Regional Training Centre, Delhi

Annual Calendar of Training Programs for the Year 2016-17

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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 four 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 2016-17

The training calendar for the year 2016-17 has been prepared on the basis of decisions taken in the meeting of the Regional Advisory Committee held on 11.03.2016. A total, 19 General and 22 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. Director General 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. Director General 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 (Staff), 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. Director General 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. Director General 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 re-designated as Knowledge Centre for Public Debt and Public Procurement in 2015. Acting as Knowledge Centre, RTC is required to build reservoir of knowledge and data in these areas. 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/ case paper on the designated area are also required to be undertaken.

RTC, Delhi organized a workshop on Public Debt in the month of February 2016 for finalization of module for dissemination workshops and preparation of concept paper on this topic. The module and concept paper has been finalized and approved by Regional Advisory Committee of RTC for use in workshops and circulation among user offices. A similar workshop would be planned sometime this year to finalize module and concept paper on Public Procurement.

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	1	5	19
2	Audit of Contract, Purchase agreement and Works Audit	1	5	15
3	Audit of Direct Taxes	1	5	4
4	Audit of Finance and Appropriation accounts	1	5	18
5	Audit of Public Private Partnership (PPP)/Joint Ventures	1	3	17
6	Audit Planning and Implementation	1	3	13
7	Audit Quality Management Framework	1	2	11
8	Central Excise Revenue Audit (CERA) and Goods and Service Tax (GST)	1	5	3
9	Certification and transaction audit of Autonomous bodies	1	5	28
10	Financial attest audit	1	5	16
11	How to prepare budget RE/BE of the office and its conciliation using BEMS and CompDDO	1	2	20
12	International Standards of Supreme Audit Institutions (ISSAI)	1	3	15
13	ISSAI Guidelines on Compliance Audit with inroduction to Theme based audit	1	2	15
14	Management training programme for Sr. AO/AO/AAOs	1	5	8
15	Noting and Drafting	1	2	16
16	Performance Audit	1	5	25
17	Recent changes in the Finance Act and its impact on audit of indirect taxes	1	1	23

Sl. No	Course Name	No. of Courses	Course Duration	No. of Slots
18	Right to Information Act	1	2	24
19	Statistics and Sampling in Audit	1	3	15
	Total	**19**	**68**	**305**

Information Technology(IT)

Sl. No	Course Name	No. of Courses	Course Duration	No. of Slots
1	Interactive Data Extractions and Analysis (IDEA)	1	5	19
2	Level-I (Basic Computer Skills with emphasis on MS-Word and Internet)	2	7	40
3	Level-I (MS-Word advanced)	2	5	29
4	Level-II (Database concepts, system concepts and Introduction to MS-Access)	3	8	46
5	Level-II (IT audit advanced) - Auditing in IT Environment	12	6	28
6	MS-Excel	2	5	42
	Total	**22**	**135**	**204**
	Grand Total	**41**	**203**	**509**

Courses at a glance

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*	23	18-Apr-16	18-Apr-16
2	Performance Audit *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	25	11-Jul-16	15-Jul-16
3	Right to Information Act *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	24	08-Aug-16	09-Aug-16
4	Audit Planning and Implementation *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	13	29-Aug-16	31-Aug-16
5	ISSAI Guidelines on Compliance Audit with inroduction to Theme based audit *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	15	08-Sep-16	09-Sep-16
6	Financial attest audit *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	16	19-Sep-16	23-Sep-16
7	Certification and transaction audit of Autonomous bodies *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	28	03-Oct-16	07-Oct-16
8	Management training programme for Sr. AO/AO/AAOs *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	8	24-Oct-16	28-Oct-16
9	Audit of Finance and Appropriation accounts *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	18	07-Nov-16	11-Nov-16
10	Statistics and Sampling in Audit *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	15	28-Nov-16	30-Nov-16
11	Audit Quality Management Framework *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	11	08-Dec-16	09-Dec-16
12	Noting and Drafting *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	16	19-Dec-16	20-Dec-16
13	Audit of Contract, Purchase agreement and Works Audit *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	15	09-Jan-17	13-Jan-17
14	How to prepare budget RE/BE of the office and its conciliation using BEMS and CompDDO *4 sessions per day for 2 days from 10:00 am to 04:45 pm everyday*	20	19-Jan-17	20-Jan-17

Sl. No	Course Name	No. of Slots	Start Date	End Date
15	Audit of Public Private Partnership (PPP)/Joint Ventures *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	17	01-Feb-17	03-Feb-17
16	Audit methodologies, Analysis of audit evidence and presentation of audit findings in IR *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	19	13-Feb-17	17-Feb-17
17	International Standards of Supreme Audit Institutions (ISSAI) *4 sessions per day for 3 days from 10:00 am to 04:45 pm everyday*	15	01-Mar-17	03-Mar-17
18	Audit of Direct Taxes *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	4	06-Mar-17	10-Mar-17
19	Central Excise Revenue Audit (CERA) and Goods and Service Tax (GST) *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	3	13-Mar-17	17-Mar-17
	Total Number of slots	**305**		

IT Courses at a glance

Sl. No	Course Name	No. of Slots	Start Date	End Date
1	Level-II (IT audit advanced) - Auditing in IT Environment *4 sessions per day for 6 days from 10:00 am to 04:45 pm everyday*	10	22-Apr-16	29-Apr-16
2	MS-Excel *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	21	02-May-16	06-May-16
3	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	29-Jun-16	08-Jul-16
4	Level-I (MS-Word advanced) *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	15	11-Jul-16	15-Jul-16
5	Level-II (IT audit advanced) - Auditing in IT Environment *4 sessions per day for 6 days from 10:00 am to 04:45 pm everyday*	18	22-Jul-16	29-Jul-16
6	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	01-Aug-16	10-Aug-16
7	Level-II (IT audit advanced) - Auditing in IT Environment *4 sessions per day for 6 days from 10:00 am to 04:45 pm everyday*		26-Aug-16	02-Sep-16
8	Level-II (IT audit advanced) - Auditing in IT Environment *4 sessions per day for 6 days from 10:00 am to 04:45 pm everyday*		16-Sep-16	23-Sep-16
9	MS-Excel *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	21	03-Oct-16	07-Oct-16
10	Level-II (IT audit advanced) - Auditing in IT Environment *4 sessions per day for 6 days from 10:00 am to 04:45 pm everyday*		21-Oct-16	28-Oct-16
11	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	07-Nov-16	16-Nov-16

Sl. No	Course Name	No. of Slots	Start Date	End Date
12	Level-II (IT audit advanced) - Auditing in IT Environment *4 sessions per day for 6 days from 10:00 am to 04:45 pm everyday*		25-Nov-16	02-Dec-16
13	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	05-Dec-16	14-Dec-16
14	Level-II (IT audit advanced) - Auditing in IT Environment *4 sessions per day for 6 days from 10:00 am to 04:45 pm everyday*		19-Dec-16	26-Dec-16
15	Level-II (IT audit advanced) - Auditing in IT Environment *4 sessions per day for 6 days from 10:00 am to 04:45 pm everyday*		06-Jan-17	13-Jan-17
16	Level-I (MS-Word advanced) *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	14	16-Jan-17	20-Jan-17
17	Level-II (IT audit advanced) - Auditing in IT Environment *4 sessions per day for 6 days from 10:00 am to 04:45 pm everyday*		27-Jan-17	03-Feb-17
18	Level-II (IT audit advanced) - Auditing in IT Environment *4 sessions per day for 6 days from 10:00 am to 04:45 pm everyday*		06-Feb-17	13-Feb-17
19	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	20-Feb-17	01-Mar-17
20	Interactive Data Extractions and Analysis (IDEA) *4 sessions per day for 5 days from 10:00 am to 04:45 pm everyday*	19	06-Mar-17	10-Mar-17
21	Level-II (IT audit advanced) - Auditing in IT Environment *4 sessions per day for 6 days from 10:00 am to 04:45 pm everyday*		13-Mar-17	20-Mar-17
22	Level-II (IT audit advanced) - Auditing in IT Environment *4 sessions per day for 6 days from 10:00 am to 04:45 pm everyday*		24-Mar-17	31-Mar-17
	Total Number of slots	**204**		

General courses for the year 2016-17

General Training Calendar for 2016-17

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

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
1	Recent changes in the Finance Act and its impact on audit of indirect taxes	18/04/2016	18/04/2016		
	(1 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CR)	16
				DGA(E&SM)	2
				PDCA & MAB-II	2
				PDCA & MAB-III	2
				PDCA & MAB-IV	1
				Total Slots	**23**

July, 16

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
2	Performance Audit	11/07/2016	15/07/2016		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	4
				DGA(CR)	2
				DGA(DS)	4
				DGA(E&SM)	2
				DGA(NR)	2
				DGA(P&T)	2
				PAG(A) Delhi	2
				PDA(SD)	1
				PDCA & MAB-I	2
				PDCA & MAB-IV	4
				Total Slots	**25**

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

August, 16

3	Right to Information Act	08/08/2016	09/08/2016		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	2
				DGA(CE)	9
				DGA(CR)	1
				DGA(DS)	1
				DGA(E&SM)	2
				DGA(P&T)	2
				PAG(A) Delhi	1
				PDA(SD)	1
				PDCA & MAB-II	5
				Total Slots	**24**
4	Audit Planning and Implementation	29/08/2016	31/08/2016		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	5
				DGA(DS)	2
				DGA(E&SM)	2
				DGA(P&T)	2
				PAG(A) Delhi	1
				PDCA & MAB-IV	1
				Total Slots	**13**

September, 16

5	ISSAI Guidelines on Compliance Audit with inroduction to Theme based audit	08/09/2016	09/09/2016		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	1
				DGA(CR)	2
				DGA(E&SM)	2
				DGA(P&T)	2
				PAG(A) Delhi	2
				PDCA & MAB-I	2
				PDCA & MAB-IV	4
				Total Slots	**15**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
6	Financial attest audit	19/09/2016	23/09/2016		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	4
				DGA(CE)	3
				DGA(DS)	2
				DGA(E&SM)	2
				PDA(SD)	1
				PDCA & MAB-I	2
				PDCA & MAB-III	1
				PDCA & MAB-IV	1
				Total Slots	**16**

October, 16

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
7	Certification and transaction audit of Autonomous bodies	03/10/2016	07/10/2016		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	6
				DGA(CE)	5
				DGA(CR)	2
				DGA(E&SM)	2
				DGA(P&T)	2
				PAG(A) Delhi	2
				PDA(SD)	1
				PDCA & MAB-I	2
				PDCA & MAB-II	5
				PDCA & MAB-IV	1
				Total Slots	**28**
8	Management training programme for Sr. AO/AO/AAOs	24/10/2016	28/10/2016		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	2
				DGA(CE)	1
				DGA(CR)	1
				DGA(E&SM)	2
				PDA(SD)	1
				PDCA & MAB-IV	1
				Total Slots	**8**

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

November, 16

9	Audit of Finance and Appropriation accounts	07/11/2016	11/11/2016		
	(5 Day Course @ 4 Sessions Per Day)		10:00 am to 04:45 pm		
				C&AG	2
				DGA(CE)	7
				DGA(CR)	1
				DGA(DS)	1
				DGA(E&SM)	2
				DGA(P&T)	3
				PAG(A) Delhi	2
				Total Slots	**18**
10	Statistics and Sampling in Audit	28/11/2016	30/11/2016		
	(3 Day Course @ 4 Sessions Per Day)		10:00 am to 04:45 pm		
				DGA(CE)	1
				DGA(CR)	2
				DGA(DS)	3
				DGA(E&SM)	2
				DGA(P&T)	2
				PAG(A) Delhi	2
				PDCA & MAB-I	2
				PDCA & MAB-IV	1
				Total Slots	**15**

December, 16

11	Audit Quality Management Framework	08/12/2016	09/12/2016		
	(2 Day Course @ 4 Sessions Per Day)		10:00 am to 04:45 pm		
				C&AG	2
				DGA(CE)	4
				DGA(P&T)	2
				PAG(A) Delhi	1
				PDA(SD)	1
				PDCA & MAB-IV	1
				Total Slots	**11**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
12	Noting and Drafting	19/12/2016	20/12/2016		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	6
				DGA(CR)	1
				DGA(DS)	1
				DGA(E&SM)	4
				PDA(SD)	1
				PDCA & MAB-III	2
				PDCA & MAB-IV	1
				Total Slots	**16**

January, 17

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
13	Audit of Contract, Purchase agreement and Works Audit	09/01/2017	13/01/2017		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	4
				DGA(CE)	2
				DGA(E&SM)	2
				DGA(P&T)	2
				PAG(A) Delhi	2
				PDA(SD)	1
				PDCA & MAB-I	2
				Total Slots	**15**
14	How to prepare budget RE/BE of the office and its conciliation using BEMS and CompDDO	19/01/2017	20/01/2017		
	(2 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	5
				DGA(CR)	1
				DGA(DS)	2
				DGA(E&SM)	4
				DGA(P&T)	2
				PDA(AF)	1
				PDCA & MAB-II	5
				Total Slots	**20**

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

February, 17

15	Audit of Public Private Partnership (PPP)/Joint Ventures	01/02/2017	03/02/2017		
	(3 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	2
				DGA(CE)	3
				DGA(DS)	1
				DGA(E&SM)	2
				DGA(NR)	1
				PAG(A) Delhi	2
				PDA(SD)	1
				PDCA & MAB-I	2
				PDCA & MAB-III	2
				PDCA & MAB-IV	1
				Total Slots	**17**
16	Audit methodologies, Analysis of audit evidence and presentation of audit findings in IR	13/02/2017	17/02/2017		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	4
				DGA(CR)	1
				DGA(DS)	2
				DGA(E&SM)	2
				PAG(A) Delhi	1
				PDA(AF)	1
				PDCA & MAB-I	2
				PDCA & MAB-II	5
				PDCA & MAB-IV	1
				Total Slots	**19**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
	March, 17				
17	International Standards of Supreme Audit Institutions (ISSAI)	01/03/2017	03/03/2017		
	(3 Day Course @ 4 Sessions Per Day)		*10:00 am to 04:45 pm*		
				C&AG	2
				DGA(DS)	2
				DGA(E&SM)	2
				DGA(P&T)	2
				PAG(A) Delhi	2
				PDA(SD)	1
				PDCA & MAB-I	2
				PDCA & MAB-II	2
				Total Slots	**15**
18	Audit of Direct Taxes	06/03/2017	10/03/2017		
	(5 Day Course @ 4 Sessions Per Day)		*10:00 am to 04:45 pm*		
				DGA(CR)	2
				DGA(E&SM)	2
				Total Slots	**4**
19	Central Excise Revenue Audit (CERA) and Goods and Service Tax (GST)	13/03/2017	17/03/2017		
	(5 Day Course @ 4 Sessions Per Day)		*10:00 am to 04:45 pm*		
				PAG(A) Delhi	3
				Total Slots	**3**

Information Technology courses for the year 2016-17

IT Training Calendar for 2016-17

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

April, 16

1	Level-II (IT audit advanced) - Auditing in IT Environment	22/04/2016	29/04/2016		
	(6 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	0
				DGA(CR)	3
				DGA(DS)	1
				DGA(E&SM)	0
				DGA(NR)	1
				DGA(P&T)	1
				PAG(A) Delhi	1
				PDCA & MAB-I	1
				PDCA & MAB-III	0
				PDCA & MAB-IV	2
				Total Slots	**10**

May, 16

2	MS-Excel	02/05/2016	06/05/2016		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	8
				DGA(DS)	1
				DGA(E&SM)	6
				DGA(NR)	1
				PAG(A) Delhi	2
				PDA(SD)	1
				PDCA & MAB-I	1
				PDCA & MAB-III	1
				Total Slots	**21**

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

June, 16

3	Level-I (Basic Computer Skills with emphasis on MS-Word and Internet)	29/06/2016	08/07/2016		
	(7 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	1
				DGA(CE)	3
				DGA(CR)	1
				DGA(DS)	2
				DGA(E&SM)	5
				DGA(P&T)	1
				PAG(A) Delhi	2
				PDA(SD)	1
				PDCA & MAB-II	2
				PDCA & MAB-III	1
				PDCA & MAB-IV	1
				Total Slots	**20**

July, 16

4	Level-I (MS-Word advanced)	11/07/2016	15/07/2016		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	6
				DGA(CR)	2
				DGA(DS)	2
				DGA(E&SM)	4
				PAG(A) Delhi	1
				PDCA & MAB-III	0
				Total Slots	**15**

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
5	Level-II (IT audit advanced) - Auditing in IT Environment	22/07/2016	29/07/2016		
	(6 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				C&AG	4
				DGA(CE)	1
				DGA(CR)	2
				DGA(DS)	1
				DGA(E&SM)	4
				DGA(NR)	1
				DGA(P&T)	1
				PAG(A) Delhi	1
				PDCA & MAB-I	1
				PDCA & MAB-III	0
				PDCA & MAB-IV	2
				Total Slots	**18**

August, 16

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
6	Level-II (Database concepts, system concepts and Introduction to MS-Access)	01/08/2016	10/08/2016		
	(8 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	6
				DGA(CR)	1
				DGA(DS)	1
				DGA(E&SM)	4
				DGA(P&T)	1
				PAG(A) Delhi	1
				PDA(AF)	1
				PDCA & MAB-III	0
				Total Slots	**15**
7	Level-II (IT audit advanced) - Auditing in IT Environment	26/08/2016	02/09/2016		
	(6 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				Total Slots	

September, 16

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
8	Level-II (IT audit advanced) - Auditing in IT Environment	16/09/2016	23/09/2016		
	(6 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				Total Slots	

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
9	Level-II (IT audit advanced) - Auditing in IT Environment	24/03/2017	31/03/2017		
	(6 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				Total Slots	

October, 16

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
10	MS-Excel	03/10/2016	07/10/2016		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	8
				DGA(CR)	1
				DGA(DS)	1
				DGA(E&SM)	7
				PAG(A) Delhi	1
				PDA(SD)	1
				PDCA & MAB-I	1
				PDCA & MAB-IV	1
				Total Slots	**21**
11	Level-II (IT audit advanced) - Auditing in IT Environment	21/10/2016	28/10/2016		
	(6 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				Total Slots	

November, 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)	07/11/2016	16/11/2016		
	(8 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	6
				DGA(CR)	2
				DGA(DS)	1
				DGA(E&SM)	4
				PAG(A) Delhi	1
				PDA(AF)	1
				PDCA & MAB-III	0
				Total Slots	**15**
13	Level-II (IT audit advanced) - Auditing in IT Environment	25/11/2016	02/12/2016		
	(6 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				Total Slots	

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

December, 16

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
14	Level-I (Basic Computer Skills with emphasis on MS-Word and Internet)	05/12/2016	14/12/2016		
	(7 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
				DGA(E&SM)	5
				DGA(P&T)	1
				PAG(A) Delhi	2
				PDA(SD)	1
				PDCA & MAB-II	3
				Total Slots	**20**
15	Level-II (IT audit advanced) - Auditing in IT Environment	19/12/2016	26/12/2016		
	(6 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				Total Slots	

January, 17

Sl. No.	Name of the course	Start Date	End Date	Office Name	Slots
16	Level-II (IT audit advanced) - Auditing in IT Environment	06/01/2017	13/01/2017		
	(6 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				Total Slots	
17	Level-I (MS-Word advanced)	16/01/2017	20/01/2017		
	(5 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				DGA(CE)	5
				DGA(CR)	1
				DGA(DS)	2
				DGA(E&SM)	4
				PAG(A) Delhi	1
				PDCA & MAB-III	0
				PDCA & MAB-IV	1
				Total Slots	**14**
18	Level-II (IT audit advanced) - Auditing in IT Environment	27/01/2017	03/02/2017		
	(6 Day Course @ 4 Sessions Per Day)	*10:00 am to 04:45 pm*			
				Total Slots	

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

February, 17

| 19 | Level-II (IT audit advanced) - Auditing in IT Environment | 06/02/2017 | 13/02/2017 | | |
| | *(6 Day Course @ 4 Sessions Per Day)* | *10:00 am to 04:45 pm* | | | |

Total Slots

| 20 | Level-II (Database concepts, system concepts and Introduction to MS-Access) | 20/02/2017 | 01/03/2017 | | |
| | *(8 Day Course @ 4 Sessions Per Day)* | *10:00 am to 04:45 pm* | | | |

Office Name	Slots
C&AG	1
DGA(CE)	5
DGA(CR)	2
DGA(E&SM)	4
DGA(P&T)	1
PAG(A) Delhi	2
PDCA & MAB-III	0
PDCA & MAB-IV	1
Total Slots	**16**

March, 17

| 21 | Interactive Data Extractions and Analysis (IDEA) | 06/03/2017 | 10/03/2017 | | |
| | *(5 Day Course @ 4 Sessions Per Day)* | *10:00 am to 04:45 pm* | | | |

Office Name	Slots
C&AG	2
DGA(CE)	1
DGA(CR)	1
DGA(DS)	2
DGA(E&SM)	6
PDCA & MAB-I	2
PDCA & MAB-II	5
PDCA & MAB-III	0
Total Slots	**19**

| 22 | Level-II (IT audit advanced) - Auditing in IT Environment | 13/03/2017 | 20/03/2017 | | |
| | *(6 Day Course @ 4 Sessions Per Day)* | *10:00 am to 04:45 pm* | | | |

Total Slots

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**
   - 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)**
   - 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. **ISSAI guidelines on Compliance audit with introduction to Theme based Audit**
   - Introduction to Theme Based Audit.
   - Back ground of theme based audit.
   - Theme based Audit with ISSAI guidelines on Compliance 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**
   - 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 Finance accounts.
   - 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. **Audit methodologies, Analysis of audit evidence and presentation of audit findings in IR**
   - 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.

9. **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.

10. **Certification and transaction audit of Autonomous bodies**
    - 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.

11. **Audit of Contract and Works audit**
    - 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.

12. **How to prepare budget RE/Bes of office and its re-conciliation using BEMS and CompDDO**
    - Preparation of budget RE/Bes
    - Introduction to BEMS – its use and functions
    - Introduction to CompDDO software
    - Functions of CompDDO
    - Useful report in CompDDO

13. **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) – Auditing in IT environment**
   - 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

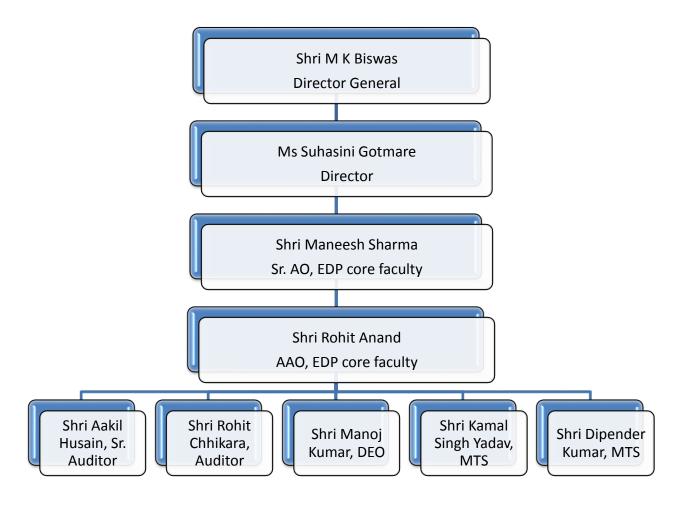# Resource profile

Infrastructure

The Centre has two lecture halls, one for the General courses and the other for IT courses. About Thirty five 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: -

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. Aakil Husain, Sr. Auditor Sh Rohit Chhikara, Auditor	
6	Clerk/Typist/DEO	01	01	Sh. Manoj Kumar, DEO	
7	Multi Tasking Staff	02	02	Sh. Kamal Singh Yadav, MTS Sh. Dipender Kumar, MTS	

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
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
2015-16	General courses	28	607	99
	IT courses	25	419	124

ii) Slots targeted vis-à-vis achieved

Year	Course Type	No. of slots allotted	No. of persons trained	Percentage of slots utilised
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%
2015-16	General Courses	678	607	90%
	IT Courses	452	419	93%

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) – Auditing in IT environment	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