

A Profile

I Introduction

Regional Training Institute, Jammu came into existence in December 1989 and functioned under the administrative control of the Accountant General, Jammu and Kashmir till September 2007 when a Group Officer was given independent charge of the Institute. The Post of the head of the institute was upgraded to Principal Director on 06.09.2007 and presently is being held by an IA&AS officer of the rank of Director General.

II Regional Advisory Committee

The Composition of the Regional Advisory Committee (RAC) is as under:

1. Addl. Deputy CAG/Director General, National Academy of Audit and Accounts Shimla
2. Principal Accountant General (Audit), Punjab
3. Principal Accountant General (Audit), Himachal Pradesh
4. Director General of Audit (Defence Services), New Delhi
5. Director General of Audit, Defence Services, Chandigarh
6. Director General of Audit (Central), Chandigarh
7. Principal Accountant General (A&E), Haryana
8. Accountant General (Audit), Jammu and Kashmir
9. Accountant General (A&E), Himachal Pradesh
10. Accountant General (Audit), Haryana
11. Accountant General (A&E), Punjab
12. Accountant General (A&E), Jammu and Kashmir
13. Representative from Headquarters Office
14. Director General, Regional Training Institute, Jammu (Member Secretary)

III Jurisdiction¹

This institute caters to the training needs of Group A (Sr. AO Level), Group B and Group C staff of the following offices:

1. Addl. Deputy CAG/Director General, National Academy of Audit and Accounts Shimla
2. Principal Accountant General (Audit), Punjab
3. Principal Accountant General (Audit), Himachal Pradesh
4. Director General of Audit (Defence Services), New Delhi (Nodal office for Defence Audit)
5. Director General of Audit, Defence Services, Chandigarh
6. Director General of Audit (Central), Chandigarh
7. Principal Accountant General (A&E), Haryana
8. Accountant General (Audit), Jammu and Kashmir
9. Accountant General (A&E), Himachal Pradesh
10. Accountant General (Audit), Haryana
11. Accountant General (A&E), Punjab
12. Accountant General (A&E), Jammu and Kashmir

¹ For all-India and Knowledge Centre courses trainees include IA&AS officers.

13. Deputy Director of Audit, Post and Telecommunications Audit Office, Kapurthala
14. Director of Audit, Defence Services (Northern Command), Jammu
15. Deputy Director of Audit, MAB-IV New Delhi, Branch Chandigarh

IV Knowledge Centre

RTI Jammu was earlier designated as a 'Knowledge Centre' for Defence Audit and Audit of Regulatory Bodies. Two new topics viz (a) New Technology and Skills for the Knowledge Economy and (b) Domain Knowledge in Governance in Sectors (Health, Education, Transport, Infrastructure etc) have been added in 2019-20.

a. Defence Audit

This institute has prepared the following Structured Training Module (STM) and Case Studies

Structured Training Modules:-

1. Defence Revenue Procurement
2. Defence Capital Procurement
3. Thematic Audit

Case studies:

1. Import of SMERCH Multi Barrel Rocket Launcher System
2. Avoidable extra liability due to delay in revision of administrative sanction
3. Injudicious procurement of tippers
4. Extra expenditure due to delay in conclusion of contract
5. Construction of sub-standard bunkers
6. Extra expenditure on procurement of spares
7. Loss of revenue to Cantonment Board, Ahmednagar
8. Extra payment to contractor for works relating to Ammunition Depot
9. Procurement of unsuitable navigation computers
10. Undue benefit to a supplier
11. Avoidable extra expenditure in procurement of stores
12. Overpayment of water charges by Garrison Engineer, Kamptee
13. Unfruitful expenditure on development of Modular Charge System for field guns
14. Inordinate delay in handing over the clear site to the contractor leading to avoidable payment of escalation
15. Selection of improper site resulted in foreclosure of work after an expenditure of Rs. 5.49 crore
16. Procurement of an item at exorbitant rates
17. Procurement of Missiles for Technology demonstration
18. Execution of work services by MES
19. Working of Army Base workshops

Details of Courses for Defence Audit officials: -

#	Course No	Programme Title	Duration (in days)	Period		Slots
				From	To	
General Courses						
1.	2	Induction course for newly recruited/promoted auditors of Defence Audit (As knowledge centre for Defence Audit)	15	11.05.2020	27.05.2020	12
2.	4	Performance Audit of Guns & small arms (as Knowledge Centre for Defence Audit) to be held at Kolkata	2	08.06.2020	09.06.2020	15
3.	6	Workshop on Rules and Procedures for accord of Administrative Approval and conclusion of Contracts for special work in MES (As Knowledge centre for Defence Audit)	3	06.07.2020	08.07.2020	08
4.	12	Workshop on high value contract and contract management (As Knowledge centre for Defence Audit)	3	07.12.2020	09.12.2020	12
5.	15	Workshop on procedure of management /formulations in DRDO (As knowledge centre for Defence Audit) to be held at Pune	1	15.03.2021	15.03.2021	***
6.	16	Workshop on stores and Purchase management in DRDO (As knowledge centre for Defence Audit) to be held at Pune	1	16.03.2021	16.03.2021	***
		Total	25			47

*** The slots are to be decided on the spot as these courses are conducted at the door-step.

b. Audit of Regulatory Bodies

This institute has prepared a STM on 'Audit of Regulatory Bodies.' A case study on Activities of Atomic Energy Regulatory Board (AERB) has been prepared and submitted to Headquarters office.

The Course is planned as part of the Knowledge Centre for Regulatory Bodies

#	Course No	Programme Title	Duration (in days)	Period		Slots
				From	To	
General Courses						
1.	11	Audit of Regulatory Bodies	5	01.12.2020	05.12.2020	**

** the slots are to be decided in consultation with all the HODs of IA&AD across the country, at least 45 days in advance of the course.

c. New Technology and Skills for the Knowledge Economy

Courses planned as Knowledge Centre for New Technology and Skills for the Knowledge Economy

#	Course No	Programme Title	Duration (in days)	Period		Slots
				From	To	
IT Courses						
1.	1	Workshop on Data Analytics & responsible AI (in collaboration with IIT, Jammu)	2.5	16.07.2020 *	18.07.2020 *	**
2	4	Workshop on Data Analytics & responsible AI(in collaboration with IIM Calcutta)	2.5	18.02.2021 *	20.02.2021 *	**
		Total	5			**

* Dates are subject to confirmation from the co-ordinating Institutes

** Slots shall be decided after the confirmation of dates.

B. Courses at a Glance

I Abstract of General Courses 2020-21 including Knowledge Centre courses

#	Course Title	Number of Course(s)	Course Number(s)	Course duration (In working days)	Slots Allotted
1	Financial Attest Audit Guidelines (FAAG) Module I	1	1	10	29
2	Induction course for newly recruited/ promoted Auditors of Defence Audit	1	2	15	12
3	Goods and Services Tax	1	3	5	30
4	Performance Audit of Guns & small arms (as Knowledge Centre for defence audit) to be held at Kolkata	1	4	2	15
5	General Management for Group B officers and Sr. AOs	1	5	5	26
6	Workshop on Rules and Procedures for accord of Administrative Approval and conclusion of Contracts for special work in MES (As Knowledge centre for Defence Audit)	1	6	3	8
7	Class Room Training for DRAAOs Phase -I	1	7	94	*
8	Training for RAE-2 revised paper on GST (at Chandigarh)	1	8	5	*
9	Mandatory training for AAOs for promotion as Sr. AOs	1	9	25	*
10	Mid-career Training Programme (MCTP) for Group B officers	1	10	11	*
11	Audit of Regulatory Bodies	1	11	5	**
12	Workshop on high value contract and contract management (As Knowledge centre for Defence audit)	1	12	3	12
13	Audit of Direct Taxes for Group B officers and Sr. AOs (at Chandigarh)	1	13	5	30
14	Class Room Training for DRAAOs Phase II	1	14	24	*

15	Workshop on procedure of management /formulations in DRDO (As Knowledge centre for Defence Audit) to be held at Pune	1	15	1	***
16	Workshop on stores and Purchase management in DRDO (As knowledge centre for Defence audit) to be held at Pune	1	16	1	***
	Total General Courses	16		214	162

* The slots are to be decided after the actual receipt of requirements on due dates

** The slots are to be decided in consultation with all the HODs of IA&AD across the country, at least 45 days in advance of the course

*** The slots are to be decided as per user office requirements as these are door step courses

Note: - In respect of General Course No.6 viz training for RAE -2 (Revised paper on GST), there may be more than one course depending upon the number of applicants for the examination, for which the time and venue shall be decided on the due date.

II Abstract of Information Technology Courses 2020-21

#	Course Title	Number of Course(s)	Course Number(s)	Course duration working (In days)	Slots Allotted
1.	Workshops on Data analytics and responsible AI	2	1 and 4	5	*
2.	IDEA 10.4	1	2	5	17
3.	Data Analytics Knime & Tableau	1	3	5	19
Total IT Courses		4		15	36

* Two workshops on Data analytics and responsible AI (2.5 days each), are proposed to be conducted in collaboration with IIM Calcutta and IIT Jammu respectively. The slots will be called for and decided in consultation with HODs of IA&AD across the country, as these will form part of the Knowledge Centre for New Technology and Skills for the Knowledge economy

C **Calendar of Training Programme**

I **General Courses**

Calendar of Training Programme 2020-21								
General Courses								
Course No	Programme Title	Level of participants	Duration (in days)	From	To	Offices	Slots	Total
April 2020								
1	Financial Attest Audit Guidelines (FAAG) Module I	All cadres except MTS	10	14.04.2020	24.04.2020	AG(A&E) Punjab	4	29
						PAG(Audit) Punjab	10	
						PAG(Audit) HP	2	
						AG(Audit) J&K	2	
						DGA(Central) Chandigarh	2	
						AG(A&E) HP	2	
						AG(A&E) J&K	4	
						AG(Audit) Haryana	1	
PAG(A&E) Haryana	2							
May 2020								
2	Induction course for newly recruited/ promoted Auditors of Defence Audit	Auditors	15	11.05.2020	27.05.2020	DGADS New Delhi	12	12
June 2020								
3	Goods and Services Tax	Sr. AOs and Group- B officers	5	01.06.2020	05.06.2020	AG(A&E) Punjab	5	30
						PAG(Audit) Punjab	6	
						PAG(Audit) HP	1	
						AG(Audit) J&K	5	
						DGA(Central) Chandigarh	4	
						AG (A&E) Himachal Pradesh	2	
						AG (Audit) Haryana	2	
						PDCA MAB -IV Chandigarh	1	
						DADS Jammu	1	
						PAG(A&E) Haryana	1	
P & T Kapurthala	2							
4	Performance Audit of Guns & small arms (as Knowledge Centre for Defence Audit) to be held at Kolkata	Sr. AOs and Group- B officers	2	08.06.2020	09.06.2020	DGADS New Delhi	15	15
5	General Management for Group B officers and Sr. AOs	Sr. AOs and Group- B officers	5	15.06.2020	19.06.2020	AG (A & E) Punjab	4	26
						NAAA Shimla	1	
						PAG (Audit) Punjab	10	
						PAG (Audit) HP	1	
AG (Audit) J&K	2							

Calendar of Training Programme 2020-21

						DGA (Central) Chandigarh	2	
						AG (A&E) HP	1	
						AG (A&E) J&K	1	
						AG (Audit) Haryana	2	
						DADS Jammu	1	
						PAG (A&E) Haryana	1	
July 2020								
6	Workshop on Rules and Procedures for accord of Administrative Approval and conclusion of Contracts for special work in MES (As Knowledge centre for Defence Audit)	Sr. AOs and Group- B officers	3	06.07.2020	08.07.2020	DGADS New Delhi	8	8
August 2020								
7	Class Room Training for DRAAOs Phase I	AAOs	22	03.08.2020	31.08.2020	The slots are to be decided after actual receipt of requirement on due dates		
8	Training for RAE-2 revised paper on GST (to held at Chandigarh)	Sr. AOs and Group- B officers	5	03.08.2020	07.08.2020	The slots are to be decided after actual receipt of requirement on due dates		
September 2020								
7	Class Room Training for DRAAOs Phase I	AAOs	25	01.09.2020	30.09.2020	The slots are to be decided after actual receipt of requirement on due dates		
9	Mandatory training for AAOs for promotion as Sr. AOs	AAOs	25	01.09.2020	30.09.2020	The slots are to be decided after actual receipt of requirement on due dates		
October 2020								
7	Class Room Training for DRAAOs Phase I	AAOs	24	01.10.2020	31.10.2020	The slots are to be decided after actual receipt of requirement on due dates		
November 2020								
7	Class Room Training for DRAAOs Phase I	AAOs	23	01.11.2020	28.11.2020	The slots are to be decided after actual receipt of requirement on due dates		

Calendar of Training Programme 2020-21

10	Mid-career Training Programme (MCTP) for Group B officers	Group B officers	11	02.11.2020	13.11.2020	The slots are to be decided after actual receipt of requirement on due dates		
December 2020								
11	Audit of Regulatory Bodies	Group A officers including IA&AS officers	5	01.12.2020	05.12.2020	The slots are to be decided in consultation with all the HODs of IA&AD across the country, at least 45 days in advance of the course		
12	Workshop on high value contract and contract management (As Knowledge centre for Defence audit)	Sr. AOs and Group- B officers	3	07.12.2020	09.12.2020	DGADS New Delhi DGADS Chandigarh	9 3	12
January 2021								
13	Audit of Direct Taxes for Group B officers and Sr. AOs (at Chandigarh)	Sr. AOs and Group- B officers	5	11.01.2021	15.01.2021	DGA (Central) Chandigarh	30	30
March 2021								
14	Class Room Training for DRAAOs Phase- II	AAOs	24	01.03.2021	31.03.2021	The slots are to be decided after actual receipt of requirement on due dates		
15	Workshop on procedure of management /formulations in DRDO (As knowledge centre for Defence Audit) to be held at Pune	Sr. AOs and Group- B officers	1	15.03.2021	15.03.2021	The slots are to be decided on the spot as these are door step courses		
16	Workshop on stores and Purchase management in DRDO (As knowledge centre for Defence audit) to be held at Pune	Sr. AOs and Group- B officers	1	16.03.2021	16.03.2021	The slots are to be decided on the spot as these are door step courses		
	Total		214					162

- Note-1** The COTP 2020-2021 shall be revised/recast depending on the actual dates of the 9 month training for DRAAOs once communicated by Headquarters office.
- Note-2** The training schedule from 01.01.2021 to 31.03.2021 shall be, if required, reviewed/recast in December 2020 when the holidays to be observed during the Year 2021 are notified by the Central Government Employees Welfare Co-ordination Committee (CGEWCC), Jammu.
- Note-3** In respect of General Course No.6 viz training for RAE -2 (Revised paper on GST), there may be more than one course depending upon the number of applicants for the examination, which shall be decided on due date.
- Note-4** Classroom training for DRAAO's shall run 25 working days in April 2021 as well.

II Information Technology Courses

Calendar of Training Programme 2020-2021								
Information Technology Courses								
Course No	Programme Title	Level of participants	Duration (in days)	From	To	Offices	Slots	Total
July 2020								
1	Workshop on Data Analytics and responsible AI	Sr.AOs & Group officers	2.5	16.07.2020 *	18.07.2020 *	This workshops is proposed to be conducted in collaboration with IIT Jammu	**	**
December 2020								
2	IDEA 10.4	All cadres except MTS	5	14.12.2020	18.12.2020	NAAA Shimla PAG (Audit) Punjab PAG (Audit) HP AG (Audit) J&K P & T Kapurthala	2 7 2 4 2	17
February 2021								
3	Data Analytics Knime and Tableau	All cadres except MTS	5	01.02.2021	05.02.2021	AG (A&E) Punjab NAAA Shimla PAG (Audit) Punjab PAG (Audit) HP AG (Audit) J&K DGA (Central) Chandigarh AG (A&EHP) AG (A&E) J&K PAG (Audit) Haryana DADS Jammu PAG (A&E) Haryana P & T Kapurthala	1 2 2 2 2 2 1 1 2 1 1 2	19
4	Workshop on Data Analytics and responsible AI	Sr.AOs & Group officers	2.5	18.02.2021 *	20.02.2021 *	This workshops is proposed to be conducted in collaboration with IIM Calcutta	**	**
	Total		15					36

Note-1 The COTP 2020-2021 shall be revised/recast depending on the actual dates of the 9 month training for DRAAOs once communicated by Headquarters office.

Note-2 The training schedule from 01.01.2021 to 31.03.2021 shall be, if required, reviewed/re-cast in December 2020 when the holidays to be observed during the year 2021 are notified by the Central Government Employees Welfare Coordination Committee (CGEWCC), Jammu.

* Dates are subject to confirmation from the co-ordinating Institutes

** Slots shall be decided after confirmation of the dates.

D Resource Profile

I Infrastructural facilities

The Institute has a separate double storeyed office building in the premises of the Accountant General (Audit), Jammu and Kashmir office complex in Shakti Nagar, Jammu.

The Director General's Chamber, Administrative Branch, Lecture hall and Library cum reading room are situated on the first floor. The ground floor comprises of the computer lab having 21 nodes, training branch, conference hall, stationery store and a visitor's room.

The RTI is fully equipped with modern training aids viz. LCD projectors with white boards and flip charts. The computers installed in the labs are connected through a LAN and with a UPS that has two hours battery back-up. Broadband Internet connectivity is available in RTI for use by officers/trainees so as to update their knowledge in different fields and training areas. The IAAD internet connection was sanctioned in the year 2018. Leased line internet connection was established in December 2018 and is operational from January 2019.

Hostel facilities

The hostel complex with 27 rooms including 6 VIP rooms is situated adjacent to the office complex. The hostel was renovated during 2014-16 so as to support a comfortable stay for the participants/guest faculty. Rooms for participants are on twin sharing basis with attached washrooms, split type air conditioners, 32" LCD TVs with cable connection, networked computers with internet, intercom and customised almirah.

- **Outdoor recreational facilities**

A badminton court adjacent to the office building and sports equipment therefor are available for use by trainees.

- **Indoor recreational facilities**

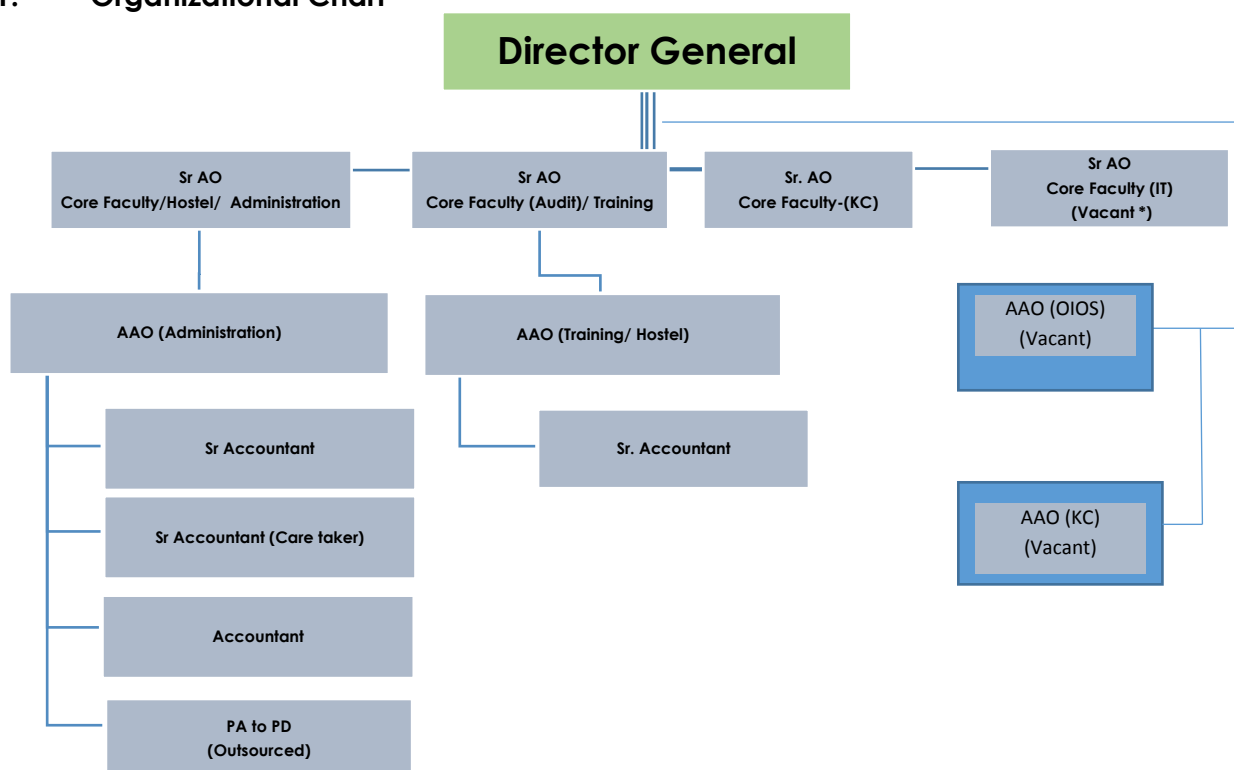
- a. Indoor games such as table tennis board, chess and carom boards are available in the recreational hall.
- b. A Gymnasium and Yoga facility is available in the hostel building.

Other Achievements

1. Yoga classes are conducted in the morning or evening for participants on demand.
2. Improvement in training had been attempted by adopting a mix of training pedagogy in the lectures viz audio and video interaction, online media and articles, slide shows and videos
3. RTI has adopted a no use of plastic policy and is a non-smoking environment.

II Personnel

1. Organizational Chart



*Additional charge held by other Sr. AO

2. Sanctioned Staff Strength and Men in position

The availability of staff vis-a-vis sanctioned strength of the staff of RTI, Jammu as on 31.03.2019 is as under:

S.No	Post	Sanctioned Strength	Men in position	Shortage
1.	Sr. Administrative Officer/Core Faculty	3	3	0
2.	Sr. Administrative Officer/Core Faculty IT	1	0	1
3.	Assistant Administrative Officer	4	2	2
4.	Sr. Accountant/Auditor Accountant/Auditor	4	4	0
5.	Data entry operator	1	0	1
6.	Personal Assistant	1	0	1
7..	Car Driver	2	0	2
8.	MTS	6	0	6
9.	Cook (Training Institute)	1	0	1
10.	Tea/Coffee Maker (Training Institute)	1	0	1
Total		24	9	15

Note (i): One Sr. Accountant has been assigned caretaking duties (which are to be dealt by Accountant/Auditor)

Note (iii): Five posts of MTS, one post each of PA, Car Driver, Halwai and canteen attendant have been outsourced

III Budget

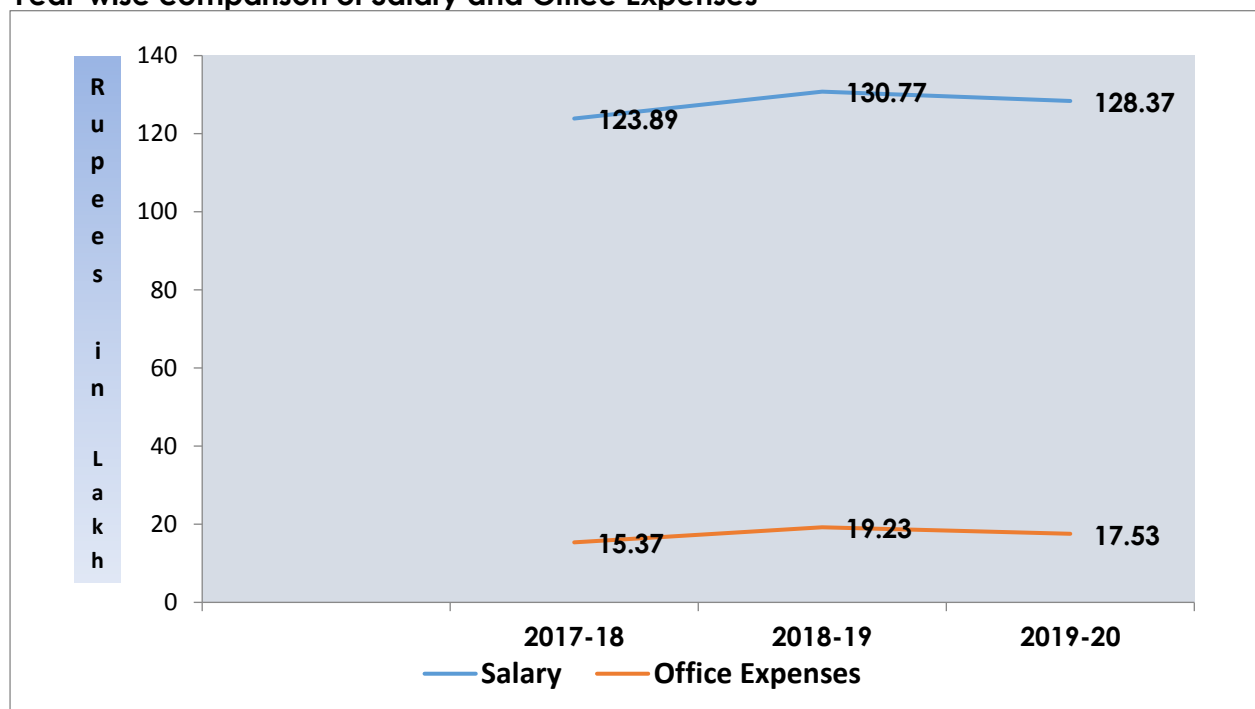
Expenditure on salaries and office expenses

	Rupees in lakh		
	2017-18	2018-19	2019-20 (Upto 29-02-2020)
Salaries²	123.89	130.77	128.37
Office Expenses	15.37	19.23	17.53³

Head wise break up of expenditure

	Rupees in lakh		
	2017-18	2018-19	2019-20
Other Office Expenses	14.37	18.00	15.73
Book and Publications	-	-	-
Stationery and Printing	1.00	1.23	1.80

Year-wise comparison of Salary and Office Expenses



² Group B and Non-Gazetted Establishment

³ LPS Rs.1.80 lakh, O.O.E- telephone and trunk call charges ; Rs.1.54 lakh; O.O. E- office expense (Misc.);Rs.12.38 lakh; special contingencies ;Rs.1.81 lakh

E. Achievements**I Training statistics**

The details of the number of courses conducted as per approval of RAC, officials trained and number of training days for the last five years are as under:

	2015-16	2016-17	2017-18	2018-19	2019-20
General Courses:					
Courses Conducted	26	22	30	21	25
Officials Trained	409	384	572	528	613
Number of Training Days	127	127	154	166	166
IT Courses:					
Courses Conducted	14	13	18	9	8
Officials Trained	207	172	260	158	129
Number of Training Days	65	82	100	45	40

Note: 9 working days of General course No.16 of 2018-19 viz. Induction Training for DRAAOs i.e is from 1.04.2019 to 11.04.2019 have been included in the above data

Additional Courses conducted during 2019-20

#	Course Title	Duration (in days)	Period		Officials Trained
			From	To	
General Courses					
1.	Induction Training for DRAAOs (for defence)	17	12.04.2019	04.05.2019	20
2	Pre-Examination Training course for RAE (GST)	05	14.10.2019	18.10.2019	38
3	Pre-Examination Training course for RAE (GST)	05	21.10.2019	25.10.2019	33
4	Pre-Examination Training course for RAE (GST)	05	11.11.2019	16.11.2019	52

Courses cancelled during 2019-20

#	Course Title	Duration (in days)	Period		Remarks
			From	To	
General Courses					
1.	Course on GST	05	21.10.2019	25.10.2019	The course was cancelled & replaced by Pre-Examination Training course for RAE (GST)
2	Administrative Issues	05	04.11.2019	08.11.2019	The course was cancelled to accommodate Pre-Examination Training course for RAE (GST)

#	Course Title	Duration (in days)	Period		Remarks
			From	To	
3	Workshop on high value contract and contract management (For Defence Audit offices)	03	16.03.2020	18.03.2020	The course was cancelled as a preventive measure to contain spread of Covid-19
4	Course on GST	05	23.03.2020	27.03.2020	The course was cancelled as a preventive measure to contain spread of Covid-19
IT Courses					
1	Networking, Internet, E-mail & Networking security	03	21.10.2019	23.10.2019	Cancelled as per decision of RAC and is required to be conducted by all user offices as in- house training in future
2	Audit in IT environment	06	18.11.2019	23.11.2019	The course was cancelled to accommodate Pre-Examination Training course for RAE (GST)
3	MS-Excel Advanced	05	03.02.2020	07.02.2020	Cancelled as per decision of RAC and is required to be conducted by all user offices as in- house training in future
4	Audit in IT environment	06	16.03.2019	21.03.2019	The course was cancelled as a preventive measure to contain spread of Covid-19

II Slots targeted vis-a-vis achieved

Details of actual utilisation of slots against allotted number of slots during the year 2019-20 are as under:-

	Slots targeted	Slots achieved
General Courses	543	613
Information Technology Courses	190	129

Note:

- (I) Slots targeted under IT course includes 60 slots for four courses which could not be conducted

III New initiatives

- (i) The training has been supplemented through field visits/site visits/local outings
- (ii) The RTI has formal and informal collaborations with the following Institutions: -
 - 1 Jammu University (faculty exchange)
 - 2 IIT Jammu:- A formal MOU was signed with the Indian Institute of Technology (IIT), Jammu on 22nd, January 2020.
 - 3 IIM Jammu (faculty exchange)
 - 4 IIM Ahmedabad (case studies, seminars)
 - 5 IIM Calcutta (workshops)
 - 6 NIPFP (National Institute of Public Finance and Policy), New Delhi (research paper)
 - 7 TISS (Tata Institute of Social Sciences), Mumbai (research paper)
 - 8 IMPARD (Institute of Public Administration, Management & Rural Development), Jammu and Kashmir (faculty exchange)
 - 9 Department of Excise and Income Tax (faculty)
- Defence Collaborations
 - 10 Collaborations with following Defence Institutions (For Specialized Workshops on Technical areas and training webcasts:-
 - (a) College of Defence Management, Secunderabad (initiated)
 - (b) Military Engineering Services, J&K
 - (c) Border Roads Organization, J&K
 - (d) Joint Secretary & Acquisition Manager (Land System), Ministry of Defence (initiated).