

# CALENDAR OF TRAINING PROGRAMMES

FOR THE YEAR 2026-27



Comprehensive Blended Learning & Training Schedule  
Upto September 2026

**RCBKI / KOLKATA**

# TABLE OF CONTENTS

---

<b>1. Preface &amp; Institute Profile</b>	<b>3</b>
<b>Core Faculty Members</b>	<b>3</b>
<b>2. Notified User Offices Directory</b>	<b>4</b>
<b>3. Course Schedules at a Glance</b>	<b>5</b>
<b>4. Monthly Calendar Summaries</b>	<b>6</b>
<b>5. Comprehensive Monthly Calendar Grid Matrix</b>	<b>7</b>
<b>6. General Training Course Detailed Profiles</b>	<b>10</b>
<b>7. Information Technology Course Detailed Profiles</b>	<b>21</b>
<b>8. Training Data Analytics &amp; Insights</b>	<b>28</b>

## PREFACE & INSTITUTE PROFILE



### **Shri Manish Kumar, IA&AS**

#### **Director General**

Regional Capacity Building and Knowledge Institute, Kolkata

Regional Capacity Building and Knowledge Institute, Kolkata, started functioning initially as a Regional Training Centre at Park Street, Kolkata-700 016 from April 1998 under the administrative control of the Principal Director of Audit, Eastern Railway. The Regional Training Centre was upgraded to Regional Training Institute (RTI) in January 1999. An exclusive Principal Director for RTI took over charge from October 2003 and since April 2005, the Institute has been functioning at 3rd MSO Building, CGO Complex, 5th floor, 'A' Wing, DF Block, Salt Lake, Sector-I, Kolkata-700064.

As an apex training institute for all IA&AD offices located in Kolkata, the Regional Capacity Building and Knowledge Institute, Kolkata has a compact and aesthetically designed infrastructure located in Central Government Office Complex at Salt Lake. The Administrative block contains Library, Conference Hall, Lounge and offices. The training block contains two computer labs for EDP courses with a total capacity of 47 (26+21) participants, a General Lecture Hall for 30-35 participants and an amenities hall for the trainees. The RCB&KI, Kolkata is fully equipped with state-of-the art audio-visual training aids viz., LCD projectors and Interactive Boards in all the three class rooms. The Institute has a well-stocked Library with approximately 2200 books on various subjects. Apart from books on Computers, Management, Accountancy, Law, Costing, Urban & Rural Administration, Office Codes and Manuals etc., it has also Audit Reports on different Auditee organizations/departments and Journals issued by the office of the Comptroller and Auditor General of India, INTOSAI and ASOSAI. Periodicals on Urban and Rural Local Governance, VCDs, Software, e-books and Courseware etc. are also available in the library. Wi-fi facility is also available in RCB&KI, Kolkata.

### **Core Faculty Members**

Shri Sujay Banerjee, Senior Audit Officer - Faculty Member

Shri Ranjan Das, Senior Audit Officer - Faculty Member

Shri Ujjal Bose, Senior Audit Officer - Faculty Member

Shri Deepak Kumar Singh, Senior Audit Officer - Faculty Member

Ms Parijat Saikia, Asstt. Audit Officer - Faculty Member

Shri Arunangshu Mukherjee, Assistant Audit Officer (I.S.) - Faculty Member

Shri Chandan Kumar, AAO (OIOS) - Faculty Member

Shri Sunny Pasi, AAO (eHRMS) - Faculty Member

MS Punam Malpani, AAO (eOffice) - Faculty Member

Shri Bijan Paul, AAO (OIOS) - Faculty Member

Shri Rajeev Kumar Sahu, AAO - Faculty Member

## NOTIFIED USER OFFICES

The Institute caters to the training needs of all IA & AD offices located in Kolkata. The list of user offices as notified by the Office of Comptroller and the Auditor General of India is as follows:

Code	Name of Office	Location	Email ID
130900	Principal Accountant General (Audit -I), West Bengal, Kolkata	Kolkata, West Bengal	agauwestbengal1[at]cag[dot]gov[dot]in
140900	Principal Accountant General (Audit - II), West Bengal, Kolkata	Kolkata, West Bengal	agauwestbengal2[at]cag[dot]gov[dot]in
150202	Office of the Director General of Audit (Environment & Scientific Departments) Kolkata Branch	Kolkata, West Bengal	bresdkolkata[at]cag[dot]gov[dot]in
150500	Director General of Audit (Central), Kolkata	Kolkata, West Bengal	pdacentralkolkata[at]cag[dot]gov[dot]in
161100	Director General of Audit, Eastern Railway, Kolkata	Kolkata, West Bengal	pdarlyer[at]cag[dot]gov[dot]in
161200	Director General of Audit, South Eastern Railway, Kolkata	Kolkata, West Bengal	pdarlysecr[at]cag[dot]gov[dot]in
161300	Principal Director of Audit, Railway Production Units & Metro Railway, Kolkata	Kolkata, West Bengal	pdarlyrpu[at]cag[dot]gov[dot]in
170400	Director General of Audit (Mines), Kolkata	Kolkata, West Bengal	mabkolkata1[at]cag[dot]gov[dot]in
170500	Director General of Audit (Coal), West Bengal, Kolkata	Kolkata, West Bengal	mabkolkata2[at]cag[dot]gov[dot]in
180600	Director General of Audit, Ordnance Factories, Kolkata	Kolkata, West Bengal	pdaof[at]cag[dot]gov[dot]in
202900	Principal Accountant General (A&E), West Bengal, Kolkata	Kolkata, West Bengal	agaewestbengal[at]cag[dot]gov[dot]in
170401	Branch : Director General of Commercial Audit & Ex Officio Member, Audit Board I, Kolkata at Kolkata	Kolkata, West Bengal	brmab1Kolkata[at]cag[dot]gov[dot]in
171103	Branch : Principal Director of Commercial Audit & Ex Officio Member, Audit Board IV, New Delhi at Kolkata	Kolkata, West Bengal	brmab4ndkolkata[at]cag[dot]gov[dot]in
190109	Branch : Finance and Communication Audit Office, Kolkata	Kolkata, West Bengal	brptkolkata[at]cag[dot]gov[dot]in
202901	Branch : AG(A&E), West Bengal at Kolkata, Kolkata	Kolkata, West Bengal	braekolkata[at]cag[dot]gov[dot]in
150501	Branch : Director General of Audit (Central), Kolkata at Port Blair, Andaman & Nicobar, Port Blair	Port Blair, Andaman & Nicobar	brcentralPortBlair[at]cag[dot]gov[dot]in
161301	Branch : Director of Audit Railway Production Units & Metro Railway, Kolkata at Bhardaman, West Bengal	Kolkata, West Bengal	brrrlyburdwan[at]cag[dot]gov[dot]in
171201	Branch : Principal Director of Commercial Audit & Ex Officio Member, Audit Board, Ranchi at Durgapur, West Bengal	Kolkata, West Bengal	brmabdurgapur[at]cag[dot]gov[dot]in

## COURSE AT A GLANCE

ID	Course Title	Duration & Timeline
GT-1	Data-led audit on Social Sector Audit	3 days (08.04.2026 to 10.04.2026)
GT-2	Data-led Establishment Audit	3 days (20.04.26 to 22.04.26)
GT-3	Data-led Works Audit	3 days (05.05.26 to 07.05.05.26)
GT-4	Financial Attest Audit including Audit of CFS	4 days (11.05.26 to 14.05.26)
GT-5	Audit of Accounts of Autonomous Bodies	4 days (18.05.26 to 21.05.26)
GT-6	FLY Professional Training Program	4 days (02.06.26 to 05.06.26)
GT-7	Six-week Orientation Training Programme for DPAAOs/ DRAAOs	6 Weeks (03.06.26 to 15.07.26)
GT-8	Data-led Receipts Audit	3 days (09.06.26 to 11.06.26)
GT-9	MCTP Level-2	5 days (15.06.26 to 19.06.26)
GT-10	MCTP Level-3 (1st batch)	5 days (06.07.26 to 10.07.26)
GT-11	Compliance Audit	5 days (13.07.26 to 17.07.26)
GT-12	Auditing through GIS technology (proposed All India program)	5 days (27.07.26 to 31.07.26)
GT-13	Collaborative All-India Training Programme with ICAI-MARF on Audit of Infrastructure and Transport Projects: Cost, Contract, and Performance Perspectives	5 days (03.08.26 to 07.08.26)
GT-14	Audit of GST	5 days (10.08.26 to 14.08.26)
GT-15	MCTP Level-3 (2nd batch)	5 days (17.08.26 to 21.08.26)
GT-16	Six-Week Orientation Training Program for DPAAOs/ DRAAOs and Supervisors.	30 days (19.08.26 to 30.09.26)
GT-17	Transition to Post-Service Life-Pre-Retirement Training Programme	3 days (02.09.26 to 04.09.26)
GT-18	All India Programme on Railway Audit	5 days (14.09.26 to 18.09.26)
GT-19	Administrative and Establishment Matters alongwith Office Procedure, Legal Matters and Disciplinary Proceedings, DPC Rosters, RTI Act.	5 days (21.09.26 to 25.09.26)
IT-1	Auditing using AI/ML Batch-1	3 days 22.4.26 to 24.4.26
IT-2	Data Analytics using Knime and Tableau	5 days 11.5.26 to 15.5.26
IT-3	Database concepts and SQL	5 days 08.6.26 to 12.6.26
IT-4	OIOS	3 days 17.06.26 to 19.06.26
IT-5	IDEA	5 days 06.7.26 to 10.7.26
IT-6	Auditing using AI/ML Batch-2	3 days 12.8.26 to 14.8.26
IT-7	IT Audit (Theory & Practical)	7 days 21.9.26 to 29.9.26

## MONTHLY CALENDAR SUMMARIES

---

### APRIL

---

- 08/04/2026 to 10/04/2026: Data-led audit on Social Sector Audit
- 20/04/2026 to 22/04/2026: Data-led Establishment Audit
- 22/04/2026 to 24/04/2026: Auditing using AI/ML Batch-1

### MAY

---

- 05/05/2026 to 07/05/2026: Data-led Works Audit
- 11/05/2026 to 14/05/2026: Financial Attest Audit including Audit of CFS
- 18/05/2026 to 21/05/2026: Audit of Accounts of Autonomous Bodies
- 11/05/2026 to 15/05/2026: Data Analytics using Knime and Tableau

### JUNE

---

- 02/06/2026 to 05/06/2026: FLY Professional Training Program
- 03/06/2026 to 15/07/2026: Six-week Orientation Training Programme for DPAAOs/DRAAOs
- 09/06/2026 to 11/06/2026: Data-led Receipts Audit
- 15/06/2026 to 19/06/2026: MCTP Level-2
- 08/06/2026 to 12/06/2026: Database concepts and SQL
- 17/06/2026 to 19/06/2026: OIOS

### JULY

---

- 06/07/2026 to 10/07/2026: MCTP Level-3 (1st batch)
- 13/07/2026 to 17/07/2026: Compliance Audit
- 27/07/2026 to 31/07/2026: Auditing through GIS technology
- 06/07/2026 to 10/07/2026: IDEA

### AUGUST

---

- 03/08/2026 to 07/08/2026: Audit of Infrastructure and Transport Projects
- 10/08/2026 to 14/08/2026: Audit of GST
- 17/08/2026 to 21/08/2026: MCTP Level-3 (2nd batch)
- 19/08/2026 to 30/09/2026: Six-Week Orientation Training Program for DPAAOs/ DRAAOs and Supervisors
- 12/08/2026 to 14/08/2026: Auditing using AI/ML Batch-2

### SEPTEMBER

---

- 02/09/2026 to 04/09/2026: Transition to Post-Service Life-Pre-Retirement Training Programme
- 14/09/2026 to 18/09/2026: All India Programme on Railway Audit
- 21/09/2026 to 25/09/2026: Administrative and Establishment Matters alongwith Office Procedure
- 21/09/2026 to 29/09/2026: IT Audit (Theory & Practical)

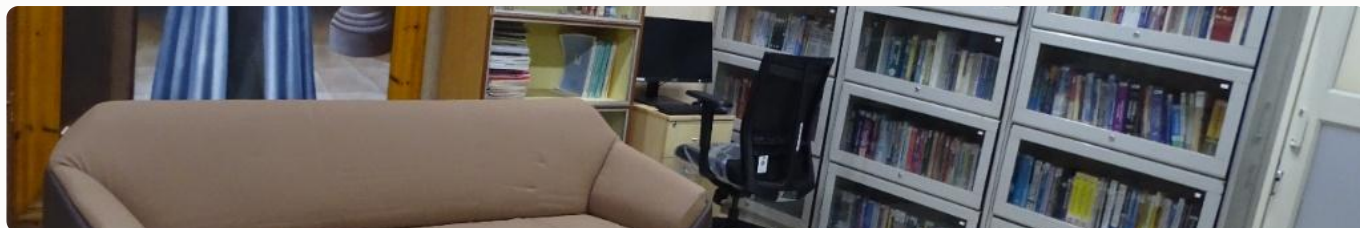
# COMPREHENSIVE MONTHLY CALENDAR GRID MATRIX

APRIL				MAY			JUNE			JULY				AUGUST			SEPTEMBER		
1				1			1			1		Orientati on Training for AAOs and Supervis ors		1			1		Orientati on Training for AAOs and Supervis ors
2				2			2		Orientati on Training for AAOs and Supervis ors	2		FLY Professio nal training program		2			2		Transitio n to Post- Service Life – Pre- Retireme nt Training Program me
3				3			3			3		Use of Toolkits in OIOS		3		AITP on Audit of Infrastruc ture and Transpor t Projects: Cost, Contract, and Performa nce Perspecti ves	3		
4				4			4			4				4			4		
5				5		Data Led Works Audit	5			5				5			5		
6				6			6			6			MCTP Level-3	6			6		
7				7			7			7				7			7		
8		Data Led Audit on Social Sector Schemes		8			8		Databas e Concept s & SQL	8				8			8		
9				9			9		Data Led Receipt Audit	9				9			9		
10				10			10			10				10		Audit of GST	10		
11				11	Data Analytics	Financial Attest	11			11				11			11		

APRIL				MAY			JUNE			JULY			AUGUST			SEPTEMBER		
					using Knime & Tableau	Audit including Audit of CFS												
12				12			12			12			12	Auditing using AI/ML		12		
13				13			13			13		Compliance Audit	13			13		
14				14			14			14			14			14		AITP on Railway Audit
15				15			15		MCTP Level-2	15			15			15		
16				16			16			16			16			16		
17				17			17	OIOS		17			17		MCTP Level-3	17		
18				18		Audit of Accounts of Autonomous Bodies	18			18			18			18		
19				19			19			19			19	Orientati on Training for AAOs and Supervisors		19		
20		Data Led Establishment Audit		20			20			20	IDEA		20			20		
21				21			21			21			21			21	IT Audit Theory & Practical	Admn. & Est. Matters alongwith Office Procedure, Legal Matters & Disciplinary Proceedings, DPC, RTI Act
22	Auditing using AI/ML			22			22			22			22			22		
23				23			23			23			23			23		

APRIL				MAY				JUNE				JULY				AUGUST				SEPTEMBER			
24				24				24				24				24				24			
25				25				25				25				25				25			
26				26				26				26				26				26			
27				27				27				27		AITP on Auditing through GIS technology		27				27			
28				28				28				28				28				28			
29				29				29				29				29				29			
30				30				30				30				30				30			
-				31				-				31				31				-			

# GENERAL TRAINING



## PROGRAMME 1 • GENERAL TRAINING

### Data-led audit on Social Sector Audit

**Tentative Schedule:** 3 days (08.04.2026 to 10.04.2026)

**Target Cadre:** AAO onwards

**Core Subtopics:** • Data Analytics

**Course Objective:** In light of the recent deliberations and workshops on Data-Led Audit, the training has been proposed, subject to the availability of at least 15 candidates. User offices may consider nominating officers for the said training programme.

Nominated User Office	Slots Demanded	Slots Issued
PAG (Audit-I)	3	3
<b>Total Demand / Capacity Constraints</b>	<b>3</b>	<b>Max Limit: 30</b>

## PROGRAMME 2 • GENERAL TRAINING

### Data-led Establishment Audit

**Tentative Schedule:** 3 days (20.04.26 to 22.04.26)

**Target Cadre:** AAO onwards

**Core Subtopics:** • Data Analytics  
• IFMS

**Course Objective:** In light of the recent deliberations and workshops on Data-Led Audit, the training has been proposed, subject to the availability of at least 15 candidates. User offices may consider nominating officers for the said training programme.

Nominated User Office	Slots Demanded	Slots Issued
PAG (Audit-I)	1	1
PAG (Audit-II)	1	1
<b>Total Demand / Capacity Constraints</b>	<b>2</b>	<b>Max Limit: 30</b>

## PROGRAMME 3 • GENERAL TRAINING

### Data-led Works Audit

**Tentative Schedule:** 3 days (05.05.26 to 07.05.26)

**Target Cadre:** Auditor onwards

**Core Subtopics:**

- Data Analytics
- Prerequisite of Tendering, stages of Tendering, Evaluation, Finalization, NIT, Comparative Statement etc.
- IFMS
- Administrative approval, technical sanction, financial sanction, budget provision for works
- Different kind of Public Works, Estimate preparation, preliminary estimate, revised estimate, analysis of rates.
- Terms and conditions for contracts, GCC, SCC, various clauses of contract
- Case studies on public works audit

**Course Objective:** In light of the recent deliberations and workshops on Data-Led Audit, the training has been proposed, subject to the availability of at least 15 candidates. User offices may consider nominating officers for the said training programme.

Nominated User Office	Slots Demanded	Slots Issued
PAG(Audit-I)	11	11
PAG(Audit-II)	1	1
<b>Total Demand / Capacity Constraints</b>	<b>12</b>	<b>Max Limit: 25</b>

**PROGRAMME 4 • GENERAL TRAINING**

**Financial Attest Audit including Audit of CFS**

**Tentative Schedule:** 4 days (11.05.26 to 14.05.26)

**Target Cadre:** Auditor onwards

**Course Objective:** To enhance the technical proficiency of audit personnel in examining financial statements for accuracy, compliance, and true and fair presentation.

Nominated User Office	Slots Demanded	Slots Issued
DGA(Central)	13	13
DGA(Coal)	1	1
DGA(OF)	2	2
PAG(Audit-I)	3	3
DGA(Mines)	5	5
<b>Total Demand / Capacity Constraints</b>	<b>24</b>	<b>Max Limit: 25</b>

## PROGRAMME 5 • GENERAL TRAINING

### Audit of Accounts of Autonomous Bodies

**Tentative Schedule:** 4 days (18.05.26 to 21.05.26)

**Target Cadre:** Participants from the offices doing audit of Autonomous Bodies

**Core Subtopics:**

- 1. Salient features of manual of instructions for audit of Abs
- 2. Introduction and nature of Financial Attest Audit
- 3. Mandate for audit of ABs
- 4. Format of Accounts of Abs
- 5. Preparation and Analysis of Balance Sheet, Income/Expenditure account
- 6. Financial attest audit findings and conclusions, drafting of SAR, ML
- 7. Evaluation of internal control mechanism of Abs
- 8. Case study

**Course Objective:** Understand audit processes specific to autonomous bodies, Learn accounting standards and financial reporting for such entities and Develop skills to evaluate compliance, governance, and financial accountability of autonomous organizations.

Nominated User Office	Slots Demanded	Slots Issued
DGA(Coal)	1	1
DGA(Mines)	3	3
PAG(Audit-I)	2	2
PAG(Audit-II)	3	3
DGA(Central)	1	1
DGA(E&SD)	1	1
<b>Total Demand / Capacity Constraints</b>	<b>11</b>	<b>Max Limit: 25</b>

## PROGRAMME 6 • GENERAL TRAINING

### FLY Professional Training Program

**Tentative Schedule:** 4 days (02.06.26 to 05.06.26)

**Target Cadre:** AAO onwards

**Core Subtopics:**

- Soft skill training

**PROGRAMME 7 • GENERAL TRAINING**

## Six-week Orientation Training Programme for DPAAOs/DRAAOs

**Tentative Schedule:** 6 Weeks (03.06.26 to 15.07.26)

**Target Cadre:** AAO onwards

**PROGRAMME 8 • GENERAL TRAINING**

## Data-led Receipts Audit

**Tentative Schedule:** 3 days (09.06.26 to 11.06.26)

**Target Cadre:** AAO onwards

**Core Subtopics:**

- Data Analytics
- GRIPS

**Course Objective:** In light of the recent deliberations and workshops on Data-Led Audit, the training has been proposed, subject to the availability of at least 15 candidates. User offices may consider nominating officers for the said training programme.

Nominated User Office	Slots Demanded	Slots Issued
PAG (Audit-II)	1	1
DGA (Central)	3	3
<b>Total Demand / Capacity Constraints</b>	<b>4</b>	<b>Max Limit: 30</b>

## PROGRAMME 9 • GENERAL TRAINING

### MCTP Level-2

---

**Tentative Schedule:** 5 days (15.06.26 to 19.06.26)

**Target Cadre:** AAOs with more than 7 years of service

**Core Subtopics:**

- Values-Personal values and alignment with organisational; Ethics, Effective communication, Motivation
- Group dynamics-concepts & functions
- financial markets, capital markets, principles of Public finance
- Concept of Big Data, IA&AD Big Data policy, Risk in IT environment, Cyber Security
- Basics of environment and SDGs
- Gender Sensitisation
- Field Trip

**Course Objective:** To develop a professional, impartial and efficient officer who is responsive to the need of the department. The centrality of the MCTP course is to ensure that the officers have the requisite knowledge, skills and attitude to effectively discharge the functions they are entrusted for.

## PROGRAMME 10 • GENERAL TRAINING

### MCTP Level-3 (1st batch)

---

**Tentative Schedule:** 5 days (06.07.26 to 10.07.26)

**Target Cadre:** Sr.AOs & AAOs with combined service of 12 or more years

**Core Subtopics:**

- Communication Skills, Analytical Skills
- Time and Stress Management, Team Management, Role Change
- Government Finances, e-Governance, Auditing in IT Environment,
- Internal Control, Fraud, Public Expenditure, Revenue
- Global Environmental Crisis, Environmental Governance, and Management of different kinds of Environmental Pollution
- Field Trip

**Course Objective:** To develop a professional, impartial and efficient officer who is responsive to the need of the department. The centrality of the MCTP course is to ensure that the officers have the requisite knowledge, skills and attitude to effectively discharge the functions they are entrusted for.

## PROGRAMME 11 • GENERAL TRAINING

### Compliance Audit

**Tentative Schedule:** 5 days (13.07.26 to 17.07.26)

**Target Cadre:** Auditor Onwards

**Core Subtopics:**

- 1. Audit Mandate, objectives, scope and criteria of compliance audit
- 2. Planning of compliance audit, preparation of ADM, etc.
- 3. Collection of evidence and formation of audit observations
- 4. Preparation of Draft Report
- 5. Case studies on various compliance audit issues including expenditure and procurement.

**Course Objective:** The course aim to equip the participants with various techniques involved in the execution of Compliance audit from the planning stage to reporting stage with the help of various case studies.

Nominated User Office	Slots Demanded	Slots Issued
DGA(Coal)	1	
PAG(Audit-I)	17	
DGA(Central)	13	
DGA(OF)	4	
PAG(Audit-II)	5	
DG(ER)	1	
RPU&MR	1	
DGA(Mines)	1	
<b>Total Demand / Capacity Constraints</b>	<b>43</b>	<b>Max Limit: 43</b>

**PROGRAMME 12 • GENERAL TRAINING**

**Auditing through GIS technology (proposed All India program)**

**Tentative Schedule:** 5 days (27.07.26 to 31.07.26)

**Target Cadre:** AAO onwards

- Core Subtopics:**
- 1. Applications of Remote Sensing & GIS in audit process and discussion of various case studies. Use of Google Cloud.
  - 2. Image feature extraction (Image Classification), Visual image interpretation, Supervised and un-supervised classification
  - 3. Map projections and geometric corrections
  - 4. Hands on training - Familiarisation with raster & vector data, Feature digitization, error diagnostics, Tables and attribute creation
  - 5. Hands -On Training ,User registration process, Satellite data downloading from Bhuvan geo-portal/ other sources, Data visualization and measurement

**Course Objective:** The training aims to give advanced idea with hands on exercise and case study discussion regarding GIS supports for systematic gathering and analysis of information, for improving auditor decision- making, and replace paper and pen in the field to reduce the effort of writing findings and reports and making it more transparent and richer in information

**PROGRAMME 13 • GENERAL TRAINING**

**Collaborative All-India Training Programme with ICMAI-MARF on Audit of Infrastructure and Transport Projects: Cost, Contract, and Performance Perspectives**

**Tentative Schedule:** 5 days (03.08.26 to 07.08.26)

**Target Cadre:** AAO onwards

## PROGRAMME 14 • GENERAL TRAINING

### Audit of GST

**Tentative Schedule:** 5 days (10.08.26 to 14.08.26)

**Target Cadre:** Auditor onwards

**Core Subtopics:**

- 1. Introduction and overview of GST
- 2. Supply under GST and Valuation of Supply
- 3. Input Tax Credit, Demands and Recovery
- 4. Payment of Taxes under GST & Refund of Taxes under GST
- 5. GST Audit-Rules & Regulations
- 6. Discussion on GST audit with case studies
- 7. Audit Mandate, Products and Impact

**Course Objective:** The course aims to help participants get an idea about the Accounting and Auditing of GST

Nominated User Office	Slots Demanded	Slots Issued
DGA(Central)	1	
DGA(Coal)	2	
DGA(Mines)	2	
PAG(Audit-I)	2	
DGA(E&SD)	2	
PAG(Audit-II)	3	
<b>Total Demand / Capacity Constraints</b>	<b>12</b>	<b>Max Limit: 25</b>

## PROGRAMME 15 • GENERAL TRAINING

### MCTP Level-3 (2nd batch)

**Tentative Schedule:** 5 days (17.08.26 to 21.08.26)

**Target Cadre:** Sr.AOs & AOs with combined service of 12 or more years

**Core Subtopics:**

- Communication Skills, Analytical Skills
- Time and Stress Management, Team Management, Role Change
- Government Finances, e-Governance, Auditing in IT Environment,
- Internal Control, Fraud, Public Expenditure, Revenue
- Global Environmental Crisis, Environmental Governance, and Management of different kinds of Environmental Pollution
- Field Trip

**Course Objective:** To develop a professional, impartial and efficient officer who is responsive to the need of the department. The centrality of the MCTP course is to ensure that the officers have the requisite knowledge, skills and attitude to effectively discharge the functions they are entrusted for

**PROGRAMME 16 • GENERAL TRAINING**

## **Six-Week Orientation Training Program for DPAAOs/ DRAAOs and Supervisors.**

---

**Tentative Schedule:** 30 days (19.08.26 to 30.09.26)

**Target Cadre:** Newly promoted AAOs and Supervisors

**Core Subtopics:** • As per the Induction training module for Promoted AAO/supervisors disseminated by Headquarters Office, which include both soft-skill and technical content.

**Course Objective:** Understand audit processes specific to autonomous bodies, Learn accounting standards and financial reporting for such entities and Develop skills to evaluate compliance, governance, and financial accountability of autonomous organizations.

**PROGRAMME 17 • GENERAL TRAINING**

## **Transition to Post-Service Life-Pre-Retirement Training Programme**

---

**Tentative Schedule:** 3 days (02.09.26 to 04.09.26)

**Target Cadre:** Preferably Employees due for retirement till March 2027

**PROGRAMME 18 • GENERAL TRAINING**

## **All India Programme on Railway Audit**

---

**Tentative Schedule:** 5 days (14.09.26 to 18.09.26)

**Target Cadre:** AAO onwards

**Core Subtopics:** • The training programme is being planned as per the request of Headquarters and will cover topics on the use of data analytics tools such as Tableau, SQL queries, and subjects including an introduction to IPAS.

## PROGRAMME 19 • GENERAL TRAINING

### Administrative and Establishment Matters alongwith Office Procedure, Legal Matters and Disciplinary Proceedings, DPC Rosters, RTI Act.

**Tentative Schedule:** 5 days (21.09.26 to 25.09.26)

**Target Cadre:** Auditor onwards

- Core Subtopics:**
- 1. Overview of Office Administration & Establishment, Managing Work
  - 2. Receipt and Payment Rules
  - 3. Preparation of Budget
  - 4. Types of Personal Claims, AC and DC Bills –Record Management
  - 5. Post-Based Rosters. Maintenance of Service Book
  - 6. DPC
  - 7. CCS (Conduct) Rules, CCS (CCA) Rules
  - 8. Legal Matters and RTI Act
  - 9. Pension, Gratuity Calculation and payment procedure, working of New Pension Scheme
  - 10. Preparation of Pay Bills
  - 11. TA Bills, LTC Bills
  - 12. Stores & Stock
  - 13. Ethics

**Course Objective:** The course aims to make the participants understand various administrative and establishment issues, pay bills, TA/LTC bills, procedure in framing of Charge Sheet, Suspension and procedures for Appeals, Revision and Review under CCS (CCA) Rules 1965, Preparation of Reservation Roster, APAR, Papers to be put up to the Departmental Promotion Committee(DPC)

Nominated User Office	Slots Demanded	Slots Issued
AG(A&E)	10	
DGA(Coal)	2	
DGA(Mines)	1	
PAG(Audit-I)	6	
PAG(Audit-II)	8	
DGA(E&SD)	3	
DGA(OF)	1	
PD(ER)	1	
<b>Total Demand / Capacity Constraints</b>	<b>32</b>	<b>Max Limit: 35</b>

# INFORMATION TECHNOLOGY



## PROGRAMME 1 • INFORMATION TECHNOLOGY

### Auditing using AI/ML Batch-1

**Duration & Timeline:** 3 days 22.4.26 to 24.4.26

**Target Cadre:** Auditor onwards with knowledge and concepts of MS Excel

- Syllabus Modules:**
- 1. Introduction to Artificial Intelligence (AI)
  - 2. Use of AI in Audit Techniques
  - 3. Use of AI models in governance
  - 4. Benefits of data-driven decision making
  - 5. Introduction to OCR, data extraction from PDF
  - 6. Machine Learning and Data Modeling using Python

Nominated User Office	Slots Demanded	Slots Allotted
AG (A & E)	5	5
PAG (Au-II)	4	4
DGA (Central)	3	3
PAG (Au-I)	7	7
DGA (Mines)	8	8
DGA (OF)	1	1
DGA (ER)	2	2
DGA (SER)	2	2
PDA (RPU & MR)	2	2
<b>Total Confirmed Slots</b>	<b>34</b>	

## PROGRAMME 2 • INFORMATION TECHNOLOGY

### Data Analytics using Knime and Tableau

**Duration & Timeline:** 5 days 11.5.26 to 15.5.26

**Target Cadre:** Auditor onwards with knowledge of Excel

**Syllabus Modules:**

- 1. Introduction to Data Analytics
- 2. Importing different types of data files
- 3. Data Preprocessing
- 4. Exploratory Data Analysis (EDA)
- 5. Data Visualization and Reporting
- 6. Business Intelligence
- 7. Case Studies

Nominated User Office	Slots Demanded	Slots Allotted
PAG (Au-II)	2	2
AG (A & E)	3	3
DGA (Mines)	2	2
DGA (Central)	5	5
DGA (Coal)	1	1
PAG (Au-I)	3	3
DGA (ER)	1	1
DGA (SER)	1	1
PDA (RPU & MR)	2	2
DGA (ESD) Kolkata branch	1	1
<b>Total Confirmed Slots</b>	<b>21</b>	

## PROGRAMME 3 • INFORMATION TECHNOLOGY

### Database concepts and SQL

**Duration & Timeline:** 5 days 08.6.26 to 12.6.26

**Target Cadre:** Auditor onwards with basic knowledge and concepts of RDBMS

**Syllabus Modules:**

- 1. Introduction to Relational Database Management System (RDBMS) and Oracle
- 2. SQL Fundamentals
- 3. Creating Databases
- 4. Reading Data using Select Statements
- 5. Joins and Manipulation
- 6. Export, Import & Data dump

Nominated User Office	Slots Demanded	Slots Allotted
AG (A & E)	8	8
DGA (Mines)	2	2
DGA (Central)	3	3
DGA (ER)	1	1
DGA (SER)	1	1
PDA (RPU & MR)	1	1
DGA (ESD) Kolkata branch	3	3
<b>Total Confirmed Slots</b>	<b>19</b>	

## PROGRAMME 4 • INFORMATION TECHNOLOGY

### OIOS

**Duration & Timeline:** 3 days 17.06.26 to 19.06.26

**Target Cadre:** Auditor onwards

**Syllabus Modules:**

- 1. Annual Audit and Assignment Level Planning in OIOS
- 2. Field visits in OIOS
- 3. QA/QC and Processing of Audit products in OIOS
- 4. Use of Toolkits in OIOS
- 5. BI Reports
- 6. CAG Connect and Changes in OIOS

Nominated User Office	Slots Demanded	Slots Allotted
DGA (Coal)	7	7
DGA (Central)	14	14
PAG (Au-II)	4	4
DGA (SER)	2	2
DGA (ER)	2	2
PDA (RPU & MR)	2	2
DGA (ESD) Kolkata branch	2	2
DGA (AF&WR); Branch: Kolkata	1	1
DGA (Mines)	1	1
<b>Total Confirmed Slots</b>	<b>35</b>	

## PROGRAMME 5 • INFORMATION TECHNOLOGY

### IDEA

**Duration & Timeline:** 5 days 06.7.26 to 10.7.26

**Target Cadre:** Auditor onwards with knowledge and concepts of MS Excel

**Syllabus Modules:**

- 1. Importing different types of data files
- 2. Modification as required.
- 3. Analysis of data and save the results to a new database
- 4. Sampling Techniques (Random, Stratified)
- 5. Creating Charts
- for Visualization

Nominated User Office	Slots Demanded	Slots Allotted
AG (A & E)	3	3
PAG (Au-I)	5	5
PAG (Au-II)	3	3
DGA (Coal)	2	2
DGA (ESD) Kolkata branch	1	1
DGA (Central)	3	3
DGA (SER)	2	2
DGA (ER)	2	2
PDA (RPU & MR)	2	2
DGA (OF)	2	2
<b>Total Confirmed Slots</b>	<b>25</b>	

## PROGRAMME 6 • INFORMATION TECHNOLOGY

### Auditing using AI/ML Batch-2

**Duration & Timeline:** 3 days 12.8.26 to 14.8.26

**Target Cadre:** Auditor onwards with knowledge and concepts of MS Excel

**Syllabus Modules:**

- 1. Introduction to Artificial Intelligence (AI)
- 2. Use of AI in Audit Techniques
- 3. Use of AI models in governance
- 4. Benefits of data-driven decision making
- 5. Introduction to OCR, data extraction from PDF
- 6. Machine Learning and Data Modeling using Python

Nominated User Office	Slots Demanded	Slots Allotted
AG (A & E)	6	6
DGA (ER)	1	1
DGA (SER)	1	1
PDA (RPU & MR)	1	1
PAG (Au-II)	5	5
DGA (Central)	3	3
DGA (AF&WR); Branch: Kolkata	1	1
PAG (Au-I)	6	6
DGA (Mines)	7	7
<b>Total Confirmed Slots</b>	<b>31</b>	

## PROGRAMME 7 • INFORMATION TECHNOLOGY

### IT Audit (Theory & Practical)

**Duration & Timeline:** 7 days 21.9.26 to 29.9.26

**Target Cadre:** Auditor onwards with basic knowledge and concepts of Auditing and IT System

**Syllabus Modules:**

- 1. Introduction to IT Audit
- 2. IT Governance
- 3. Risk Management in IT
- 4. Information Security Audit
- 5. Business Continuity and Disaster Recovery Plan
- 6. Case study

Nominated User Office	Slots Demanded	Slots Allotted
DGA (Coal)	4	4
PAG (Au-I)	4	4
DGA (Central)	19	19
DGA (ESD) Kolkata branch	1	1
DGA (Mines)	2	2
DGA (ER)	2	2
DGA (SER)	2	2
PDA (RPU & MR)	2	2
DGA (OF)	2	2
<b>Total Confirmed Slots</b>	<b>38</b>	

# TRAINING DATA ANALYTICS & INSIGHTS

The charts below present an analytical view of the 2026-27 Calendar of Training Programmes (CoTP). These visualizations highlight demand distributions across notified IA&AD user offices and the volume of training courses scheduled from April through September.

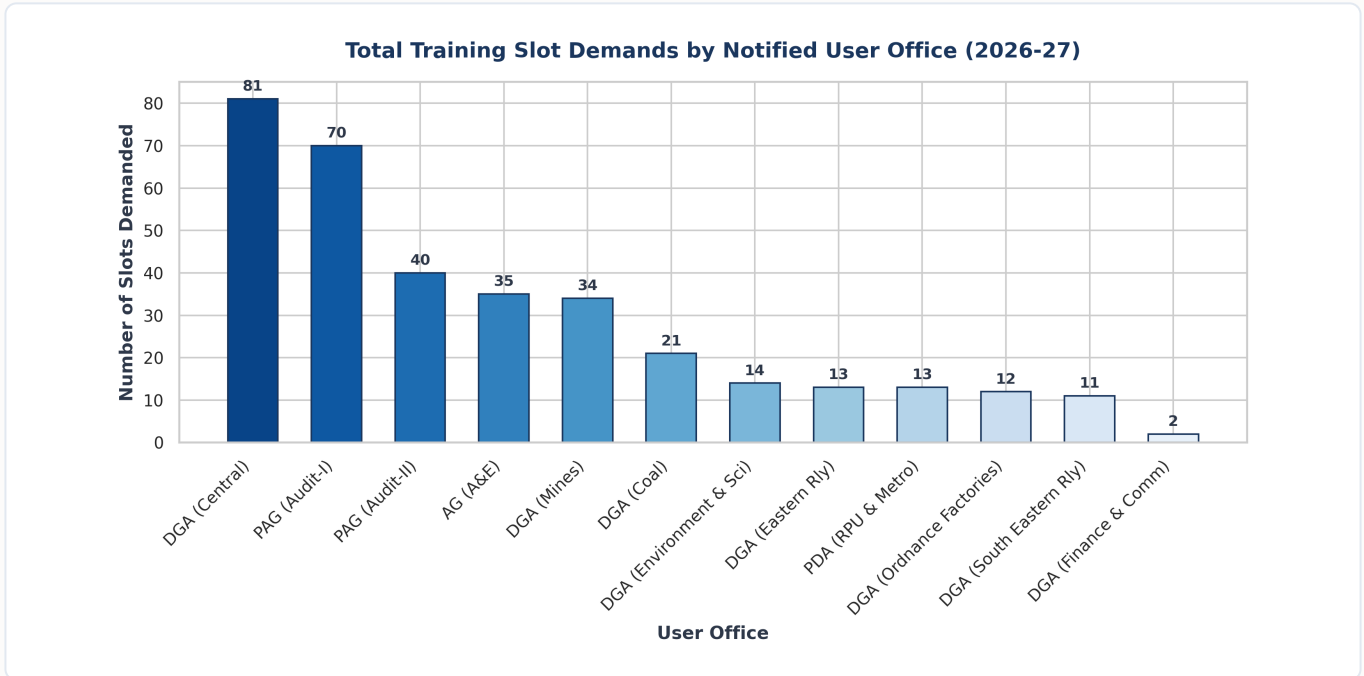


Figure 1: Aggregate training slots demanded by notified user offices.

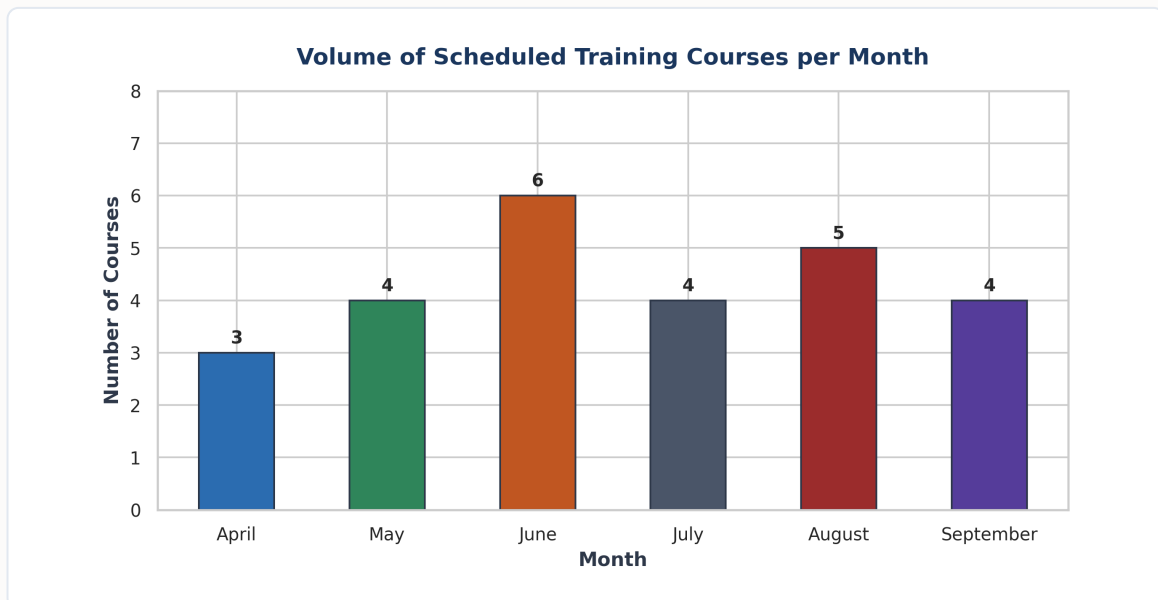


Figure 2: Distribution of scheduled training volume per month.



# **REGIONAL CAPACITY BUILDING AND KNOWLEDGE INSTITUTE**

## **KOLKATA**

3rd MSO Building, CGO Complex, 5th Floor, 'A' Wing,  
DF Block, Salt Lake, Sector-I, Kolkata - 700064  
West Bengal, India

---

Official Calendar of Training Programmes (CoTP) • Year 2026-27  
Indian Audit and Accounts Department (IA&AD)