knowledge. RCBKIs/Cs are expected to develop and update structured training modules, research papers, case studies etc.

3. Structured Training Modules (STMs) on ‘Certification Audit of Autonomous District Councils as per Financial Attest Audit Manual’ and ‘Audit Quality Management Framework (AQMF)’ were prepared by this Institute. These modules were approved and disseminated for use in training by Headquarters in January 2018 and July 2019, respectively.

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

5. In addition to the Knowledge Centre topics, the Institute had also prepared STMs on:

- (a) 'General Financial Reporting Framework for Government and Public Sector' was approved by Headquarters and disseminated for use in August 2019.
- (b) 'Data Security – Privacy and Protection', peer reviewed by RTI Ranchi in December 2019, was submitted to Headquarters in January 2020 and has been approved by Headquarters.
- (c) 'Various Entitlements Admissible to a Government Servant' was submitted to Headquarters in May 2020 and subsequently approved by Headquarters.

Courses
at
a Glance

Overview of Training Days (COTP 2024-25)

Course Title	No. of Courses	No. of Days
General Courses		
(a) Mandatory Courses	4	107
(b) Other Courses	11	51
IT Courses	6	32
Knowledge Centre Topic	1	4
Total	22	194

GENERAL COURSES FOR 2024-25

A. MANDATORY COURSES

Sl. No.	Course Title	No. of Courses	Course Duration (in days)
1	Phase I Induction Training for Directly Recruited AAOs (MCTP Level 1.1) <i>[Target Group: Direct Recruit Assistant Audit/Accounts Officers]</i>	1	65
2	Mid-Career Training Programme (MCTP) Level 2 <i>[Target Group: AAOs and SAOs with 7 to 11 years 'combined service in the cadres]</i>	1	6
3	Six-Week Orientation Training for Assistant Audit/Accounts Officers (AAOs)/ Supervisors (MCTP Level 1.2) <i>[Target Group: Departmentally promoted AAOs/ Supervisors/ SAS passed Direct Recruit AAOs who have undergone Phase 1 & Phase 2 trainings]</i>	1	30
4	Mid-Career Training Programme (MCTP) Level 3 <i>[Target Group: AAOs and SAOs with 12 to 16 years' combined service in the cadres]</i>	1	6
Total		4	107

Reference:

- (i) Training Division's Circular No. 33/Trg. Div./F-331/2021 dated 27 August 2021.
- (ii) Training Division's Circular No. 24/Trg. Div./F-32/2023 dated 10 May 2023.

B. AUDIT COURSES

Sl. No.	Course Title	No. of Courses	Course Duration (in days)
1	Performance Audit (Phase I) <i>[Target Group: PA Teams, including supervising GOs]</i>	1	5
2	Performance Audit (Phase II) <i>[Target Group: PA Teams, including supervising GOs]</i>	1	5
3	Financial Attest Audit - Commercial and Autonomous Bodies <i>[Target Group: Sr. Auditors to SAOs]</i>	1	10
4	Compliance Audit <i>[Target Group: AAOs to SAOs]</i>	1	5
5	Goods and Services Tax <i>[Target Group: Auditors to SAOs]</i>	1	3
6	Local Governance – ADC <i>[Target Group: Sr. Auditors to SAOs]</i>	1	4
Total		6	32

C. ACCOUNTS COURSES

Sl. No.	Course Title	No. of Courses	Course Duration (in days)
1	Treasury Inspection <i>[Target Group: DEOs to SAOs]</i>	1	5
2	Government Accounting - Account Current & RBD, Accounting of Lapsed Deposit, Clearance of Suspense Head. <i>[Target Group: Sr. Accts. To SAOS]</i>	1	5
3	Government Accounts - Civil Accounts Finance and Appropriation Accounts Preparation of Notes to Accounts and SFR. <i>[Target Group: Sr. Ars. / Sr. Accts. to SAOs]</i>	1	5
Total		3	15

D. OTHER GENERAL COURSES

Sl. No.	Course Title	No. of Courses	Course Duration (in days)
1	Administrative Matters: Procurement / Budget / Bills /PFMS/ iBEMS <i>[Target Group: Sr. Ars. / Sr. Accts. to SAOs]</i>	1	3
2	Retirement Planning – Pension, GPF and Bhavishya Module <i>[Target Group: MTS to SAOs retiring within one year]</i>	1	2
3	Administrative Issues, Legal Matters, APAR, Noting & Drafting <i>[Target Group: Sr. Ars. / Sr. Accts. to SAOs]</i>	1	5
Total		3	10
Total of General Courses		16	164

INFORMATION TECHNOLOGY COURSES 2024-25

Sl. No.	Course Title	No. of Courses	Course Duration (in days)
1	Annual Audit and Assignment Level Planning in OIOS <i>[Target Group : AAOs and SAOs]</i>	1	2
2	Audit in IT Environment <i>[Target Group : Group 'A', 'B' and 'C']</i>	1	6
3	Data Analytics with Tableau <i>[Target Group : Group 'A', 'B' and 'C']</i>	1	6
4	Advanced MS Excel <i>[Target Group : Group 'A', 'B' and 'C']</i>	1	6
5	Advanced MS Office (Batch I & II) <i>[Target Group : Group 'A', 'B' and 'C']</i>	2	12
Total of IT Courses		6	32
Total of General and IT Courses		22	196

Calendar
of
Training Programme
(2024-2025)

General Courses

CALENDAR OF TRAINING PROGRAMME FOR THE YEAR 2024-25

General Courses

Sl. No.	Programme Title	Duration	Target Group	Office	Slots required
1	Treasury Inspection (including OIOS)	5 Days 15-04-24 to 19-04-24	DEOs to SAOs	PAG Arunachal Pradesh	1
				PAG Mizoram	3
				PAG (A&E) Assam	3
				PAG (A&E) Manipur	2
				PAG (A&E) Meghalaya	3
				PAG (A&E) Nagaland	2
				PAG (A&E) Tripura	2
				Sr.DAG (A&E) Sikkim	2
				Total	18
2	Financial Attest Audit - Commercial and Autonomous Bodies	10 Days 29-04-24 to 10-05-24	Sr. Ars. to SAOs	PAG Arunachal Pradesh	6
				PAG Mizoram	2
				PAG (Au) Manipur	1
				PAG (Au) Tripura	3
				PAG (Au) Meghalaya	4
				PAG (Au) Nagaland	1
				AG (Au) Assam	9
				AG (Au) Sikkim	1
				DGA (C) Kolkata B.O Guwahati	2
				Total	29
3	Performance Audit (Phase I)	5 Days 20-05-24 to 25-05-24	PA Teams including supervising GOs.	PAG Arunachal Pradesh	3
				PAG Mizoram	4
				DGA NEFR Guwahati	1
				PAG (Au) Manipur	2
				PAG (Au) Tripura	3
				PAG (Au) Meghalaya	4
				PAG (Au) Nagaland	4
				AG (Au) Assam	6
				AG (Au) Sikkim	4
				Total	31
4	Government Accounting: Account Current & RBD Accounting of Lapsed Deposit Clearance of Suspense Head.	5 Days 03-06-24 to 07-06-24	Sr. Accts. to SAOs	PAG Arunachal Pradesh	4
				PAG Mizoram	2
				PAG (A&E) Assam	6
				PAG (A&E) Manipur	2
				PAG (A&E) Meghalaya	2
				PAG (A&E) Tripura	2
				Total	18

Sl. No.	Programme Title	Duration	Target Group	Office	Slots required
5	Performance Audit (Phase II)	5 Days 18-06-24 to 22-06-24	PA Teams including supervising GOs.	PAG Arunachal Pradesh	3
				PAG Mizoram	4
				DGA NEFR Guwahati	1
				PAG (Au) Manipur	2
				PAG (Au) Tripura	3
				PAG (Au) Meghalaya	4
				PAG (Au) Nagaland	4
				AG (Au) Assam	6
				AG (Au) Sikkim	4
				Total	31
6	Compliance Audit <i>[To be conducted by PAG (Au), Tripura]</i>	5 Days 24-06-24 to 28-06-24	AAOs to SAOs	PAG (Au), Tripura	1
				DGA, NF Railway	1
				PAG, Mizoram	1
				PAG (Au), Meghalaya	3
				PAG (Au), Nagaland	2
				AG (Au), Sikkim	1
				AG (Au), Assam	6
				Total	15
7	Retirement Planning – Pension GPF and Bhavishya Module	2 Days 15-07-24 and 16-07-24	MTS to SAOs retiring within one year	PAG Arunachal Pradesh	5
				PAG Mizoram	1
				PAG (Au) Tripura	2
				PAG (Au) Meghalaya	1
				AG (Au) Assam	3
				PAG (A&E) Assam	10
				PAG (A&E) Manipur	1
				PAG (A&E) Meghalaya	3
				PAG (A&E) Nagaland	3
				PAG (A&E) Tripura	2
				Sr.DAG (A&E) Sikkim	2
				Total	33
8	Government Accounts: Finance and Appropriation Accounts Preparation of Notes to Accounts and SFR.	5 Days 22-07-24 to 26-07-24	Sr. Ars. / Sr. Accts. to SAOs	PAG Arunachal Pradesh	5
				PAG Mizoram	1
				PAG (Au) Manipur	2
				PAG (Au) Tripura	1
				PAG (Au) Meghalaya	2
				PAG (Au) Nagaland	2
				AG (Au) Assam	8
				AG (Au) Sikkim	1
				PAG (A&E) Assam	2
				PAG (A&E) Manipur	4
				PAG (A&E) Meghalaya	2
				PAG (A&E) Nagaland	4
				PAG (A&E) Tripura	2
				Sr.DAG (A&E) Sikkim	1
Total	37				

Sl. No.	Programme Title	Duration	Target Group	Office	Slots required
9	Administrative Matters: Procurement / Budget / Bills/ PFMS/ iBEMS	3 Days 29-07-24 to 31-07-24	Sr. Ars. / Sr. Accts. to SAOs	PAG Arunachal Pradesh	2
				PAG Mizoram	1
				PAG (Au) Manipur	2
				PAG (Au) Tripura	2
				PAG (Au) Meghalaya	1
				PAG (Au) Nagaland	1
				AG (Au) Assam	10
				AG (Au) Sikkim	2
				DGA (C) Kolkata B.O Guwahati	2
				PAG (A&E) Assam	6
				PAG (A&E) Manipur	3
				PAG (A&E) Meghalaya	4
				PAG (A&E) Nagaland	5
				PAG (A&E) Tripura	2
Total				43	
10	Phase I Induction Training for Directly Recruited AAOs. (MCTP Level 1.1) <i>(Mandatory Course)</i>	65 Days 05-08-24 to 01-11-24	Direct Recruit AAOs	PAG (Au) Tripura	18
				PAG (Au) Nagaland	3
				PAG (A&E) Assam	7
				Total	
11	Mid-Career Training Programme (MCTP) Level 2 <i>(Mandatory Course)</i>	6 Days 18-11-24 to 23-11-24	AAOs/ SAOs with 7-11 years' service in the cadre	PAG Arunachal Pradesh	12
				PAG Mizoram	1
				DGA(C) Kolkata BO Guwahati	7
				DGA NEFR Guwahati	4
				PAG (Au) Tripura	6
				PAG (Au) Nagaland	1
				AG (Au) Assam	16
				AG (Au) Sikkim	2
				PAG (A&E) Assam	1
				PAG (A&E) Manipur	3
				PAG (A&E) Meghalaya	2
				PAG (A&E) Nagaland	1
PAG (A&E) Tripura	1				
Total				57	
12	Goods and Services Tax	3 Days 25-11-24 to 27-11-24	Ars. to SAOs	PAG Arunachal Pradesh	4
				PAG Mizoram	1
				DGA (C) Kolkata B.O Guwahati	2
				DGA NEFR Guwahati	1
				PAG (Au) Manipur	2
				PAG (Au) Tripura	3
				PAG (Au) Meghalaya	4
				PAG (Au) Nagaland	2
				AG (Au) Assam	7
				AG (Au) Sikkim	1
Total				27	

Sl. No.	Programme Title	Duration	Target Group	Office	Slots required
13	Local Governance – ADCs	4 Days 02-12-24 to 05-12-24	Sr. Ars. to SAOs	PAG Mizoram	1
				PAG (Au) Manipur	2
				PAG (Au) Tripura	3
				PAG (Au) Meghalaya	3
				PAG (Au) Assam	3
				Total	12
14	Six-Week Orientation Training for Assistant Audit/Accounts Officers (AAOs)/Supervisors (MCTP Level 1.2) (Mandatory Course)	30 Days 13-01-25 to 21-02-25	Departmentally promoted AAOs/Supervisors/SAS passed Direct Recruit AAOs who have undergone Phase 1 & Phase 2 trainings.	PAG Arunachal Pradesh	5
				PAG Mizoram	7
				DGA NEFR Guwahati	5
				PAG (Au) Meghalaya	1
				PAG (Au) Nagaland	2
				AG (Au) Assam	4
				AG (Au) Sikkim	2
				PAG (A&E) Assam	10
				PAG (A&E) Manipur	2
				PAG (A&E) Meghalaya	5
				PAG (A&E) Tripura	5
				Total	48
15	Mid-Career Training Programme (MCTP) Level 3 (Mandatory Course)	6 Days 24-02-25 to 01-03-25	AAOs/SAOs with 12-16 years' service in the cadre	PAG Arunachal Pradesh	10
				PAG Mizoram	2
				DGA(C) Kolkata BO Guwahati	2
				DGA NEFR Guwahati	6
				PAG (Au) Tripura	3
				PAG (Au) Meghalaya	2
				PAG (Au) Nagaland	6
				AG (Au) Assam	14
				AG (Au) Sikkim	0
				PAG (A&E) Assam	0
				PAG (A&E) Manipur	2
				PAG (A&E) Meghalaya	2
				PAG (A&E) Nagaland	1
Total	50				
16	Administrative Issues: Legal Matters APAR Noting & Drafting	5 Days 03-03-25 to 07-03-25	Sr. Ars. / Sr. Accts. to SAOs	PAG Arunachal Pradesh	1
				PAG Mizoram	2
				DGA NEFR Guwahati	1
				PAG (Au) Manipur	1
				PAG (Au) Tripura	2
				PAG (Au) Meghalaya	1
				PAG (Au) Nagaland	2
				AG (Au) Sikkim	1
				PAG (A&E) Assam	7
				PAG (A&E) Manipur	2
				PAG (A&E) Meghalaya	1
				PAG (A&E) Nagaland	5
PAG (A&E) Tripura	2				
Total	28				

Calendar
of
Training Programme
(2024-2025)

**Information Technology
Courses**

CALENDAR OF TRAINING PROGRAMME FOR THE YEAR 2024-25

Information Technology Courses

Sl. No.	Program Title	Duration	Target Group	Office	Slots required
1	Annual Audit and Assignment Level Planning in OIOS	2 Days 08-04-24 and 09-04-24	AAOs and SAOs	PAG Arunachal Pradesh	3
				PAG Mizoram	3
				DGA(C) Kolkata BO Guwahati	2
				DGA NEFR Guwahati	1
				PAG (Au) Manipur	3
				PAG (Au) Tripura	2
				PAG (Au) Meghalaya	6
				PAG (Au) Nagaland	1
				AG (Au) Assam	3
				AG (Au) Sikkim	1
				Total	25
				2	Audit in IT Environment Course Prerequisite: Basic Computer Knowledge; Employees who have secured qualifying marks in MS Excel in the in-House examination on IT Self Learning Modules
PAG Mizoram	1				
DGA(C) Kolkata BO Guwahati	2				
DGA NEFR Guwahati	1				
PAG (Au) Manipur	2				
PAG (Au) Tripura	2				
PAG (Au) Meghalaya	2				
PAG (Au) Nagaland	1				
AG (Au) Assam	2				
AG (Au) Sikkim	1				
PAG (A&E) Assam	2				
PAG (A&E) Manipur	2				
PAG (A&E) Meghalaya	2				
Total	23				
3	Data Analytics with Tableau Course Prerequisite: Basic Computer Knowledge; Employees who have cleared in-House examination on IT Self Learning Modules	6 Days 27-05-24 to 01-06-24	Group 'A' 'B' and 'C'	PAG Arunachal Pradesh	2
				PAG Mizoram	1
				PAG (Au) Manipur	2
				PAG (Au) Tripura	2
				PAG (Au) Meghalaya	1
				PAG (Au) Nagaland	2
				AG (Au) Assam	8
				AG (Au) Sikkim	1
				PAG (A&E) Assam	2
				PAG (A&E) Meghalaya	1
				PAG (A&E) Nagaland	2
				PAG (A&E) Tripura	2
				Total	26

Sl. No.	Program Title	Duration	Target Group	Office	Slots required
4	Advanced MS Excel Course Prerequisite: Basic knowledge of MS Excel	6 Days 10-06-24 to 15-06-24	Group 'A' 'B' and 'C'	PAG Arunachal Pradesh	5
				PAG Mizoram	1
				DGA(C) Kolkata BO Guwahati	2
				DGA NEFR Guwahati	4
				PAG (Au) Tripura	2
				PAG (Au) Meghalaya	1
				PAG (Au) Nagaland	2
				AG (Au) Assam	3
				AG (Au) Sikkim	2
				PAG (A&E) Assam	2
				PAG (A&E) Nagaland	3
				PAG (A&E) Tripura	2
				Sr.DAG (A&E) Sikkim	2
				Total	31
5	Advanced MS Office (Batch I) Course Prerequisite: Basic knowledge of MS Office	6 Days 24-06-24 to 29-06-24	Group 'A' 'B' and 'C'	PAG Arunachal Pradesh	3
				PAG Mizoram	1
				PAG (Au) Manipur	1
				PAG (Au) Tripura	2
				AG (Au) Sikkim	2
				PAG (A&E) Assam	7
				PAG (A&E) Meghalaya	3
				PAG (A&E) Nagaland	2
				PAG (A&E) Tripura	2
				Total	23
6	Advanced MS Office (Batch II) Course Prerequisite: Basic knowledge of MS Office	6 Days 10-03-25 to 15-03-25	Group 'A' 'B' and 'C'	PAG Arunachal Pradesh	4
				PAG (Au) Manipur	1
				PAG (Au) Tripura	2
				PAG (A&E) Assam	7
				PAG (A&E) Manipur	2
				PAG (A&E) Nagaland	2
				Sr.DAG (A&E) Sikkim	2
Total	20				

Course Contents

General Courses

Sl. No. 1

(i). Course Title	Treasury Inspection.
(ii). Date	15-04-2024 to 19-04-2024.
(iii). Duration	5 days.
(iv). Location	Regional Capacity Building & Knowledge Institute, Shillong
(v). Programme Background	This training programme is included based on the training needs of User Offices, following discussions held in the RAC Meetings.
(vi). Learning Objectives	To equip inspection staff with the necessary knowledge and skills for thorough and accountable checks of treasury operations, making their inspections more effective. Treasury Inspection procedures and methodology employed by the O/o the AG(A&E), Himachal Pradesh will serve as a model.
(vii). Programme Content and Structure	Overview of treasury inspection - its purpose and significance. Core Areas of Inspection, including account rendition, voucher management, and expenditure adherence. Special Areas of Focus on specific inspection areas such as pension payments and personal ledger accounts. Reporting and Follow Up of Inspection Reports. Enhancing quality of Treasury Inspection using technology.
(viii). Methodology	Lectures, Presentations, Interactive Sessions and Course-end test.
(ix). Target Participants	DEOs to SAOs.

Sl. No. 2

(i). Course Title	Financial Attest Audit: Commercial and Autonomous Bodies.
(ii). Date	29-04-2024 to 10-05-2024.
(iii). Duration	10 days.
(iv). Location	Regional Capacity Building & Knowledge Institute, Shillong
(v). Programme Background	This training programme is included based on the training needs of User Offices, following discussions held in the RAC Meetings.
(vi). Learning Objectives	This course aims to equip participants with the necessary skills and knowledge for conducting Financial Attest Audits specifically tailored to Commercial and Autonomous Bodies. Participants will gain insights into the unique challenges and requirements associated with auditing these entities.
(vii). Programme Content and Structure	Overview of Financial Attest Audits, distinct features of auditing Commercial and Autonomous Bodies, Audit Planning and Risk Assessment, examination of Financial Statements and Transactions, provisions of FAAM and Accounting Standards issued by ICAI, Reporting and Documentation, Case Studies.
(viii). Methodology	Lectures, Presentations, Interactive Sessions and Course-end test.
(ix). Target Participants	Sr. Auditors to SAOs.

Sl. No. 3 & 5

(i) Course Title	Performance Audit.
(ii) Date	20-05-2024 to 25-05-2024 18-06-2024 to 22-06-2024
(iii) Duration	5 days each.
(iv) Location	Regional Capacity Building & Knowledge Institute, Shillong
(v) Programme Background	This training programme is included based on the training needs of User Offices, following discussions held in the RAC Meetings.
(vi) Learning Objectives	This course aims to equip the participants with a better understanding on performance auditing guidelines, focusing on the principles, objectives, and methodologies that underpin effective performance audits. Training on the implementation of OIOS platform for planning, executing, and reporting on audits will also be provided.
(vii) Programme Content and Structure	The course covers provisions outlined in the Performance Audit Guidelines, 2014, encompassing topics such as Statistical Sampling. Participants will engage in hands-on exercises, formulating Audit Objectives, creating an Audit Design Matrix, gathering evidence, and developing Audit Conclusions and Recommendations. Subject experts will sensitize participants to common Performance Audit topics scheduled for the year according to the approved Annual Audit Plans 2024-25 of the user offices. Hands-on session on using OIOS for audit planning and execution.
(viii) Methodology	Lectures, Presentations, Interactive Sessions and Case studies.
(ix) Target Participants	Performance Audit teams and supervising Group Officers.

Sl. No. 4

- | | |
|---|--|
| (i). Course Title | Government Accounting: Account Current & RBD, Accounting of Lapsed Deposit, Clearance of Suspense Head. |
| (ii). Date | 03-06-2024 to 07-06-2024. |
| (iii). Duration | 5 days. |
| (iv). Location | Regional Capacity Building & Knowledge Institute, Shillong |
| (v). Programme Background | This training programme is included based on the training needs of User Offices, following discussions held during the RAC Meetings. |
| (vi). Learning Objectives | The course aims to provide participants with a comprehensive understanding of Government Accounting, with a specific focus on the intricacies of Account Current, RBD, Accounting of Lapsed Deposit, and the Clearance of Suspense Head. Participants will gain practical insights into the handling of financial transactions within these areas. |
| (vii). Programme Content and Structure | Overview of Government Accounting System, Account Current & RBD, Adverse Balance in the PA, improper operation of PLA, PD, Clearance of suspense, Case Studies. |
| (viii). Methodology | Lectures, Presentation, Interactive sessions and Course-end test. |
| (ix). Target Participants | Sr. Accountants to SAOs. |

Sl. No. 6

(i) Course Title	Compliance Audit.
(ii) Date	24-06-2024 to 28-06-2024.
(iii) Duration	5 days.
(iv) Location	O/o the Pr. Accountant General (Audit), Tripura
(v) Programme Background	This training programme is included based on the training needs of User Offices, following discussions held in the RAC Meetings.
(vi) Learning Objectives	The course aims to equip participants with the knowledge and skills essential for conducting effective Compliance Audits. Special emphasis will be placed on Headquarters' instructions on Improving the quality of Inspection Reports.
(vii) Programme Content and Structure	Understanding of Audit Universe and Auditees, types of Audits, introduction to Compliance Audits, Audit Planning, Field Audit, Key Documents, Drafting of Inspection Reports, Departmental Appreciation Notes (DAN), Case Studies.
(viii) Methodology	Lectures, Presentations, Interactive Sessions and Course-end test.
(ix) Target Participants	Sr. Auditors to SAOs.

Sl. No. 7.

(i) Course Title	Retirement Planning – Pension, GPF and Bhavishya Module.
(ii) Date	15-07-2024 to 16-07-2024.
(iii) Duration	2 days.
(iv) Location	Regional Capacity Building & Knowledge Institute, Shillong
(v) Programme Background	This training programme is included based on the training needs of User Offices, following discussions held in the RAC Meetings.
(vi) Learning Objectives	The course aims to provide participants with a thorough understanding of Retirement Planning, with a specific emphasis on Pension, GPF, and the Bhavishya Module. Participants will gain practical insights into the procedures and systems crucial for effective retirement benefits management.
(vii) Programme Content and Structure	Online preparation and submission of Pension Forms using ‘Bhavishya’. Calculation of Pensionary benefits, Commutation of Pension, Family Pension, Investment Planning for Retirees.
(viii) Methodology	Lectures, Presentations, Interactive Sessions and Hands-on practice.
(ix) Target Participants	MTS to SAOs retiring within one year.

Course No.: Gen-8

(i) Course Title	Government Accounts: Finance and Appropriation Accounts, Preparation of Notes to Accounts and State Finances Audit Report (SFAR).
(ii) Date	22-07-2024 to 26-07-2024.
(iii) Duration	5 days.
(iv) Location	Regional Capacity Building & Knowledge Institute, Shillong
(v) Programme Background	This training programme is included based on the training needs of User Offices, following discussions held in the RAC Meetings.
(v) Learning Objectives	The course aims to provide participants a hands-on session on the preparation of Finance Accounts, Appropriation Accounts, Notes to Accounts and State Finances Audit Report.
(vi) Programme Content and Structure	Overview of Government Accounts: Finance and Appropriation Accounts, Preparation of Statements of Finance Accounts and Appropriation Accounts (including PFMS and RBI transactions). Concept of Public Finance and issues to be analyzed in SFAR, Structure of SFAR –linkage of Chapter –II with Finance Accounts; Chapter-III and its linkage with the Appropriation Accounts; Chapter-IV of Report on State Finances including AC/DC bills, Utilization certificates, suspense and remittance, Fiscal Responsibility and Budget Management Act, Chapter-V PSUs.
(vii) Methodology	Lectures, Presentations, Interactive Sessions and Course-end test.
(viii) Target Participants	Sr. Auditors/Sr. Accountants to SAOs.

Sl. No. 9

(i). Course Title	Administrative Matters: Procurement/Budget/Bills/PFMS/iBEMS.
(ii). Date	29-07-2024 to 31-07-2024.
(iii). Duration	3 days.
(iv). Location	Regional Capacity Building & Knowledge Institute, Shillong
(v). Programme Background	This training programme is included based on the training needs of User Offices, following discussions held in the RAC Meetings.
(vi). Learning Objectives	The course aims to equip participants with a comprehensive understanding of Administrative Matters, with a specific emphasis on Procurement procedures, Budget Management, and the processing of Bills. Participants will gain practical insights into the intricacies of these administrative functions.
(vii). Programme Content and Structure	Principles of Public Procurement, Procurement of Goods, Procurement of Works, Procurement of Consulting Services, Contract Management, Government e-Market place (GeM), Procurement Guidelines in IA&AD, Delegation of Financial and Administrative powers in IA&AD, Introduction to Budget, Budget Process and Execution, Processing of e-Payment Bills on PFMS/iBEMS.
(viii). Methodology	Lectures, Presentations, Interactive Sessions and Course-end test.
(ix). Target Participants	Sr. Auditors/Sr. Accountants to SAOs.

Sl. No. 10.

(i). Course Title	Phase I Induction Training for Directly Recruited AAOs. (Mandatory Course)
(ii). Date	05-08-2024 to 01-11-2024.
(iii). Duration	65 days.
(iv). Location	Regional Capacity Building & Knowledge Institute, Shillong.
(v). Programme Background	In line with the requirements of the National Training Policy 2012 to equip all civil servants with the competencies for their current and future jobs, Headquarters had envisaged five levels of MCTP to be imparted to the AAOs and SAOs of the Department at appropriate intervals in the course of their careers. In August 2021, the Standard Operating Procedure for conducting MCTP was finalized.
(vi). Learning Objectives	To develop a professional, impartial and efficient officer who is responsive to the needs of the department, equipped with the requisite knowledge, skills and attitude to effectively discharge the functions they are entrusted with.
(vii). Programme Content and Structure	CAG's Institution, mandate, Conduct and CCA Rules, Civil Accounts/Audit related topics, Introductory Economics, Taxation Principles, Appropriation and Finance Accounts, Regulations on Audit and Accounts, Financial Audit, Compliance Audit, Performance Audit, Audit Process, Audit in IT Environment, Soft Skills, and SAS Exam.
(viii). Methodology	Lectures, Presentation and Interactive Sessions.
(ix). Target Participants	Direct recruit Assistant Audit/Accounts Officers (DRAAOs).

Sl. No. 11

(i) Course Title	Mid-Career Training Programme (MCTP) Level 2. (Mandatory Course)
(ii) Date	18-11-2024 to 23-11-2024.
(iii) Duration	6 days.
(iv) Location	Regional Capacity Building & Knowledge Institute, Shillong.
(v) Programme Background	In line with the requirements of the National Training Policy 2012 to equip all civil servants with the competencies for their current and future jobs, Headquarters had envisaged five levels of MCTP to be imparted to the AAOs and SAOs of the Department at appropriate intervals in the course of their careers. In August 2021, the Standard Operating Procedure for conducting MCTP was finalized.
(vi) Learning Objectives	To develop a professional, impartial and efficient officer who is responsive to the needs of the department, equipped with the requisite knowledge, skills and attitude to effectively discharge the functions they are entrusted with.
(vii) Programme Content and Structure	Values, Communication, Group Dynamics, Motivation, Financial Market, Public Finance, Personality, Morale, Big Data Approach, IT, Gender Sensitisation, Environment and Sustainable Development Goals
(viii) Methodology	Lectures, Presentation, and Interactive sessions.
(ix) Target Participants	AAOs and SAOs with 7 to 11 years of combined service in the cadres.

Sl. No. 12

(i). Course Title	Goods and Service Tax.
(ii). Date	25-11-2024 to 27-11-2024.
(iii). Duration	3 days.
(iv). Location	Regional Capacity Building & Knowledge Institute, Shillong.
(v). Programme Background	This training programme is included based on the training needs of User Offices, following discussions held in the RAC Meetings.
(vi). Learning Objectives	The course aims to provide participants with a deep understanding of Goods and Service Tax, focusing specifically on the audit and accounting aspects as applicable in India. Participants will gain practical insights into the complexities of GST procedures and compliance requirements.
(vii). Programme Content and Structure	Overview of Goods and Service Tax in India, Registration as Tax Deductor or Tax Collector, understanding of Invoicing and Input Credit Mechanism, Returns and Payment of Tax, Penal Provisions, Tax Rate structure and Refund of Tax, Appeals and Revisions, GST audit process, Case Studies.
(viii). Methodology	Lectures, Presentations, Interactive Sessions and Course-end test.
(ix). Target Participants	Auditors to SAOs.

Sl. No. 13

1. Course Title	Local Governance - ADCs
2. Date	02-12-2024 to 05-12-2024
3. Duration	4 days.
4. Location	Regional Capacity Building & Knowledge Institute, Shillong.
5. Programme Background	This training programme has been included following its designation as one of the Knowledge Centre Topics by Headquarters.
6. Learning Objectives	The course aims to provide an understanding on the background, formation, and salient features of ADCs, including provisions under the sixth schedule and to comprehend the broader role of audits in enhancing transparency, accountability, and efficiency in the governance of ADCs. The program will also cover local governance the financial management aspects relevant to ADCs, including accounts formats and heads of accounts as prescribed by the Comptroller and Auditor General (C&AG).
7. Programme Content and Structure	Overview of ADCs and their constitutional role, governance challenges specific to ADCs, role of audits in enhancing transparency, accountability, and efficiency in ADC governance, overview of Heads of Accounts prescribed by the C&AG and planning for Financial Attest Audit, reporting the results of audits and challenges in auditing ADCs.
8. Methodology	Lectures, case studies, interactive sessions and practical exercises, course-end test.
9. Target Participants	Sr. Auditors to SAOs.

Sl. No. 14

(i). Course Title	Six-Week Orientation Training for AAOs/Supervisors. (Mandatory Course)
(ii). Date	13-01-2025 to 21-02-2025.
(iii). Duration	30 days.
(iv). Location	Regional Capacity Building & Knowledge Institute, Shillong.
(v). Programme Background	In line with the requirements of the National Training Policy 2012 to equip all civil servants with the competencies for their current and future jobs, Headquarters had envisaged five levels of MCTP to be imparted to the AAOs and SAOs of the Department at appropriate intervals in the course of their careers. In August 2021, the Standard Operating Procedure for conducting MCTP was finalized.
(vi). Learning Objectives	To develop a professional, impartial and efficient officer who is responsive to the needs of the department, equipped with the requisite knowledge, skills and attitude to effectively discharge the functions they are entrusted with the course aims to impart knowledge to the newly promoted AAOs/SAS passed officials /Supervisors on various functions of Accounts and Audit Offices.
(vii). Programme Content and Structure	C&AG's Institution, Office Procedure, Drafting, Budget, Finance & Appropriation Accounts, Audit, e-Office, e-HRMS, OIOS, CAATs, IT Audit, Soft Skills.
(viii). Methodology	Lectures, Presentation, Interactive sessions, Case Studies and Course- end test.
(ix). Target Participants	Departmentally promoted AAOs/Supervisors/SAS passed DRAAOs who have undergone Phase 1 & Phase 2 trainings.

Sl. No. 15

(i) Course Title	Mid-Career Training Programme (MCTP) Level 3. (Mandatory Course)
(ii) Date	24-02-2025 to 01-03-2025.
(iii) Duration	6 days.
(iv) Location	Regional Capacity Building & Knowledge Institute, Shillong
(v) Programme Background	In line with the requirements of the National Training Policy 2012 to equip all civil servants with the competencies for their current and future jobs, Headquarters had envisaged five levels of MCTP to be imparted to the AAOs and SAOs of the Department at appropriate intervals in the course of their careers. In August 2021, the Standard Operating Procedure for conducting MCTP was finalized.
(vi) Learning Objectives	To develop a professional, impartial and efficient officer who is responsive to the needs of the department, equipped with the requisite knowledge, skills and attitude to effectively discharge the functions they are entrusted with.
(vii) Programme Content and Structure	Communication Skills, Analytical Skills, Time and Stress Management, e-Governance, Role Change, Government Finances, Auditing in IT Environment, Team Management, Stakeholder Engagement, Governance, Internal Control, Fraud, Public Expenditure, Revenue, Global Environmental Crisis, Environmental Governance, and Management of different kinds of Environmental Pollution.
(viii) Methodology	Lectures, Presentation, Interactive sessions and Course-end test
(ix) Target Participants	AAOs and SAOs with 12 or more years of combined service in the cadres.

Sl. No. 16

(i). Course Title	Administrative Issues: Legal Matters, APAR, Noting & Drafting.
(ii). Date	03-03-2025 to 07-03-2025.
(iii). Duration	5 days.
(iv). Location	Regional Capacity Building & Knowledge Institute, Shillong.
(v). Programme Background	This training programme is included based on the anticipated training needs of User Offices, following discussions held in the RAC Meeting (October 2023).
(vi). Learning Objectives	The course aims to equip participants with a multi-faceted skill set encompassing Administrative Issues, Legal Matters, APAR, Noting, and Drafting. Participants will gain practical insights into efficient administrative practices, legal compliance, performance appraisal, and the art of effective noting and drafting.
(vii). Programme Content and Structure	Legal Matters in Government Administration, Annual Performance Appraisal Report (APAR) Procedures, Noting Principles, Drafting concise and clear documents, Case Studies and Practical Applications.
(viii). Methodology	Lectures, Presentations, Interactive Sessions and Course-end test.
(ix). Target Participants	Sr. Auditors/Sr. Accountants to SAOs.

Course Contents

IT Courses

IT COURSES

Sl. No. 1

(i). Course Title	Annual Audit and Assignment Level Planning in OIOS.
(ii). Date	08-04-2024 to 09-04-2024.
(iii). Duration	2 Days.
(iv). Location	Regional Capacity Building & Knowledge Institute, Shillong
(v). Programme Background	The course aims to empower the course aims to empower participants to navigate the complete digitalization of audit processes.
(vi). Learning Objectives	The training program is designed to equip participants with the skills and knowledge necessary to excel in the digitized audit environment introduced through OIOS
(vii). Programme Content and Structure	The course comprises the following modules and their associated features: - a) Organisation b) Personal c) Auditee Universe d) Audit Planning e) Audit Execution
(viii). Methodology	Lectures, Presentation and Interactive Sessions.
(ix). Target Participants	AAOs and SAOs.

Sl. No. 2

(i). Course Title	Audit in IT Environment.
(ii). Date	22-04-2024 to 27-04-2024.
(iii). Duration	6 Days.
(iv). Location	Regional Capacity Building & Knowledge Institute, Shillong.
(v). Programme Background	The training programme is designed based on the STM on Audit in IT Environment prepared by Headquarters. The portion on IDEA software is being expanded to enable the participants to effectively use IDEA while conducting audit.
(vi). Learning Objectives	The course will equip to the participants with knowledge of IT Audit, IT Controls and ability to apply the knowledge in field audit. The course also aims at enabling the participants to use IDEA Software for extracting data and analyzing data of Auditee organizations.
(vii). Programme Content and Structure	Understanding IT Environment, Challenges and Opportunities. Importance of Controls, Application Controls. Introduction to CAATs – IDEA and Excel. Excel as data Analytic tool, manipulation of CSV file for effective analysis in Excel, conditional formatting, Advanced Filter, Functions useful for audit. Basics of Data Structures in IDEA, an Overview of IDEA. Importing various format files to DIEA, Record Extraction, Field Summarization and Field Stratification. Essentials of Data Downloading. Use of IDEA features followed by Exercise to practice analysis function for checking duplicates, indexing, summarizing and checking field statistics. Exercise related with downloading of MS Access database file, creating of virtual fields, duplicate records detection and record extraction. Using @ functions in IDEA. Use of IDEA features followed by Exercise to practice IDEA features useful in conduct of financial audit. Practical Exercises on VAHAN data.
(viii). Methodology	Lectures, Presentations, Interactive sessions Practical Exercises and Course-end test.
(ix). Target Participants	Group ‘A’, ‘B’ and ‘C’ officials.

Sl. No. 3

(i). Course Title	Data Analytics with Tableau.
(ii). Date	27-05-2024 to 01-06-2024.
(iii). Duration	6 days
(iv). Location	Regional Capacity Building & Knowledge Institute, Shillong.
(v). Programme Background	This training programme is included based on the training needs of User Offices, following discussions held in the RAC Meetings.
(vi). Learning Objectives	The course aims at enabling the participants with knowledge on the use of Tableau for Big Data Analytics and data create impactful visualizations.
(vii). Programme Content and Structure	Basic Concepts of Data, Types of data string, Numeric data, types of analytics. Descriptive Analytics; Statistical Approaches in Analytics: Central Tendencies (Mean, Median, Mode). Tableau: Introduction to the tableau software and its different areas, Data Downloading, Database Connectivity (Hands on Session). Manipulation, Visualization, calculated fields, Filters, Hierarchy, Dashboards files Tableau Exercise/ Case Study: Analysing data, Deriving Insights, Identifying risk areas, building dashboards. Other features in Tableau: Story and distribution of workbook. Principles of visualization, Consolidation of Concepts, Data Analytic Principles and Approaches.
(viii). Methodology	Lectures, Presentations Interactive sessions and feedback through Course-end test.
(ix). Target Participants	Group 'A' 'B' and 'C' officials.

Sl. No. 4

(i). Course Title	Advanced MS Excel.
(ii). Date	10-06-2024 to 15-06-2024.
(iii). Duration	6 days.
(iv). Location	Regional Capacity Building & Knowledge Institute, Shillong.
(v). Programme Background	This training programme is included based on the training needs of User Offices, following discussions held in the RAC Meetings.
(vi). Learning Objectives	The course is designed to sharpen participants' advanced skills in Excel functions, data analysis and data visualisation, empowering them to work with data and create impactful visualizations.
(vii). Programme Content and Structure	Advanced Formulas and Functions, Conditional Formatting, Data Validation and Data Tools, Pivot Tables and Pivot Charts, Advanced Charting Techniques, Dashboard, Introduction to Macros and VBA (Visual Basic for Applications).
(viii). Methodology	Lectures, Presentations Interactive sessions and feedback through Course-end test.
(ix). Target Participants	Group 'A' 'B' and 'C' officials.

Sl. No. 5 & 6

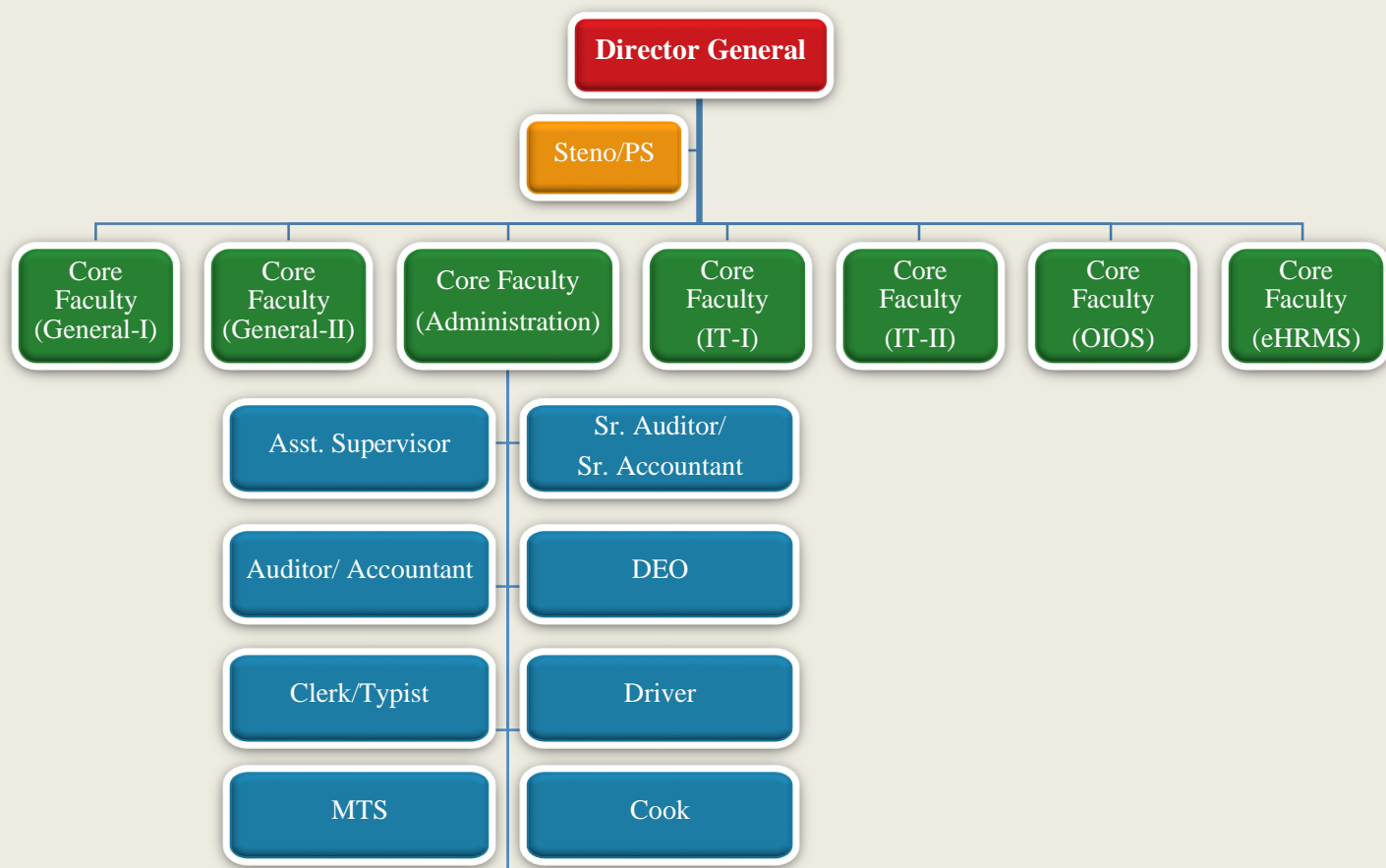
1. Course Title	Advanced MS Office.
2. Date	24-06-2024 to 29-06-2024 (Batch I) 10-03-2025 to 15-03-2025 (Batch II)
3. Duration	6 days each
4. Location	Regional Capacity Building & Knowledge Institute, Shillong.
5. Programme Background	This training programme is included based on the training needs of User Offices, following discussions held in the RAC Meetings.
6. Learning Objectives	The course is designed to enhance participants' proficiency in advanced Microsoft Word formatting, Excel Formulas and Functions, dynamic PowerPoint presentations.
7. Programme Content and Structure	Advanced Microsoft Word Features: Styles, Templates, Titles/Headings, Table of Contents, Mail Merge. Dynamic PowerPoint Presentations: Animation and Transition Techniques, Mastering the Slide Master for Consistent Design, Interactivity and Advanced Features for Engaging Presentations. Excel: Conditional formatting, formulas and functions, filters, charts. MS Teams: Master team creation, member management, announcements, audio/video calls, notes, recording and transcription, mobile access.
8. Methodology	Lectures, Presentations Interactive sessions and feedback through Course-end test.
9. Target Participants	Group 'A' 'B' and 'C' officials.

RESOURCE PROFILE

(i) INFRASTRUCTURE

- **Academic-cum-Administrative Block (1442.50 Sq. m.):** This block contains one Lecture Hall to train 35 participants, one Computer Lab to train 28 participants and one IT practical room, one Conference Hall to accommodate 28 delegates besides rooms for the DG and Core Faculties, the Library and other office sections. All desktop computers in this block are connected with internet of 100 Mbps.
- **Trainees' Hostel (1829 Sq. m.):** There are 23 rooms with two single beds each for trainees and 2 double-bedded rooms for use of visiting faculty. Each room is equipped with TV and Tata Sky Set top Box. In the basement of the Trainees' Hostel is housed the laundry room having two washing machines, a cloth drying machine, an ironing table and an electric iron. The first floor of the Trainees' Hostel houses the Kitchen, Dining Hall and a lounge with a 42" TV.
- **Senior Officers' Hostel (1330 Sq. m.):** There are 11 rooms in the Sr. Officers' Hostel for use of IA&AS officers when on training. The Sr. Officers' Hostel is also equipped with a dining hall, gym and a laundry with a washing machine, cloth dryer, ironing table and electric iron.
- For recreation of the trainees, a library with 3,854 books and journals, table tennis, carrom boards, chess, gym and outdoor badminton facilities have been provided in different places of the complex. All three buildings are also connected by wi-fi of speed 200 mbps.

(ii) ORGANISATIONAL STRUCTURE



(iii) PERSONNEL (01.03.2024)

Sanctioned strength and Person-in-Position of staff are as below:

Cadre/Post	Sanctioned Strength	Person-in-Position	Vacancy
Core Faculty (Gen)	2	2	-
Core Faculty (Admn)	1	1	-
Core Faculty (IT)	2	2	-
Core Faculty (OIOS)	2	1	1
Core Faculty (eHRMS)	2	1	1
Asst. Supervisor	1	1	-
Sr. Ar. / Sr. Acct.	2	2	-
Ar. / Acct.	2	1	1
Steno/PS	2	0	2
Clerk/Typist	2	0	2
Driver*	1	0	-
MTS*	7	0	-
Cook*	1	0	-
ISM Grade II	1	0	1
ISM Grade II	1	0	1

* At present, 1 Driver, 6 MTS and 1 Cook are outsourced.

(iii) BUDGET

(₹ in thousand)

Item	2019-20	2020-21	2021-22	2022-23	2023-24 (As of 26.03.24)
Salaries	11,102	15,789	18,411	17,178	20,709
Office Expenses	2,700	1,269	2,364	2,401	9762

ACTIVITY REPORT

1. Training Statistics

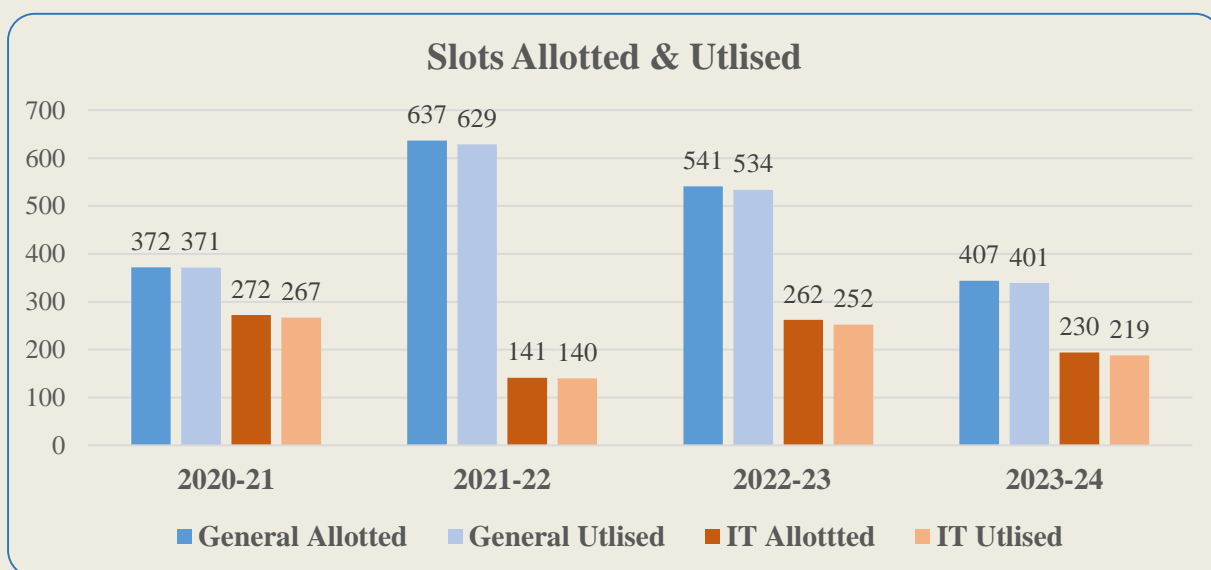
Number of courses conducted and staff trained during the last five years are as under:

Particulars		2019-20	2020-21	2021-22	2022-23	2023-24
General Courses	No. of courses conducted	21	16	24	16	12
	No. of Slots allocated	406	372	637	541	407
	No. of staff trained	389	371	629	534	401
IT Courses	No. of courses conducted	15	12	06	11	9
	No. of Slots allocated	260	272	141	262	230
	No. of staff trained	234	267	140	252	219

Note: Two General Courses and one IT Course will be conducted in March 2024

2. Slot Demanded vis-à-vis Utilisation during the past five years:

Year	Slot Allotted			Slot Utilised			Percentage
	General	IT	Total	General	IT	Total	
2019-20	406	260	666	389	234	623	94
2020-21	372	272	644	371	267	638	99
2021-22	637	141	778	629	140	769	99
2022-23	541	262	803	534	252	786	98
2023-24	407	230	637	401	219	620	97



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