Calendar
Of
TRAINING PROGRAMMES
2018 – 19

INDIAN AUDIT & ACCOUNTS DEPARTMENT

REGIONAL TRAINING INSTITUTE, JAIPUR

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Preface

It gives me great pleasure to forward the Training Calendar 2018-19 of the Regional Training Institute, Jaipur. The training calendar sets out the training courses - General as well as EDP planned by the Institute to be conducted during the year 2018-19. The calendar has been drawn up on the basis of training needs projected by user offices and instructions of the Headquarters Office received from time to time. In designing the courses, participant's 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 bound to continually improve 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 programmes through continuous review of the course structure, expert faculty engagement and improvement in training aids.

As upgradation of facilities in RTI, Ceiling mounted projectors have been installed in Conference Hall, Lecture Room and EDP Labs for better Power Point Presentations, two internet enabled computers have been placed in Reading Room for trainees for reviewing video training materials etc.

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 for making it a true centre of training and learning.

Vidhu Sood
Principal Director

A.   PROFILE

I.   Introduction

The Regional Training 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 now entered 32ndyear of its smooth functioning. The Institute conducts General and EDP courses for Group B and C officials of linked offices of Indian Audit & Accounts Department. This apart, the Institute also holds seminars for IA&AS Officers/Group B Officers.

As on date, the Institute caters primarily to the training needs of 31 offices (for General programmes and EDP programmes) located in the states of Rajasthan, Gujarat, Haryana and Delhi.

Organizational set up

The Regional Training Institute is headed by Principal Director who exercises administrative as well as financial powers as Head of the Department. He is assisted by two Sr.AO/AO, one AO (EDP) two AAOs (EDP) and one AAO (Admn.)

Members of core faculty and other staff are appointed on 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.

Methodology of Training

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

II.   REGIONAL ADVISORY COMMITTEE (RAC)
Composition of RAC, RTI, Jaipur

(i)   Principal Accountant General (General and Social Sector Audit), Rajasthan, Jaipur.

(ii)   Principal Accountant General (A&E), Rajasthan, Jaipur

(iii)   Accountant General (Economic and Revenue Sector Audit), Rajasthan, Jaipur.

(iv)   Principal Director of Audit (NWR), Jaipur

(v)   Accountant General (Economic and Revenue Sector Audit), Gujarat, Ahmedabad.

(vi)   Accountant General (General and Social Sector Audit), Gujarat, Rajkot.

(vii)   Accountant General (A&E), Gujarat, Rajkot.

(viii) Principal Director of Audit (Central), Ahmedabad.

(ix)   Principal Accountant General (Audit), Haryana, Chandigarh.

(x)   Accountant General (A&E), Haryana, Chandigarh.

(xi)   Principal Director of Audit (Defence Service), WC, Chandigarh

(xii)   Officer-in-Charge, Regional Training Centre, New Delhi

(xiii) Representative from Headquarters Office.

(xiv)   Principal Director, RTI, Jaipur (Member Secretary)

III. Jurisdiction of RTI

List of User Offices

For All Types of Courses

S.NO.	NAME OF THE OFFICE	STATION
1.	PAG(A&E), Rajasthan	Jaipur
2.	PAG(A&E), Haryana	Chandigarh
3.	AG(A&E), Gujarat	Rajkot
4.	PAG(G&SSA), Rajasthan	Jaipur
5.	AG(E&RSA), Rajasthan	Jaipur
6.	PAG(Audit), Haryana	Chandigarh
7.	AG(E&RSA), Gujarat	Ahmedabad
8.	AG(G&SSA), Gujarat	Rajkot
9.	PDA(NWR), Jaipur	Jaipur
10.	PDA, (DS) Chandigarh	Chandigarh
11.	P&T Audit Office (Branch)	Jaipur
12.	P&T Audit Office (Branch)	Ahmedabad
13.	Western Railway Audit Office (Branch)	Ahmedabad
14.	MAB-II Mumbai (Branch)	Baroda
15.	Principal Director of Audit (Central), Ahmedabad	Ahmedabad
16.	PDA (Central), Ahmedabad (Branch)	Jaipur

List of User offices

ForAdvanced Value Added Courses only

S.NO	NAME OF OFFICE	STATION
17.	CAG's Office	New Delhi
18.	Director General of Audit, Defence Services	New Delhi
19.	Director General of Audit, Central Expenditure	New Delhi
20.	Director General of Audit, Central Receipt	New Delhi
21.	Principal Director of Audit, Air Force & Navy	New Delhi
22.	Principal Director of Audit, Scientific Departments	New Delhi
23.	Principal Director of Audit, Economic & Service Ministries	New Delhi
24.	Principal Accountant General (Audit)	New Delhi
25.	Principal Director of Commercial Audit & Ex-Officio Member, Audit Board-I	New Delhi
26.	Principal Director of Commercial Audit & Ex-Officio Member, Audit Board-II	New Delhi
27.	Principal Director of Commercial Audit & Ex-Officio Member, Audit Board-III	New Delhi
28.	Principal Director of Commercial Audit & Ex-Officio Member, Audit Board-IV	New Delhi
29.	Principal Director of Audit Northern Railway	New Delhi
30.	Director General of Audit, (P & T)	Delhi
31.	Defence Audit Office	Delhi Cantt.

IV. Knowledge Centre

RTI Jaipur is declared as knowledge centre in the area of "**Social Sector Audit**" and **"Performance Audit**. Special Courses and Seminars relating to these topics are being organized.

A seminar on Performance Audit was organised from 21.08.2017 to 23.08.2017 and Social Sector Audit and Gender Mainstreaming & Policies was organised from 14.02.2018 to 16.02.2018 seminar on in which Group officers as nominated by HQrs office also participated.

V. **Courses at a Glance**

Abstract of General Courses

Sl. No.	Course Title	No of Course	Courses Duration
1	Rules and Principles of Govt. Accounting, Overview of Accounts Compilation-Finance and Appropriation Accounts, Introduction to IFMS	1	5
2	Ind.AS	2	5
3	International Standards of Supreme Audit Institutions (ISSAI)	2	3
4	Social Sector Audit (Including concepts of CCO based audit Compliance audit guidelines & Gender Mainstreaming)	1	5
5	Audit Planning (including statistics and sampling in audit & risk based audit approach)	2	5
6	Qualitative issues in Accounts Offices including exposure to IFMS and essential features of VLC	1	5
7	Audit Evidence, Documentation & Reporting	2	3
8	Accounting of Works and Audit of works contracts	1	5
9	Environment Audit	1	3
10	Workshop on Goods and Services Tax	3	5
11	Financial Attest Audit , FAA Guidelines, SFR)	1	5
12	Private sector Financial Reporting, Audit of PSUs, Main features of Companies Act 2013	1	5
13	Seminar on Performance Audit (For Group Officers and Sr. AOs)	1	3
14	Management Development Programme	1	5
15	Performance Audit (PA Guideline, Sector case studies, distinguishing features of Thematic audits, exposure to SDGs, Gender Mainstreaming in policy and programmes etc)	2	5
16	Audit of Public Private Partnership (PPP) Projects	1	5
17	Treasury Inspection (as per HQs Direction)	1	6
18	Audit of Direct Taxes for Group 'A' and Group 'B'	1	5
19	Financial Reporting Framework and audit of ABs, ULBs, PRIs	1	5
20	Seminar on Social Sector Audit and Gender Mainstreaming (For Group Officers and Sr. AOs)	1	3
21	Audit Quality Management Framework	1	3

Abstract of EDP (Information System) Courses

S. No.	Course Title	No. of courses	Course Duration
1.	Oracle (SQL)	04	05
2.	Level 2, Group I Database concept, system concepts and Introduction to MS Access.	05	05
3.	Audit in IT Environment	05	06
4.	Linux	02	05
5.	Forms & Reports in Oracle 11g	03	04

Calendar of Training Programme of General Courses (Annexure-I)
Draft CALENDAR OF TRAINING PROGRAMMES 2018-19
GENERAL COURSES
(For Sr. AOs/AOs/AAOs)

SNo.	Course Name	Date	Days	Office Name	Slots	Total
APRIL-2018						
1	Rules and Principles of Govt. Accounting, Overview of Accounts Compilation-Finance and Appropriation Accounts, Introduction to IFMS	16.04.2018 to 20.04.2018	5	PAG(A&E), Rajasthan	4	26
				PAG(G&SSA), Rajasthan	1	
				PDA(NWR), Jaipur	1	
				P&T Jaipur	1	
				AG(A&E), Gujarat	3	
				AG(E&RSA), Gujarat	1	
				P&T Ahmedabad	1	
				PDA (Central) Ahmedabad	5	
				PAG(Audit), Haryana	1	
				PAG(A&E), Haryana	2	
				DGA (CE), New Delhi	4	
				HQRs Office, New Delhi	2	
2	Ind.AS	23-04-2018 to 27-04-2018	5	PAG(A&E), Rajasthan	1	25
				AG(E&RSA), Rajasthan	10	
				PDA(NWR), Jaipur	1	
				P&T Jaipur	1	
				PDA (Central) Jaipur	1	
				AG(E&RSA), Gujarat	1	
				P&T Ahmedabad	1	
				PDA (Central) Ahmedabad	2	
				PAG(Audit), Haryana	2	
				MAB-II Mumbai	1	
				DGA (CE), New Delhi	1	
				PAG (Audit), New Delhi	1	
				PDCA MAB-III New Delhi	1	
				PDCA MAB-IV New Delhi	1	
MAY-2018						
3	International Standards of Supreme Audit Institutions (ISSAI)	02.05.2018 to 04.05.2018	3	PAG(A&E), Rajasthan	1	20
				PAG(G&SSA), Rajasthan	2	
				AG(E&RSA), Rajasthan	2	
				PDA(NWR), Jaipur	1	
				PDA (Central) Jaipur	1	
				AG(A&E), Gujarat	2	
				AG(G&SSA), Gujarat	1	
				P&T Ahmedabad	1	
				PDA (Central) Ahmedabad	2	
				PAG(Audit), Haryana	3	
				DGA (DS) New Delhi	1	
				PDCA MAB-III New Delhi	1	
				HQRs Office, New Delhi	2	
4	Social Sector Audit (Including concepts	07.05.2018 to	5	PAG(G&SSA), Rajasthan	4	15
				PDA(NWR), Jaipur	1	

6	of CCO based audit Compliance audit guidelines & Gender Mainstreaming)	11.05.2018		AG(G&SSA), Gujarat	2	
				PDA (Central) Ahmedabad	2	
				PAG(Audit), Haryana	1	
				DGA (E&SM) New Delhi	2	
				DGA (CE), New Delhi	2	
				PDCA MAB-III New Delhi	1	
5	Audit Planning (including statistics and sampling in audit & risk based audit approach)	21.05.2018 to 25.05.2018	5	PAG(A&E), Rajasthan	2	22
				PAG(G&SSA), Rajasthan	3	
				AG(E&RSA), Rajasthan	2	
				PDA(NWR), Jaipur	1	
				PDA (Central) Jaipur	1	
				AG(G&SSA), Gujarat	1	
				AG(E&RSA), Gujarat	3	
				PDA (Central) Ahmedabad	2	
				PAG(Audit), Haryana	1	
				PDA, (DS) Chandigarh	1	
				DGA (E&SM) New Delhi	1	
				DGA (DS) New Delhi	2	
				PDCA MAB-III New Delhi	1	
				HQRs Office, New Delhi	1	

JUNE-2018

6	Qualitative issues in Accounts Offices including exposure to IFMS and essential features of VLC	04.06.2018 to 08.06.2018	5	PAG(A&E), Rajasthan	6	29
				PAG(G&SSA), Rajasthan	3	
				AG(E&RSA), Rajasthan	2	
				PDA(NWR), Jaipur	1	
				P&T Jaipur	1	
				AG(A&E), Gujarat	4	
				AG(E&RSA), Gujarat	2	
				PDA (Central) Ahmedabad	2	
				PAG(Audit), Haryana	2	
				PAG(A&E), Haryana	2	
				DGA (DS) New Delhi	1	
				DGA (CE), New Delhi	1	
				HQRs Office, New Delhi	2	
7	Audit Evidence, Documentation & Reporting	13.06.2018 to 15.06.2018	3	PAG(A&E), Rajasthan	1	19
				PAG(G&SSA), Rajasthan	2	
				AG(E&RSA), Rajasthan	2	
				PDA(NWR), Jaipur	1	
				PDA (Central) Jaipur	2	
				AG(G&SSA), Gujarat	1	
				AG(E&RSA), Gujarat	1	
				PDA (Central) Ahmedabad	3	
				PDA, (DS) Chandigarh	1	
				DGA (E&SM) New Delhi	1	
				DGA (DS) New Delhi	1	
				DGA (CE), New Delhi	1	
				PDCA MAB-IV New Delhi	1	
				PDA (NR), New Delhi	1	
8	Accounting of	25.06.2018	5	PAG(A&E), Rajasthan	2	29

				PAG(G&SSA), Rajasthan	4	
	Works and Audit of works contracts	to 29.06.2018		AG(E&RSA), Rajasthan	2	
				PDA(NWR), Jaipur	1	
				P&T Jaipur	1	
				AG(E&RSA), Gujarat	3	
				P&T Ahmedabad	1	
				PDA (Central) Ahmedabad	2	
				PAG(Audit), Haryana	3	
				PDA, (DS) Chandigarh	1	
				DGA (DS) New Delhi	3	
				DGA (CE), New Delhi	1	
				PAG (Audit), New Delhi	3	
				PDA (NR), New Delhi	1	
				HQRs Office, New Delhi	1	
JULY-2018						
9	Environment Audit	04.07.2018 to 06.07.2018	3	PAG(G&SSA), Rajasthan	2	12
				AG(E&RSA), Rajasthan	1	
				PDA(NWR), Jaipur	1	
				P&T Jaipur	1	
				PDA (Central) Jaipur	1	
				PDA (Central) Ahmedabad	3	
				PAG(Audit), Haryana	2	
				HQRs Office, New Delhi	1	
10	Workshop on Goods and Services Tax(For Group Officers and Sr.Aos Aos & AAOs)	23.07.2018 to 27.07.2018	5	*Group Officer*	5	28
				PAG(A&E), Rajasthan	2	
				AG(E&RSA), Rajasthan	1	
				PDA(NWR), Jaipur	1	
				PDA (Central) Jaipur	3	
				AG(A&E), Gujarat	1	
				AG(E&RSA), Gujarat	2	
				P&T Ahmedabad	1	
				PDA (Central) Ahmedabad	5	
				PAG(Audit), Haryana	3	
				MAB-II Mumbai	1	
				DGA (E&SM) New Delhi	1	
				PAG (Audit), New Delhi	1	
				PDA (NR), New Delhi	1	

AUGUST-2018						
11	Financial Attest Audit (FAAM, FAA Guidelines State Finance report. (Hands on work on SFR including basic understanding of economics and appreciation of financial indicators etc)	06.08.2018 to 10.08.2018	5	PAG(A&E), Rajasthan	2	35
				PAG(G&SSA), Rajasthan	5	
				AG(E&RSA), Rajasthan	2	
				PDA(NWR), Jaipur	2	
				P&T Jaipur	1	
				PDA (Central) Jaipur	3	
				AG(A&E), Gujarat	2	
				AG(G&SSA), Gujarat	2	
				AG(E&RSA), Gujarat	2	
				PDA (Central) Ahmedabad	3	
				PAG(Audit), Haryana	1	
				PDA, (DS) Chandigarh	1	
				DGA (DS) New Delhi	1	
				PAG (Audit), New Delhi	2	
				PDCA MAB-III New Delhi	2	
				PDA (NR), New Delhi	1	
				HQRs Office, New Delhi	3	
12	Private sector Financial Reporting, Audit of PSUs, Main features of Companies Act 2013	27.08.2018 to 31.08.2018	5	PAG(G&SSA), Rajasthan	4	26
				AG(E&RSA), Rajasthan	5	
				PDA(NWR), Jaipur	1	
				P&T Jaipur	1	
				PDA (Central) Jaipur	1	
				AG(G&SSA), Gujarat	2	
				PDA (Central) Ahmedabad	3	
				PAG(Audit), Haryana	3	
				MAB-II Mumbai	1	
				PAG (Audit), New Delhi	1	
				HQRs Office, New Delhi	4	
SEPTEMBER-2018						
13	Seminar on Performance Audit (For Group Officers and Sr.Aos Aos & AAOs)	04.09.2018 to 06.09.2018	3	*Group Officer*	5	33
				PAG(G&SSA), Rajasthan	3	
				AG(E&RSA), Rajasthan	3	
				PDA(NWR), Jaipur	2	
				P&T Jaipur	1	
				PDA (Central) Jaipur	2	
				AG(G&SSA), Gujarat	1	
				AG(E&RSA), Gujarat	4	
				PDA (Central) Ahmedabad	5	
				DGA (E&SM) New Delhi	2	
				DGA (CE), New Delhi	2	
				PDCA MAB-III New Delhi	2	
				HQRs Office, New Delhi	1	

14	Management Development Programme	10.09.2018 to 14.09.2018	5	PAG(A&E), Rajasthan	2	27
				PAG(G&SSA), Rajasthan	2	
				AG(E&RSA), Rajasthan	1	
				PDA(NWR), Jaipur	2	
				P&T Jaipur	1	
				PDA (Central) Jaipur	1	
				AG(A&E), Gujarat	5	
				AG(G&SSA), Gujarat	1	
				AG(E&RSA), Gujarat	1	
				PDA (Central) Ahmedabad	2	
				PAG(A&E), Haryana	2	
				DGA (CE), New Delhi	2	
				DGA (CR), New Delhi	1	
				HQRs Office, New Delhi	4	
15	Performance Audit (PA Guideline, Sector case studies, distinguishing features of Thematic audits, exposure to SDGs, Gender Mainstreaming in policy and programmes etc)	24.09.2018 to 28.09.2018	5	PAG(A&E), Rajasthan	1	22
				PAG(G&SSA), Rajasthan	3	
				AG(E&RSA), Rajasthan	2	
				PDA(NWR), Jaipur	1	
				PDA (Central) Jaipur	2	
				AG(G&SSA), Gujarat	1	
				AG(E&RSA), Gujarat	3	
				PDA (Central) Ahmedabad	3	
				PAG(Audit), Haryana	1	
				MAB-II Mumbai	1	
				DGA (DS) New Delhi	1	
				PDCA MAB-III New Delhi	1	
				HQRs Office, New Delhi	2	

OCTOBER-2018

16	Workshop on Goods and Services Tax	08.10.2018 to 12.10.2018	5	PAG(A&E), Rajasthan	2	26
				AG(E&RSA), Rajasthan	2	
				PDA (Central) Jaipur	3	
				AG(A&E), Gujarat	2	
				AG(E&RSA), Gujarat	2	
				PDA (Central) Ahmedabad	5	
				PAG(Audit), Haryana	3	
				DGA (E&SM) New Delhi	1	
				DGA (DS) New Delhi	1	
				PAG (Audit), New Delhi	1	
				PDA (NR), New Delhi	1	
				HQRs Office, New Delhi	3	

				PAG(G&SSA), Rajasthan	3	
17	Audit of Public Private Partnership (PPP) Projects	22.10.2018 to 26.10.2018	5	AG(E&RSA), Rajasthan	2	15
				PDA(NWR), Jaipur	1	
				P&T Jaipur	1	
				PDA (Central) Jaipur	2	
				AG(G&SSA), Gujarat	2	
				PDA (Central) Ahmedabad	2	
				PAG(Audit), Haryana	1	
				MAB-II Mumbai	1	

November-2018

				PAG(A&E), Rajasthan	5	
18	Treasury Inspection (as per HQs Direction)	12.11.2018 To 17.11.2018	6	AG(A&E), Gujarat	5	15
				PAG(A&E), Haryana	5	

				PAG(A&E), Rajasthan	2	
19	Audit Planning (including statistics and sampling in audit & risk based audit approach)	26.11.2018 To 30.11.2018	5	PAG(G&SSA), Rajasthan	2	21
				AG(E&RSA), Rajasthan	2	
				PDA(NWR), Jaipur	1	
				P&T Jaipur	1	
				PDA (Central) Jaipur	1	
				AG(G&SSA), Gujarat	1	
				AG(E&RSA), Gujarat	2	
				P&T Ahmedabad	1	
				PDA (Central) Ahmedabad	2	
				PAG(Audit), Haryana	1	
				MAB-II Mumbai	1	
				DGA (E&SM) New Delhi	1	
				DGA (DS) New Delhi	1	
				PAG (Audit), New Delhi	1	
				HQRs Office, New Delhi	1	

December-2018

				PAG(A&E), Rajasthan	1	
20	Ind.AS	03.12.2018 to 07.12.2018	5	PAG(G&SSA), Rajasthan	1	23
				AG(E&RSA), Rajasthan	10	
				PDA (Central) Jaipur	2	
				AG(E&RSA), Gujarat	1	
				PDA (Central) Ahmedabad	2	
				PAG(Audit), Haryana	3	
				DGA (CE), New Delhi	1	
				PDCA MAB-III New Delhi	1	
				HQRs Office, New Delhi	1	

				PAG(A&E), Rajasthan	1	
21	International Standards of Supreme Audit Institutions (ISSAI)	12.12.2018 to 14.12.2018	3	PAG(G&SSA), Rajasthan	2	18
				AG(E&RSA), Rajasthan	1	
				PDA(NWR), Jaipur	1	
				P&T Jaipur	1	
				PDA (Central) Jaipur	1	
				AG(A&E), Gujarat	3	
				AG(G&SSA), Gujarat	1	
				PDA (Central) Ahmedabad	2	
				PAG(Audit), Haryana	2	
				PDA, (DS) Chandigarh	1	
				PDCA MAB-III New Delhi	1	
				PDA (NR), New Delhi	1	
22	Audit of Direct taxes (For Group Officers and Sr.Aos Aos & AAOs)	17.12.2018 to 21.12.2018	5	*Group Officer*	5	19
				PAG(A&E), Rajasthan	2	
				PDA(NWR), Jaipur	2	
				PDA (Central) Jaipur	3	
				PDA (Central) Ahmedabad	4	
				PAG(Audit), Haryana	1	
				DGA (E&SM) New Delhi	1	
				PDCA MAB-III New Delhi	1	

January-2019

				PAG(G&SSA), Rajasthan	4	
23	Financial Reporting Framework and audit of ABs, ULBs, PRIs	07.01.2019 to 11.01.2019	5	PDA(NWR), Jaipur	1	19
				AG(G&SSA), Gujarat	2	
				AG(E&RSA), Gujarat	2	
				PDA (Central) Ahmedabad	2	
				PAG(Audit), Haryana	2	
				PDA, (DS) Chandigarh	1	
				MAB-II Mumbai	1	
				DGA (CE), New Delhi	2	
				PAG (Audit), New Delhi	1	
				HQRs Office, New Delhi	1	
24	Audit Evidence, Documentation & Reporting	16.01.2019 To 18.01.2019	3	PAG(A&E), Rajasthan	1	18
				PAG(G&SSA), Rajasthan	2	
				AG(E&RSA), Rajasthan	1	
				PDA(NWR), Jaipur	1	
				P&T Jaipur	1	
				PDA (Central) Jaipur	2	
				AG(G&SSA), Gujarat	1	
				AG(E&RSA), Gujarat	1	
				PDA (Central) Ahmedabad	3	
				PAG(Audit), Haryana	1	
				MAB-II Mumbai	1	
				DGA (E&SM) New Delhi	1	
				DGA (CE), New Delhi	1	
				PDA (NR), New Delhi	1	

				February-2019			
25	Seminar on Social Sector Audit and Gender Mainstreaming (For Group Officers and Sr. AOs)	06.02.2019 To 08.02.2018	3	*Group Officer*	5	15
				PAG(G&SSA), Rajasthan	3	
				PDA(NWR), Jaipur	1	
				AG(G&SSA), Gujarat	1	
				PDA (Central) Ahmedabad	1	
				PAG(Audit), Haryana	1	
				DGA (E&SM) New Delhi	1	
				DGA (CE), New Delhi	2	
26	Workshop on Goods and Services Tax	18.02.2019 to 22.02.2019	5	PAG(A&E), Rajasthan	1	25
				AG(E&RSA), Rajasthan	2	
				P&T Jaipur	1	
				PDA (Central) Jaipur	2	
				AG(A&E), Gujarat	2	
				AG(E&RSA), Gujarat	3	
				PDA (Central) Ahmedabad	7	
				PAG(Audit), Haryana	2	
				PAG (Audit), New Delhi	1	
				PDA (NR), New Delhi	1	
				HQRs Office, New Delhi	3	
				March-2018			
27	Performance Audit (PA Guideline, Sector case studies, distinguishing features of Thematic audits, exposure to SDGs, Gender Mainstreaming in policy and programmes etc)	11.03.2019 to 15.03.2019	5	PAG(A&E), Rajasthan	1	22
				PAG(G&SSA), Rajasthan	2	
				AG(E&RSA), Rajasthan	3	
				PDA(NWR), Jaipur	1	
				P&T Jaipur	1	
				PDA (Central) Jaipur	1	
				AG(G&SSA), Gujarat	1	
				AG(E&RSA), Gujarat	2	
				P&T Ahmedabad	1	
				PDA (Central) Ahmedabad	3	
				PDA, (DS) Chandigarh	1	
				DGA (DS) New Delhi	1	
				PDCA MAB-III New Delhi	2	
				HQRs Office, New Delhi	2	
28	Audit Quality Management Framework	25.03.2019 to 27.03.2019	3	PAG(G&SSA), Rajasthan	3	18
				AG(E&RSA), Rajasthan	1	
				PDA(NWR), Jaipur	2	
				P&T Jaipur	1	
				PDA (Central) Jaipur	4	
				AG(G&SSA), Gujarat	1	
				PDA (Central) Ahmedabad	3	
				PAG(Audit), Haryana	1	
				PDA, (DS) Chandigarh	1	
				PDA (NR), New Delhi	1	

CALENDAR OF TRAINING PROGRAMMES 2018-19
For Information Technology (EDP Lab - I&II) Courses
Target Group: Group B and C officers as per criteria

Sl. No.	Course Name	Date	Days	Office Name	Slots	Total
APRIL 2018						
1	Audit in IT Environment	16-04-2018 to 21-04-2018	6	PAG(A&E), Rajasthan	1	20
				AG(E&RSA), Rajasthan	3	
				PDA (Central) Jaipur	2	
				AG(A&E), Gujarat	1	
				AG(E&RSA), Gujarat	2	
				P&T Ahmedabad	1	
				PDA (Central) Ahmedabad	2	
				PAG(Audit), Haryana	1	
				PAG(A&E), Haryana	3	
				PAG (Audit), New Delhi	1	
				PDCA MAB-III New Delhi	1	
				HQRs office New Delhi	2	
MAY 2018						
2	Oracle (SQL)	07-05-2018 to 11-05-2018	5	PAG(A&E), Rajasthan	1	19
				PAG(G&SSA), Rajasthan	1	
				AG(E&RSA), Rajasthan	2	
				P&T Jaipur	1	
				PDA (Central) Jaipur	1	
				AG(A&E), Gujarat	1	
				AG(E&RSA), Gujarat	3	
				PDA (Central) Ahmedabad	3	
				PAG(A&E), Haryana	2	
				DGA (E&SM) New Delhi	1	
				DGA (CE), New Delhi	1	
				PDCA MAB-III New Delhi	1	
				HQRs Office New Delhi	1	
3	Linux	14-05-2018 to 18-05-2018	5	PAG(A&E), Rajasthan	2	20
				PDA(NWR), Jaipur	2	
				P&T Jaipur	1	
				PDA (Central) Jaipur	3	
				AG(A&E), Gujarat	3	
				AG(E&RSA), Gujarat	1	
				PDA (Central) Ahmedabad	3	
				PAG(Audit), Haryana	1	
				PAG(A&E), Haryana	2	
				DGA (DS) New Delhi	1	
				DGA (E&SM) New Delhi	1	

				JUNE 2018		
				PAG(A&E), Rajasthan	1	
				PAG(G&SSA), Rajasthan	1	
				AG(E&RSA), Rajasthan	1	
				PDA(NWR), Jaipur	1	
4	Forms & Reports in Oracle 11g	04-06-2018 to 07-06-2018	4	PDA (Central) Jaipur	2	16
				AG(A&E), Gujarat	2	
				AG(E&RSA), Gujarat	2	
				PDA (Central) Ahmedabad	3	
				PAG(A&E), Haryana	2	
				DGA (E&SM) New Delhi	1	
				PAG(A&E), Rajasthan	2	
				PAG(G&SSA), Rajasthan	2	
				AG(E&RSA), Rajasthan	1	
	Level 2, Group I Database concept, system concepts and Introduction to MS Access.			PDA(NWR), Jaipur	1	
5		18-06-2018 to 22-06-2018	5	PDA (Central) Jaipur	1	19
				AG(A&E), Gujarat	1	
				AG(E&RSA), Gujarat	4	
				PDA (Central) Ahmedabad	3	
				PAG(Audit), Haryana	1	
				PAG(A&E), Haryana	2	
				DGA (DS) New Delhi	1	
				JULY 2018		
				PAG(A&E), Rajasthan	1	
				PAG(G&SSA), Rajasthan	1	
				AG(E&RSA), Rajasthan	2	
				P&T Jaipur	1	
				PDA (Central) Jaipur	1	
6	Audit in IT Environment	16-07-2018 to 21-07-2018	6	AG(A&E), Gujarat	2	19
				AG(G&SSA), Gujarat	1	
				PDA (Central) Ahmedabad	3	
				PAG(A&E), Haryana	3	
				DGA (DS) New Delhi	2	
				PAG (Audit), New Delhi	1	
				PDCA MAB-III New Delhi	1	
				AUGUST 2018		
				PAG(A&E), Rajasthan	1	
				PAG(G&SSA), Rajasthan	2	
				AG(E&RSA), Rajasthan	1	
				PDA(NWR), Jaipur	1	
				P&T Jaipur	1	
	Level 2, Group I Database concept, system concepts and Introduction to MS Access.			PDA (Central) Jaipur	1	
7		06-08-2018 to 10-08-2018	5	AG(A&E), Gujarat	1	19
				AG(G&SSA), Gujarat	1	
				AG(E&RSA), Gujarat	3	
				PDA (Central) Ahmedabad	3	
				PAG(Audit), Haryana	1	
				PAG(A&E), Haryana	2	
				DGA (DS) New Delhi	1	

				PAG(A&E), Rajasthan	1	
8	Oracle (SQL)	27-08-2018 to 31-08-2018	5	PAG(G&SSA), Rajasthan	1	19
				AG(E&RSA), Rajasthan	1	
				PDA(NWR), Jaipur	1	
				PDA (Central) Jaipur	2	
				AG(A&E), Gujarat	1	
				AG(E&RSA), Gujarat	3	
				PDA (Central) Ahmedabad	3	
				PAG(Audit), Haryana	1	
				PAG(A&E), Haryana	2	
				DGA (E&SM) New Delhi	1	
				DGA (CE), New Delhi	1	
				HQRs Office New Delhi	1	

SEPTEMBER 2018

				PAG(A&E), Rajasthan	2	
9	Forms & Reports in Oracle 11g	04-09-2018 to 07-09-2018	4	AG(E&RSA), Rajasthan	1	17
				PDA(NWR), Jaipur	1	
				PDA (Central) Jaipur	1	
				AG(A&E), Gujarat	2	
				AG(E&RSA), Gujarat	3	
				PDA (Central) Ahmedabad	3	
				MAB-II Mumbai	1	
				DGA (DS) New Delhi	1	
				HQRs Office New Delhi	2	
10	Audit in IT Environment	10-09-2018 to 15-09-2018	6	PAG(G&SSA), Rajasthan	1	19
				AG(E&RSA), Rajasthan	4	
				PDA(NWR), Jaipur	1	
				P&T Jaipur	1	
				PDA (Central) Jaipur	1	
				AG(A&E), Gujarat	1	
				AG(G&SSA), Gujarat	1	
				PDA (Central) Ahmedabad	2	
				PAG(Audit), Haryana	1	
				PAG(A&E), Haryana	4	
				DGA (DS) New Delhi	2	

OCTOBER 2018

				PAG(A&E), Rajasthan	1	
11	Level 2, Group I Database concept, system concepts and Introduction to MS Access.	08-10-2018 to 12-10-2018	5	PAG(G&SSA), Rajasthan	1	19
				AG(E&RSA), Rajasthan	1	
				PDA(NWR), Jaipur	1	
				PDA (Central) Jaipur	2	
				AG(A&E), Gujarat	1	
				AG(G&SSA), Gujarat	1	
				AG(E&RSA), Gujarat	2	
				PDA (Central) Ahmedabad	2	
				PAG(Audit), Haryana	2	
				DGA (DS) New Delhi	2	
				PDA (NR), New Delhi	1	
				HQRs Office New Delhi	2	

12	Audit in IT Environment	29-10-2018 to 03-11-2018	6	PAG(A&E), Rajasthan	1	20
				PAG(G&SSA), Rajasthan	1	
				AG(E&RSA), Rajasthan	2	
				P&T Jaipur	1	
				PDA (Central) Jaipur	2	
				AG(A&E), Gujarat	1	
				AG(G&SSA), Gujarat	1	
				PDA (Central) Ahmedabad	3	
				PAG(Audit), Haryana	2	
				PAG(A&E), Haryana	3	
				DGA (DS) New Delhi	1	
				HQRs office New Delhi	2	

NOVEMBER 2018

13	Oracle (SQL)	12-11-2018 to 16-11-2018	5	PAG(A&E), Rajasthan	1	18
				PAG(G&SSA), Rajasthan	1	
				AG(E&RSA), Rajasthan	1	
				PDA(NWR), Jaipur	1	
				PDA (Central) Jaipur	1	
				AG(A&E), Gujarat	1	
				AG(E&RSA), Gujarat	3	
				PDA (Central) Ahmedabad	3	
				PAG(Audit), Haryana	1	
				PAG(A&E), Haryana	2	
				MAB-II Mumbai	1	
				DGA (CE), New Delhi	1	
				HQRs Office New Delhi	1	
14	Level 2, Group I Database concept, system concepts and Introduction to MS Access.	26-11-2018 to 30-11-2018	5	PAG(A&E), Rajasthan	1	20
				PAG(G&SSA), Rajasthan	2	
				AG(E&RSA), Rajasthan	1	
				PDA(NWR), Jaipur	1	
				P&T Jaipur	1	
				PDA (Central) Jaipur	2	
				AG(A&E), Gujarat	1	
				AG(G&SSA), Gujarat	1	
				AG(E&RSA), Gujarat	2	
				PDA (Central) Ahmedabad	2	
				PAG(Audit), Haryana	1	
				PAG(A&E), Haryana	2	
				DGA (DS) New Delhi	1	
				HQRs Office New Delhi	2	

DECEMBER 2018						
15	Linux	10-12-2018 to 14-12-2018	5	PAG(A&E), Rajasthan	3	20
				PAG(G&SSA), Rajasthan	1	
				AG(E&RSA), Rajasthan	1	
				PDA(NWR), Jaipur	1	
				PDA (Central) Jaipur	2	
				AG(A&E), Gujarat	3	
				AG(E&RSA), Gujarat	1	
				PDA (Central) Ahmedabad	4	
				PAG(Audit), Haryana	1	
				PAG(A&E), Haryana	2	
				DGA (E&SM) New Delhi	1	
JANUARY 2019						
16	Oracle (SQL)	07-01-2019 to 11-01-2019	5	PAG(A&E), Rajasthan	1	17
				PAG(G&SSA), Rajasthan	1	
				AG(E&RSA), Rajasthan	1	
				PDA(NWR), Jaipur	1	
				PDA (Central) Jaipur	2	
				AG(A&E), Gujarat	2	
				AG(E&RSA), Gujarat	2	
				P&T Ahmedabad	1	
				PDA (Central) Ahmedabad	2	
				PAG(Audit), Haryana	1	
				DGA (DS) New Delhi	3	
FEBRUARY 2019						
17	Audit in IT Environment	11-02-2019 to 16-02-2019	6	PAG(A&E), Rajasthan	1	20
				PAG(G&SSA), Rajasthan	1	
				AG(E&RSA), Rajasthan	2	
				P&T Jaipur	1	
				PDA (Central) Jaipur	1	
				AG(A&E), Gujarat	1	
				AG(G&SSA), Gujarat	1	
				AG(E&RSA), Gujarat	2	
				PDA (Central) Ahmedabad	2	
				PAG(Audit), Haryana	2	
				PAG(A&E), Haryana	3	
				DGA (DS) New Delhi	1	
				HQRs office New Delhi	2	
18	Forms & Reports in Oracle 11g	25-02-2019 to 28-02-2019	4	PAG(A&E), Rajasthan	2	16
				AG(E&RSA), Rajasthan	1	
				PDA(NWR), Jaipur	1	
				P&T Jaipur	1	
				PDA (Central) Jaipur	1	
				AG(A&E), Gujarat	2	
				AG(E&RSA), Gujarat	2	
				P&T Ahmedabad	1	
				PDA (Central) Ahmedabad	2	
				PAG(A&E), Haryana	2	
				DGA (E&SM), New Delhi	1	

MARCH 2019						
19	Level 2, Group I Database concept, system concepts and Introduction to MS Access.	25-03-2019 to 29-03-2019	5	PAG(A&E), Rajasthan	1	19
				PAG(G&SSA), Rajasthan	2	
				AG(E&RSA), Rajasthan	1	
				PDA(NWR), Jaipur	1	
				PDA (Central) Jaipur	2	
				AG(A&E), Gujarat	1	
				AG(G&SSA), Gujarat	1	
				AG(E&RSA), Gujarat	2	
				P&T Ahmedabad	1	
				PDA (Central) Ahmedabad	2	
				PAG(Audit), Haryana	1	
				PAG(A&E), Haryana	2	
				DGA (DS) New Delhi	2	

COURSE CONTENTS
2018-19

I.   General Courses

Special Course on Rules and Principles of Govt. Accounting, Overview of Accounts Compilation-Finance and Appropriation Accounts, Introduction to IFMS
(5 Working Days)
Course contents

Day	Session	TOPIC
Day 1	I& II	Introduction to Government Accounts and Overview of Government Accounting Structure
	III &IV	Budgetary Process in Government
Day 2	I & II	Overview of IFMS , Objective of IFMS , its relation to government financial Accounting and Budgeting practices, need of e-account submission, online reconciliation, role of AG office in IFMS
	III & IV	Budget module, pay-manager module, panchayati raj payment and stamp module in accordance with Budget Manual, Rajasthan Treasury Rules 2012 & GF&AR
Day 3	I & II	A brief introduction to Treasury Module, Reconciliation Module, Works Accounting Module (WAM) in the light of direction issued by Finance Department
	III & IV	A brief introduction to working of e-govt receipt accounting system (e-GRAS), interface module, Financial data warehouse module and MIS Reports under IFMS
Day 4	I & II	Inter-government Adjustments, Inward and Outward Accounts, Qualitative issues on Accounting of Debt, Deposit (including personal deposit) and Clearance of various suspense balances
	III & IV	Structure of Finance and Appropriation Accounts
Day 5	I	Quality issues in compilation , presentation and finalization of accounts
	II	Fundamentals of Ethics and code of Ethics for IA&AD
	III&IV	Evaluation and valediction.

Special Course on Ind.AS
(5 Working Days)
Course contents

DAY	SESSION	TOPIC
Day 1	I	Fundamentals of Ethics and Code of Ethics for IA& AD
	II&III	Introduction to Ind.–AS, Why there is a need of IND–AS, Applicability and Stage wise mandatory application of Ind–AS, determination of Net Worth, Ind. AS1-Presentation of financial statements Ind. AS 101- First time adoption of Indian Accounting Standards
	IV	Ind. AS 8-Accounting Policies, Changes in Accounting Estimates and Errors Ind. AS 7-Statement of Cash Flow
Day 2	I & II	Ind. AS 2- Inventories, Ind. AS 10-Events after the Reporting Period
	III & IV	Ind. As 11-Construction Contracts Ind. AS 12- Income Taxes
Day 3	I & II	Ind. AS 16- Property, Plant and Equipment Ind. AS 17- Leases Ind.AS 18- Revenue
	III & IV	Ind. As 19- Employee Benefits Ind. AS 20- Accounting for Government Grants and Disclosure of Government Assistance
Day 4	I & II	Ind. As 23- Borrowing Costs Ind. As 24- Related Party Disclosures
	III & IV	Consolidation and Business Combination (Ind. As 110,111 & 112) Consolidation and Business Combination (Ind. As 27,28 & 103)
Day 5	I & II	Ind. AS 36-Impairment of Assets Ind. AS 37-Provisions, Contingent Liabilities and Contingent Assets
	III & IV	Evaluation and valediction

Special Course on International Standards of Supreme Audit Institutions (ISSAI)
(3 Working Days)
Course contents

DAY	SESSION	TOPIC
Day 1	I	Fundamentals of Ethics and Code of Ethics for IA& AD)
	II	Introduction to ISSAI- Objectives and founding principles.
	III & IV	Level II ISSAIs- pre-conditions for functioning of SAIs, Guidelines for Good Governance
Day 2	I& II	ISSAI guidelines on Financial Audit.
	III &IV	ISSAI guidelines on Compliance Audit
Day 3	I	ISSAI guidelines on Performance Audit.
	II	End Course Assessment Test
	III&IV	Evaluation and Valediction

Special Course on Social Sector Audit (Including concepts of CCO based audit Compliance audit guidelines & Gender Mainstreaming)
(5 Working Days)
Course contents

DAY	SESSION	TOPIC
Day 1	I	Fundamentals of Public Sector Ethics and Code of Ethics for IA& AD
	II	Introduction of Social Sector and Social Sector Audit, Functional – Classification of Budget, Distinguish between Social Sector and Economic Sector, Classification of unit under Social Sector
	III & IV	Essentials of Performance Audit Guidelines in respect of Social Sector Audit (PA on NRHM-Government of Odisha Report 2 of 2014)
Day 2	I & II	Compliance Audit Guidelines with class room exercise
	III & IV	Concept and objectives of Department Centric Audit; Risk evaluation and selection of units
Day 3		Field Visit – Barefoot College, Tiloniya
Day 4	I & II	Important Audit observation raised in Audit Report of Different States and Group Discussion
	III & IV	Planning, Methodology and broad parameters for executing CCO Based Audit
Day 5	I	Overview of challenges to audits in SDG environment
	II	Class room exercise on Social Sector Audit
	III & IV	Assessment, Evaluation and valediction

Special Course on Audit Planning (including statistics and sampling in audit & risk based audit approach)
(5 Working Days)
Course contents

Day	Session	Topic
Day 1	I	Fundamentals of Ethics and Code of Ethics for IA& AD
	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's Enterprise Risk Model (ERM)
Day 2	I & II	Planning a 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 of internal control, (with respect to COSO's framework)
Day 3	I & 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	Group Discussion and Case studies on Statistical Sampling in Audit.
	II	Monetary unit Sampling and application of sampling in EDP Environment; A brief insight of IDEA package
	III & IV	End Course Assessment Test
Day 5	I	Planning a individual Unit (PA Guide Line C-4)
	II	Audit Planning in SDG Environment
	III & IV	Evaluation & Valediction

Special Course on Qualitative issues in Accounts Offices including exposure to IFMS and essential features of VLC
(5Working Days)
Course contents
Will be upload very soon….

Special Course on Audit Evidence, Documentation & Reporting
(3 Working Days)
Course contents

Day	Session	Topic
Day 1	I	Fundamentals of Ethics and Code of Ethics for IA&AD
	II	What constitutes Audit Evidence? Characteristics of Audit Evidence (ISA 500)
	III & IV	Audit procedures to obtain audit evidence (ISSAI 1500). Identifying sources of evidence in different types of audit
		Class room exercise on evaluating strength of evidence.
Day 2	I & II	Documentation in Audit with respect to Performance/Compliance/Financial Audit guidelines. Requirement of working papers.
	III	Characteristics of a good audit paragraph (Criteria, Condition, Cause, and Effect). Classroom exercise.
	IV	Audit finding, Conclusions and recommendations (Classroom exercise.)
Day 3	I	Reporting in Compliance & Performance Audit(C&AG's Compliance & Performance Audit Guidelines ISSAI 3000) Style Guide.
	II	Forming an opinion and reporting on financial statement & reporting financial Audit.
	III	End Course Assessment Test
	IV	Evaluation and valediction

Special Course onAccounting of Works and Audit of works contracts
(5 Working Day)
Course contents

DAY	SESSION	TOPIC
Day 1	I	Fundamentals of Ethics and Code of Ethics for IA& AD
	II	Objective and scope of Works Audit, General outline of Public Works system of accounts
	III &IV	Analysis of major works, Audit of projects, Audit of constructions, Categories of works and stages prior to execution of works
Day 2	I & II	Physical verification of works, Audit of stores and stock Tendering and works expenditure, Tender Procedures--Contract Management
	III & IV	Case studies on works audit, Relevant part of law of contracts
Day 3	I & II	Foreign contracts, Modern concepts of contracting, New areas of contracting, Management contracts, leasing, service contracts, BOT, BOOT and BOLT-concepts and case studies, Turnkey contracts
	III & IV	Audit of Irrigation and Multipurpose Projects, Audit of Building Construction projects, Audit of Roads/Bridges
Day 4	I & II	Audit of Projects aided by external agencies
	III & IV	Internal Control in Public Works and Project, Potential elements of frauds in Govt. Contract
Day 5	I & II	Introduction to project management concept stages in project execution, project monitoring, (CPM, PERT)
	III & IV	Evaluation and valediction

Special Course onEnvironment Audit
(3 Working Day)
Course content

DAY	SESSION	TOPIC
Day 1	I &II	Introduction to Environment – Issues in pollution (Air, Water, Climate, Noise & Waste), Major environment accords in India & their enforcement.
	III & IV	Regulations & Issues related to Waste Management.
	V	Audit process in Environment Audit (ISSAI 5110, ISSAI 5120
Day 2	I & II	Field visit to Langariwas- Solid Waste Plant near Jaipur.
	III & IV	Class Room Exercise on Solid Waste Management – Discussion & Expectations from Group, Framing of Audit Objectives
Day 3	I, II & III	Audit Design Matrix on Performance Audit on "Waste Management"- Presentations by Participants based on Group Exercise.
	IV	Evaluation of class room exercise

Seminar on Workshop on Goods and Services Tax (For Group Officers and Sr.Aos Aos & AAOs)
(5 Working Days)
Course contents

Day	Session	Topic
Day 1	I	Fundamentals of Ethics and Code of Ethics for IA&AD
	II	Introduction to GST
	III	Overview of GST
	IV	Registration Provisions
Day 2	I	Levy and Exemption from Tax
	II	Filling of Returns
	III	Overview of IGST (IGST Law)
	IV	Transitional provisions
Day 3	I &II	Supply (Meaning, scope, Time, Place & Valuation of Supply)
	III&IV	Input Tax Credit and Cross utilization of Taxes
Day 4	I	Payment of Tax under GST
	II	Refund of Taxes under GST
	III	GSTN: Salient Features Frontend Business Process on GSTN
	IV	Assessment and Audit in GST
Day 5	I &II	GST Accounting
	III&IV	Role of CAG in audit under GST regime Valediction

Special Course onFinancial Attest Audit (FAAM, FAA Guidelines State Finance report. (Hands on work on SFR including basic understanding of economics and appreciation of financial indicators etc)
(5 Working Days)
Course contents

DAY	SESSION	TOPIC
Day 1	I	Introductory assessment
	II	Fundamentals of Ethics and Code of Ethics for IA& AD
	III & IV	Financial Auditing : Overview & Concept
Day 2	I, II & III	Important IND AS
	IV	Important provisions of Companies Act with reference to audit of Government Companies
Day 3	I & II	How to interpret Financial Statements; Analysis and interpretation of Financial Ratios.
	III & IV	Audit of accounts of Autonomous Bodies , overview, important checks, separate audit reports (Context and formats)
Day 4	I & II	Audit Planning, materiality, risk analysis in financial attest audit, audit objectives, approach (Phase I & II), Sampling (FAAM)
	III & IV	Checks on vouchers/MCA, checks on assertions, completeness, measurement.(FAA Guidelines)
Day 5	I& II	Overview of the State Finance Report; Structure, contents, Area of concern.
	III	End course assessment test
	IV	Evaluation and valediction.

Special Course onPrivate sector Financial Reporting, Audit of PSUs, Main features of Companies Act 2013
5 Working Days)
Course contents

DAY	SESSION	TOPIC
Day 1	I	Fundamentals of Ethics and Code of Ethics for IA&AD
	II	Concepts and process of financial reporting, qualitative Characteristics of Information in Financial Reporting e.g. Understandability, Relevance, Reliability and Comparability. Assumptions to be followed preparing financial statements, elements of financial statements
	III &IV	Important provisions of Companies act 2013, important provisions regarding books of accounts and financial statements of a company, Provisions for Audit of PSUs, Appointment removal of statutory Auditors, Powers of Auditors (u/s 143(1); Duties and Responsibilities of Auditors [Section 143(2)]; Penalties [Section 147]; Audit of Accounts of Public Sector Commercial Entities-Three-phase Supplementary Audit of PSUs-Objective and Advantages; Steps involved in conducting III Phase audit
Day 2	I& II	An introduction to Indian accounting standards-meaning and purpose, Applicability of Accounting Standards, IND AS 101 (First-time Adoption of Indian Accounting Standards) important provisions of IND AS-1(Presentation of Financial Statements); IND AS-2 (Inventories)
	III & IV	Important provisions of IND AS-8(Accounting Policies, Changes in Accounting Estimates and Errors); IND AS-10 (Events after the Reporting Period); IND AS-16 (Property, Plant and Equipment)
Day 3	I & II	important provisions of IND AS-17 (Leases);IND AS-19 (Employee Benefits); IND AS-20 (Accounting for Government Grants and Disclosure of Government Assistance); IND AS-23 (Borrowing Costs)
	III & IV	Meaning of true & fair view of financial statements, General instructions for preparation of balance sheet and Statement of Profit and Loss -how various items are to be shown under liabilities and assets side of a balance sheet -how items are to be shown under profit and loss account
Day 4	I & II	A brief introduction to ratio analysis- interpretation of financial statements through various ratios e.g. Liquidity Ratios, Capital Structure/Leverage Ratio, Activity Ratios Profitability Ratios
	III & IV	Preparation of Cash Flow Statement determination of cash flows during the period from operating, investing and financing activities, Direct method, and Indirect method used for preparation of cash flow statement; provisions of IND AS 7 (Statement of Cash Flows) Funds Flow Statement – meaning of 'fund ' what constitute flow of fund; sources of fund and uses of fund;
Day 5	I	Corporate governance-meaning & importance, key constituents of corporate governance - Board of Directors, the Shareholders and the Management. corporate Social Responsibility (provisions u/s 135); International Financial Reporting Standards (IFRS) &'Converged Indian Accounting Standards' or 'Ind.AS'

| | II& III | Case examples of audit comments from various audit reports- hands on exercise |
| | IV | End Course Assessment and Valediction |

Seminar on Performance Audit (For Group Officers and Sr.Aos Aos & AAOs)
(3 Working Days)
Course contents

DAY	SESSION	TOPIC
Day 1	10.00 AM	Inaugural address
	I & II	Engaging with stakeholders in planning for Performance Audits
	III & IV	Auditing in SDG environment
Day 2	I & II	Appreciating the (digital) ecosystem of delivery of public services
	III	Quality assurance in Audit. Ensuring quality in inspection reports, audit observations, audit reports
	IV	Field Visit/Library session
Day 3	I & II	Programme delivery – capacity building of grassroot functionaries appreciating problems and constraints
	III & IV	Feedback and valediction

Special Course on Management Development Programme
(5 Working Days)
Course contents

DAY	SESSION	TOPIC
Day 1	I & II	Inauguration and inaugural address on 'Uncovering the leader in you' and 'Empowering others and taking ownership'.
	III & IV	CCS (Conduct) Rules and CCS (CCA) Rules- Vigilance issues A refresher
Day 2	I	Fundamentals of Ethics and Code of Ethics for IA&AD with case study
	II	Role of Disciplinary Authority, Role of Inquiry officer with case examples
	III & IV	Practical exercise on Framing of a charge Sheet.
Day 3	I & II	Human Resource Development- Supervision and Control e.g. how supervision enhances the productivity in organisations, Front line manager-role of a supervisor in organisations, qualities of a supervisor.
	III & IV	Time and Stress Management for better performance
Day 4	I & II	E-governance-Transparency and accountability for good governance
	III& IV	Gender Sensitisation for improved work culture
Day 5	I & II	Brief Explanation about roster system and DPC meetings - recruitment and promotions
	III	Communication Skill
	IV	Office Procedure, Budget and Procurement (GFR 2017) and important provisions of RTI Act, 2005.
	V	Evaluation and Valediction

Special Course on Performance Audit (PA Guideline, Sector case studies, distinguishing features of Thematic audits, exposure to SDGs, Gender Mainstreaming in policy and programmes etc)
(5 working days)
Course contents

DAY	SESSION	TOPIC
Day 1	I	General principles for Performance Audit, 3 Es in performance audit, objectives and elements of Performance Audit (PA Guidelines)
	II	Fundamentals of Ethics and Code of Ethics for IA& AD
	III	Risk Based Audit Approach, concept of Risk and Materiality
	IV	Preparatory/ reading session for class room examination on 16.05.2017
Day 2	I II& III	Class room exercise/ case study approach Planning an individual performance audit Understanding the steps in Performance Audit; How to design objectives, sub-objectives; Understanding criteria; Determining Audit approach Developing Audit questions
	IV	Characteristics of Evidence and nature of evidence in Performance Audit (Chapter 6 of P.A. Guidelines)
Day 3	I & II	Case study – Environment Audit
	III	Developing Audit findings and Conclusions
	IV	Ensuring Audit Quality and effectiveness (PA Guidelines, AQMF Guidelines ISSAI)
Day 4	I & II	Exposure to Sustainable Development Goals Linking SDGs to National Policy and Programmes & Discussion on possible audit approaches in SDG environment
	III & IV	Case study – Performance Audit of Right to Education Act.
Day 5	I	Understanding Thematic Audits (Practical exercises)
	II	Gender Mainstreaming in Policy and Programmes
	III	End course assessment
	IV	Evaluation and Valediction.

Special Course on Audit of Public Private Partnership (PPP) Projects
(5 Working Days)
Course contents

DAY	SESSION	TOPIC
Day 1	I	Requisite, Objectives and Role of PPP An overview of PPP and Privatization, Requisites for the success of PPP Projects, Objectives of PPP- Contractual Relationship, Sharing of Responsibilities, Risk Transfer and Flexible Ownership. Role of Private Sector Partner in PPP projects-Strengths & Weaknesses,
	II	Benefits to Public Sector, Private Sector and the public, common misconceptions about PPP in Infrastructure Projects.
	III & IV	Institutional arrangements for Appraisal and approval of PPP Project A study on Organisational structure for Appraisal and Approval of PPP projects, Financial Powers of PPP Appraisal Committee, Procedure for Formulation and Appraisal of PPP Projects Appraisal by/ Approval of PPP Appraisal Committee
Day 2	I & II	Financial support to PPP projects in Infrastructure, Model Concession Agreements (MCA) Institutional Arrangements in State Governments
	III & IV	Mandate, Scope and Objectives of PPP Audit Mandate for Audit of PPP Projects, International Auditing Standards and Guidelines for the Audit of PPP Projects, Scope of PPP audit Objectives of PPP audit Objectives of PPP Audit, Types of Documents to be audited, When should a Project be subjected to Public Audit? Case Study on framing audit objectives (STM based).
Day 3	I & II	Identifying and Sharing of Risks in PPP Feasibility/Organisational Risk Condition Precedent Risks Financing Risks Construction Risks Operation and Maintenance Risk Demand Risks Revenue Risks Risk from unforeseen developments Termination Risks Residual Value Risks

	III &IV	Audit Planning and selection of PPP Projects for Audit Collection of Data and Information on PPP Projects Selection of PPP Projects for Audit Preparation of Audit Plan Seeking the Cooperation of the Private Agent/Public Agencies Engaging External Experts Case Study
Day 4	I & II	Auditing Process and Criteria for PPP Audit Audit Methodology Audit of Project Formulation and Approvals Audit of Concession and Concession Period Audit of Risk Allocation Audit of Financing Risk Audit of Viability Gap Funding Audit of Tariff/Toll/User Charges Audit of Total Project Cost
	III & IV	Audit of PPP in Infrastructure Projects Audit of Bidding and Evaluation Audit of Construction of the Project Audit of Monitoring of Project Construction Activities Audit of commercial Development Audit of Operation, Maintenance & Development/ Collection of Revenue Audit of value for money Evaluation Audit of Valuation of Assets Case Study (STM based)
Day 5	I & II	Reporting Audit Findings and Recommendations Discussion- Audit Reports on PPP already placed in Parliament/ Legislature. How to report Audit Findings How to make Audit Recommendations Finalized Audit Reports on PPP.
	III & IV	Evaluation and Valediction

Special Course on Treasury Inspection (as per HQs Direction)
(06 Working Days)
Course contents
Will be uploaded soon…

Special Course on Audit of Direct taxes (For Group Officers and Sr.Aos Aos & AAOs)
(5 Working Days)
Course contents

DAY	SESSION	TOPIC
Day 1	I & II	Overview of Direct Tax Law, Distinction of legal terms in Direct Tax Law e.g. Income, Business Expenditure, Overview of the organisation of the IT Department.
	III	Audit Mandate- Audit of Receipts under Section 16 of CAG's DPC Act; Approach to audit
	IV	Fundamentals of Public Sector Ethics and Code of Ethics for IA& AD
Day 2	I	Income from Salary, Income from other sources, Income from capital gains/ capital losses, exemptions and deductions available there-under
	II	Interest leviable and refundable under the Income tax Act , sec. 234A, 234B , 234C , 234D , 244A and 220(2)
	III	Income from business or profession including section 44, 44A, 44AA, 44AB, 44AD/AE/AF and presumptive taxation
Day 3	I & II	Chapter VIA deductions and tax rebates with case studies, Income not forming part of total income. Exemptions under Chapter III, Provisions of Section 14A
	III	Concept of Minimum Alternate Tax, features and provisions, MAT applicability in SEZs
	IV	Audit methodology, Determination of periodicity, sample selection under Risk analysis
Day 4	I & II	Interpretation of financial statements: How to read Balance Sheet and Profit & Loss Account
	III	Overview of International Taxation: Transfer pricing/ Understanding Arm's Length principle
	IV	Amendments in IT Act, 1961 made vide Finance Act 2017
Day 5	I	Important Case laws in Income Tax Law
	II&III	Common issues noticed during direct tax audit
	IV	End course assessment test, evaluation and valediction.

Special Course on Financial Reporting Framework and audit of ABs, ULBs, PRIs
(5 Working Days)
Course Contents

DAY	SESSION	TOPIC
Day 1	I &II	Salient features of Manual of Instructions of Audit of Autonomous Bodies. Introduction followed by Provisions of Section 14, 15, 19 and 20 of CAG's DPC Act, 1971 & audit under Section 14, 15, 19(2), 19(3) & 20(1). Practical Problems in deciding on relevant section in each case. Comparative study of Sections 14, 15, 19 & 20 of the Act. Conduct of Audit u/s 14 &15
	III & IV	Audit of Autonomous BodiesNew Format of SAR/Audit Certificate.
Day 2	I &II	Certification of annual accounts of Central and State Autonomous Bodies. Checks to be exercised in audit. Receipts and Payments accounts Profit and Loss /Income and Expenditure account and Balance Sheet.
	III & IV	Receipts and Payments accounts Profit and Loss /Income and Expenditure account and Balance Sheet and Practical Exercises on audit of different types of bodies.
Day 3	I &II	Performance Audit or Theme Audit and Common observation in Audit of Autonomous Bodies
	III & IV	Analysis of Balance Sheet-Importance of Accounting policies/notes on Accounts –Accounting Standards.
Day 4	I &II	Salient features of Uniform format of accounts – specific focus on receipt & payment a/c and income & expenditure account.
	III & IV	Evaluation of internal control mechanism in audit of autonomous bodies. Audit of Fraud.
Day 5	I &II	Concept of Social Audit with special respect to ULBs & PRIs; Challenges in audit of ULBs & PRIs
	III & IV	Valediction

Seminar on Social Sector Audit and Gender Mainstreaming (For Group Officers and Sr. AOs)
(3 Working Days)
Course contents

DAY	Session	TOPIC
Day 1	I	Inaugural address
	II	Challenges and Opportunities in Mainstreaming Gender in the Development Agenda- Experience sharing
	III& IV	Field visit- Barefoot College Tilonia
Day 2	I, & II	Use of technology in delivering services-Medical and health
	III &IV	Appreciating SDGs, how implementation of SDGs impact social sector audit, journey so far
Day 3	I	Social Sector Audit in Panchayati Raj Institutions
	II	Health sector perspective and Gender in health
	III	Programme delivery- Capacity building of grass root functionaries appreciating problems and constraints (In Contextof PRIs)
	IV	Understanding gender roles, Gender dynamics and development, Gender equality, Applying gender mainstreaming, benefits of gender mainstreaming

Special Course on Audit Quality Management Framework
(5 working days)
Course contents

DAY	SESSION	TOPIC
Day 1	10.00 AM	Inauguration of the Course.
	I & II	Introduction about Quality and basic Principle of quality with key definitions, importants of Audit Quality Management Framework ISSAI-40 requirement on quality: Key elements-Leadership and Direction
	III	Fundamentals of Public Sector Ethics and Code of Ethics for IA & AD
	IV	System of quality control on human resources; Introduction about elements of audit performance
Day 2	I & II	Human Resource Development - leadership and Direction
	III & IV	Capacity Building – Staffing and training of Audit Personnel as per Auditing Standards
Day 3	I & II	Continuous Improvement through Internal Audit, Internal Quality Assurance and Peer Review
	IIII	Audit Management and relationship with clients – Audit Planning and Execution, Reporting and Follow up
	IV	Evaluation and Valediction

COURSE CONTENTS

Computer Course on Level 2 Group 1
Database concepts, system concepts and introduction to MS Access
(05 Working Days)

DATE & DAY	TOPIC
Day 1	**Inauguration** Fundamentals of Public Sector Ethicsfor IA& AD **Introduction to RDBMS Concepts** **Creating a Database** -Designing the Database -Using the Database Wizard -Looking at Database Properties
Day 2	**Creating and Modifying Tables** -Creating a New Table Structure with the Table Wizard -Creating a New Table from Scratch -Modifying the Table Design -Ensuring Data Validity -Creating a New Table in Datasheet View -Copying an Existing Table Structure -Setting Table Properties **Relating Tables** -Defining a Relationship -Viewing and Editing Relationships -Printing the Relationships
Day 3	**Entering and Editing Data** -Entering New Data -Customizing Data Entry -Changing the Datasheet Appearance -Changing Table Definition in Datasheet View -Editing Record Data -Printing Table Data **Extracting Information with Queries** -How Do Queries Work? -Creating Select Queries -Adding Selection Criteria -Setting Query Properties -Modifying a Query- Performing Calculations in a Query
Day 4	**Creating Advanced Queries** -Creating Special Purpose Queries -Find Duplicate query **Creating Advanced Queries**
Day 5	**Using the Form Wizard** -Creating a New Form Design -Modifying the Form Design -Using the Form -Printing the Form **Using the Report Wizard** -Creating a New Report Design -Previewing the Report -Printing the Report -Modifying the Report Design -Saving the Report Design -Using Report Snapshots End-of-Course Assessment and Evaluation & Valediction

Computer Course on Linux
(05 working days)

Day-1	Managing Files From the Command Line
	Getting Help in Red Hat Enterprise LinuxCreating
	Viewing, and Editing Text Files
Day-2	Managing Local Linux Users and Groups
	Controlling Access to Files with Linux File System Permissions
	Monitoring and Managing Linux Processes
Day-3	Controlling Services and Demons
	Configuring and Securing Open SSH Service
	Analyzing and Storing Logs
Day-4	Managing Red Hat Enterprise Linux Networking
	Archiving and Copying Files Between Systems
	Installing and Updating Software Packages
Day-5	Accessing Linux File Systems
	Using Virtualized Systems
	Comprehensive Review

Computer Course on SQL
(05 Working Days)

DATE & DAY	TOPIC
Day 1	**Inauguration** **Fundamentals of Public Sector Ethicsfor IA& AD**
	Introduction to RDBMS Concepts
	Writing Basic SQL Statements
Day 2	**Restricting and Sorting Data** (Where clause, Character Strings and Dates and Comparison Operators)
	Selecting Data from Oracle Other Comparison Operators Using the (BETWEEN,IN,LIKE, IS NULL)Operator, Logical Operators, Using the (AND,OR,NOT) Operator, Rules of Precedence, ORDER BY Clause, Sorting in Descending Order, Sorting by Column Alias, Sorting by Multiple Columns
Day 3	**Single-Row Functions** SQL Functions, Two Types of SQL Functions, Single-Row Functions, Character Functions, Case Conversion Functions, Character Manipulation Functions, Number Functions (ROUND, TRUNC, MOD), Working with Dates, Arithmetic with Dates, Using Arithmetic Operators with Dates, Date Functions, Conversion Functions (TO_CHAR, TO_NUMBER, TO_DATE), Date Format, Special Functions (NVL, DECODE), -Nesting Functions
	Displaying Data from Multiple Tables -EQUIJOIN, NON-EQUIJOIN, OUTERJOIN, SELFJOIN Aggregating Data Using Group Functions -AVG, SUM, MIN, MAX, COUNT -GROUP BY and HAVING Clauses
Day 4	**Sub queries**
	Creating and Managing Tables CREATE TABLE, ALTER TABLE, DROP TABLE
	Manipulating Data INSERT, UPDATE, DELETE, COMMIT, ROLLBACK
Day 5	Including Constraints
	End-of-Course Assessment
	Evaluation & Valediction

Audit in IT Environment
(06 Working days)

P R O G R A M M E

Day	Session	Topics
Day 1	I	Ice Breaking Session Entry Knowledge Test (EKT)
	II	Understanding IT environment- Challenges and opportunities
	III	Importance of controls with specific reference to Application Controls
	IV	Introduction to CAATs – IDEA and Excel
Day 2	I	Excel as data analytic tool- Features of Excel (we intend to cover the aspects relating to following underlining the purpose for which these are used as Audit Tool) Conditional formatting Filter including Advanced filter Pivot Table
	II	Hands on session
	III	Excel functions – User defined functions Numeric Text Conditional Date and time Financial Aggregation
	IV	Hands on Session
Day 3	I	Creating Projects – Managed and External, Import of data from diverse formats –Excel, Access, csv, text ; understanding data using the field statistics, Checking validity of data through Control totals, creating current documentation of tasks performed using the history property, Project Overview
	II	Hands on Session
	III	Importing of PDF/PRN Data, Importing data using ODBC, Indexing of Data – Quick Index, Composite Index, Sorting Data
	IV	Hands On Session
Day 4	I	Field Manipulation in IDEA – Append, Remove, Modify columns – Data types – Virtual, Non Virtual, Editable, Enabling/Disabling deletion of non-virtual fields Analysis Basic data analysis in IDEA – Duplicate Key Detection/Exclusion, Gap Detection, Summarization
	II	Hands on Session
	III	Data Extraction – Direct Extraction, Key value extraction, Top/Bottom Records extraction, Indexed Extraction Working with multiple databases – Join, Visual Connector, Append, Compare
	IV	Hands on Session
Day 5	I	Commonly used @ Functions in IDEA, introduction to #functions
	II	Stratification of Data, Aging analysis, Sampling
	III & IV	Exporting Data from IDEA to other formats, Creating and Printing Reports in IDEA Revision & Queries Hands on Session Case Study – Selection of vouchers
Day 6	I , II	Way Forward – Overview of Qlikview
	III &IV	Way Forward -Overview of Tableau

Computer Course on Forms & Reports in Oracle 11g
(04 Working Days)

Day	TOPIC
Day 1	Forms 11g Builder Interface Using Forms 11g Wizards Using Forms 11g The Layout Editor in Forms11g Objects in Forms 11g Forms11g Property Palettes Master-Detail Relations in Forms 11g Triggers in Forms 11g
	Essential Triggers in Forms 11g Built-in Packages in Forms 11g Manipulating Attributes of Objects in Forms 11g Text and Display Items in forms 11g Record Groups in Forms 11g List of Values in Forms 11g Gui items in Forms 11g Mouse Triggers in Forms 11g
Day 2	Forms 11g Builder interface Ids in Forms 11g Error and Message Handling in forms 11g Alerts in Forms 11g Calling Modules in forms 11g PL/SQL Libraries in Forms 11g Generic Coding in Forms 11g
	Visual items in Forms 11g Hierarchical Tree items in Forms11g Forms Standards in Forms 11g Object Groups in Forms 11g Property Classes in Forms 11g Editor in Forms 11g Menus in Forms 11g Database Objects in Forms 11g
Day 3	Forms 11g Builder interface Introduction to Reports 11g Report Wizard
	Creating Totals in Reports 11g Paper Design in Reports 11g Reports Styles in Reports 11g PL/SQL Editor in Reports 11g
Day 4	Forms 11g Builder interface Pluggable Data Sources in Reports 11g Data Model in Reports 11g Paper Layout
	Web Source in Reports 11g Report Parameters in Reports 11g Report Triggers in Reports 11g Additional Features of Reports 11g

C. Resource Profile

Infrastructure

The Institute has a well-equipped library, two EDP labs, a general training hall and one conference room. Conference room and training hall are equipped with LCD multimedia projectors. 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 and has a mess facility. EPBX has also been installed in the hostel. Modernisation of kitchen and dining hall with recreational sitting area hasbeen 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 digitisation work of library has been completed.
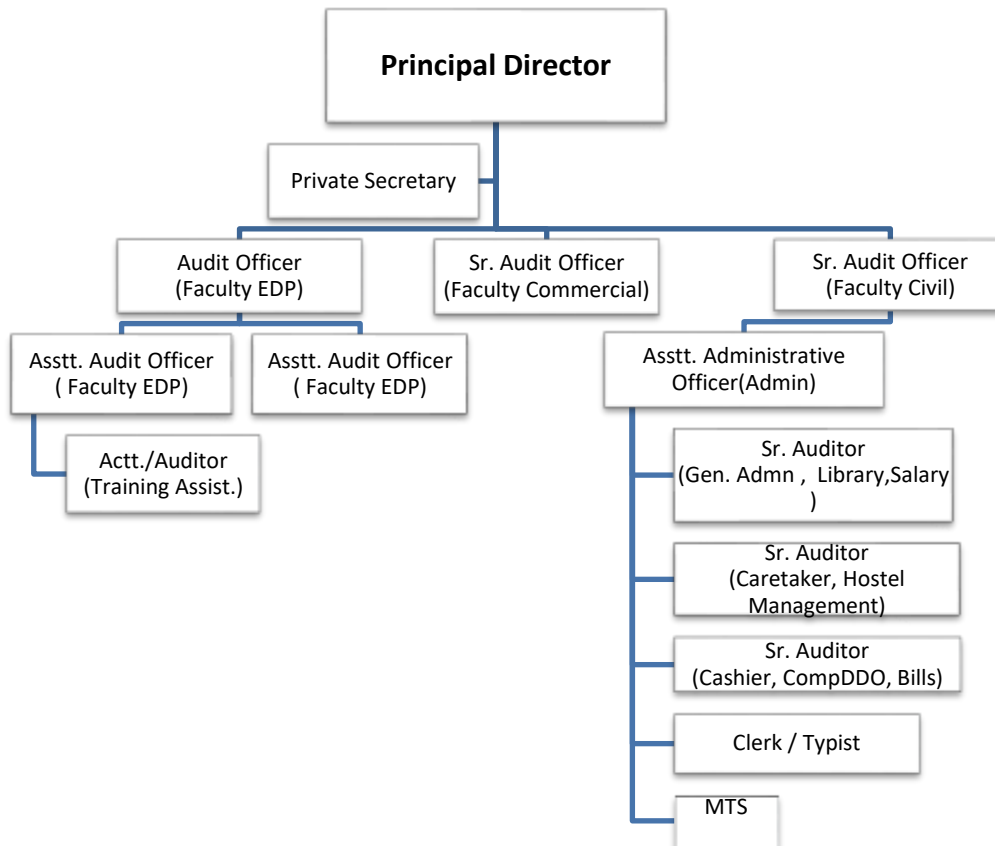
The layout of the library has been arranged in such a way that participants can use the space as a reading room also. At present RTI library has more than 3000 books on various subjects. The Institute subscribes to newspapers and periodicals also.

Games& Gymnasium

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

The RTI has also started Gym facility for the participants and Guests.

ORGANISATIONAL STRUCTURE

Principal Director

Private Secretary

Audit Officer
(Faculty EDP)

Sr. Audit Officer
(Faculty Commercial)

Sr. Audit Officer
(Faculty Civil)

Asstt. Audit Officer
(Faculty EDP)

Asstt. Audit Officer
(Faculty EDP)

Asstt. Administrative
Officer(Admin)

Actt./Auditor
(Training Assist.)

Sr. Auditor
(Gen. Admn , Library,Salary
)

Sr. Auditor
(Caretaker, Hostel
Management)

Sr. Auditor
(Cashier, CompDDO, Bills)

Clerk / Typist

MTS

II   Personnel

Manpower Position

Category of Posts	Sanctioned Staff	Men in Position	Remarks
Sr.AO	2	1	
AO	1	1	
A.A.O	3	3	
Sr/Ar/Acctt.	5	5	
PS	1	1	1 Steno outsourced
Clerk/Typist	1	0	1 DEO outsourced
Car Driver	2	0	2 Driver outsourced
MTS	12	2	11MTS outsourced(security guard 5) 6 Safaiwalas outsourced
Canteen Staff	2	0	
Grand Total	**29**	**13**	21 Persons outsourced/engaged

III   BUDGET

Head	2015-16	2016-17	2017-18
Expenditure of last three years			
(Amount in Thousand)			
Salary			
Gr A	2787	2,232	2276
GR B,C,D	7237	10,459	10249
Wages	0	0	0
Domestic Travel Expenses			
Gr A	446	34	110
GR B,C,D	38	174	123
Foreign TA	0	0	0
OE+LPS	4072	4,172	5210
(includes OOE, Postage, Telephone,			
LPS & Electric & water charges)			
RRT	0	0	0
Publication	0	0	0
Medical			
Gr A	37	20	14
GR B,C,D	65	228	28
Minor Works	0	0	0
Professional services	1435	1,976	3905
Grant in Aid	250	70	100
Other Charges	0	0	0
Information Tech	291	474	1183
Departmental Canteen	0	0	0
Grand Total	**16658**	**19839**	**23198**

IV. <u>Achievements</u>

I Training Statistics (General Courses)

Financial Year	No. of Courses Conducted	No. of Official Trained	No. of Training Days
2013-14	35	726	176
2014-15	42	753	159
2015-16	28	534	115
2016-17	30	636	119
2017-18	27	632	105

Training Statistics (EDP Courses)

Financial Year	No. of Courses Conducted	No. of Official Trained	No. of Training Days
2013-14	22	352	110
2014-15	19	287	94
2015-16	23	349	116
2016-17	19	346	106
2017-18	25	400	123

II Slots Targeted vis-a-vis Achieved

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

General courses		EDP courses	
Slots Allotted	Utilized	Slots Allotted	Utilized
539	632	274	400

III   Any Other achievements

RTI, Jaipur has prepared following Structured Training Modules (STMs)

1. Risk based Audit Approach
2. Privatisation and Dis-investment
3. Performance Audit
4. E-learning on Disciplinary Proceedings
5. STM on GST (Level-I)

Updated STM on Treasury Inspection has been submitted to Hqrs. Office.