SUPREME AUDIT INSTITUTION OF INDIA

Calendar of Training Programmes

2024-25

INDIAN AUDIT & ACCOUNTS DEPARTMENT

REGIONAL CAPACITY BUILDING AND KNOWLEDGE INSTITUTE, JAIPUR

A.G. Colony, Bajaj Nagar, Jaipur – 302015

Website: https://cag.gov.in/rti/jaipur

Preface

It gives me great pleasure to forward the Training Calendar 2024-25 of the Regional Capacity Building and Knowledge Institute (RCBKI), Jaipur. The training calendar sets out the training courses- General as well as EDP planned by the Institute to be conducted during 2024-25. The calendar has been drawn up on the basis of training needs projected by user offices and instructions of the Headquarter received from time to time. In designing the courses, participants' feedback as well as suggestions of user offices have been kept in view.

The Institute is bound to adhere to high standards for conducting training courses and evaluating training activities. The Institute is also striving to continually improve the effectiveness of the training delivery methods. It has, therefore, been a constant endeavor of the Institute to adopt a professional approach in the delivery of training programs through continuous review of the course structure, expert faculty engagement and improvement in training methods.

RCCBKI is having ceiling mounted projectors in Conference Hall, Lecture Room and EDP Labs for effective Power Point Presentations. Video Conferencing facility has been installed in Conference Hall. Internet-enabled computers have been placed in Hostel Room for trainees to review video, training materials etc. The institute is planning to install smart class in the lecture hall with upgraded sound system, interactive board and Hi-resolution advanced camera. Institute purchased a DJ sound system for the use in cultural meets during training course as extra-curricular activities.

I convey my sincere thanks to all members of the RAC for their suggestions and valuable guidance for overall improvement of the Institute. I also express my sincere thanks to the officers and staff of this Institute for their sincere and significant contribution for the smooth running of the Institute.

We, in our Institute, would keep striving to make it a true center of training and learning.

Ramawatar Sharma
Principal Director

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A. Profile

I. Introduction

The Regional Capacity Building and Knowledge Institute, Jaipur functions with the aim of upgrading knowledge, skills, attributes, and capacities of the manpower of the user offices of the IA&AD to help them perform their functions adequately and with a sense of professionalism. Since its inauguration in February 1986, the Institute has completed 38th year of its smooth functioning. The Institute conducts General and EDP courses for Group A, B and C officials of linked offices of Indian Audit & Accounts Department. This apart, the Institute also holds seminars/workshops for IA&AS Officers/Group A and B Officers.

As to date, the Institute caters primarily to the training needs of 22 offices (for General programmes and EDP programmes) located in the states of Rajasthan and Delhi.

II. Organizational set up

The Regional Capacity Building and Knowledge Institute is headed by Principal Director who exercises administrative as well as financial powers as Head of the Department. He is assisted by three Sr. AOs/Core Faculty (General), two AAOs/Core Faculty (EDP), one AAO (Admn), two AAOs (eHRMS) and two AAOs/Core Faculty (OIOS).

Members of core faculty and other staff are appointed on a deputation basis from the offices of IA&AD. While selecting the faculty, persons with proven expertise and aptitude for teaching and research are considered. The tenure of the core faculty is extended subject to their satisfactory performance.

III. Methodology of Training

The basic methodology of training adopted by the Institute is trainee centered. Various methods for imparting training viz. Lectures, STMs, Case studies, Group discussions, Role play, Demonstrations, Presentations, field visits etc. are adopted for effective learning. While following the methodology, general standards of training wherever applicable are followed.

IV. Regional Advisory Committee (RAC)

(i) Accountant General (A&E), Rajasthan, Jaipur
(ii) Principal Accountant General (Audit I), Rajasthan, Jaipur.
(iii) Accountant General (Audit II), Rajasthan, Jaipur.
(iv) Principal Director of Audit (NWR), Jaipur
(v) Director General of Audit (Central), Ahmedabad Branch at Jaipur
(vi) Principal Director of Audit (F&C), New Delhi Branch at Jaipur
(vii) Principal Accountant General (Audit), Delhi, New Delhi
(viii) Director General of Audit (Central Expenditure), New Delhi
(ix) Director General of Audit (Central Receipts), New Delhi
(x) Principal Director of Audit (Industries & Corporate Affairs), New Delhi
(xi) Director General of Audit, (Railway-Commercial), New Delhi
(xii) Director General of Audit (Northern Railway), New Delhi
(xiii) Principal Director of Audit, (Infrastructure), New Delhi
(xiv) Director General of Audit, (Energy), New Delhi
(xv) Director General of Audit, (A,F&W,R), New Delhi
(xvi) Principal Director of Audit (F&C), New Delhi
(xvii) Director General of Audit (Defence Services), New Delhi
(xviii) Director General of Audit (Navy), New Delhi
(xix) Director General of Audit (Environment & Scientific Department), New Delhi
(xx) Principal Director of Audit, (Air Force), New Delhi
(xxi) Director General, HQ, O/o CAG of India, New Delhi
(xxii) Director, O/o Deputy Director of Audit (Defence Services), New Delhi Branch at Delhi Cantt
(xxiii) Representative from Headquarters Office (C.B. Wing).
(xxiv) Principal Director, RCBKI, Jaipur (Member Secretary)

V. Jurisdiction of RCBKI

List of User Offices
For All Types of Courses

S.NO.	NAME OF THE OFFICE	STATION
1.	Accountant General (A&E), Rajasthan	Jaipur
2.	Principal Accountant General (Audit I), Rajasthan	Jaipur
3.	Accountant General (Audit II), Rajasthan	Jaipur
4.	Principal Director of Audit (NWR), Jaipur	Jaipur
5.	Principal Director of Audit (Central), Ahmedabad Branch at Jaipur	Jaipur
6.	Principal Director of Audit (F & C), New Delhi Branch at Jaipur	Jaipur
7.	CAG of India, New Delhi	New Delhi
8.	Principal Accountant General (Audit), Delhi	New Delhi
9.	Director General of Audit (Central Expenditure), New Delhi	New Delhi
10.	Director General of Audit (Central Receipts), New Delhi	New Delhi
11.	Principal Director of Audit (Industry & Corporate Affairs), New Delhi	New Delhi
12.	Director General of Audit, (Railway-Commercial), New Delhi	New Delhi
13.	Director General of Audit (Northern Railway), New Delhi	New Delhi
14.	Principal Director of Audit, (Infrastructure), New Delhi	New Delhi
15.	Director General of Audit, (Energy), New Delhi	New Delhi
16.	Director General of Audit, (AF&WR), New Delhi	New Delhi
17.	Principal Director of Audit (F&C), New Delhi	New Delhi
18.	Director General of Audit (Defence Services), New Delhi	New Delhi
19.	Director General of Audit (Navy), New Delhi	New Delhi
20.	Principal Director of Audit, (Air Force), New Delhi	New Delhi
21.	Director General of Audit (Environment & Scientific Department), New Delhi	New Delhi
22.	Deputy Director of Audit (Defence Services), New Delhi Branch at Delhi Cantt	Delhi Cantt

VI. Knowledge Centre

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 subdomains. 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.

The Knowledge Centre topics allocated (08 May 2020) to RCBKI, Jaipur 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, Jaipur as follows:

Topics Up to 02.10.2023	Topics w.e.f 03.10.2023	Mentor
1. Performance Audit 2. Social Sector Audit incl. SPVs, Trust/ Societies implementing beneficiary oriented schemes 3. Legal Matters handled by IAA&D	1. Performance Audit	**Shri K S Subramanian** DAI

Structured Training Modules (STMs) on KCT i.e. 'Performance Audit' was prepared by this Institute, and it was updated in May 2023.

B. Courses at a Glance

I. Abstract of General Courses

Sl. No.	Course Title	No of Course	Courses Duration
1	6 Weeks Orientation Training for DRAAOs/DPAAOs/Supervisors	2	30
2	Performance Audit	2	5
3	Commercial Audit with focus on provisions of Companies Act, 2013 **(online)**	1	5
4	Rules and Principles of Govt. Accounting	2	5
5	Accounting Standards including Ind.AS **(online)**	2	5
6	Audit of Works Accounts	1	5
7	Audit Planning	1	5
8	MCTP Level 3	1	6
9	Goods and Service Tax	2	5
10	Contract Management and GeM	1	5
11	Compliance and Financial Audit of Autonomous Bodies	2	5
12	Financial Management	1	3
13	General Administration	1	3
14	Audit of Procurement	1	3
15	MCTP Level 2	1	6
16	Works Accounts	1	3
17	Induction Training for DRAAOs	1	65
18	Induction Training for Divisional Accountant (Probationers)	2	14
19	Specific Training for Divisional Accountant (Probationers)	2	10
20	All India Workshop on Performance Audit	1	2
21	All India Seminar on Performance Audit	2	2

II. Abstract of EDP Courses

S. No.	Course Title	No. of courses	Course Duration
1.	MS Office (Advanced)	3	5
2.	e-Office **(online)**	2	2
3.	Audit in IT Environment	2	5
4.	Data Analytics, Visualization and Presentation Skills	2	5
5.	AI & Cloud Computing	1	5
6.	Audit of IT System	1	5
7.	IDEA	1	5
8.	OIOS	1	3

C. CALENDAR OF TRAINING PROGRAMMES 2024-25

I. GENERAL COURSES

S. No.	Course Title	Course duration	Day	Office Name	Slots	Total
April 2024						
1*	**6 Weeks orientation Training for DRAAOs/DPAAOs/ Supervisors**	**04.04.24 to 17.05.24**	**30**	AG(A&E), RJ	10	**21**
				AG(Au-I), RJ	4	
				AG(Au-II), RJ	3	
				Br. DGA(C), Ahm, RJ	3	
				PDA (NWR), RJ	1	
2	**Goods and Services Tax**	**29.04.24 to 03.05.24**	**05**	DGA (F&C), ND	4	**30**
				DGA (CR), ND	4	
				AG(Au-I), RJ	3	
				DGA (CE), ND	3	
				Br. DGA(C), Ahm, RJ	2	
				DGA(E), ND	2	
				CAG, ND	2	
				DGA (ICA), ND	2	
				DGA (AF), ND	2	
				PDA (NWR), RJ	1	
				PDA(I), ND	1	
				DGA (AF&WR), ND	1	
				PAG (Au), ND	1	
				DGA (Def S), ND	1	
				PDA (RC), ND	1	
May 2024						
3	**Performance Audit**	**06.05.24 to 10.05.24**	**5**	Br. DGA(C), Ahm, RJ	5	**29**
				AG(Au-I), RJ	3	
				PAG (Au), ND	3	
				DGA (CR), ND	3	
				AG(Au-II), RJ	2	
				DGA (F&C), ND	2	
				DGA (CE), ND	2	
				PDA (NWR), RJ	1	
				Br. PDA (F&C), RJ	1	
				DGA (ESD), ND	1	
				DGA(E), ND	1	
				PDA(I), ND	1	
				DGA (ICA), ND	1	
				DGA (AF&WR), ND	1	
				DGA (Def S), ND	1	

				DGA (AF), ND	1	
4	**Rules and Principles of Govt. Accounting**	**13.05.24 to 17.05.24**	**5**	AG (A&E), RJ	11	**27**
				AG (Au-II), RJ	3	
				DGA (CE), ND	3	
				DGA(E), ND	2	
				PDA (RC), ND	2	
				PDA (NWR), RJ	1	
				Br. PDA (F&C), RJ	1	
				DGA (ESD), ND	1	
				DGA (AF&WR), ND	1	
				PAG (Au), ND	1	
				DGA (AF), ND	1	
5^	**Induction Training for Divisional Accountant**	**20.05.24 to 06.06.24**	**14**	^	^	^
6	**Commercial Audit with focus on provisions of Companies Act, 2013 (online)**	**27.05.24 to 31.05.24**	**5**	DGA(E), ND	6	**33**
				DGA (F&C), ND	5	
				DGA (CE), ND	5	
				DGA (ICA), ND	4	
				DGA (CR), ND	4	
				Br. DGA(C), Ahm, RJ	2	
				DGA (ESD), ND	2	
				DGA (AF&WR), ND	2	
				PDA(I), ND	1	
				PAG (Au), ND	1	
				PDA (NR), ND	1	
June 2024						
7	**Works Accounts**	**10.06.24 to 12.06.24**	**3**	AG (A&E), RJ	17	23
				AG (Au-II), RJ	2	
				Br. DGA(C), Ahm, RJ	2	
				CAG, ND	1	
				DGA (ICA), ND	1	
8*	**Induction Training for Divisional Accountant**	**13.06.24 to 29.06.24**	**14**	^	^	^
9	**MCTP Level 3**	**24.06.24 to 29.06.24**	**6**	AG (Au-II), RJ	9	**18**
				AG (Au-I), RJ	8	
				DGA (Navy), ND	1	
July 2024						
10#	**Induction Training for DRAAOs**	**01.07.24 to 27.09.24**		#	#	#
August 2024						
11	Accounting Standards including Ind.AS **(online)**	**05.08.24 to** 09**.08.24**	**5**	AG (A&E), RJ	3	**26**
				AG (Au-II), RJ	3	
				Br. DGA(C), Ahm, RJ	3	
				PDA(I), ND	3	

				AG (Au-I), RJ	2	
				DGA(E), ND	2	
				DGA (ICA), ND	2	
				DGA (CE), ND	2	
				PDA (NWR), RJ	1	
				Br. PDA (F&C), RJ	1	
				CAG, ND	1	
				DGA (AF&WR), ND	1	
				PDA (RC), ND	1	
				DGA (CR), ND	1	
September 2024						
12	**MCTP Level-2**	**02.09.24 to 07.09.24**	**6**	AG (Au-I), RJ	7	**18**
				AG (Au-II), RJ	5	
				Br. DGA(C), Ahm, RJ	5	
				Br. PDA (F&C), RJ	1	
13	**All India Seminar on Performance Audit**	**30.09.24 to 01.10.24**	**2**	AG (Au-II), RJ	5	**24**
				AG (Au-I), RJ	4	
				Br. DGA(C), Ahm, RJ	3	
				DGA (F&C), ND	3	
				DGA (ICA), ND	2	
				PAG (Au), ND	2	
				Group Officer	5*	
October 2024						
14*	**Specific Training for Divisional Accountant**	**07.10.24 to 18.10.24**	**10**	^	^	^
15	**Accounting Standards including Ind.AS (online)**	**14.10.24 to 18.10.24**	**5**	PDA(I), ND	3	**19**
				AG (A&E), RJ	2	
				AG (Au-I), RJ	2	
				AG (Au-II), RJ	2	
				Br. DGA(C), Ahm, RJ	2	
				DGA(E), ND	2	
				DGA (ICA), ND	2	
				DGA (CE), ND	2	
				PDA (RC), ND	1	
				DGA (CR), ND	1	
16	**Compliance & Financial Audit of Autonomous Bodies**	**21.10.24 to 25.10.24**	**5**	AG (Au-I), RJ	5	**31**
				DGA (ESD), ND	4	
				Br. DGA(C), Ahm, RJ	3	
				DGA(E), ND	3	
				AG (Au-II), RJ	2	
				DGA (CR), ND	2	
				DGA (CE), ND	2	
				Br. PDA (F&C), RJ	1	
				CAG, ND	1	

				PDA(I), ND	1	
				DGA (ICA), ND	1	
				DGA (AF&WR), ND	1	
				PAG (Au), ND	1	
				PDA (NR), ND	1	
				DGA (Navy), ND	1	
				DGA (AF), ND	1	
				DGA (F&C), ND	1	
November 2024						
17	**All India Workshop on Performance Audit**	**11.11.24 to 12.11.24**	**2**	AG (Au-II), RJ	5	**23**
				AG (Au-I), RJ	4	
				Br. DGA(C), Ahm, RJ	3	
				DGA (F&C), ND	3	
				DGA (ICA), ND	2	
				PAG (Au), ND	1	
				Group Officer	5*	
18*	**Specific Training for Divisional Accountant**	**18.11.24 to 29.11.24**	**10**	^	^	^
19	**Rules and Principles of Govt. Accounting**	**18.11.24 to 22.11.24**	**5**	AG (A&E), RJ	12	**25**
				AG (Au-II), RJ	3	
				DGA(E), ND	2	
				PDA (RC), ND	2	
				DGA (CE), ND	2	
				Br. PDA (F&C), RJ	1	
				DGA (ESD), ND	1	
				DGA (AF&WR), ND	1	
				PAG (Au), ND	1	
December 2024						
20	**Performance Audit**	**02.12.24 to 06.12.24**	**5**	Br. DGA(C), Ahm, RJ	6	**26**
				AG (Au-I), RJ	3	
				PAG (Au), ND	3	
				DGA (F&C), ND	3	
				DGA (CR), ND	3	
				DGA (CE), ND	3	
				AG (Au-II), RJ	2	
				DGA(E), ND	1	
				PDA(I), ND	1	
				DGA (ICA), ND	1	
21	**Goods and Services Tax**	**09.12.24 to 13.12.24**	**5**	DGA (F&C), ND	4	**23**
				AG (Au-I), RJ	3	
				DGA (CR), ND	3	
				Br. DGA(C), Ahm, RJ	2	
				DGA(E), ND	2	
				DGA (ICA), ND	2	
				DGA (CE), ND	2	

				CAG, ND	1	
				PDA(I), ND	1	
				DGA (AF&WR), ND	1	
				DGA (Def S), ND	1	
				DGA (AF), ND	1	
22	**Compliance & Financial Audit of Autonomous Bodies**	**16.12.24 to 20.12.24**	**5**	AG (Au-I), RJ	6	**31**
				Br. DGA(C), Ahm, RJ	4	
				DGA (ESD), ND	4	
				DGA(E), ND	3	
				DGA (CR), ND	3	
				DGA (CE), ND	3	
				AG (Au-II), RJ	2	
				DGA (ICA), ND	2	
				DGA (F&C), ND	2	
				Br. PDA (F&C), RJ	1	
				PAG (Au), ND	1	
January 2025						
23	**Financial Management**	**06.01.25 to 08.01.25**	**3**	DGA (ESD), ND	6	**18**
				AG (A&E), RJ	5	
				DGA(E), ND	3	
				AG (Au-II), RJ	2	
				PDA (NWR), RJ	1	
				PDA (RC), ND	1	
24*	**All India Seminar on Performance Audit**	**16.01.25 to 17.01.25**	**2**	All the user offices	*	*
				Group Officers	5*	
25	**Audit Planning**	**20.01.25 to 24.01.25**	**5**	DGA (CE), ND	5	**26**
				Br. DGA(C), Ahm, RJ	3	
				DGA(E), ND	3	
				CAG, ND	2	
				PDA(I), ND	2	
				DGA (ICA), ND	2	
				DGA (AF&WR), ND	2	
				PDA (RC), ND	2	
				AG (Au-I), RJ	1	
				Br. PDA (F&C), RJ	1	
				PAG (Au), ND	1	
				DGA (Navy), ND	1	
				DGA (AF), ND	1	
February 2025						
26	**Audit of Works Accounts**	**03.02.25 to 07.02.25**	**5**	AG (Au-II), RJ	10	29
				AG (Au-I), RJ	5	
				AG (A&E), RJ	3	
				PDA(I), ND	3	
				PDA (NWR), RJ	2	

				Br. DGA(C), Ahm, RJ	1	
				Br. PDA (F&C), RJ	1	
				DGA (ESD), ND	1	
				DGA (ICA), ND	1	
				PAG (Au), ND	1	
				DGA (CR), ND	1	
27*	**6 Weeks orientation Training for DRAAOs/DPAAOs/Supervisors**	**03.02.25 to 13.03.25**	**30**	*	*	*
28	**General Administration**	**17.02.25 to 19.02.25**	**3**	AG (A&E), RJ	14	30
				DGA(E), ND	4	
				AG (Au-I), RJ	3	
				DGA (ESD), ND	3	
				PDA (NWR), RJ	1	
				PDA(I), ND	1	
				DGA (ICA), ND	1	
				PAG (Au), ND	1	
				DGA (Navy), ND	1	
				DGA (Def S), ND	1	
				AG (Au-II), RJ	0	
				Br. DGA(C), Ahm, RJ	0	
				Br. PDA (F&C), RJ	0	
March 2025						
29	**Audit of procurement**	**10.03.25 to 12.03.25**	**3**	AG (Au-I), RJ	14	23
				AG (Au-II), RJ	5	
				PDA(I), ND	2	
				PDA (NWR), RJ	1	
				Br. PDA (F&C), RJ	1	
30	**Contract Management & GeM**	**17.03.25 to 21.03.25**	**5**	AG (A&E), RJ	7	27
				Br. DGA(C), Ahm, RJ	3	
				PDA (NWR), RJ	3	
				Br. PDA (F&C), RJ	3	
				DGA(E), ND	3	
				DGA (Def S), ND	3	
				PDA(I), ND	2	
				DGA (ICA), ND	2	
				DGA (Navy), ND	1	

***Slots will be called for separately.**

^Out of 116 dossiers received for DAs in AG (A&E), Jaipur, slots will be allocated after their joining in Dept.

 # Number of slots as per allocation of DRAAOs by headquarter

2.EDP Courses

S. No.	Course Title	Course duration	Day	Office Name	Slots	Total
April 2024						
1	MS Office (Advanced)	**22.04.24 to** 26.**04.24**	**5**	AG (Au-I), RJ	11	30
				AG (A&E), RJ	5	
				AG (Au-II), RJ	5	
				Br. DGA(C), Ahm, RJ	2	
				PDA (NWR), RJ	2	
				DGA (ESD), ND	2	
				CAG, ND	1	
				PDA(I), ND	1	
				DGA (ICA), ND	1	
May 2024						
2	OIOS	**20.05.24 to 22.05.24**	**3**	AG (Au-II), RJ	9	20
				Br. DGA(C), Ahm, RJ	7	
				PDA (NWR), RJ	2	
				DGA (ESD), ND	2	
July 2024						
3	e-Office **(online)**	**15.07.24 to 16.07.24**	**2**	AG (A&E), RJ	16	43
				AG (Au-I), RJ	16	
				AG (Au-II), RJ	3	
				DGA (ESD), ND	2	
				DGA (Def S), ND	2	
				DGA (CR), ND	2	
				PDA (NWR), RJ	1	
				PDA(I), ND	1	
4	MS Office (Advanced)	**22.07.24 to** 26.**07.24**	**5**	AG (Au-I), RJ	11	30
				AG (A&E), RJ	6	
				AG (Au-II), RJ	5	
				PDA (NWR), RJ	2	
				DGA (ESD), ND	2	
				Br. DGA(C), Ahm, RJ	1	
				Br. PDA (F&C), RJ	1	
				CAG, ND	1	
				PDA(I), ND	1	
September 2024						
5	**Audit of IT System**	**02.09.24 to** 06.**09.24**	**5**	AG (Au-I), RJ	5	19
				Br. DGA(C), Ahm, RJ	4	
				PDA(I), ND	2	

				DGA (ICA), ND	2	
				PAG (Au), ND	2	
				Br. PDA (F&C), RJ	1	
				DGA (ESD), ND	1	
				CAG, ND	1	
				DGA (CE), ND	1	
October 2024						
6	Data Analytics, Visualisation and Presentation Skills	**21.10.24 to** 25.**10.24**	**5**	DGA (F&C), ND	4	21
				Br. DGA(C), Ahm, RJ	3	
				AG (A&E), RJ	2	
				Br. PDA (F&C), RJ	2	
				CAG, ND	2	
				PDA (NWR), RJ	1	
				DGA(E), ND	1	
				PDA(I), ND	1	
				DGA (ICA), ND	1	
				PAG (Au), ND	1	
				PDA (NR), ND	1	
				DGA (Navy), ND	1	
				DGA (Def S), ND	1	
7	e-Office **(online)**	**28.10.24 to 29.10.24**	**2**	AG (A&E), RJ	16	38
				AG (Au-I), RJ	15	
				AG (Au-II), RJ	3	
				PDA (NWR), RJ	1	
				DGA (ESD), ND	1	
				DGA (Def S), ND	1	
				DGA (CR), ND	1	
November 2024						
8	IDEA	**04.11.24 to 08.11.24**	**5**	Br. DGA(C), Ahm, RJ	6	19
				PDA (NWR), RJ	2	
				DGA(E), ND	2	
				PDA(I), ND	2	
				DGA (ICA), ND	2	
				PDA (NR), ND	2	
				PAG (Au), ND	1	
				DGA (Navy), ND	1	

				DGA (CE), ND	1	
9	Audit in IT Environment	**25.11.24 to 29.11.24**	**5**	AG (Au-I), RJ	5	21
				Br. DGA(C), Ahm, RJ	3	
				DGA (ICA), ND	3	
				DGA (F&C), ND	3	
				AG (Au-II), RJ	2	
				CAG, ND	2	
				Br. PDA (F&C), RJ	1	
				PDA(I), ND	1	
				PAG (Au), ND	1	
January 2025						
10	Data Analytics, Visualisation and Presentation Skills	**06.01.25 to 10.01.25**	**5**	Br. DGA(C), Ahm, RJ	4	20
				DGA (F&C), ND	4	
				CAG, ND	3	
				AG (A&E), RJ	2	
				Br. PDA (F&C), RJ	2	
				DGA (Def S), ND	2	
				PDA (NWR), RJ	1	
				DGA (ESD), ND	1	
				DGA (ICA), ND	1	
11	Audit in IT Environment	**27.01.25 to 31.01.25**	**5**	AG (Au-I), RJ	4	21
				DGA (ICA), ND	3	
				DGA (F&C), ND	3	
				Br. DGA(C), Ahm, RJ	2	
				CAG, ND	2	
				AG (Au-II), RJ	1	
				PDA (NWR), RJ	1	
				Br. PDA (F&C), RJ	1	
				DGA (ESD), ND	1	
				PDA(I), ND	1	
				PDA (NR), ND	1	
				DGA (Navy), ND	1	
February 2025						
12	AI & Cloud Computing	**10.02.25 to 12.02.25**	**3**	Br. DGA(C), Ahm, RJ	5	15
				DGA (ESD), ND	3	
				DGA (ICA), ND	2	
				DGA (CE), ND	1	
				RCBKI, Jaipur	4	
March 2025						
13	MS Office (Advanced)	**03.03.25 to 07.03.25**	**5**	AG (Au-I), RJ	11	29
				AG (A&E), RJ	6	

				AG (Au-II), RJ	6	
				PDA (NWR), RJ	2	
				Br. DGA(C), Ahm, RJ	1	
				Br. PDA (F&C), RJ	1	
				DGA (ESD), ND	1	
				CAG, ND	1	

D. COURSE CONTENTS 2024-25

I. General Courses

Six-Week Orientation Training for Direct Recruit and Departmentally Promoted AAOs/Supervisors

Day	Session	Topic
Day 1	I	**Inauguration of course and ice-breaking session**
	II	**C&AG Institution** Overall Organizational Structure of the Department, Introduction to the Department as a whole and introducing important aspects of the Regulations on Audit & Accounts 2020
	III & IV	**IT Audit/Audit of IT System All** phases from need analysis, procurement of hardware, procurement/development of software. Software Development life cycle, rolling out in production environment, change management, contract management
Day 2	I	**Enthusiasm** Connectedness, Clarity of Purpose, Competence and Positivity
	II	**Decision making**
	III & IV	**IT Audit/Audit of IT System** Business continuity and disaster recovery plan and its testing, safety and IT security aspects of hardware and software including access. IT Audit Case Study
Day 3	I	**Drafting Skills** Noting and Drafting (Ordinary letter, DO letter, Circulars, UOs)
	II	**Holistic Wellbeing**
	III & IV	**MS-Word** – Advanced features
Day 4	I & II	**Office Procedure in IA&AD** (including returns & archiving)
	III & IV	**Auditing in IT Environment/IT Assisted Audits** Understanding of IT Applications like ERP systems/ Front-end and back-end systems, Identify IT systems relevant to MIS and financial management of the entity, Understanding Structure and fields of IT application and its interfaces, arrangement for accessing front-end and back-end application for data extraction and substantive audit
Day 5	I	**Group Presentation**
	II	**Hands on exercise on presentation by the Participants**
	III	**RTI Act 2005** How to deal with Right to Information Act cases – Discussion with case studies
	IV	**Evaluation Test (Assignment-1)**
Second Week		

Date	Session	Topic
Day 6	I & II	**Hindi Rajbhasha Neeti Supervision** and reporting
	III & IV	**Taxes and Tax Laws** Overview of Direct and Indirect Tax related Provisions, sharing between Centre and States, Taxes levied by Centre, Taxes levied by States, Scheme of GST Compensation Fund Legislation
Day 7	I	**Drafting Skills Assignment** on drafting of Audit Observations during field audit with case studies
	II	**Drafting Skills** Assignment on Report Writing (IR)
	III & IV	**Auditing in IT Environment/ IT Assisted Audits** Data driven risk assessment and risk Profiling from user database to establish risk criteria, sample size and sample selection for analysis and substantive audit, writing queries in English, taking the help of Auditee to convert English queries into data executable query and Data Extraction, ensuring authentication and correctness of data, data analysis, and conduct of substantive audit. (Experience of GST audit/custom audit and any other audit in IT environment be taught)
Day 8	I	**Transparency**
	II	**(GIGW)** Guidelines for Indian Government Websites Digital India
	III & IV	**Computer Assisted Audit Techniques (CAATs)** MS Excel as audit tool – Advanced features & practice
Day 9	I & II	**Drafting Skills** Assignment on drafting of Audit Paras for inclusion in CAG's Report
	III & IV	**Computer Assisted Audit Techniques (CAATs**) MS Excel as audit tool – Advanced features & practice
Day 10	I & II	**Teamwork Activity-** To assess the performance of the AAOs
	III	**Introduction to LIMBS**
	IV	**Evaluation Test (Assignment-2)**
Third Week		
Day 11	I & II	**Presentation-1** To assess the Presentation skill by each Participant
	III & IV	**Computer Assisted Audit Techniques (CAATs)** MS-Access as audit tool – Advanced features, analysis & practice.

Day 12	I	**Computer Assisted Audit Techniques (CAATs)** MS-Access as audit tool – Advanced features, analysis & practice.
	II	**Constitutional Provisions relating to the Budget.** All the constitutional Provisions relating to the Budget, the procedure in the Parliament relating to the Budget and Financial Matters
	III	**Delegation of Financial Powers Rules 1978**
	IV	**Creative Problem Solving** Understand the difference between integrative approach vs a distributive approach to problem solving
Day 13	I & II	**Computer Assisted Audit Techniques (CAATs)** Interactive Data Extraction and Analysis (IDEA) – An introduction to IDEA – Extraction**,** Analysis & practice
	III & IV	**Gender Sensitization** Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act,2013 and latest Laws and court decisions on Women protection (Case study based)
Day 14	I & II	**OIOS**
	III & IV	**Overall legislative arrangements and organizational structure, accounting system of Local Bodies and Audit of Local Bodies**
Day 15	I & II	**Journey of Preparation of Appropriation and Finance Accounts** (PFMS to e-Lekha/Treasury Inspection/A&E office/CGA/relevant accounting system)
	III	**IT Security measures** – hacking and measures to secure IT assets
	IV	**Evaluation Test (Assignment-3)**
Fourth Week		
Day 16	I & II	**Presentation-2** To assess the Presentation skill by each Participant
	III & IV	**Extracurricular Activity Day out**
Day 17	I	**Overview of Corporate Law and Commercial Laws**
	II	**Professional Growth in the department**

	III & IV	Computer Assisted Audit Techniques (CAATs) Interactive Data Extraction and Analysis (IDEA) – An introduction to IDEA – Extraction, Analysis & practice
Day 18	I	**Change management** networking, role change & leading by example, sharing of expertise by senior officer
	II	**Supervisory Skills & Interpersonal relation at workplace, Mentoring Skills**
	III &IV	**Compliance Audit** with case studies
Day 19	I & II	**Tableau** – features, analysis & practice
	III & IV	**SQL as an Audit tool** - features, analysis & practice
Day 20	I & II	**OIOS**
	III	**Communicating with confidence** Understand the importance of confidence while communicating with others, how to interact with the auditee organization, how to conduct the surveys, interviews.
	IV	**Evaluation Test (Assignment-4)**
Day 21	I & II	**Games/Sports Activities**- To assess the performance of the AAOs
	III	**Extracurricular Activities**
	IV	**Cultural Activities**- To assess the performance of the AAOs
Fifth Week		
Day 22	I & II	**Presentation-3** To assess the Presentation skill by each Participant
	III & IV	**SQL as an Audit tool** - features, analysis & practice
Day 23	I & II	**Financial Audit** (Case Study discussion) (Certification of finance and appropriation accounts)
	III & IV	**Tableau** – features, analysis & practice
Day 24	I	**Preparation of Annual Audit Plan** (Risk based planning & conversion into quarterly audit programs)
	II	**Preparation for official meetings In**-house/Auditee entity(entry/exit)/PAC functioning/Minutes of Meeting

	III & IV	**Appropriation and Finance Accounts** (case studies related to SFAR analysis /suspense/JEs/ UGFAR)
Day 25	I	**Conflict Resolution & Negotiation**
	II	**Evaluation Test (Assignment-5)**
	III & IV	**Introduction and application in audit** - Hive and HADOOP
Sixth Week		
Day 26	I	**Ethics in Public Governance**
	II	**Code of Ethics – CAG office**
	III & IV	**Walk through e-Office**
Day 27	I & II	**Performance Audit and Outcome Audit** with case studies
	III & IV	**Walk through e-Office**
Day 28	I & II	**Environment Auditing** including Principle, legislations, Rules made like waste disposal Rules with case studies
	III & IV	**KNIME** – features, analysis & practice
Day 29	I & II	**Compliance and certification Audit of Autonomous Bodies** (case studies)
	III & IV	**Public Debt Management**
Day 30	I & II	**Presentation-4** To assess the Presentation skill by each Participant
	III	**Evaluation Test (Assignment-6)**
	IV	**Feedback and Valediction**

Performance Audit

(5 Days)

DAY	SESSION	TOPIC
DAY 1	I	Introduction to Performance Audit
	II & III	Planning Performance Audit - Overview
	IV	Recapitulating sessions 1 & 2 through quiz
DAY 2	I & II	Designing a performance audit
	III	Case study- Identification of Subject matter, Audit Objectives/Sub-objectives
	IV	Presentation on case study by the groups
DAY 3	I	Case study – Framing audit questions
	II	Presentation on case study by groups
	III & IV	Audit Evidence
DAY 4	I	Case study- Developing analytical evidence. Case study- Use of Physical Evidence study
	II	Discussion on above case studies; Audit Evidence - quiz
	III & IV	Audit findings, developing recommendations reporting and follow up
DAY 5	I & II	Evaluation of internal controls as relevant to performance audit
	III	Wrap up session – Case Study
	IV	Feedback and Valediction

Commercial Audit with Focus on Provisions of Companies Act, 2013

(5 Days)

DAY	SESSION	TOPIC
DAY 1	I&II	Definition of Government Companies and Audit mandate for CAG's Audit. Procedure relating to Certification Audit (Supplementary Audit) of Annual Accounts (including recast/reopened) of Government Companies
	III&IV	Key constituents of Corporate Governance, Board of Directors, Audit Committee, Board Meetings, Annual General Meeting, Extra General Meeting, Corporate Social Responsibility, Remuneration to Directors
DAY 2	I&II	Overview of Annual Financial Statements and General provisions for preparation of Balance Sheet and Profit & Loss Account according to Companies Act 2013
	III &IV	Legal provisions on Company Accounts-Section 128 to 134 of the Companies Act 2013. Provisions of Ind AS for preparation of Cash Flow Statement
DAY 3	I&II	Audit Planning, Audit Objectives, Materiality, Risk Analysis, Concept of Assertions, Approach and Sampling
	III & IV	Audit of items of Financial Statements (Balance Sheet, Profit & Loss Account and Cash Flow), Opinion on the Financial Statements
DAY 4	I&II	Change in Companies Act 2013 vis-à-vis Companies Act 1956, Schedules & Rules and their implications particularly on accounting, depreciation, financial reporting and audit thereof
	III&IV	Consolidated Financial Statements (CFS), Guidance Notes on audit of CFS, Provisions of ACT/Rules
DAY 5	I	Consolidation Process and Points of concern during Audit of CFS
	II	Evaluation test
	III	Introduction of OIOS
	IV	Feedback and Valediction

Rules and Principles of Government Accounting

(5 Days)

DAY	SESSION	CONTENT
DAY 1	I , II	Introduction to Government Accounts and Overview of Government Accounting Structure -- List of Major and Minor heads of Union and the States
	III, IV	Understanding the budget process and rules governing it. Original and supplementary grants. Re-appropriations and Surrender of budget.
DAY 2	I, II	Understanding the flow of accounts in State A & E offices. Compilation process and preparation of monthly civil accounts. Transfer Entries and journal entries
	III	Inter Government Transactions (Union and states) (state and state)
	IV	Accounting of Debt, Deposits, and remittances. Personal Deposit Accounts. Issues involved therein Impact on quality of accounts.
DAY 3	I,II	Understanding suspense heads, clearance of suspense balances. Impact of suspense balances on quality of accounts.
	III	Compilation of State Finance Accounts – checks to be exercised
	IV	Compilation of State Appropriation Accounts– checks to be exercised
DAY 4	I	Audit of Union (Civil) Appropriation Accounts
	II	Audit of Union (Defense) Accounts
	III	Audit of Union (Railways) Accounts
	IV	Audit of Union (P& T) Accounts
DAY 5	I	Audit of Union Finance Accounts
	II	Audit of State Finance Accounts
	III	Audit of State Appropriation Accounts
	IV	Valediction

Accounting Standard (AS) including Ind AS(Online)

(5 Working Days)

DAY	SESSION	CONTENT
DAY 1	I & II	Applicability and Stage wise mandatory application of Ind-AS. Ind. AS-01-Presentation of financial statements. Ind. AS-101- First time adoption of Indian Accounting Standard.
	III & IV	Ind AS-115: Revenue from contract with customers.
DAY 2	I & II	Ind AS 110: Consolidated Financial Statement
	III & IV	AS-01: Disclosure of Accounting Policies AS-05: Net Profit or Loss for the period, Prior Period items and Changes in Accounting Policies.
DAY 3	I & II	Ind. AS 16- Property, Plant and Equipment. Ind AS 20: Accounting for Government Grants and Disclosure of Government Assistance.
	III & IV	AS 15: Employee Benefit AS 16: Borrowing Cost
DAY 4	I & II	Ind AS-36: Impairment of Assets Ind AS-10: Events occurring after Reporting Period.
	III & IV	Ind AS-37: Provisions, Contingent Liabilities and Contingent Assets. Ind AS-02 Inventories
DAY 5	I & II	Ind AS-113: Fair Value Measurement Ind As-12: Income Tax
	III	Ind AS-7: Cash Flow Statement
	IV	Exercise on Cash Flow Statement

Audit of Works Accounts

(5 Days Course)

DAY	SESSION	CONTENT
DAY 1	I	Brief introduction to the functions of Public Works Department; Classifications of works e.g. original works, repairs and petty works. Stages for execution of works- Administrative approval, technical sanction, Financial sanction, Budget provision, Allotment of fund; Deposit work.
	II & III	Detailed Estimates: Basis of preparation- difference between Preliminary and Detailed estimates. Schedule of rates- Scheduled items & Non-scheduled items analysis rates. Provision for contingencies in different kinds of works. Recasting of estimates- Supplementary estimate, Revised estimate. Addition, alterations and substitution of items, analysis of rates.
	IV	Details of Process of taking measurements. Recording of measurements in Measurement Books- Sources of entries. Quantitative calculation including taking of Stock measurement.
DAY 2	I	Notice Inviting Tender- Procedure- Competent Authority Opening of Tenders- preparation of comparative statement. Acceptance of Tenders- procedure, comparative statement- competent authority. Important provisions of standard forms of a tender.
	II	Define contract- Types of works contracts e.g. Lump -sum contract, Item rate contract, Percentage rate contract, Cost plus contract, Labour rate contract.
	III & IV	Supply of Departmental Materials, Material at site Account, Stock suspense, Issue rate, Recovery rate. Recovery on penal rate, Payment at part rate, Payment of different kinds of advances to contractor. Documentations of Accounts- Bills Register, Contractors Ledger, Register of Works, Dismantled Materials Accounts, Losses of Government Assets.
DAY 3	I	Preparation of RA & Final Bills. Consumption Statement, Excess quantity statement. Ad-interim payment, adjustment of advances, payment of escalation.
	II	Internal Control in Public Works and Projects, Red flags and anti-fraud measures in public works, Project monitoring (CPM, PERT).
	III	Cash Accounts- Upkeep, Balancing, Rectification of Errors & Verification; Imprest Account; Temporary Advance Account; Transfer entries; Preparation of Works Accounts.
	IV	**Holistic Well Being**
DAY 4	I & II	Preparation of Monthly Account, Relevant Schedules (PWA Forms) and subsidiary records.
	III	Stores- Quantity & Value Accounts, Ledger, Stock-taking, Rectification of Accounts; Audit of Stores and Stock in light of guidelines issued by the C&AG.
	IV	New areas of contracting: Management contracts, leasing, service contracts, BOT, BOOT and BOLT- concepts and case studies. Turnkey contracts, a brief insight to PPP projects. Important points to be seen during Audit of contracts.
DAY 5	I & II	Important check points to be examined in the PW audit relating to works executed through Piece Works Agreement (PWA), Work Order, and Contract Agreements viz., comparative cost and variance analysis. Arbitration Law including procedures and provisions for dealing arbitration matters. Works Analysis: Introduction, records related to the particular work, methodology, process and techniques.
	III	**Case Study on Public Works Audit** - Wasteful Expenditure: Deficient Preparation and Approval of DPR Leading to Abandonment of Bridge Work
	IV	**End Course Assessment**, Feedback and Valediction

Audit Planning

(5 Days Course)

DAY	SESSION	CONTENT
DAY 1	I	Fundamentals of Ethics and Code of Ethics for IA& AD and Introduction to OIOS
	II	Audit planning- Meaning & Importance; Strategic Audit planning- Objective & Process, Preparation and implementation of Annual audit Plan (PA Guideline C-3)
	III & IV	Risk Based Audit Approach "Identification and Assessment of various risk e.g. Inherent Risk, Control Risk and Detection risk and Risk Model An introduction to COSO Enterprise Risk Model (ERM)
DAY 2	I & II	Planning an individual audit "Understanding the auditee entity, framing the objectives/Sub Objectives and the scope of the audit, determining audit criteria & Deciding audit approach (Compliance Audit Guideline chapter 3&4)
	III & IV	Materiality "Its scope and determination of materiality, how materiality is fixed on the basis of value, nature and context, its importance in Risk Based Audit Approach internal control meaning and scope of internal control, (with respect to COSO framework)
DAY 3	I	Sampling using IT tools (Idea, Excel etc.)
	II	Statistical Sampling in Audit- Meaning & importance, Relevance of Statistical Sampling in Audit; law of large Inertia, Sampling Error and non-sampling error, Biasness in Sampling
	III & IV	Various Sampling methods e.g. Simple random Sampling, Statistical random Sampling, cluster sampling, Stratified sampling Probability proportional to size Sampling and Multistage Statistical Sampling
DAY 4	I & II	Monetary unit Sampling and application of sampling in EDP Environment;
	III & IV	Planning a individual Unit (PA Guide line Chapter 4)
DAY 5	I & II	Preparing an Audit Design Matrix (Compliance Audit & Performance Audit) **with Case studies**
	III	**Group Discussion** on Statistical Sampling in Audit
	IV	**End Course Assessment**, Feedback and Valediction

MCTP LEVEL 3: Combined service of 12 or more yrs in AAO/SAO cadre
(6 Days)

DAY	SESSION	TOPIC
DAY 1	I	Effective communication with internal and external stakeholders, Advanced and job specific written communication skills, presentation skills
	II & III	Analytical thinking, methodical step-by-step approach to problem solving, systematic and logical approach to resolve problems, identify causation and anticipate unexpected results
	IV	Time and Stress Management; Maintaining a work life balance
DAY 2	I & II	Understanding e-Governance, Overview of Central Mission Mode Projects (MMPs), State MMPs and integrated MMPs, e-Office, eHRMS - Manav Sampada
	III	Learning how to manage role change – expectations from SAO, Professional and Tactful conduct
	IV	Management of Government Finances – Fiscal health of Union and States
DAY 3	I	Auditing in IT Environment, Data Analytics in audit, Concept of Remote audit
	II, III & IV	Working in a Team, Concept of team spirit, Team Building process, techniques related to peer teams and executive teams, encouraging brainstorming, building consensus, team conflicts and conflict resolution
DAY 4	I	Stakeholder Engagement – Major Stakeholder management, Leverage Stakeholder Relationship
	II & III	Understanding the Environmental Governance tools – Management of different kinds of pollution including air pollution, water pollution, waste management, conservation of forests etc.
	IV	Internal Controls, Fraud and Forensics
DAY 5	I	Public expenditure – Principles, Types and Effects of Public Expenditure, Fiscal Responsibility and Budget Management (FRBM) Act
	II	Revenue – Sources of Revenue; Characteristics of a good tax system
	III & IV	Field Trip
	I & II	Understanding the Global environmental crisis – Global warming, Climate change, Habitat loss, etc.

DAY 6	III	Governance, Risk Management and Compliance (GRC) – an organization's approach to reliably achieve objectives, address uncertainty and act with integrity; Internal Controls, Fraud and Forensics
	IV	Feedback & Valediction

Goods and Services Tax

(5 Days Course)

DAY	SESSION	CONTENT
DAY 1	I & II	Overview of GST/IGST/SGST/UGST Acts, Central & State Financial relations, constitutional amendments made for Implementation of GST
	III & IV	Meaning, Scope, Time, Place of Supply under GST
DAY 2	I&II	Registration (Procedure for Registration of Govt. Deptts./Autonomous bodies etc.),Filing of Returns(Including returns filed by Govt. Departments) and Payment of Taxes and provisions related to TDS under GST
	III	Applicability of GST to Govt. Work Contracts;
	IV	Audit of GST: Challenges and way forward
DAY 3	I&II	Levy & Important Exemptions under GST; Value of Supply under GST
	III & IV	Input Tax Credit and Cross utilization of Taxes under GST
DAY 4	I&II	GST Network Front end business process on GSTN portal-IT Strategy for GST
	III	Payment of Taxes under GST
	IV	Refund of Taxes under GST
DAY 5	I	Transitional provisions under GST
	II	Provisions related to E-way bill under GST; Reserve charge Mechanism under GST
	III	**Group Discussion/case studies**
	IV	**End Couse Assessment**, Evaluation and Valediction

Contract Management and GeM

(5 Days)

DAY	SESSION	CONTENT
DAY 1	I	An Overview on Policies and Procedure for (i) Procurement of Goods (ii) Works (iii) Consultancy and Services
	II	Process Flow of Government Procurement- from Proposal to Tender stage.
	III	Types of Procurement – (i) Open/Limited/Direct Negotiation Tender. (ii) Single Stage vs Two Stage, Single Packet vs Two Packet system. (iii) Expression of Interest (EOI), Request for Qualification (RFQ) and Request for Proposal (RFP)
	IV	Evaluation of Tenders- Instructions to Bidder, Bidding and Evaluation Procedures and Evaluation Criteria
DAY 2	I & II	Terms and Conditions of Contract: (i) General Conditions of Contract (GCC) and Special Conditions of Contract (SCC). (ii) Significant clauses in contract- Performance Security, Term, Termination, Dispute Resolution, Force Majeure, Payment schedule, default, deliverables, etc. New Procurement Processes- Hybrid Annuity, Swiss Challenge, Revenue Share models.
	III& IV	Audit process- Preparation of Audit Design Matrix related to Jaipur Metro/PWD or any other PA on Contract Management w.r.t. CAG's practice guide on procurement and contract management.
DAY 3	I & II	E-Tendering / E-Procurement through GeM (i) Tendering, Forward and Reverse Auctions. (ii) Manual tendering vs Online tendering/auction
	III & IV	EPC Contracts vs PPP Contracts and Risk Management in Contracts Models of PPP in Departments- BOT, BOLT, Annuity Model.
DAY 4	I	Preparation of Detailed Project Reports (DPR) in large projects.
	II	Model Bid Documents for EPC/ PPP Contracts- Salient features.
	III	Specific clauses in contract: Price variation, Penalty clauses, Blacklisting of a contractor/firm
	IV	Demo of e-procurement
DAY 5	I	Project appraisal techniques; Financial analysis, Sensitivity analysis
	II	**Case study**-on any PA on Contract Management.
	III	Introduction to OIOS
	IV	**End Couse Assessment**, Evaluation and Valediction

Financial Management

DAY	Session	Topic
Day 1	I	Introduction to Financial Management
	II	**iBEMS- Various Reports**
	III	**Rules for TA Bills, LTC & Supplementary Bills**
	IV	**Monthly Expenditure Report**
DAY 2	I & II	Introduction to PFMS, Preparation of Various Bills through PFMS
	III	Preparation of NPS & GST Bills
	IV	**Holistic Wellbeing**
DAY 3	I	**Income Tax Assessment**
	II	**Bhavishya Portal**:
	III	Handling of Cash; Role & Responsibilities of Cashier
	IV	**End Couse Assessment**, Evaluation and Valediction

General Administration

DAY	Session	Topic
Day 1	I	Introduction to General Administration
	II	**Human Resource Management**
	III	APAR
	IV	Seniority & Promotion
DAY 2	I & II	Disciplinary Proceedings & Legal matters
	III & IV	**RTI Act Various Provisions**
DAY 3	I	**Internal Audit**
	II	**General Establishment**
	III	**Rajbhasa-Hindi**
	IV	**End Couse Assessment**, Evaluation and Valediction

Compliance and Financial Audit of Autonomous Bodies

(5 Working Days)

DAY	SESSION	TOPIC
DAY 1	I	Introduction of Audits u/s 14, 15, 19 and 20 of CAG's DPC Act, 1971. Practical Problems in deciding on relevant section in each case.
	II	Salient features of Manual of Instructions for Audit of Autonomous Bodies; Cycle from entrustment of audit to placing of SAR before Parliament / Legislature
	III	Introduction of a commercial autonomous body like RSRTC; How it is different in terms of governance, management, finance and accounts, internal control and auditing
	IV	Introduction to a non-commercial autonomous body like University of Rajasthan; How it is different in terms of governance, management, finance and accounts, internal control and auditing
DAY 2	I	Basics of Mercantile Accounting
	II & III	General instructions for preparation of Income and Expenditure Account/Profit and Loss Account and Balance Sheet-how various items are to be shown under income and expenditure account/profit and loss account and liabilities and assets side of a balance sheet
	IV	Reading back from financial statements to the accounts and source documents
DAY 3	I&II	Preparation of income and expenditure account and balance sheet from Receipt and Payment Account
	III & IV	Case study on preparation of income and expenditure account/profit and loss account and balance sheet
DAY 4	I&II	Preparation of Accounts w.r.t. Uniform Format of Accounts
	III	Evaluation of Internal Controls, Risk and Materiality
	IV	Discussion of audit comments
DAY 5	I&II	Certification of Accounts and Drafting of Separate Audit Reports and Audit Comments
	III	Introduction of OIOS
	IV	Feedback and Valediction

Works Accounts

(3 Days Course)

DAY	SESSION	CONTENT
DAY 1	I	Brief introduction to the functions of Public Works Department; Classifications of works e.g. original works, repairs and petty works. Stages for execution of works- Urgent and emergent works. Administrative approval, Technical sanction, Financial sanction, Budget provision, Allotment of fund; Deposit work.
	II	Detailed Estimates: Basis of preparation- difference between Preliminary and Detailed estimates. Schedule of rates- Scheduled items & Non-scheduled items analysis rates.
	III	Provision for contingencies in different kinds of works. Recasting of estimates- Supplementary estimate, Revised estimate. Addition, alterations and substitution of items, analysis of rates.
	IV	Details of Process of taking measurements. Recording of measurements in Measurement Books- Sources of entries. Quantitative calculation including taking of Stock measurement.
DAY 2	I	Notice Inviting Tender- Procedure- Competent Authority Opening of Tenders- preparation of comparative statement. Acceptance of Tenders- procedure, comparative statement- competent authority. Important provisions of standard forms of a tender.
	II	Define contract- Types of works contracts e.g. Lump -sum contract, Item rate contract, Percentage rate contract, Cost plus contract, Labour rate contract.
	III	Supply of Departmental Materials, Material at site Account, Stock suspense, Issue rate, Recovery rate. Recovery on penal rate, Payment at part rate, Payment of different kinds of advances to contractor. Documentations of Accounts- Bills Register, Contractors Ledger, Register of Works, Dismantled Materials Accounts, Losses of Government Assets.
	IV	**Holistic Well Being**
DAY 3	I	Preparation of RA & Final Bills. Consumption Statement, Excess quantity statement. Ad-interim payment, adjustment of advances, payment of escalation.
	II	Cash Accounts- Upkeep, Balancing, Rectification of Errors & Verification; Imprest Account; Temporary Advance Account; Stores- Quantity & Value Accounts, Ledger, Stock-taking, Rectification of Accounts; Transfer entries; Preparation of Works Accounts.
	III	Preparation of Monthly Account, Relevant Schedules (PWA Forms) and subsidiary records.
	IV	**End Course Assessment**, Feedback and Valediction

Audit of Procurement

(3 Days)

DAY	SESSION	CONTENT
DAY 1	I	An Overview on Policies and Procedure for (iv) Procurement of Goods (v) Works (vi) Consultancy and Services
	II	Process Flow of Government Procurement- from Proposal to Tender stage.
	III	Types of Procurement – (iv) Open/Limited/Direct Negotiation Tender. (v) Single Stage vs Two Stage, Single Packet vs Two Packet system. (vi) Expression of Interest (EOI), Request for Qualification (RFQ) and Request for Proposal (RFP)
	IV	Evaluation of Tenders- Instructions to Bidder, Bidding and Evaluation Procedures and Evaluation Criteria
DAY 2	I & II	Terms and Conditions of Contract: (iii) General Conditions of Contract (GCC) and Special Conditions of Contract (SCC). (iv) Significant clauses in contract- Performance Security, Term, Termination, Dispute Resolution, Force Majeure, Payment schedule, default, deliverables, etc. New Procurement Processes- Hybrid Annuity, Swiss Challenge, Revenue Share models.
	III& IV	Audit process- Preparation of Audit Design Matrix related to Jaipur Metro/PWD or any other PA on Contract Management w.r.t. CAG's practice guide on procurement and contract management.
DAY 3	I & II	E-Tendering / E-Procurement (iii) Tendering, Forward and Reverse Auctions. (iv) Manual tendering vs Online tendering/auction
	III & IV	EPC Contracts vs PPP Contracts and Risk Management in Contracts Models of PPP in Departments- BOT, BOLT, Annuity Model.

MCTP LEVEL 2: AAO with 7 or more years of qualifying Service

(6 Days)

DAY	SESSION	CONTENT
DAY 1	I	My values, our values and community values; alignment with organizational values
	II	
	III	Effective communication with internal and external stakeholders; Verbal and Non-verbal communication; Social skills and etiquette; Active listening skills, etc.
	IV	
DAY 2	I	Group dynamics, Concept and functions, Theories, Group Development & Group Forming, Social Influence in Groups, Group thinking, Group problems/conflicts and appropriate strategies for their resolution
	II	
	III	
	IV	Personal Ethics, Professional Ethics, Code of Ethics
DAY 3	I& II	Gender Sensitization, Concepts of gender, stereotyping and its impact, Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013
	III	Financial Markets and Capital Markets; Forms of borrowing from Financial Institutions
	IV	Public Finance, Principles of Public Finance, Union Budget, and its components
DAY 4	I	Adopting the Big Data approach, IAAD Big Data Policy and guidelines
	II&III	Overview of Information Technology (IT) System; Risks in IT Environment, Cyber Security, IT Act 2008, Indian Computer Emergency Response Team (CERT-In); Leveraging the entity's IT System and data in audit
	IV	Motivation, Motivational theories of Maslow, Herzberg etc.
DAY 5	I & II	Motivation, role of personality in motivation, motivating and demotivating factors, Addressing Specific Morale Issues
	III	Field Visti
	IV	
DAY 6	I	Basics of environment and sustainable development
	II	Introduction to the 2030 agenda for Sustainable Development and the Sustainable Development Goals (SDGs)
	III	
	IV	Feedback & Valediction

Induction Training for Divisional Accountant (Probationers)

DAY	SESSION	TOPIC
Day 1	I	Precis Writing
	II	Writing Essays and Paragraph writing
	III	Fundamentals of Elementary Bookkeeping and Advantages of Double Entry System Statement
	IV	Trading and Profit and Loss Accounts and Balance Sheet Statement
Day 2	I	Drafting Various Kinds of drafts, letter, Circular, OM
	II	Grammar
	III	Trading, and Profit and Loss Accounts and Balance Sheet. Statement
	IV	Trading, and Profit and Loss Accounts and Balance Sheet. Statement
Day 3	I	Delegation of Financial Powers of State
	II	Nominal Real Account, Nominal Account Capital &Revenue Expenditure, Transfer entries
	III	Preparation of Running Account Bill
	IV	Preparation of Running Account Bill
Day 4	I	Contractor Ledger theory and Practical.
	II	Contractor Ledger theory and Practical.
	III	Bank Pass book A/C Reconciliation Statement
	IV	Bank Pass Book A/C Reconciliation Statement
Day 5	I	Works Abstract theory and practical
	II	Works Abstract theory and practical
	III	Journal entries
	IV	Journal entries and rectification of errors in Journal entries

Day 6	I	Preparation of Monthly Accounts, Schedule Of Monthly Accounts Classification of Transaction of Accounts etc
	II	Schedule Of Monthly Accounts Deposit Works, including stock and tool and plant returns checking of bills and Vouchers,
	III	Trial Balance and correction of Balances
	IV	Advantages of Cost Account/Depreciation , Reserve, Bill of Exchange, Promissory Note
Day 7	I	Schedule of Rate Contractor Advance, Transfer Entry
	II	Schedule of Rate Contractor Advance, Transfer Entry
	III	Public Works Account (Theory &Practical) including practical entries in Cash Book
	IV	Public Works Account (Theory &Practical) including practical entries in Cash Book
Day 8	I	Reappropriation of Funds, Budget
	II	Central Treasury Rules I and II Corresponding Rules of State Government
	III	General Financial Rules Chapter 1-6
	IV	General Financial Rules Chapter 7-12
Day 9	I	Government Accounting Rules 1990
	II	Government Accounting Rules 1990
	III	Central Treasury Rules I and II Corresponding Rules of State Government
	IV	Parts of Government Account
Day 10	I	Parts of Government Account
	II	Fundamental and Supplementary Rules
	III	Fundamental and Supplementary Rules
	IV	End Course Assessment & Valediction

Specific Training for Divisional Accountant (Probationers)

DAY	Session	Topic
Day1	I	Delegation of Financial Powers of State
	II	Parts of Government Account
	III	Fundamentals of Elementary Bookkeeping and Advantages of Double Entry System Statement
	IV	Trading, Profit & Loss Accounts and Balance Sheet statement
Day 2	I	Drafting various kinds of drafts, letter, circular, OM
	II	Grammer
	III & IV	Trading, Profit & Loss Accounts and Balance Sheet statement
Day 3	I & II	Government Accounting Rules 1990
	III & IV	Preparation of Running Account Bill
Day 4	I & II	Contractor Ledger theory and practical
	III & IV	Bank Passbook A/C reconciliation
Day 5	I & II	Work Abstract Theory and Practical
	III & IV	Journal Entries and Rectification of errors
Day 6	I	Preparation of Monthly Accounts, Schedule of Monthly Accounts, Classification of Transaction of Accounts etc
	II	Schedule of Monthly Accounts Deposit Works, including stock and tool and plant returns checking of bills and vouchers
	III	Trial Balance and correction of balance
	IV	Advantages of Cost Account /Depreciation, Reserve, Bill of Exchange, Promissory Note
Day 7	I & II	Schedule of Rate, Contractor Advance, Transfer Entry
	III & IV	Public Works Account (Theory and Practical) including entries in cash book
Day 8	I	Reappropriation of Fund, Budget
	II	Central Treasury Rules I and II Corresponding Rules of State Government
	III & IV	General Financial Rules Chapter 1-6 & 7-12
Day 9	I	Precis Writing
	II	Writing Essays and Paragraph Writing
	III	Central Treasury Rules I and II Corresponding Rules of State Government
	IV	Parts of Government Account
Day 10	I	Nominal/Real Account, Capital/Revenue Expenditure, Transfer Entries
	II & III	Fundamental and Supplementary Rules
	IV	**End Course Evaluation & Valediction**

All India Workshop on Performance Audit

DAY	Session	Topic
Day 1	I	Course inauguration and Introduction to Performance Audit
	II	Experience sharing: Performance Audit of Direct Benefit Transfer
	III	Experience sharing: Performance Audit of Systems and Controls in Assessment of Mining Receipts
	IV	Safeguarding the quality of Performance Audit Report.
DAY 2	I & II	**Panel discussion** on Improving the Performance Audit execution and audit evidence gathering
	III	Use of Big data in Performance Auditing
	IV	**Experience sharing** by participants and **discussion** on way forward of Performance Audit

All India Seminar on Performance Audit

DAY	Session	Topic
Day 1	I	Introduction to Performance Audit
	II	**Case Study**: Performance Audit of Direct Benefit Transfer
	III	**Case study** on Audit of Waste Management along with discussion
	IV	**Case study** on Audit of Costal Ecosystem conservation measures.
DAY 2	I & II	**Panel discussion** Performance Audit in India: Journey so far, Challenges & way forward:
	III & IV	**Experiences sharing:** Participant's Group presentation on Performance Audit experience

II. EDP Courses

MS Office (Advanced)

(5 Days)

DAY	SESSION	TOPIC
DAY 1	I	Overview of the Basics of Ms-Office
	II	Advanced Document Formatting: Styles and Themes: Creating and modifying styles, using themes for consistent formatting.
	III	Customizing headers and footers, Generating, and customizing tables of contents Inserting and managing cross-references, footnotes, endnotes, and citations.
	IV	Exercise
DAY 2	I	Relative Versus Absolute Cell References in Formulas; Creating Subtotals in a List; Format Data as a Table.
	II	Working with Functions: - Using logical functions (AND, OR NOT)**.** Using Conditional Function**:-** IF & Nested IF Functions, COUNTIF(),SUMIF() & IFERROR()
	III	Working with Text Based Functions: **-** LEFT (), RIGHT () and MID () Function; LEN (), SEARCH () & CONCATENATE () Function. Some More Functions**: -** VLOOKUP (), HLOOKUP (), INDEX () & MATCH () Function
	IV	Exercise
DAY 3	I	Using Conditional Formatting to Find Duplicates; Removing Duplicates.
	II	Excel Data Validation: Understanding the Need for Excel Data Validation; Creating an Excel Data Validation List; Excel Decimal Data Validation; Adding a Custom Excel Data Validation Error; Dynamic Formulas by Using Excel Data Validation Techniques.
	III	Using Macros: - Relative & Absolute Macros; Editing Macro's
	IV	Exercise
DAY 4	I	What If Analysis: - Goal Seek; Data Tables; Scenario Manager.
	II	Advance Charts: - Sparkline, Inline Charts, data Charts.
	III	**Holistic Well being**
	IV	Exercise on session I, II
DAY 5	I & II	Applying advanced animation effects: motion paths, emphasis, and entrance/exit animations. **Creating Interactive Presentations** Using hyperlinks and action buttons for navigation and interactivity, Incorporating interactive elements: quizzes etc.
	III	Exercise
	IV	**End Course Assessment**, Feedback & Valediction

File Management System (E-office)

(2 Days)

DAY	SESSION	TOPIC
DAY 1	I	Introduction to File Management System; Login to e-file/File Management System;
	II	Create new e-File, Created File List; Diarisation: Diarisation of Physical Dak/Letter;
	III	Created Receipt List, Receipt Inner Page, Receipt Inbox; Send Receipt, Receipt Sent List, Receipt Pull Back
	IV	Put a Receipt inside a File; File Submission, Electronic File Inner page, Add Correspondence in File, Action on receipts.
DAY 2	I	Add Noting (Yellow/Green Note); Create Draft(DFA) in an Electronic File, Create a New Fresh Draft; Preview Draft (DFA), Edit Draft (DFA), View Draft List.
	II	Create Reply Draft/Reminder Draft, Show Version, Delete Draft; Send Files, Send file with eSign, File Sent List, File Pull Back
	III	Approve Draft (DFA), eSign, Custom Sign; Dispatch by Self, Dispatch with Follow up, Dispatch Without Follow Up, Dispatch by CRU; Closing of Receipts, List of Closed Receipts. MIS Reports
	IV	**End Course Assessment**, Feedback & Valediction

Audit in IT Environment

(5 Days)

DAY	SESSION	TOPIC
DAY 1	I	Introduction to Audit in IT Environment
	II	**Discussion** on Utility of Various CAATs in Audit.
	III & IV	Excel as data analytic tool- Conditional formatting, Filter including Advanced filter,
DAY 2	I & II	Excel Data Validation: Understanding the Need for Excel Data Validation; Creating an Excel Data Validation List; Excel Decimal Data Validation; Adding a Custom Excel Data Validation Error; Dynamic Formulas by Using Excel Data Validation Techniques.
	III & IV	Pivot Table, Slicers & Pivot Chart and application in IT Audit.
DAY 3	I & II	Creating Projects: Managed and External, Import of data from diverse formats Excel, Access, csv, text; understanding data using the field statistics,
	III & IV	Importing of PDF/PRN Data, Indexing of Data: Quick Index, Composite Index, Sorting Data Checking validity of data through Control totals, creating current documentation of tasks performed using the history property, Project Overview
DAY 4	I & II	Data Extraction Direct Extraction, Key value extraction, Top/Bottom Records extraction, Indexed Extraction Working with multiple databases Join, Visual Connector, Append, Compare
	III	Commonly used @ Functions in IDEA, introduction to # functions, Stratification of Data, Aging analysis, Sampling
	IV	Field Manipulation in IDEA Append, Remove, Modify columns Data types Virtual, Non-Virtual, Editable
DAY 5	I	Enabling/Disabling deletion of non-virtual fields Analysis Basic data analysis in IDEA Duplicate Key Detection/Exclusion, Gap Detection, Summarization
	II	**Case Study on IT Audit using IDEA**
	III	**Holistic Well Being**
	IV	End course assessment & Valediction

Data Analytics, Visualistion and Presentation Skills

(5 Days)

DAY	SESSION	TOPIC
DAY 1	I	Introduction to Data Analytics.
	II	**Group Discussion** on Use of Data Analytics in IAAD
	III	Overview Tableau public/Desktop/Reader software; Installing Tableau public; Interface walkthrough: Understanding the workspace; Loading/Import of Data; Understanding data types and dimensions
	IV	Creating basic charts: Bar charts, line charts, and scatter plots; Formatting and customizing visualizations
DAY 2	I	Introduction to advanced chart types: Heat maps, tree maps, and box plots; Plotting geographic data
	II	**Hands on Exercise**
	III	Creating calculated fields and parameters;
	IV	Introduction to statistical analysis: Trend lines, forecasting
DAY 3	I	Building dashboards: Combining multiple visualizations Adding interactivity: Filters, highlight actions, and parameters
	II	**Real-world case studies using Tableau.**
	III	KNIME as Data Analytic tool: Overview of Knime Analytics Platform, Console, Node Description, Workflow Editor, Node Status, Ports
	IV	Building a basic workflow Data import, Data type conversion, String Manipulation, Row & Column filter
DAY 4	I	Treating Missing values, Find duplicate values/Records, Sampling using Knime
	II	**Hands on Exercise**
	III	Component & its application in Data Visualization
	IV	Configuration & Application of Flow Variable.
DAY 5	I & II	**Case study** using KNIME
	III	**Holistic Well-being**
	IV	End course assessment & Valediction

AI & Cloud Computing

(5 Days)

DAY	SESSION	TOPIC
DAY 1	I	Overview of AI: Definition, history, and importance; Types of AI: Narrow AI vs. General AI
	II	**Discussion**: Ethical considerations and challenges in AI
	III & IV	Introduction to machine learning: Supervised, unsupervised, and reinforcement learning; Basic concepts: Features, labels, training data, and models
DAY 2	I	Basics of neural networks: Neurons, layers
	II	Convolutional Neural Networks (CNNs)
	III & IV	**Hands on Session:** Building a simple neural network using TensorFlow or PyTorch
DAY 3	I & II	Recurrent Neural Networks (RNNs) and Sequence Modeling
	III & IV	Generative Adversarial Networks (GANs): Image generation, style transfer, anomaly detection
DAY 4	I	Introduction to Natural Language Processing (NLP)
	II	Text representation techniques: Bag-of-Words (BoW), TF-IDF, word embeddings
	III	**Holistic Well-being**
	IV	**Group discussion**: Future trends and opportunities in AI
DAY 5	I	Overview of Cloud Computing: Definition, benefits, and deployment models
	II	Key characteristics of cloud computing:
	III	Cloud service models: IAAS, PaaS & SaaS
	IV	End course assessment & Valediction

Audit of IT Systems

(5 Days)

DAY	SESSION	TOPIC
DAY 1	I & II	Introduction and Planning of IT Audit
	III & IV	IT Controls-General Controls and their Audit
DAY 2	I & II	IT Controls-Application Controls including Internet Controls and their Audit
	III & IV	**Group Discussion** on IT Controls
DAY 3	I & II	Audit of IT Security and End User Computing Controls
	III & IV	Audit of Development and Acquisition of IT Assets
DAY 4	I & II	Audit of Business Continuity Planning/Disaster Recovery Planning
	III & IV	**Case Study** on BCP/DR Planning
DAY 5	I & II	Audit of Outsourcing of IT services
	III	**Holistic Well being**
	IV	End Course Evaluation and Valediction

IDEA

(5 Days)

DAY	SESSION	TOPIC
DAY 1	I	Introduction to Various CAATs.
	II	**Group Discussion** on Use of Data Analytics in IAAD
	III & IV	Creating Projects: Managed and External, Import of data from diverse formats Excel, Access, csv, text; understanding data using the field statistics, Sorting Data; Checking validity of data through Control totals creating current documentation of tasks performed using the history property, Project Overview
DAY 2	I & II	Importing of PDF/PRN Data,
	III	Field Manipulation in IDEA Append, Remove, modify columns Data types Virtual, Non Virtual, Editable; Enabling/Disabling deletion of non-virtual fields
	IV	**Hands on Exercise**
DAY 3	I & II	Indexing of Data: Quick Index, Composite Index
	III	Data Extraction Direct Extraction, Key value extraction, Top/Bottom Records extraction, Indexed Extraction; Duplicate Key Detection/Exclusion; Gap Detection, Summarization
	IV	**Hands on Exercise**
DAY 4	I	Working with multiple databases Join, Visual Connector, Append, Compare
	II	**Hands on Exercise**
	III	Commonly used @ Functions in IDEA, introduction to # functions,
	IV	**Hands on Exercise**
DAY 5	I	Stratification of Data, Aging analysis, Sampling
	II	**Hands on Exercise**
	III	**Holistic Well being**
	IV	End course assessment & Valediction

OIOS

(3 Days)

DAY	SESSION	TOPIC
DAY 1	I	**Introduction of OIOS and its modules:** History and Introduction of modules; Home Page; Roles and Privileges set-up Activating Accounts in OIOS
	II	**Organization Module:** Create office & Search office; Create structure, Office Hierarchy & Post Hierarchy, Create role & Search role, Create Post and Search Post, Upload offices and structures, Creating holidays, Privilege Master; **Personnel Modules:** Create and Search employee, My profile, Upload employees View Holidays Set-up out of office, Download gradation list, My contribution in field visits, Go to sent items, My work report, work report (others), My events
	III	**Auditee Universe:** Create Auditee Entity, Hierarchy Search and Advanced Search, Map Jurisdiction, Bulk Upload, Search Auditee (Financial Audit) **Audit Planning:** Annual Audit Plan, Audit Assignments, Audit Guideline Search, Taxonomy based Search
	IV	**Audit Execution Module:** Audit Execution Dashboard, Manage Audit Team, Audit Program, Search audit Observations, Deviation Register, Search observation Profile **Communication Module:** Search Receipt, Search Dispatch, Creating Additional dispatch, Communication Dashboard
Day 2	I	**My field visits:** tion info, Digital Diary, Attachment info, Auditee entity details **OIOS offline App:** Installing OIOS Offline app Working with OIOS Offline app
	II	**QAQC Process:** On-field cases of team members, Noting history and Audit, Generate template, Outstanding Observations, Submit for QAQC, KD linking and referencing, Split view mode, PDP marking & Mark for Review, Follow-up and QAQC status Processing by Reviewing and approving authority.
	III	**Audit Product:** Installing Enterprise Connect Plugin, Search Audit Product, Create Audit Product, Types of different audit products, Review and Approval process
	IV	**Follow-up:** Receipt generation process for Follow-up, Follow-up process, Features of follow-up module
DAY 3	I	**Data Collection Toolkit:** Search Toolkit, Create Toolkit, Search and Create Data Collection Project, Working with Data Collection Portal; Working in KMS
	II	OIOS Mobile App, BI Reports & Data Visualisation
	III	**Holistic Well-being**
	IV	End course assessment & Valediction

E. Resource Profile

Infrastructure

The Institute has a well-equipped library, two EDP labs, a general training hall and one conference room. The conference room and training hall are equipped with LCD multimedia projectors with Video Conferencing facility. The computer labs are also equipped with multimedia projectors and other advanced facilities. EDP Lab-I has been upgraded with 25 desktop computers.

Residential Hostel

The hostel consists of 24 rooms to cater to the needs of trainees and visiting faculty of the Indian Audit and Accounts Department. The hostel is also well equipped with essential amenities like Desktop, TV, and Internet etc. and has a mess facility. EPBX has also been installed in the hostel. Modernisation of the kitchen and dining hall with recreational sitting area has been completed.

Library

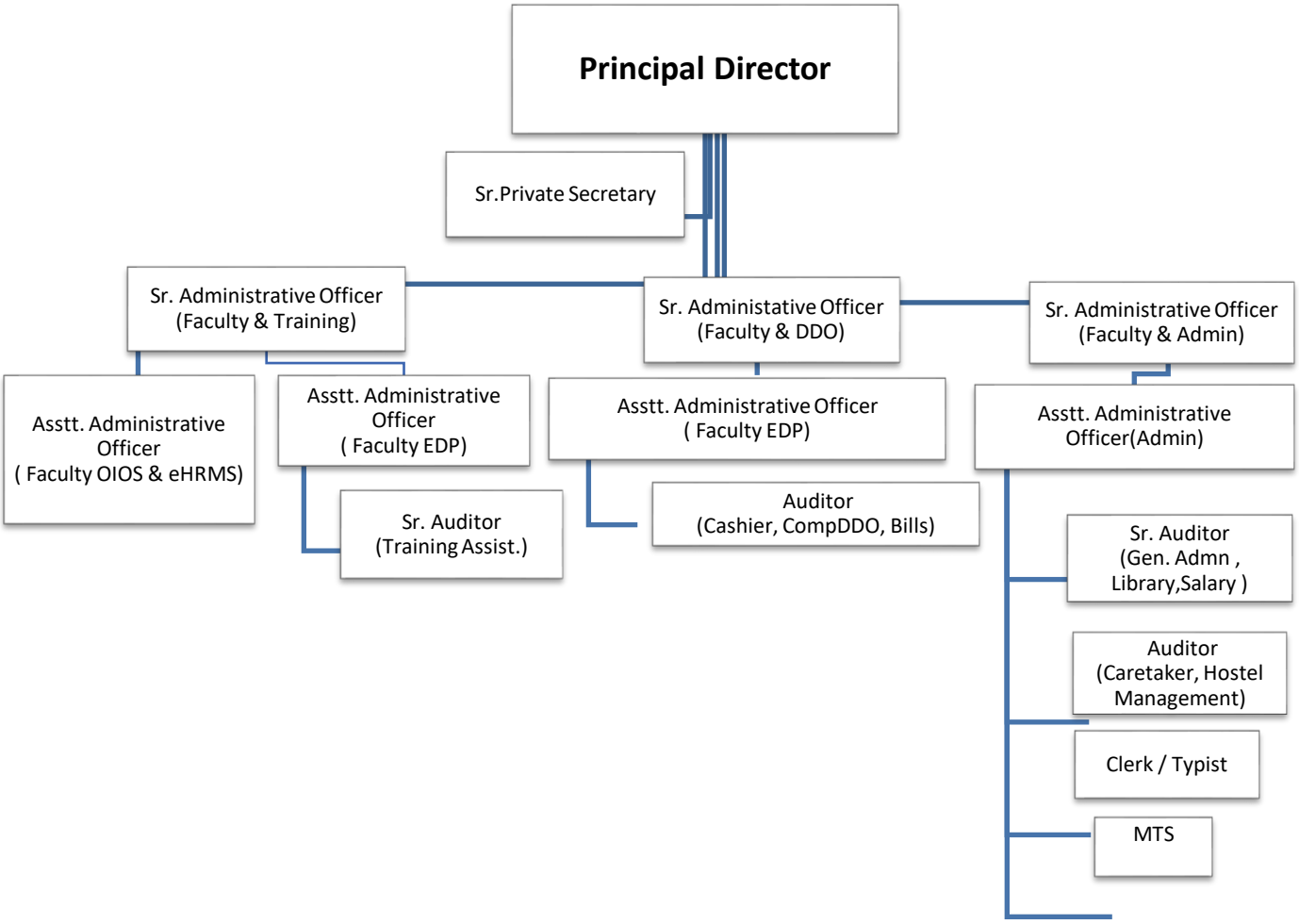
The Institute has a full-fledged library consisting of knowledge Resources-books, video CDs, CD ROM, and Courseware, Website material on all relevant subjects ranging from Financial Management, Accountancy, Law, Costing, Disinvestments, Computer Books & Magazines, Departmental Codes and Manuals. Apart from this, participants can also pursue their library goals through prominent books of Hindi and English written by eminent writers. The computerisation work of library has been completed through e-Granthalaya Software.

The layout of the library has been arranged in such a way that participants can use the space as a reading room also. At present RTI library has more than 3000 books on various subjects. The Institute subscribes to newspapers and periodicals also.

Games & Gymnasium

The institute has indoor games facilities for chess, carom, table tennis etc. Tennis and badminton court facilities are also available in the institute. RCBKI provides sports facilities to the participants during leisure. The RCBKI has also Gym facility for the participants and Guests.

ORGANISATIONAL STRUCTURE



Manpower Position

Category of Posts	Sanctioned Staff	Men in Position	Remarks
Sr.AO	3	3	
AAO	7	7	
Asstt. Supervisor	1	0	1. One Sr. Auditor in position against one additional interim SS of Sr. Auditor.
Sr. Auditor	2	3	
Auditor	2	2	
Sr. PS	1	0	1 Sr.PS hired
Clerk/Typist	1	0	1 DEO outsourced
Car Driver	1	0	2 Car drivers outsourced
MTS	12	0	12 MTS outsourced
Canteen Staff	2	0	01 Cook and 01 Asst. Cook outsourced

Budget

Expenditure of last three years				
	(Amount in Thousands)			
Head	**2020-21**	**2021-22**	**2022-23**	**2023-24**
Salary				
Gr A	2417.4	3802.874	3725.245	2860.342
GR B,C,D	13403.89	14511.789	15238.767	18467.689
Wages				
Domestic Travel Expenses				
Gr A	51.16	1.68	39.938	121.320
GR B,C,D	645.13	263.548	208.528	457.520
Foreign TA				
OE+LPS	2353.58	2153.795	3965.650	3926.354
(includes OOE, Postage, Telephone,				
LPS & Electric & water charges)				
RRT				
Publication				
Medical				
Gr A	0.0	4.481	9.897	41.189
GR B,C,D	155.32	287.969	117.784	243.122
Minor Works	738	2356.832	1523.159	1185.500
Professional services	5095.90	5823.276	7099.542	7057.033
Grant in Aid	.55	0.550	0.0	
Other Charges				
Information Tech	769.07	444.371	1296.715	470.963
Departmental Canteen				
Grand Total	**25630**	**29651.165**	**33225.225**	**34831.030**

F. Achievements

I. Training Statistics (General Courses)

Financial Year	No. of Courses Conducted	No. of Official Trained	No. of Training Days
2018-19	18	528	183
2019-20	45(33 + 12-Additional)	1137 (629+508-Additional)	178(133 + 45-Additional)
2020-21	30	591	100
2021-22	26	717	214
2022-23	42	831	330
2023-24	36	829	347

II. Training Statistics (EDP Courses)

Financial Year	No. of Courses Conducted	No. of Official Trained	No. of Training Days
2018-19	10	176	56
2019-20	10	236	45
2020-21	11	219	33
2021-22	13	271	59
2022-23	15	249	64
2023-24	18	368	79

III. Slots Targeted vis-a-vis Achieved.

(Details of actual utilization of slots against allotted No. of slots)

Year	General courses		EDP courses	
	Slots Allotted	Utilized	Slots Allotted	Utilized
2023-24	869	829	382	368

IV. Any Other achievements

This institute is preparing quarterly newsletters and uploaded on Website.

SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

INDIAN AUDIT & ACCOUNTS DEPARTMENT

REGIONAL CAPACITY BUILDING AND KNOWLEDGE INSTITUTE, JAIPUR

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