Regional Training Centre, Delhi

Annual Calendar of Training Programs for the Year 2015-16

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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 Ms Suhasini Gotmare, 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 programs for the year 2015-16

The training calendar for the year 2015-16 has been prepared on the basis of decisions taken in the meeting of the Regional Advisory Committee held on 27.02.2015. A total, 25 General and 15 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 Structured Training Module (STM) on Level-I (Basic Computer Skills) and Level-II (Database concepts and introduction to MS Access) which are under review at Headquarters. 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.

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	32
2	Audit of Contract, Purchase agreement and Works Audit for Sr. AO/AO/AAOs	1	5	19
3	Audit of Direct Taxes	1	1	
4	Audit of Finance and Appropriation accounts for Sr. AO/AO/AAOs	1	5	20
5	Audit of Public Private Partnership (PPP)/Joint Ventures for Sr. AO/AO/AAOs	1	3	15
6	Audit Planning and Implementation for Sr. AO/AO/AAOs	1	3	14
7	Certification and transaction audit of Autonomous bodies for Sr. AO/AO/AAOs	1	5	24
8	Essential concepts in commercial accountancy & audit and preparation of financial statements and their audit	1	3	13
9	Ethics and Values	1	2	14
10	Financial attest audit manual	1	3	22
11	Gender sensitization	1	1	17
12	General etiquettes, mannerism, positive work attitute and work ethics	1	1	13
13	How to prepare budget RE/BE of the office and its reconciliation, using BEMS and CompDDO	1	2	21
14	International Financial Reporting Standards (IFRS) and Indian Accounting Standards (iAS)	1	2	11
15	International Standards of Supreme Audit Institutions (ISSAI)	1	3	20

Sl. No	Course Name	No. of Courses	Course Duration	No. of Slots
16	Management training programme for Sr. AO/AO/AAOs	1	5	12
17	New companies Act 2013	1	2	9
18	Noting and Drafting	1	2	21
19	Performance Audit for Sr. AO/AO/AAOs	1	5	33
20	Recent changes in the Finance Act and its impact on audit of indirect taxes	1	1	40
21	Reporting Process with Report Writing issues	1	3	16
22	Right to Information Act	1	2	28
23	Statistics and Sampling in audit	1	5	25
24	Team building and motivation	1	1	10
25	Theme based audit with ISSAI Guidelines on Compliance Audit	1	2	15
	Total	**25**	**72**	**464**

Information Technology(IT)

Sl. No	Course Name	No. of Courses	Course Duration	No. of Slots
1	E-Lekha data software	1	2	21
2	IDEA	1	5	16
3	Level-I (Basic Computer Skills with emphasis on MS-Word and Internet)	3	7	49
4	Level-I (MS-Word advanced)	2	5	31
5	Level-II (Database concepts, system concepts and Introduction to MS-Access)	2	8	40
6	Level-II (IT audit advanced)	2	8	29
7	MS-Excel	2	5	41
8	SAP ERP	2	5	34
	Total	**15**	**90**	**261**
	Grand Total	**40**	**162**	**725**

General Courses at a glance

Sl. No	Course Name	No. of Slots	Start Date	End Date
1	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*	40	06-Apr-15	06-Apr-15
2	Financial attest audit manual *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	22	02-Sep-15	04-Sep-15
3	Noting and Drafting *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	21	14-Sep-15	15-Sep-15
4	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*	15	21-Sep-15	23-Sep-15
5	General etiquettes, mannerism, positive work attitute and work ethics *4 sessions per day for 1 days from 10:00 am to 04:45 pm everyday*	13	28-Sep-15	28-Sep-15
6	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*	32	05-Oct-15	09-Oct-15
7	Gender sensitization *4 sessions per day for 1 days from 10:00 am to 04:45 pm everyday*	17	12-Oct-15	12-Oct-15
8	Right to Information Act *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	28	15-Oct-15	16-Oct-15
9	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*	19	02-Nov-15	06-Nov-15
10	Theme based audit with ISSAI Guidelines on Compliance Audit *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	15	19-Nov-15	20-Nov-15
11	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*	14	30-Nov-15	02-Dec-15
12	Performance Audit for Sr. AO/AO/AAOs *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	33	07-Dec-15	11-Dec-15
13	International Standards of Supreme Audit Institutions (ISSAI) *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	20	16-Dec-15	18-Dec-15

Sl. No	Course Name	No. of Slots	Start Date	End Date
14	How to prepare budget RE/BE of the office and its reconciliation, using BEMS and CompDDO *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	21	21-Dec-15	22-Dec-15
15	New companies Act 2013 *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	9	28-Dec-15	29-Dec-15
16	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*	20	04-Jan-16	08-Jan-16
17	Essential concepts in commercial accountancy & audit and preparation of financial statements and their audit *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	13	11-Jan-16	13-Jan-16
18	Ethics and Values *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	14	18-Jan-16	19-Jan-16
19	Team building and motivation *4 sessions per day for 1 days from 10:00 am to 04:45 pm everyday*	10	29-Jan-16	29-Jan-16
20	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*	24	01-Feb-16	05-Feb-16
21	International Financial Reporting Standards (IFRS) and Indian Accounting Standards (iAS) *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	11	08-Feb-16	09-Feb-16
22	Reporting Process with Report Writing issues *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	16	18-Feb-16	19-Feb-16
23	Statistics and Sampling in audit *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	25	29-Feb-16	04-Mar-16
24	Management training programme for Sr. AO/AO/AAOs *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	12	07-Mar-16	11-Mar-16
25	Audit of Direct Taxes *4 sessions per day for 1 days from 10:00 am to 04:45 pm everyday*		21-Mar-16	21-Mar-16
	Total Number of slots	**464**		

IT Courses at a glance

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*	17	07-Sep-15	15-Sep-15
2	E-Lekha data software *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	21	23-Sep-15	24-Sep-15
3	MS-Excel *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	21	05-Oct-15	09-Oct-15
4	Level-I (MS-Word advanced) *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	16	12-Oct-15	16-Oct-15
5	IDEA *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	16	02-Nov-15	06-Nov-15
6	SAP ERP *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	17	16-Nov-15	20-Nov-15
7	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*	20	30-Nov-15	09-Dec-15
8	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*	16	14-Dec-15	22-Dec-15
9	MS-Excel *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	20	28-Dec-15	01-Jan-16
10	Level-II (IT audit advanced) *4 sessions per day for 8 days from 10:00 am to 04:45 pm everyday*	15	04-Jan-16	13-Jan-16
11	Level-I (MS-Word advanced) *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	15	18-Jan-16	22-Jan-16
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*	20	01-Feb-16	10-Feb-16

Sl. No	Course Name	No. of Slots	Start Date	End Date
13	Level-I (Basic Computer Skills with emphasis on MS-Word and Internet)	16	15-Feb-16	23-Feb-16
	4 sessions per day for 7 days from 10:00 am to 04:45 pm everyday			
14	SAP ERP	17	29-Feb-16	04-Mar-16
	4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday			
15	Level-II (IT audit advanced)	14	09-Mar-16	18-Mar-16
	4 sessions per day for 8 days from 10:00 am to 04:45 pm everyday			
	Total Number of slots	**261**		

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

General courses for the year 2015-16

Training Calendar for 2015-16

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

April, 15

1	Recent changes in the Finance Act and its impact on audit of indirect taxes	06-04-2015	06-04-2015		
	(1 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	3
				DGA(CR)	35
				PDA(E&SM)	1
				PDCA & MAB-IV	1
				Total Slots	**40**

September, 15

2	Financial attest audit manual	02-09-2015	04-09-2015		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	4
				C&AG	1
				DGA(CE)	4
				DGA(DS)	1
				PDA(E&SM)	2
				PDA(SD)	4
				PDCA & MAB-I	2
				PDCA & MAB-II	1
				PDCA & MAB-III	2
				PDCA & MAB-IV	1
				Total Slots	**22**
3	Noting and Drafting	14-09-2015	15-09-2015		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	7
				DGA(CR)	2
				PDA(E&SM)	5
				PDA(SD)	4
				PDCA & MAB-III	2
				PDCA & MAB-IV	1
				Total Slots	**21**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
4	Audit of Public Private Partnership (PPP)/Joint Ventures for Sr. AO/AO/AAOs	21-09-2015	23-09-2015		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	2
				PAG(A) Delhi	3
				PDA(E&SM)	1
				PDA(NR)	2
				PDA(SD)	2
				PDCA & MAB-I	2
				PDCA & MAB-II	1
				PDCA & MAB-III	1
				PDCA & MAB-IV	1
				Total Slots	**15**
5	General etiquettes, mannerism, positive work attitute and work ethics	28-09-2015	28-09-2015		
	(1 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	2
				DGA(P&T)	4
				PAG(A) Delhi	2
				PDA(E&SM)	1
				PDCA & MAB-II	3
				PDCA & MAB-III	1
				Total Slots	**13**

October, 15

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
6	Audit methodologies, Analysis of audit evidence and presentation of audit findings in IR for Sr. AO/AO/AAOs	05-10-2015	09-10-2015		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	3
				DGA(CE)	6
				DGA(CR)	10
				DGA(DS)	2
				PAG(A) Delhi	1
				PDA(AF)	1
				PDA(E&SM)	2
				PDCA & MAB-I	4
				PDCA & MAB-III	2
				PDCA & MAB-IV	1
				Total Slots	**32**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
7	Gender sensitization	12-10-2015	12-10-2015		
	(1 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	2
				DGA(CE)	1
				DGA(DS)	2
				DGA(P&T)	2
				PAG(A) Delhi	1
				PDA(E&SM)	3
				PDA(SD)	2
				PDCA & MAB-I	1
				PDCA & MAB-III	3
				Total Slots	**17**
8	Right to Information Act	15-10-2015	16-10-2015		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	2
				DGA(CE)	8
				DGA(CR)	4
				DGA(DS)	1
				DGA(P&T)	2
				PAG(A) Delhi	1
				PDA(AF)	1
				PDA(E&SM)	2
				PDA(NR)	1
				PDA(SD)	4
				PDCA & MAB-II	1
				PDCA & MAB-III	1
				Total Slots	**28**

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

November, 15

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
9	Audit of Contract, Purchase agreement and Works Audit for Sr. AO/AO/AAOs	02-11-2015	06-11-2015		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	3
				DGA(CE)	3
				DGA(P&T)	1
				PAG(A) Delhi	3
				PDA(AF)	1
				PDA(E&SM)	2
				PDA(SD)	1
				PDCA & MAB-I	2
				PDCA & MAB-II	1
				PDCA & MAB-III	2
				Total Slots	**19**
10	Theme based audit with ISSAI Guidelines on Compliance Audit	19-11-2015	20-11-2015		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CR)	4
				DGA(P&T)	1
				PAG(A) Delhi	2
				PDA(E&SM)	2
				PDCA & MAB-I	2
				PDCA & MAB-II	1
				PDCA & MAB-III	2
				PDCA & MAB-IV	1
				Total Slots	**15**
11	Audit Planning and Implementation for Sr. AO/AO/AAOs	30-11-2015	02-12-2015		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	3
				DGA(CE)	3
				DGA(CR)	2
				DGA(DS)	2
				DGA(P&T)	1
				PAG(A) Delhi	1
				PDA(E&SM)	1
				PDCA & MAB-IV	1
				Total Slots	**14**

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

December, 15

12	Performance Audit for Sr. AO/AO/AAOs	07-12-2015	11-12-2015		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	4
				DGA(CE)	4
				DGA(CR)	5
				DGA(DS)	4
				DGA(P&T)	3
				PAG(A) Delhi	3
				PDA(AF)	1
				PDA(E&SM)	1
				PDA(SD)	1
				PDCA & MAB-II	1
				PDCA & MAB-III	2
				PDCA & MAB-IV	4
				Total Slots	**33**
13	International Standards of Supreme Audit Institutions (ISSAI)	16-12-2015	18-12-2015		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	2
				DGA(CR)	6
				DGA(DS)	2
				DGA(P&T)	1
				PAG(A) Delhi	3
				PDA(E&SM)	2
				PDA(NR)	1
				PDA(SD)	1
				PDCA & MAB-I	2
				Total Slots	**20**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
14	How to prepare budget RE/BE of the office and its reconciliation, using BEMS and CompDDO	21-12-2015	22-12-2015		
	(2 Day Course @ 4 Sessions Per Day)		10:00 am to 04:45 pm		
				C&AG	2
				DGA(CE)	2
				DGA(CR)	2
				DGA(DS)	2
				PAG(A) Delhi	1
				PDCA & MAB-I	2
				PDCA & MAB-II	7
				PDCA & MAB-III	3
				Total Slots	**21**
15	New companies Act 2013	28-12-2015	29-12-2015		
	(2 Day Course @ 4 Sessions Per Day)		10:00 am to 04:45 pm		
				DGA(P&T)	2
				PAG(A) Delhi	2
				PDCA & MAB-I	2
				PDCA & MAB-II	2
				PDCA & MAB-III	1
				Total Slots	**9**

January, 16

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
16	Audit of Finance and Appropriation accounts for Sr. AO/AO/AAOs	04-01-2016	08-01-2016		
	(5 Day Course @ 4 Sessions Per Day)		10:00 am to 04:45 pm		
				C&AG	3
				DGA(CE)	8
				DGA(CR)	2
				DGA(P&T)	2
				PAG(A) Delhi	2
				PDA(E&SM)	3
				Total Slots	**20**
17	Essential concepts in commercial accountancy & audit and preparation of financial statements and their audit	11-01-2016	13-01-2016		
	(3 Day Course @ 4 Sessions Per Day)		10:00 am to 04:45 pm		
				DGA(CE)	13
				Total Slots	**13**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
18	Ethics and Values	18-01-2016	19-01-2016		
	(2 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				DGA(CE)	7
				DGA(CR)	1
				PAG(A) Delhi	1
				PDA(E&SM)	2
				PDA(SD)	2
				PDCA & MAB-III	1
				Total Slots	**14**
19	Team building and motivation	29-01-2016	29-01-2016		
	(1 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				DGA(P&T)	4
				PAG(A) Delhi	2
				PDA(E&SM)	1
				PDCA & MAB-II	2
				PDCA & MAB-III	1
				Total Slots	**10**

February, 16

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
20	Certification and transaction audit of Autonomous bodies for Sr. AO/AO/AAOs	01-02-2016	05-02-2016		
	(5 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				C&AG	1
				DGA(CE)	8
				DGA(CR)	2
				DGA(P&T)	1
				PAG(A) Delhi	2
				PDA(E&SM)	2
				PDA(SD)	1
				PDCA & MAB-I	2
				PDCA & MAB-II	2
				PDCA & MAB-III	2
				PDCA & MAB-IV	1
				Total Slots	**24**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
21	International Financial Reporting Standards (IFRS) and Indian Accounting Standards (iAS)	08-02-2016	09-02-2016		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(P&T)	2
				PDCA & MAB-I	2
				PDCA & MAB-II	5
				PDCA & MAB-III	2
				Total Slots	**11**
22	Reporting Process with Report Writing issues	18-02-2016	19-02-2016		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	2
				DGA(P&T)	2
				PAG(A) Delhi	3
				PDA(E&SM)	3
				PDA(E&SM)	2
				PDA(NR)	1
				PDCA & MAB-III	2
				PDCA & MAB-IV	1
				Total Slots	**16**
23	Statistics and Sampling in audit	29-02-2016	04-03-2016		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	3
				DGA(CE)	3
				DGA(CR)	4
				DGA(DS)	3
				DGA(P&T)	1
				PAG(A) Delhi	3
				PDA(E&SM)	2
				PDA(NR)	1
				PDCA & MAB-I	2
				PDCA & MAB-II	1
				PDCA & MAB-III	1
				PDCA & MAB-IV	1
				Total Slots	**25**

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

March, 16

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
24	Management training programme for Sr. AO/AO/AAOs	07-03-2016	11-03-2016		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	3
				DGA(CE)	1
				DGA(CR)	1
				DGA(DS)	2
				PDA(E&SM)	1
				PDA(SD)	2
				PDCA & MAB-III	1
				PDCA & MAB-IV	1
				Total Slots	**12**
25	Audit of Direct Taxes	21-03-2016	21-03-2016		
	(1 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				Total Slots	

Information Technology courses for the year 2015-16

Training Calendar for 2015-16

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
	September, 15				
1	Level-I (Basic Computer Skills with emphasis on MS-Word and Internet)	07-09-2015	15-09-2015		
	(7 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				C&AG	2
				DGA(CE)	4
				DGA(CR)	1
				DGA(DS)	1
				DGA(P&T)	2
				PAG(A) Delhi	2
				PDA(AF)	2
				PDA(E&SM)	2
				PDA(SD)	1
				Total Slots	**17**
2	E-Lekha data software	23-09-2015	24-09-2015		
	(2 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				DGA(CE)	12
				DGA(DS)	1
				PDA(E&SM)	4
				PDA(SD)	4
				Total Slots	**21**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
	October, 15				
3	MS-Excel	05-10-2015	09-10-2015		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	8
				DGA(CR)	1
				DGA(DS)	2
				PAG(A) Delhi	1
				PDA(E&SM)	4
				PDA(SD)	2
				PDCA & MAB-I	1
				PDCA & MAB-III	1
				PDCA & MAB-IV	1
				Total Slots	**21**
4	Level-I (MS-Word advanced)	12-10-2015	16-10-2015		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	7
				DGA(CR)	3
				PAG(A) Delhi	1
				PDA(E&SM)	4
				PDCA & MAB-III	1
				Total Slots	**16**

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

November, 15

5	IDEA	02-11-2015	06-11-2015		
	(5 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				DGA(CR)	1
				PDA(E&SM)	6
				PDCA & MAB-I	2
				PDCA & MAB-II	5
				PDCA & MAB-III	2
				Total Slots	**16**
6	SAP ERP	16-11-2015	20-11-2015		
	(5 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				C&AG	1
				DGA(DS)	1
				DGA(P&T)	1
				PAG(A) Delhi	1
				PDCA & MAB-I	2
				PDCA & MAB-II	8
				PDCA & MAB-III	3
				Total Slots	**17**
7	Level-II (Database concepts, system concepts and Introduction to MS-Access)	30-11-2015	09-12-2015		
	(8 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				C&AG	1
				DGA(CE)	5
				DGA(CR)	4
				DGA(DS)	1
				DGA(P&T)	1
				PAG(A) Delhi	2
				PDA(E&SM)	3
				PDA(SD)	1
				PDCA & MAB-III	1
				PDCA & MAB-IV	1
				Total Slots	**20**

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

December, 15

8	Level-I (Basic Computer Skills with emphasis on MS-Word and Internet)	14-12-2015	22-12-2015		
	(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
				DGA(P&T)	1
				PAG(A) Delhi	2
				PDA(AF)	1
				PDA(E&SM)	2
				PDA(SD)	2
				PDCA & MAB-III	1
				Total Slots	**16**
9	MS-Excel	28-12-2015	01-01-2016		
	(5 Day Course @ 4 Sessions Per Day)	10:00 am to 04:45 pm			
				DGA(CE)	8
				DGA(DS)	1
				PAG(A) Delhi	2
				PDA(E&SM)	4
				PDA(SD)	2
				PDCA & MAB-I	1
				PDCA & MAB-II	1
				PDCA & MAB-III	1
				Total Slots	**20**

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

January, 16

10	Level-II (IT audit advanced)	04-01-2016	13-01-2016		
	(8 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	2
				DGA(CR)	3
				DGA(P&T)	2
				PAG(A) Delhi	1
				PDA(AF)	1
				PDA(E&SM)	3
				PDA(NR)	1
				PDCA & MAB-I	1
				PDCA & MAB-III	1
				Total Slots	**15**
11	Level-I (MS-Word advanced)	18-01-2016	22-01-2016		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	7
				DGA(CR)	2
				PAG(A) Delhi	1
				PDA(E&SM)	3
				PDCA & MAB-III	1
				PDCA & MAB-IV	1
				Total Slots	**15**

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

February, 16

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
12	Level-II (Database concepts, system concepts and Introduction to MS-Access)	01-02-2016	10-02-2016		
	(8 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	1
				DGA(CE)	4
				DGA(CR)	4
				DGA(DS)	2
				DGA(P&T)	1
				PAG(A) Delhi	2
				PDA(AF)	1
				PDA(E&SM)	4
				PDCA & MAB-III	1
				Total Slots	**20**
13	Level-I (Basic Computer Skills with emphasis on MS-Word and Internet)	15-02-2016	23-02-2016		
	(7 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	2
				DGA(CE)	3
				DGA(CR)	2
				DGA(DS)	1
				DGA(P&T)	1
				PAG(A) Delhi	2
				PDA(AF)	1
				PDA(E&SM)	1
				PDA(SD)	1
				PDCA & MAB-III	1
				PDCA & MAB-IV	1
				Total Slots	**16**
14	SAP ERP	29-02-2016	04-03-2016		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	1
				DGA(DS)	1
				DGA(P&T)	1
				PDCA & MAB-I	3
				PDCA & MAB-II	7
				PDCA & MAB-III	4
				Total Slots	**17**

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

March, 16

15	Level-II (IT audit advanced)	09-03-2016	18-03-2016		
	(8 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	2
				DGA(CR)	3
				DGA(DS)	1
				DGA(P&T)	2
				PAG(A) Delhi	1
				PDA(E&SM)	2
				PDA(NR)	1
				PDCA & MAB-I	1
				PDCA & MAB-III	1
				Total Slots	**14**

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 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
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 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.

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 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.

16. **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.

17. **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

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

19. **E-Lekha**
    - Introduction to E-lekha data software
    - Provision in COMPACT accounting software
    - Framework of available reports
    - Use of available data from audit point of view

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

21. **Management training programme**
    - Overview of ISSAI and Auditing Standards
    - Financial accountability management in Government of India
    - Corporate Governance and Corporate Social Responsibility
    - Management basics including planning and organization
    - Leadership and organizational development
    - Personality development
    - Motivation
    - Controlling including budgeting
    - Decision making
    - Managerial economics and its concepts

22. **Team building and positive work attitude**
    - Role of motivation and positive work attitude
    - Teambuilding – what is teamwork and team building
    - How does a team work
    - Stages of tem building
23. **General etiquettes, mannerism**
    - General office etiquettes manner for becoming disciplined employee
    - Behaviour with the subordinates and positive work attitude
    - Ethics at work place
    - Conduct of Government servant
    - CCS(Conduct) rules
24. **New Companies Act 2013**
    - Overview, incorporation of company and prospectus & allotment of securities
    - Management, administration and governance
    - Accounts, audit and appointment t of auditors
    - Other provisions and new features of companies act 2013
25. **Noting and Drafting**
    - Definition and guidelines for noting
    - Allied instructions and correspondence with specified authorities
    - Office procedures
    - Precis writing
    - Forms of communication for correspondence
    - File and report referencing
    - Effective use of words while writing notes and drafts
    - Noting and drafting for preparing audit reports

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)**
   - Introduction to IDEA
   - Importing various types of data
   - Data extraction
   - Grouping, indices and Summarization of data using different tools
   - Analysis of data using various tools and functions
   - Joining two data files and appending data in the existing file
   - 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

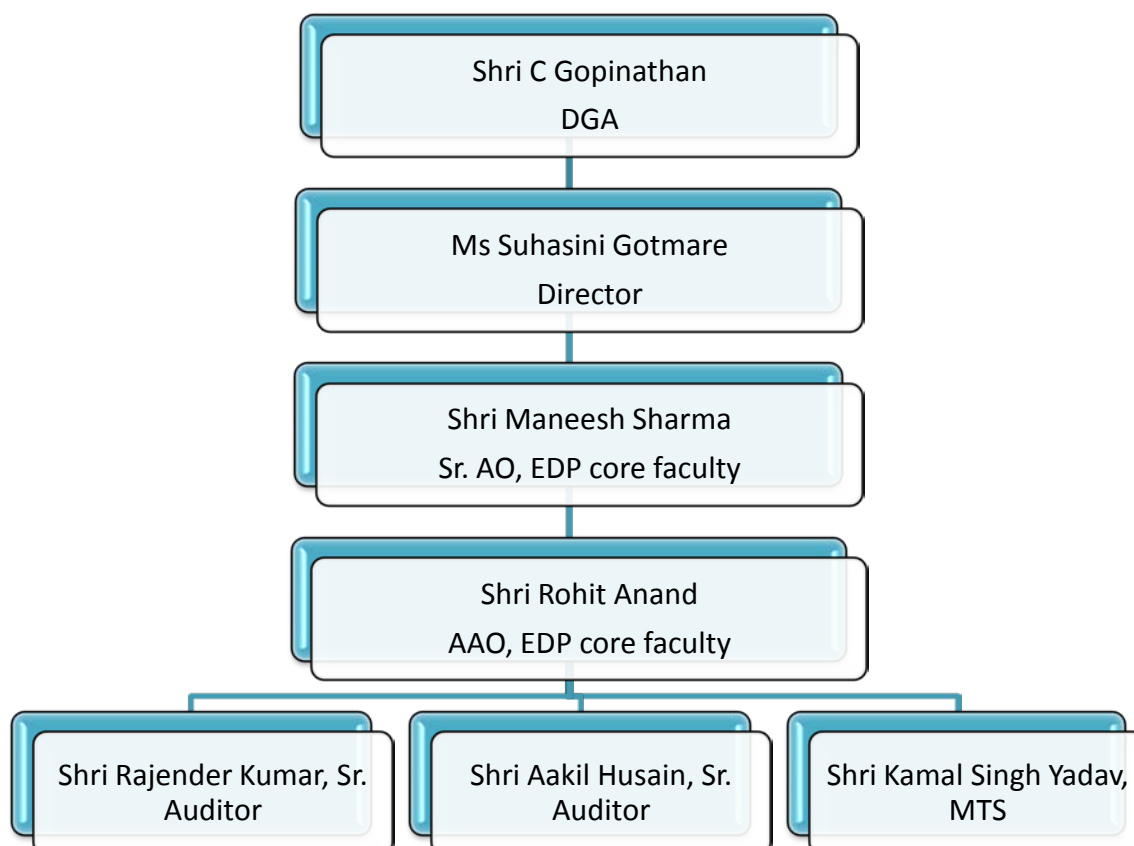# Resource profile

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

Ms Suhasini Gotmare
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
2010-11	General Courses	24	516	234
	IT Courses	12	227	130
2011-12	General Courses	18	406	199
	IT Courses	20	341	129
2012-13	General Courses	23	465	80
	IT Courses	15	259	127
2013-14	General courses	29	506	103
	IT courses	16	261	96
2014-15	General courses	36	772	101
	IT courses	19	332	109

ii) Slots targeted vis-à-vis achieved

Year	Course Type	No. of slots allotted	No. of persons trained	Percentage of slots utilised
2010-11	General Courses	532	516	97%
	IT Courses	254	227	89%
2011-12	General Courses	453	406	90%
	IT Courses	393	341	87%
2012-13	General Courses	531	465	88%
	IT Courses	296	259	88%
2013-14	General Courses	581	506	87%
	IT Courses	284	261	92%
2014-15	General Courses	882	772	88%
	IT Courses	349	332	95%

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