Regional Training Centre, Delhi

Annual Calendar of Training Programs for the Year 2014-15

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Profile

INTRODUCTION

Regional Training Centre, New Delhi (RTC) was established in 1997 and is catering to the training needs of 16 Delhi based IA&AD offices (including branch offices of Director General of Audit Defence Services and Director General of Audit (Post & Telecommunication)). Currently the RTC is functioning under the administrative control of Director General of Audit, Central Receipt. Regional Advisory Committee, comprising of Heads of Department of all the user offices of RTC directs activities of RTC and decides about courses to be conducted in RTC. The officer-in-charge of the RTC is Shri Damodar, Deputy Director (CRA/CERA). The Centre is located in the office complex of the Director General of Audit, Central Receipt, AGCR building, I.P. Estate, New Delhi. At present, two EDP core faculty members and three supporting staff are deputed in the RTC.

Training methodology

All the General Courses of RTC are being conducted with the help of user offices which coordinate various courses and arrange guest faculty for these courses. All the Information Technology courses are being conducted using in house resources developed by two core faculty members working in RTC. The Regional Advisory Committee of the RTC has time and again stressed on making the courses more interactive and participative to give participants in-depth knowledge on the subject. Accordingly, faculty members having working experience in various fields are engaged and, wherever possible, case studies are included in the General courses. For Information Technology courses, the maximum emphasis is on hands-on practice exercises to provide participants actual working experience on various topics.

Annual calendar of training programmes for the year 2014-15

The training calendar for the year 2014-15 has been prepared on the basis of decisions taken in the meeting of the Regional Advisory Committee held on 25.02.2014. In total, 2: General courses and 12 Information Technology courses have been included in the course calendar. The office-wise slots for each course are shown in the detailed calendar.

Composition of Regional Advisory Committee of Regional Training Centre, Delhi

1. Director General of Audit, Central Receipt, New Delhi

2. Director General of Audit, Central Expenditure, New Delhi

3. Principal Accountant General (Audit), Delhi, New Delhi

4. Director General of Audit, Defence Services, New Delhi

5. Director General of Audit (Post & Tele Communication), New Delhi

6. Principal Director of Audit (Economic & Service Ministries), New Delhi

7. Principal Director of Audit (Scientific Department), New Delhi

8. Principal Director of Audit (Air Force), New Delhi

9. Principal Director of Audit (Northern Railway), New Delhi

10. Principal Director of Commercial Audit & Ex-Officio Member, Audit Board-I, New Delhi

11. Principal Director of Commercial Audit & Ex-Officio Member, Audit Board II, New Delhi

12. Principal Director of Commercial Audit & Ex-Officio Member, Audit Board III, New Delhi

13. Principal Director of Commercial Audit & Ex-Officio Member, Audit Board IV, New Delhi

14. Principal Director (Hqrs), Comptroller and Auditor General of India, New Delhi

15. Representative from Headquarters office (DG training).

List of user offices linked to Regional Training Centre, Delhi

1. Director General of Audit, Central Receipt, New Delhi

2. Director General of Audit, Central Expenditure, New Delhi

3. Principal Accountant General (Audit), Delhi, New Delhi

4. Director General of Audit, Defence Services, New Delhi

5. Director General of Audit (Post & Telecommunication), New Delhi

6. Principal Director of Audit (Economic & Service Ministries), New Delhi

7. Principal Director of Audit (Scientific Department), New Delhi

8. Principal Director of Audit (Air Force), New Delhi

9. Principal Director of Audit (Northern Railway), New Delhi

10. Principal Director of Commercial Audit & Ex-Officio Member, Audit Board I, New Delhi

11. Principal Director of Commercial Audit & Ex-Officio Member, Audit Board II, New Delhi

12. Principal Director of Commercial Audit & Ex-Officio Member, Audit Board III, New Delhi

13. Principal Director of Commercial Audit & Ex-Officio Member, Audit Board IV, New Delhi

14. Comptroller and Auditor General of India, New Delhi

15. Director of Audit, Defence Services, Delhi Cantt.

16. Posts & Telecommunications Audit Office, Delhi

Note:- RTC, Delhi caters to the training needs of Delhi based IA & AD offices

Knowledge Centre

Regional Training Centre, Delhi has been designated as Knowledge Centre for Information Technology in January 2012. Acting as Knowledge Centre, RTC is required to build reservoir of knowledge and data in the Information Technology. It is also required to develop/modify the courseware for onward distribution to various RTI/RTCs and user offices under its jurisdiction. Moreover, activities like organizing trainings/workshops/seminars and publishing newsletters/discussion paper on Information Technology related topics are also required to be undertaken.

RTC, Delhi has developed a Structured Training Module (STM) on Level-I (Basic Computer Skills) which is under review at Headquarters. The STM on Level-II (Database concepts and MS Access) course has been prepared and being sent to Headquarters for review and approval. RTC, Delhi has also developed course material on various information technology related topics like MS-Access, IT Audit, IDEA, ORACLE, D-base, MS Excel, MS-Power point, Fundamentals of Computer etc. which is distributed among the participants of courses. The material developed by RTC contains comprehensive hands-on practice exercises to provide participants maximum working exposure on various aspects of the software on which training is imparted.

In its endeavor to build capacity in information technology related areas of operation, RTC prepared and submitted a study-report to its Regional Advisory Committee (RAC) about practical difficulties faced by the newly trained personnel in applying IT skills developed during training in actual workplace scenario. After deliberating on various issues raised in the study-report, RAC instructed to create a discussion forum comprising of IT savvy officers (Sr.AO/AO/AAO level) from all the user offices to act as a crucial knowledge dissemination link between RTC and staff of user offices. The forum hold monthly meetings to discuss

various performance related issues to enhance the skills of staff and to spread awareness on IT issues. The outcome of meetings are circulated to serve as a guide for offices. RTC, Delhi conducted 11 such meetings in the year 2013-14 and took following decisions after detailed deliberations:-

1) Prepared and circulated "Best practice guide on File Management" and "Best practice guide on Network Security" to spread awareness on the subjects

2) Organized a workshop on "Implementation of Unicode" to promote use of Rajbhasha on computer in the department.

3) Organized another workshop on "Preparation of eTDS return"

4) Submitted the proposal to hold trainings on "TALLY ERP" and "SAP ERP" to RAC and upon approval, is in the process of finalization of module on TALLY ERP for organization of training.

Courses at a glance

Abstract of Training Programmes

Sl. No	Course Name	No. of Courses	Course Duration	No. of Slots
General				
1	Audit methodologies, Analysis of audit evidence and presentation of audit findings in IR for Sr. AO/AO/AAOs	1	5	20
2	Audit of Contract, Purchase agreement and Works Audit for Sr. AO/AO/AAOs	1	5	18
3	Audit of Finance and Appropriation accounts for Sr. AO/AO/AAOs	1	5	17
4	Audit of Public Private Partnership (PPP)/Joint Ventures for Sr. AO/AO/AAOs	1	3	25
5	Audit Planning and Implementation for Sr. AO/AO/AAOs	1	3	16
6	Audit procedure of Central Excise	2	2	38
7	Audit Quality Management framework for Sr. AO/AO/AAOs	1	2	15
8	Certification and transaction audit of Autonomous bodies for Sr. AO/AO/AAOs	1	5	20
9	E-Lekha data software	1	2	21
10	Ethics and Values	1	2	13
11	Financial attest audit for Sr. AO/AO/AAOs	1	3	28
12	Gathering Audit Evidences for Sr. AO/AO/AAOs	3	3	49
13	Gender Sesitization	1	2	15
14	International Standards of Supreme Audit Institutions (ISSAI)	1	3	20
15	Management training programme for Sr. AO/AO/AAOs	1	5	19
16	Noting and Drafting	2	2	48

Sl. No	Course Name	No. of Courses	Course Duration	No. of Slots
17	Performance Audit for Sr. AO/AO/AAOs	1	5	33
18	Recent changes in the Finance Act and its impact on audit of indirect taxes	1	1	43
19	Reporting Process for Sr. AO/AO/AAOs	3	3	50
20	Right to Information Act	1	2	22
21	Statistics and Sampling in Audit	1	5	25
22	Theme based audit with ISSAI Guidelines on Compliance Audit for Sr. AO/AO/AAOs	1	2	17
	Total	**28**	**86**	**572**

Information Technology(IT)

Sl. No	Course Name	No. of Courses	Course Duration	No. of Slots
1	Interactive Data Extraction and Analysis (IDEA)	1	5	16
2	Level-I (Basic Computer Skills with emphasis on MS-Word and Internet)	3	7	60
3	Level-I (MS-Word advanced)	1	5	22
4	Level-II (Database concepts, system concepts and Introduction to MS-Access)	3	8	47
5	Level-II (IT audit advanced)	2	8	32
6	MS-Excel	2	5	26
	Total	**12**	**81**	**203**
	Grand Total	**40**	**167**	**775**

Summary of General Courses

Sl. No	Course Name	No. of Slots	Start Date	End Date
1	Audit of Public Private Partnership (PPP)/Joint Ventures for Sr. AO/AO/AAOs *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	25	05-May-14	07-May-14
2	Audit methodologies, Analysis of audit evidence and presentation of audit findings in IR for Sr. AO/AO/AAOs *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	20	19-May-14	23-May-14
3	Audit procedure of Central Excise *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	19	29-May-14	30-May-14
4	Gathering Audit Evidences for Sr. AO/AO/AAOs *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	17	11-Jun-14	13-Jun-14
5	Management training programme for Sr. AO/AO/AAOs *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	19	23-Jun-14	27-Jun-14
6	Audit of Finance and Appropriation accounts for Sr. AO/AO/AAOs *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	17	07-Jul-14	11-Jul-14
7	International Standards of Supreme Audit Institutions (ISSAI) *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	20	21-Jul-14	23-Jul-14
8	Recent changes in the Finance Act and its impact on audit of indirect taxes *4 sessions per day for 1 days from 10:00 am to 04:45 pm everyday*	43	31-Jul-14	31-Jul-14
9	Reporting Process for Sr. AO/AO/AAOs *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	17	06-Aug-14	08-Aug-14
10	Theme based audit with ISSAI Guidelines on Compliance Audit for Sr. AO/AO/AAOs *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	17	25-Aug-14	26-Aug-14
11	Noting and Drafting *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	24	01-Sep-14	02-Sep-14
12	Audit of Contract, Purchase agreement and Works Audit for Sr. AO/AO/AAOs *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	18	08-Sep-14	12-Sep-14
13	Gathering Audit Evidences for Sr. AO/AO/AAOs *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	16	24-Sep-14	26-Sep-14

Sl. No	Course Name	No. of Slots	Start Date	End Date
14	Certification and transaction audit of Autonomous bodies for Sr. AO/AO/AAOs *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	20	13-Oct-14	17-Oct-14
15	Audit procedure of Central Excise *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	19	30-Oct-14	31-Oct-14
16	Statistics and Sampling in Audit *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	25	10-Nov-14	14-Nov-14
17	Gender Sesitization *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	15	20-Nov-14	21-Nov-14
18	Reporting Process for Sr. AO/AO/AAOs *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	17	26-Nov-14	28-Nov-14
19	Performance Audit for Sr. AO/AO/AAOs *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	33	08-Dec-14	12-Dec-14
20	Right to Information Act *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	22	22-Dec-14	23-Dec-14
21	Financial attest audit for Sr. AO/AO/AAOs *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	28	05-Jan-15	07-Jan-15
22	Ethics and Values *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	13	19-Jan-15	20-Jan-15
23	Gathering Audit Evidences for Sr. AO/AO/AAOs *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	16	28-Jan-15	30-Jan-15
24	Reporting Process for Sr. AO/AO/AAOs *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	16	09-Feb-15	11-Feb-15
25	Audit Planning and Implementation for Sr. AO/AO/AAOs *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	16	18-Feb-15	20-Feb-15
26	Audit Quality Management framework for Sr. AO/AO/AAOs *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	15	05-Mar-15	06-Mar-15
27	E-Lekha data software *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	21	12-Mar-15	13-Mar-15
28	Noting and Drafting *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	24	19-Mar-15	20-Mar-15
	Total Number of slots	**572**		

Summary of IT Courses

Sl. No	Course Name	No. of Slots	Start Date	End Date
1	Level-I (Basic Computer Skills with emphasis on MS-Word and Internet) *4 sessions per day for 7 days from 10:00 am to 04:45 pm everyday*	20	28-Apr-14	06-May-14
2	MS-Excel *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	13	26-May-14	30-May-14
3	Level-II (Database concepts, system concepts and Introduction to MS-Access) *4 sessions per day for 8 days from 10:00 am to 04:45 pm everyday*	16	16-Jun-14	25-Jun-14
4	Level-I (MS-Word advanced) *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	22	14-Jul-14	18-Jul-14
5	Level-II (IT audit advanced) *4 sessions per day for 8 days from 10:00 am to 04:45 pm everyday*	16	04-Aug-14	13-Aug-14
6	Level-I (Basic Computer Skills with emphasis on MS-Word and Internet) *4 sessions per day for 7 days from 10:00 am to 04:45 pm everyday*	20	15-Sep-14	23-Sep-14
7	MS-Excel *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	13	13-Oct-14	17-Oct-14
8	Level-II (Database concepts, system concepts and Introduction to MS-Access) *4 sessions per day for 8 days from 10:00 am to 04:45 pm everyday*	16	12-Nov-14	21-Nov-14
9	Level-II (IT audit advanced) *4 sessions per day for 8 days from 10:00 am to 04:45 pm everyday*	16	01-Dec-14	10-Dec-14
10	Interactive Data Extraction and Analysis (IDEA) *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	16	15-Dec-14	19-Dec-14
11	Level-I (Basic Computer Skills with emphasis on MS-Word and Internet) *4 sessions per day for 7 days from 10:00 am to 04:45 pm everyday*	20	08-Jan-15	16-Jan-15
12	Level-II (Database concepts, system concepts and Introduction to MS-Access) *4 sessions per day for 8 days from 10:00 am to 04:45 pm everyday*	15	11-Feb-15	20-Feb-15
	Total Number of slots	**203**		

General courses for the year 2014-15

Training Calendar for 2014-15

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
	May, 14				
1	Audit of Public Private Partnership (PPP)/Joint Ventures for Sr. AO/AO/AAOs	05/05/2014	07/05/2014		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	6
				DGA(CR)	2
				PAG(A) Delhi	3
				PDA(E&SM)	3
				PDA(NR)	2
				PDA(SD)	2
				PDCA & MAB-I	2
				PDCA & MAB-II	2
				PDCA & MAB-III	2
				PDCA & MAB-IV	1
				Total Slots	**25**
2	Audit methodologies, Analysis of audit evidence and presentation of audit findings in IR for Sr. AO/AO/AAOs	19/05/2014	23/05/2014		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	3
				DGA(CE)	4
				DGA(CR)	2
				DGA(DS)	2
				PAG(A) Delhi	1
				PDA(AF)	1
				PDA(E&SM)	3
				PDCA & MAB-I	2
				PDCA & MAB-IV	2
				Total Slots	**20**
3	Audit procedure of Central Excise	29/05/2014	30/05/2014		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CR)	19
				Total Slots	**19**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots

June, 14

4	Gathering Audit Evidences for Sr. AO/AO/AAOs	11/06/2014	13/06/2014		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	1
				DGA(CR)	13
				DGA(P&T)	1
				PAG(A) Delhi	1
				PDA(NR)	1
				Total Slots	**17**
5	Management training programme for Sr. AO/AO/AAOs	23/06/2014	27/06/2014		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	3
				DGA(CE)	7
				DGA(CR)	1
				DGA(DS)	2
				PAG(A) Delhi	1
				PDA(NR)	1
				PDA(SD)	2
				PDCA & MAB-III	1
				PDCA & MAB-IV	1
				Total Slots	**19**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
	July, 14				
6	Audit of Finance and Appropriation accounts for Sr. AO/AO/AAOs	07/07/2014	11/07/2014		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	3
				DGA(CE)	7
				DGA(CR)	1
				DGA(P&T)	1
				PAG(A) Delhi	2
				PDA(E&SM)	3
				Total Slots	**17**
7	International Standards of Supreme Audit Institutions (ISSAI)	21/07/2014	23/07/2014		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	3
				DGA(CR)	2
				DGA(DS)	3
				DGA(P&T)	2
				PAG(A) Delhi	3
				PDA(E&SM)	3
				PDA(NR)	1
				PDA(SD)	1
				PDCA & MAB-I	2
				Total Slots	**20**
8	Recent changes in the Finance Act and its impact on audit of indirect taxes	31/07/2014	31/07/2014		
	(1 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	3
				DGA(CR)	35
				PDA(E&SM)	3
				PDCA & MAB-IV	2
				Total Slots	**43**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots

August, 14

9	Reporting Process for Sr. AO/AO/AAOs	06/08/2014	08/08/2014		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	1
				DGA(CR)	13
				DGA(P&T)	1
				PAG(A) Delhi	1
				PDA(E&SM)	1
				Total Slots	**17**
10	Theme based audit with ISSAI Guidelines on Compliance Audit for Sr. AO/AO/AAOs	25/08/2014	26/08/2014		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CR)	3
				DGA(P&T)	2
				PAG(A) Delhi	2
				PDA(E&SM)	3
				PDA(NR)	1
				PDCA & MAB-I	2
				PDCA & MAB-III	2
				PDCA & MAB-IV	2
				Total Slots	**17**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots

September, 14

11	Noting and Drafting	01/09/2014	02/09/2014		

(2 Day Course @ 4 Sessions Per Day) | 10:00 am to 04:45 pm |

				DGA(CE)	12
				DGA(CR)	1
				DGA(DS)	2
				PAG(A) Delhi	2
				PDA(E&SM)	2
				PDA(NR)	1
				PDA(SD)	2
				PDCA & MAB-II	1
				PDCA & MAB-III	1
				Total Slots	**24**

12	Audit of Contract, Purchase agreement and Works Audit for Sr. AO/AO/AAOs	08/09/2014	12/09/2014		

(5 Day Course @ 4 Sessions Per Day) | 10:00 am to 04:45 pm |

				C&AG	3
				DGA(CE)	2
				DGA(CR)	1
				DGA(P&T)	1
				PAG(A) Delhi	3
				PDA(AF)	1
				PDA(E&SM)	2
				PDA(SD)	1
				PDCA & MAB-I	2
				PDCA & MAB-III	2
				Total Slots	**18**

13	Gathering Audit Evidences for Sr. AO/AO/AAOs	24/09/2014	26/09/2014		

(3 Day Course @ 4 Sessions Per Day) | 10:00 am to 04:45 pm |

				DGA(CE)	1
				DGA(CR)	13
				PAG(A) Delhi	1
				PDA(E&SM)	1
				Total Slots	**16**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots

October, 14

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
14	Certification and transaction audit of Autonomous bodies for Sr. AO/AO/AAOs	13/10/2014	17/10/2014		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	2
				DGA(CE)	5
				DGA(CR)	1
				DGA(P&T)	2
				PAG(A) Delhi	2
				PDA(E&SM)	3
				PDA(SD)	1
				PDCA & MAB-I	2
				PDCA & MAB-II	1
				PDCA & MAB-IV	1
				Total Slots	**20**
15	Audit procedure of Central Excise	30/10/2014	31/10/2014		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CR)	19
				Total Slots	**19**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots

November, 14

16	Statistics and Sampling in Audit	10/11/2014	14/11/2014		
	(5 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				C&AG	3
				DGA(CE)	2
				DGA(CR)	2
				DGA(DS)	3
				DGA(P&T)	1
				PAG(A) Delhi	5
				PDA(E&SM)	2
				PDCA & MAB-I	2
				PDCA & MAB-II	2
				PDCA & MAB-III	2
				PDCA & MAB-IV	1
				Total Slots	**25**
17	Gender Sesitization	20/11/2014	21/11/2014		
	(2 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				DGA(CE)	3
				DGA(CR)	2
				PAG(A) Delhi	1
				PDA(E&SM)	2
				PDA(NR)	2
				PDA(SD)	2
				PDCA & MAB-II	1
				PDCA & MAB-III	2
				Total Slots	**15**
18	Reporting Process for Sr. AO/AO/AAOs	26/11/2014	28/11/2014		
	(3 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				DGA(CE)	1
				DGA(CR)	13
				PAG(A) Delhi	1
				PDA(E&SM)	1
				PDA(NR)	1
				Total Slots	**17**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots

December, 14

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
19	Performance Audit for Sr. AO/AO/AAOs	08/12/2014	12/12/2014		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	4
				DGA(CE)	1
				DGA(CR)	4
				DGA(DS)	3
				DGA(P&T)	1
				PAG(A) Delhi	3
				PDA(AF)	1
				PDA(E&SM)	3
				PDA(SD)	1
				PDCA & MAB-I	2
				PDCA & MAB-II	2
				PDCA & MAB-III	4
				PDCA & MAB-IV	4
				Total Slots	**33**
20	Right to Information Act	22/12/2014	23/12/2014		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	2
				DGA(CE)	6
				DGA(CR)	1
				DGA(P&T)	1
				PAG(A) Delhi	1
				PDA(AF)	1
				PDA(E&SM)	2
				PDA(NR)	1
				PDA(SD)	4
				PDCA & MAB-II	1
				PDCA & MAB-III	2
				Total Slots	**22**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots

January, 15

| 21 | Financial attest audit for Sr. AO/AO/AAOs | 05/01/2015 | 07/01/2015 | | |

(3 Day Course @ 4 Sessions Per Day)   **10:00 am to 04:45 pm**

	Office Name	Slots
	C&AG	5
	DGA(CE)	4
	DGA(CR)	1
	DGA(DS)	2
	PAG(A) Delhi	1
	PDA(E&SM)	2
	PDA(NR)	1
	PDA(SD)	4
	PDCA & MAB-I	2
	PDCA & MAB-II	1
	PDCA & MAB-III	4
	PDCA & MAB-IV	1
	Total Slots	**28**

| 22 | Ethics and Values | 19/01/2015 | 20/01/2015 | | |

(2 Day Course @ 4 Sessions Per Day)   **10:00 am to 04:45 pm**

	Office Name	Slots
	DGA(CE)	4
	DGA(CR)	1
	PAG(A) Delhi	1
	PDA(E&SM)	2
	PDA(NR)	2
	PDA(SD)	2
	PDCA & MAB-III	1
	Total Slots	**13**

| 23 | Gathering Audit Evidences for Sr. AO/AO/AAOs | 28/01/2015 | 30/01/2015 | | |

(3 Day Course @ 4 Sessions Per Day)   **10:00 am to 04:45 pm**

	Office Name	Slots
	DGA(CR)	13
	PAG(A) Delhi	1
	PDA(E&SM)	1
	PDA(SD)	1
	Total Slots	**16**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots

February, 15

24	Reporting Process for Sr. AO/AO/AAOs	09/02/2015	11/02/2015		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	1
				DGA(CR)	14
				PAG(A) Delhi	1
				Total Slots	**16**
25	Audit Planning and Implementation for Sr. AO/AO/AAOs	18/02/2015	20/02/2015		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	3
				DGA(CE)	3
				DGA(CR)	1
				DGA(DS)	2
				DGA(P&T)	1
				PAG(A) Delhi	1
				PDA(E&SM)	3
				PDA(NR)	1
				PDCA & MAB-IV	1
				Total Slots	**16**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots

March, 15

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
26	Audit Quality Management framework for Sr. AO/AO/AAOs	05/03/2015	06/03/2015		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	3
				DGA(CE)	1
				DGA(CR)	1
				DGA(P&T)	1
				PAG(A) Delhi	1
				PDA(E&SM)	2
				PDA(NR)	1
				PDA(SD)	2
				PDCA & MAB-II	2
				PDCA & MAB-IV	1
				Total Slots	**15**
27	E-Lekha data software	12/03/2015	13/03/2015		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	10
				DGA(CR)	2
				DGA(DS)	2
				PDA(E&SM)	3
				PDA(SD)	4
				Total Slots	**21**
28	Noting and Drafting	19/03/2015	20/03/2015		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	12
				DGA(CR)	1
				DGA(DS)	1
				PAG(A) Delhi	3
				PDA(E&SM)	1
				PDA(NR)	1
				PDA(SD)	2
				PDCA & MAB-II	1
				PDCA & MAB-III	1
				PDCA & MAB-IV	1
				Total Slots	**24**

Information Technology courses for the year 2014-15

Training Calendar for 2014-15

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots

April, 14

| 1 | Level-I (Basic Computer Skills with emphasis on MS-Word and Internet) | 28/04/2014 | 06/05/2014 | | |

(7 Day Course @ 4 Sessions Per Day)   **10:00 am to 04:45 pm**

				Office Name	Slots
				C&AG	2
				DGA(CE)	3
				DGA(CR)	1
				DGA(DS)	1
				DGA(P&T)	1
				PAG(A) Delhi	2
				PDA(AF)	1
				PDA(E&SM)	5
				PDA(NR)	1
				PDA(SD)	2
				PDCA & MAB-IV	1
				Total Slots	**20**

May, 14

| 2 | MS-Excel | 26/05/2014 | 30/05/2014 | | |

(5 Day Course @ 4 Sessions Per Day)   **10:00 am to 04:45 pm**

				Office Name	Slots
				DGA(CE)	5
				DGA(DS)	1
				PAG(A) Delhi	2
				PDA(NR)	1
				PDA(SD)	2
				PDCA & MAB-I	1
				PDCA & MAB-III	1
				Total Slots	**13**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots

June, 14

| 3 | Level-II (Database concepts, system concepts and Introduction to MS-Access) | 16/06/2014 | 25/06/2014 | | |

(8 Day Course @ 4 Sessions Per Day)   **10:00 am to 04:45 pm**

				DGA(CE)	2
				DGA(CR)	3
				DGA(DS)	3
				DGA(P&T)	1
				PAG(A) Delhi	2
				PDA(E&SM)	4
				PDA(SD)	1
				Total Slots	**16**

July, 14

| 4 | Level-I (MS-Word advanced) | 14/07/2014 | 18/07/2014 | | |

(5 Day Course @ 4 Sessions Per Day)   **10:00 am to 04:45 pm**

				DGA(CE)	11
				DGA(CR)	5
				PAG(A) Delhi	2
				PDCA & MAB-III	2
				PDCA & MAB-IV	2
				Total Slots	**22**

August, 14

| 5 | Level-II (IT audit advanced) | 04/08/2014 | 13/08/2014 | | |

(8 Day Course @ 4 Sessions Per Day)   **10:00 am to 04:45 pm**

				DGA(CE)	2
				DGA(CR)	2
				DGA(P&T)	1
				PAG(A) Delhi	1
				PDA(E&SM)	8
				PDCA & MAB-I	1
				PDCA & MAB-III	1
				Total Slots	**16**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots

September, 14

6	Level-I (Basic Computer Skills with emphasis on MS-Word and Internet)	15/09/2014	23/09/2014		
	(7 Day Course @ 4 Sessions Per Day)		*10:00 am to 04:45 pm*		
				C&AG	2
				DGA(CE)	3
				DGA(CR)	1
				DGA(DS)	1
				DGA(P&T)	1
				PAG(A) Delhi	2
				PDA(AF)	1
				PDA(E&SM)	6
				PDA(SD)	1
				PDCA & MAB-II	1
				PDCA & MAB-III	1
				Total Slots	**20**

October, 14

7	MS-Excel	13/10/2014	17/10/2014		
	(5 Day Course @ 4 Sessions Per Day)		*10:00 am to 04:45 pm*		
				DGA(CE)	5
				DGA(DS)	2
				PAG(A) Delhi	1
				PDA(SD)	2
				PDCA & MAB-I	1
				PDCA & MAB-III	1
				PDCA & MAB-IV	1
				Total Slots	**13**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots

November, 14

8	Level-II (Database concepts, system concepts and Introduction to MS-Access)	12/11/2014	21/11/2014		
	(8 Day Course @ 4 Sessions Per Day)		**10:00 am to 04:45 pm**		
				C&AG	1
				DGA(CE)	2
				DGA(CR)	2
				DGA(DS)	2
				PAG(A) Delhi	2
				PDA(AF)	1
				PDA(E&SM)	4
				PDCA & MAB-III	1
				PDCA & MAB-IV	1
				Total Slots	**16**

December, 14

9	Level-II (IT audit advanced)	01/12/2014	10/12/2014		
	(8 Day Course @ 4 Sessions Per Day)		**10:00 am to 04:45 pm**		
				DGA(CE)	1
				DGA(CR)	3
				DGA(DS)	1
				DGA(P&T)	1
				PAG(A) Delhi	1
				PDA(E&SM)	7
				PDCA & MAB-I	1
				PDCA & MAB-III	1
				Total Slots	**16**
10	Interactive Data Extraction and Analysis (IDEA)	15/12/2014	19/12/2014		
	(5 Day Course @ 4 Sessions Per Day)		**10:00 am to 04:45 pm**		
				DGA(CR)	1
				PDA(E&SM)	2
				PDCA & MAB-I	1
				PDCA & MAB-II	10
				PDCA & MAB-III	2
				Total Slots	**16**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots

January, 15

| 11 | Level-I (Basic Computer Skills with emphasis on MS-Word and Internet) | 08/01/2015 | 16/01/2015 | | |

(7 Day Course @ 4 Sessions Per Day)   **10:00 am to 04:45 pm**

				C&AG	2
				DGA(CE)	3
				DGA(CR)	1
				DGA(DS)	1
				PAG(A) Delhi	2
				PDA(AF)	2
				PDA(E&SM)	6
				PDA(SD)	1
				PDCA & MAB-III	1
				PDCA & MAB-IV	1
				Total Slots	**20**

February, 15

| 12 | Level-II (Database concepts, system concepts and Introduction to MS-Access) | 11/02/2015 | 20/02/2015 | | |

(8 Day Course @ 4 Sessions Per Day)   **10:00 am to 04:45 pm**

				C&AG	1
				DGA(CE)	1
				DGA(CR)	2
				DGA(DS)	2
				DGA(P&T)	1
				PAG(A) Delhi	2
				PDA(E&SM)	4
				PDCA & MAB-III	1
				PDCA & MAB-IV	1
				Total Slots	**15**

Course contents

Course Contents

General course

1. **Recent changes in the Finance Act and its impact on audit of indirect taxes**
   - Changes related to Central Excise & Customs
   - Changes related to Service Tax

2. **Performance Audit with ISSAI guidelines on Performance audit for Sr.AO/AO/AAOs**
   - Introduction to performance audit and other audits.
   - Preparation of performance audit guidelines, ascertaining risk areas.
   - Scope of objective of performance audit and planning.
   - Criteria and sources of criteria, Study Design Matrix.
   - Evidence gathering, Documentation and drafting for performance audit.
   - Reporting for performance audit ISSAI guidelines.
   - Supervision, review and quality control, Quality Assurance.

3. **Right to Information Act**
   - Basic Principle, Role of Public Authorities and APIOs & CPIOs.
   - Role of functions of Appellate Authority and IIIrd Parties.
   - Information Commission Powers, Functions, Appeal and Penalties.

4. **Audit of Public Private Partnership (PPP) for Sr.AO/AO/AAOs**
   - Requirement of PPP in India, Overview of PPP & Fin. Powers, Procedures
   - Scope of Objective of PPP Audit.
   - Audit of feasibility study of Central Armed Police Forces housing scheme.

5. **Audit of Finance and Appropriation accounts for Sr.AO/AO/AAOs**
   - Over view learning objective, definitions, constitutional provisions, role of audit.
   - Budget of Union to State Government.
   - Important provisions in GFR delegation of Financial .
   - Manual of Civil Accounts & Appropriation Accounts.
   - How to conduct audit of Fin. A/c.
   - Audit checks for Appropriation A/c- Overview, learning objectives, manual provision, CAGs instructions etc.
   - Preparation of audit checking & Condensed Accounts.
   - Performance Audit of selected grants.
   - Guidelines on New Service/New instrument of service relating to Appropriation Accounts.
   - Vetting on Action Taken Notes on Appropriation Accounts.
   - Content of the Reports of CAGs on the account of Union Government (Civil).

- Managing Government Finances.
- Guidelines to conduct the audit of PAOs.
- Implementation of ISSAI.
-

6. **International Standards of Supreme Audit Institutions (ISSAI)**
   - Introduction to ISSAI & Level two ISSAI
   - ISSAI on Financial audit
   - ISSAI on Performance audit
   - ISSAI on Compliance audit
   - ISSAI GOVs guidelines

7. **Audit Planning and Implementation for Sr.AO/AO/AAOs**
   - Auditee Profile
   - Risk Assessment includes ABC analysis, Analysis of Periodicity.
   - Strategic Planning
   - Annual Audit Plan
   - Thematic audit & other kinds of audit (SAR etc).
   - Quarterly plans, audit programme & review of audit plan.
   - Audit engagement letter & Audit file
   - Objectives of Performance Audit

8. **Theme based Audit with ISSAI guidelines on Compliance audit for Sr.AO/AO/AAOs**
   - Introduction to Theme Based Audit.
   - Back ground of theme based audit.
   - Theme based Audit with ISSAI guidelines on Compliance audit.

9. **Gathering audit evidences for Sr. AO/AO/AAOs**
   - Ice breaking
   - Concept of Audit evidence.
   - Techniques of evidence gathering.
   - Case Study for Financial audit, Performance audit and Compliance audit.

10. **Audit methodologies, Analysis of audit evidence and presentation of audit findings in IR for Sr.AO/AO/AAOs**
    - Audit planning for different types of audit.
    - Evaluation of Internal control.
    - What is Audit methodologies, business risk, risk, assessment.
    - Sampling techniques and use of IDEA in sampling
    - Audit evidence
    - Performance Auditing, Internal documentation, formulation process.
    - Basic requirements of Audit Reports.

11. **Statistics and Sampling in audit**
    - Basic concepts of sampling.
    - Measurement of Central Tendency, Measures of Dispersion.
    - Type of Statistical sampling and use in Audit.
    - Probability proportional to size sampling.
    - Using Excel/IDEA in Statistical sampling.
    - Statistical audit Sampling advantage in audit
    - Risk Assessment and Sampling in Audit.

12. **Reporting Process for Sr. AO/AO/AAOs**
    - Introduction to Audit reporting.
    - Components of an audit paragraph.
    - Link between report, Audit objectives and Working papers.
    - Balanced and fair reporting.
    - Compliance audit reports.
    - Audit report- Language and Structure & style guide.

13. **Certification and transaction audit of Autonomous bodies for Sr. AO/AO/AAOs**
    - Mandate for audit of AB.
    - Significance & Principles of materiality for comments in SARs.
    - Certification of Accounts – Bank Reconciliation Statement.
    - Audit of transaction.
    - Audit of World Bank/EAP Projects.
    - IT Audit of ABs.
    - Audit of Investments in ABs.

14. **Financial Attest Audit manual Sr. AO/AO/AAOs**
    - Legal framework for Financial Attest Audit.
    - Audit mandate, Auditing Standards
    - Provisions of Companies Act-2013 relating to audit of Govt. companies.
    - Accounting standards issued by ICAI.
    - Procedure relating to audit of Annual accounts

15. **Audit Quality Management framework for Sr.AO/AO/AAOs**
    - Audit Planning and Execution.
    - Follow up and Quality Improvement through Technical Inspections and Internal Audit.
    - Key element of SAIs AQMF, Mapping of Guidelines.

16. **Financial Attest audit guidelines**
- Indian Financial System.
- Compilation of Accounts
- Budget Meaning, Budget Process, Budget Scope
- Finance Accounts
- Appropriation Accounts
- CPSMS, e-lekha data bases
- Using of Oracle, IDEA, Excel
- Introduction to Financial Attest audit
- Introduction to Statistical Sampling

17. **Audit of Contract and Works audit Sr. AO/AO/AAOs**
- Over view of Audit of contract and Works audit with CPWD/PWD
- Basic element of Contract Act
- Audit of Works - All estimate to be verified.
- Designs/Drawings, Basic design, Detailed design, Structural design.
- Tendering approval of tender documents, eligibility criteria.
- General conditions of contract, Breach of contract conditions.
- Audit of works accounts- Measurement books, bills, works abstract, ledgers accounts.
- Contract management, Negotiations, CVC guidelines
- Contract relating Agreements and order etc.

18. **Ethics and Values**
- Overview of the course, Introduction, definitions, Meaning and Importance of Values in Life
- Code of Ethics for the Indian Audit and Accounts Department – Introduction to the Code of Ethics, basic definitions and Concept of Integrity
- Code of Ethics for the Indian Audit and Accounts Department – Independence, Objectivity and Impartiality
- Code of Ethics for the Indian Audit and Accounts Department – Professional Secrecy and Competence
- Gender Problems and Sexual Harassment – an ethical perspective

19. **Gender Sensitization**
- Gender awareness
- Gender role and need
- Gender planning
- Working with women
- Gender issues at work place
- Sexual harassment

20. **E-Lekha**
- Introduction to E-lekha data software

- Framework of available reports
- Use of available data from audit point of view

21. **Audit procedures in Central Excise**
- General Introduction to Central Excise
- Introduction to Central Excise Act
- Points to be seen while auditing central excise

IT course

1. **MS-Excel**
   - Getting acquainted with MS Excel worked
   - Entering data into worksheet
   - Preparing Formulas & Formatting
   - Preparing charts and Graphs
   - Sorting, Data filter and Pivot tables

2. **Level-II (Database concepts, system concepts and Introduction to MS-Access)**
   - **Database basics, Concept of RDBMS and Overview of MS-Access**
   - Creating database, concept of find/replace, filter.
   - Writing complex & Designing Simple Queries
   - Designing Report
   - Designing Forms
   - Creating Switchboards and finalization of application

3. **Level-I (Basic Computer Skill with Word processing, Email and Internet)**
   - Understanding the concepts of Hardware/Software
   - Basic window commands
   - Getting acquainted with MS Office framework.
   - Word commands for Inserting and Selection of Text
   - Formatting Paragraph & Font
   - Inserting tables
   - Basic of Internet and Email
   - Understanding Excel Workbook, worksheet and Formatting works
   - Preparing Formula

4. **Level-I (Ms-Word Advanced)**
   - Using and Creating Style sheet
   - References – Table of contents
   - Inserting and formatting
   - Using Mail-Merge and understanding MS Word Themes.
   - Various Word options for customizing.
   - Advanced Features of Table Formatting and data conversion

5. **Interactive Data Extraction and Analysis (IDEA)**
   a. Introduction to IDEA
   b. Importing various types of data
   c. Data extraction
   d. Grouping, indices and Summarization of data using different tools
   e. Analysis of data using various tools and functions
   f. Joining two data files and appending data in the existing file
   g. Sampling (Systematic, Random, Stratified and MUS)

6. **Level-II (IT audit advanced)**
    - IT Audit awareness
    - General controls & Application controls
    - Network communication basics and Security controls
    - MS - Access Fundamentals
    - SQL Queries
    - Computer Assisted Audit Techniques
    - Importing various type of data in IDEA

Resource profile
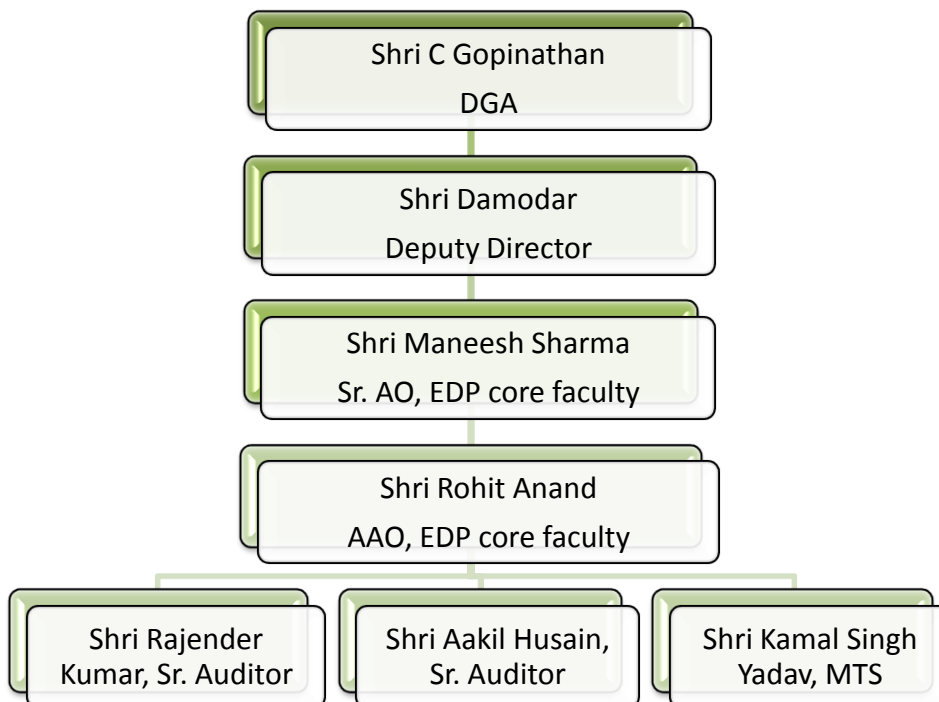
Resource profile

Infrastructure

The Centre has two lecture halls, one for the General courses and the other for IT courses. Thirty candidates can be accommodated in General lecture hall. The IT lecture hall of the Regional Training Centre has sufficient computers to impart training to 21-22 trainees at a time. All computers in IT lecture hall run on the latest software and are connected with Local Area Network. Apart from this, RTC is equipped with modern teaching equipment like Video Projectors, Over Head Projector, Audio amplifier, cordless mic etc.

Library

The Centre has a small reference library having about 200 books on both general as well as computer topics.

Personnel

The organizational chart of Regional Training Centre, Delhi is as below:-

Shri C Gopinathan
DGA

Shri Damodar
Deputy Director

Shri Maneesh Sharma
Sr. AO, EDP core faculty

Shri Rohit Anand
AAO, EDP core faculty

Shri Rajender Kumar, Sr. Auditor

Shri Aakil Husain, Sr. Auditor

Shri Kamal Singh Yadav, MTS

Composition of strength of RTC, Delhi

A   Faculty

Sl. No.	Cadre	Sanctioned Strength	Persons in position	Name(s) of present incumbents	Remarks
1	Sr.AO/ AO (Civil)	01	--	--	
2	Sr.AO/ AO (Commercial)	01	--	--	
3	Sr.AO/ AO (EDP)	02	02	Sh. Maneesh Sharma, Sr.AO Sh. Rohit Anand, AAO	

B   Non-faculty

Sl. No.	Cadre	Sanctioned Strength	Persons in position	Name(s) of present incumbents	Remarks
1	Sr.AO	01	--	--	
2	AO	--	--	--	
3	AAO	02	--	--	
4	PS/PA/Steno	--	--	--	
5	Sr. Auditor/Sr. Accountant	02	02	Sh Rajender Kumar, Sr. Auditor Sh. Aakil Husain, Sr. Auditor	
6	Clerk/Typist	01	--		
7	Multi Tasking Staff	02	01	Sh. Kamal Singh Yadav, MTS	Sh. Yogesh chand employed as casual labour - (01)

Budget

Currently, the Centre is functioning under the administrative control of Director General of Audit, Central Receipt. Hence, there is no separate budget for RTC, Delhi and all the expenses are being met from the budget of DGA (CR).

Achievements

Achievements

i) Training statistics at a glance

The summary of courses conducted, the persons trained and the training days utilized at Regional Training Centre, Delhi during the last five years are:

Year	Course Type	No. of courses conducted	No. of officials trained	No. of training days used
2009-10	General Courses	26	391	98
	IT Courses	17	284	90
2010-11	General Courses	24	516	234
	IT Courses	12	227	130
2011-12	General Courses	18	408	199
	IT Courses	20	339	129
2012-13	General Courses	23	465	80
	IT Courses	15	256	127
2013-14	General courses	29	493	103
	IT courses	16	261	96

ii) Slots targeted vis-à-vis achieved

Year	Course Type	No. of slots allotted	No. of persons trained	Percentage of slots utilised
2009-10	General Courses	421	391	93%
	IT Courses	315	284	90%
2010-11	General Courses	532	516	97%
	IT Courses	254	227	89%
2011-12	General Courses	453	408	90%
	IT Courses	393	339	86%
2012-13	General Courses	531	465	88%
	IT Courses	296	256	87%
2013-14	General Courses	581	493	85%
	IT Courses	284	261	92%

Pre-requisites for IT courses

Prerequisites of Participants for IT Courses

Sl. No	Course	Prerequisites/Level of participants
1.	Level-I (Basic Computer Skills)	Beginners
2.	Level-I (MS-Word advanced)	Persons having knowledge of Ms-Word
3.	Level-II (Database concepts, System concepts and Introduction to MS-Access)	Level-I
4.	Level-II (IT Audit advanced)	Level-II (Database concepts)
5.	MS Excel	Persons having knowledge of Ms-Word

Note:- Please strictly adhere to the prerequisites before nominating officers/officials for Information Technology courses

Regional Training Centre, Delhi