



Calendar of Training Programmes 2020-2021



Indian Audit and Accounts Department Regional Training Institute

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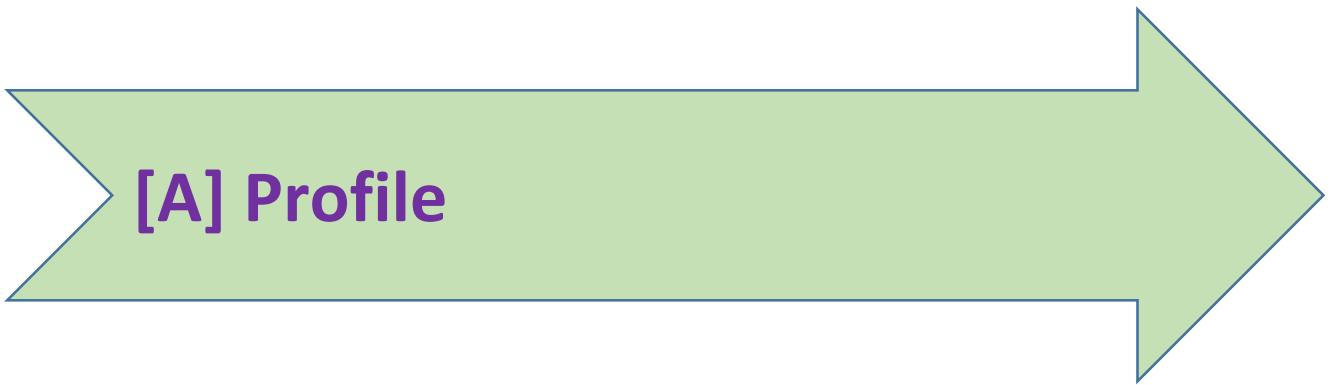
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I. Introduction

The Regional Training Institute, Nagpur is one of the ten regional training institutes of the Indian Audit & Accounts Department. This institute caters to the training requirements of 16 offices located in the States of Chhattisgarh, Madhya Pradesh and Maharashtra. Since its inception in 1986, the institute has conducted 981 General and 753 IS based courses, and trained around 18144 (General) and 11977 (IS) participants as of 31st March 2020.

II. Regional Advisory Committee (RAC)

The Committee reviews training activities, primarily the Calendar of Training Programme of the institute. The composition of the committee has been approved by the Training wing of Headquarters' office:

Duly approved Regional Advisory Committee is as follows:

- Director General, RTI, Nagpur (Member Secretary)
- Accountant General (Audit), Chhattisgarh, Raipur.
- Principal Accountant General (A&E)-I, Gwalior.
- Director General of Audit, West Central Railway, Jabalpur.
- Accountant General (Audit) II, Maharashtra, Nagpur.
- Accountant General (A&E) II, Maharashtra, Nagpur.
- Accountant General (E&RSA), Madhya Pradesh, Bhopal.
- Accountant General (G&SSA), Madhya Pradesh, Gwalior.
- Accountant General (A&E)-II, Gwalior.
- Accountant General (A&E), Chhattisgarh, Raipur.
- Director General of Audit, South East Central Railway, Bilaspur
- Director of Audit, (P & T), Nagpur.
- Deputy Director, PDCA, MAB—III, New Delhi at CARE BHEL, Admn. Building Bhopal-462022.
- Deputy Director, Director of Audit, Ordinance Factory, Kolkata at Vidyanagar, GCF Estate, Jabalpur-482011
- Deputy Director (CRA), Branch, O/o the Director General (CR), New Delhi Branch at Audit Bhawan, 4th Floor, Jhansi Road, Gwalior 474002
- Representative from Headquarters office.

The committee meets under the Chairpersonship of the senior most member present in the meeting.

III. Jurisdiction

Chhattisgarh

1. Accountant General (A&E), Chhattisgarh, Raipur.
2. Director General of Audit, South East Central Railway, Bilaspur.
3. Accountant General (Audit), Chhattisgarh, Raipur.

Madhya Pradesh

4. Accountant General (G&SSA), Madhya Pradesh, Gwalior
5. Pr. Accountant General (A&E)-I, Madhya Pradesh, Gwalior
6. Accountant General (A&E)-II, Madhya Pradesh, Gwalior
7. Director General of Audit (Central Receipt), New Delhi, **Branch at** Gwalior.
8. Director General of Audit, West Central Railway, Jabalpur.
9. Director of Audit, Defence Services (OF), Jabalpur.
10. Accountant General (E&RSA), MP, Bhopal
11. Principal Director of Commercial Audit, CARE BHEL, Bhopal.
12. Director of Audit, P&T, Bhopal.
13. Branch Office of the Accountant General (A&E)-I, M.P., Bhopal.

Maharashtra

14. Accountant General (Audit)-II, Maharashtra, Nagpur.
15. Accountant General (A&E)-II, Maharashtra, Nagpur.
16. Director of Audit (P&T), Nagpur.

IV. Knowledge Centre

Headquarters' office email letter dated 19-12-2019 has re-designated this RTI as knowledge Centre "Central Revenue Audit including Transfer Pricing" and "State Revenue Audit".

During the past years this institute had developed and disseminated various materials on the subject of Knowledge Resource Centre as well as other topics. This year following courses/workshops are included in the Calendar of Training Programme 2020-21.

- i) All India Course for on Gr. A & B officers "Goods and Services Tax" scheduled between 11-May-2020 to 15-May-2020.
- ii) Two Courses on "Goods and Services Tax" scheduled from 22-Jun-2020 to 26-Jun-2020 & 11-Jan-2021 to 15-Jan-2021
- iii) All India workshop for Gr. A & B officers on "Audit of Direct Taxes" between 14-Dec-2020 to 18-Dec-2020.

V. Hosting of Training Calendar in Website

The training calendar, comprising details of training programme for General and EDP courses is issued to the user offices in soft copy format only. The course announcement contains all the information about a training programme, viz. course title, date, duration, programme, background, learning objectives, programme content and structure, methodology and target participants. It is hosted on the website of RTI, Nagpur as well on SAI Training website.



[B] Courses at a Glance

I. General Courses

<i>Sr. No.</i>	<i>Programme Title</i>	<i>Duration (Days)</i>	<i>From</i>	<i>To</i>	<i>Slots Allotted</i>
1	Workshop on BEMS, PFMS & GeM	2	7-Apr-20	8-Apr-20	31
2	Course on General Management for Group B Officers	4	27-Apr-20	30-Apr-20	17
3	All India Course on Goods & Services Tax (Nomination of Gr. A & B done by HQ.)	5	11-May-20	15-May-20	Slot awaited being All India course
4	Preparation of Finance Accounts & Appropriation Accounts	3	26-May-20	28-May-20	17
5	Refresher course for officers in DA cadre	5	8-Jun-20	12-Jun-20	15
6	Course on Goods & Services Tax (Batch-1)	5	22-Jun-20	26-Jun-20	22
7	Workshop for Divisional Accountants	3	13-Jul-20	15-Jul-20	Slot awaited
8	Workshop on Compliance Audit (New Format)	3	27-Jul-20	29-Jul-20	25
9	Course on Audit of Fraud, Fraud Detection Techniques and Forensic Audit	5	24-Aug-20	28-Aug-20	19
10	Course on Environmental Awareness & Audit	5	7-Sep-20	11-Sep-20	26
11	Course on Performance Audit	5	12-Oct-20	16-Oct-20	35
12	Course on Stress Management	3	2-Nov-20	4-Nov-20	17

<i>Sr. No.</i>	<i>Programme Title</i>	<i>Duration (Days)</i>	<i>From</i>	<i>To</i>	<i>Slots Allotted</i>
13	Workshop on 'R.T.I. Act, 2005 and Communication Policy of IA & AD'	2	9-Nov-20	10-Nov-20	17
14	Workshop on Work Contract	3	2-Dec-20	4-Dec-20	16
15	All India course on "Audit of Direct Taxes"	5	14-Dec-20	18-Dec-20	Slot awaited being All India course
16	Course on Goods & Services Tax (Batch-2)	5	11-Jan-21	15-Jan-21	21
17	Workshop on Financial Attest Audit	3	28-Jan-21	30-Jan-21	20
18	Seminar on Audit of Public Private Partnership	3	15-Feb-21	17-Feb-21	15
19	Course on Use of Statistical Sampling in IA & AD	3	8-Mar-21	10-Mar-21	12
20	Workshop on Departmental Enquiries and Disciplinary Proceedings	3	22-Mar-21	24-Mar-21	17

II. IS Based Courses

<i>Sr.No.</i>	<i>Programme Title</i>	<i>Duration (Days)</i>	<i>From</i>	<i>To</i>	<i>Slots Allotted</i>
1	MS-EXCEL (Batch-1)	5	20-Apr-20	24-Apr-20	16
2	MS-Access (Batch-1)	5	18-May-20	22-May-20	18
3	Treasury Inspection in Context of IFMS **	6	1-Jun-20	6-Jun-20	19
4	Audit in IT Environment (Batch-1) **	6	15-Jun-20	20-Jun-20	18
5	SAS Preparatory Training for PC3 & PC4 (Batch-1)	5	6-Jul-20	10-Jul-20	Slots awaited
6	SAS Preparatory Training for PC3 & PC4 (Batch-2)	5	20-Jul-20	24-Jul-20	Slots awaited
7	SAS Preparatory Training for PC3 & PC4 (Batch-3)	5	3-Aug-20	7-Aug-20	Slots awaited
8	SAS Preparatory Training for PC3 & PC4 (Batch-4)	5	17-Aug-20	21-Aug-20	Slots awaited
9	MS-EXCEL (Batch-2)	5	31-Aug-20	4-Sep-20	16
10	IT Security and Cyber Law	5	14-Sep-20	18-Sep-20	25
11	MS-Access (Batch-2)	5	5-Oct-20	9-Oct-20	19
12	Workshop on Maintenance of Hardware and Software	3	19-Oct-20	21-Oct-20	16

Sr.No.	Programme Title	Duration (Days)	From	To	Slots Allotted
13	Networking essentials and overview of Windows/Linux Server	3	25-Nov-20	27-Nov-20	15
14	Oracle 11g SQL (Module-I)	5	7-Dec-20	11-Dec-19	20
15	Data Analytics (Statistics & Knime) (Module-I)	3	4-Jan-21	6-Jan-21	20
16	All India Workshop for Gr. A and Gr. B officers on "Anti-Fraud Framework & Digital Forensics" **	3	20-Jan-21	22-Jan-21	Slots allotted by Hqrs.
17	Data Analytics (Tableau) (Module-II)	3	8-Feb-21	10-Feb-21	20
18	PL/SQL Programming (Module-II)	5	22-Feb-21	26-Feb-21	20
19	Audit in IT Environment (Batch-2) **	6	15-Mar-20	20-Mar-20	18



**[C] Calendar of Training
Programme 2020-21 (General)**

Sr. No.	Programme Title	Duration (Days)	From	To	User Offices	Slots Allotted
Apr-20						
1	Workshop on BEMS, PFMS & GeM	2	7-Apr-20	8-Apr-20	AG (Audit) II, Mah.,Nagpur	2
					AG (A&E) II, Mah.,Nagpur	2
					DA, P&T Audit, Nagpur	1
					PAG (A&E)-I, MP,Gwalior	3
					AG (A&E)-II, MP,Gwalior	2
					DGA (CR) New Delhi Branch : Gwalior	4
					AG (E&RSA), MP, Bhopal	9
					DCA, BHEL, Bhopal	2
					DGA, WC Rly, Jabalpur	1
					DA (OF), Jabalpur	1
					AG (Audit), CG, Raipur	2
					AG (A&E), CG, Raipur	2
					Total	31
2	Course on General Management for Group B Officers	4	27-Apr-20	30-Apr-20	AG (Audit) II, Mah.,Nagpur	2
					AG (A&E) II, Mah.,Nagpur	2
					DA, P&T Audit, Nagpur	1
					PAG (A&E)-I, MP,Gwalior	2
					AG (A&E)-II, MP,Gwalior	3
					DGA (CR) New Delhi Branch : Gwalior	2
					DA, P&T Audit, Bhopal	3
					DGA, WC Rly, Jabalpur	1
					PDA, SEC Rly, Bilaspur	1
					Total	17
May-20						
3	All India Course on Goods & Services Tax (Nomination of Gr. A & B done by HQ.)	5	11-May-20	15-May-20		
					Total	0

Sr. No.	Programme Title	Duration (Days)	From	To	User Offices	Slots Allotted
4	Preparation of Finance Accounts & Appropriation Accounts	3	26-May-20	28-May-20	DA, P&T Audit, Nagpur	2
					DGA, WC Rly, Jabalpur	1
					AG (Audit), CG, Raipur	2
					AG (A&E), CG, Raipur	2
					PDA, SEC Rly, Bilaspur	1
					AG (Audit) II, Mah.,Nagpur	4
					AG (A&E) II, Mah.,Nagpur	1
					AG (G&SSA), MP, Gwalior	3
					PAG (A&E)-I, MP,Gwalior	1
					Total	17
Jun-20						
5	Refresher course for officers in DA cadre	5	8-Jun-20	12-Jun-20	AG (A&E) II, Mah.,Nagpur	15
					Total	15
6	Course on Goods & Services Tax (Batch-1)	5	22-Jun-20	26-Jun-20	PAG (A&E)-I, MP,Gwalior	3
					AG (A&E)-II, MP,Gwalior	2
					AG (G&SSA), MP,Gwalior	3
					DGA (CR) New Delhi Branch : Gwalior	3
					AG (E&RSA), MP, Bhopal	4
					PAG (A&E)-I, MP,Bhopal	2
					DA, P&T Audit, Bhopal	2
					DA (OF), Jabalpur	2
					DA, P&T Audit, Nagpur	1
					Total	22
Jul-20						
7	Workshop for Divisional Accountants	3	13-Jul-20	15-Jul-20	PAG (A&E)-I, MP,Gwalior	
					Total	0

Sr. No.	Programme Title	Duration (Days)	From	To	User Offices	Slots Allotted
8	Workshop on Compliance Audit (New Format)	3	27-Jul-20	29-Jul-20	AG (Audit) II, Mah.,Nagpur	2
					DA, P&T Audit, Nagpur	1
					AG (G&SSA), MP,Gwalior	2
					DGA (CR) New Delhi Branch : Gwalior	6
					AG (E&RSA), MP, Bhopal	6
					DA, P&T Audit, Bhopal	1
					DGA, WC Rly, Jabalpur	1
					DA (OF), Jabalpur	1
					AG (Audit), CG, Raipur	2
					PDA, SEC Rly, Bilaspur	3
					Total	25
Aug-20						
9	Course on Audit of Fraud, Fraud Detection Techniques and Forensic Audit	5	24-Aug-20	28-Aug-20	AG (Audit) II, Mah.,Nagpur	2
					DA, P&T Audit, Nagpur	1
					AG (G&SSA), MP,Gwalior	6
					DGA (CR) New Delhi Branch : Gwalior	2
					DA, P&T Audit, Bhopal	1
					DGA, WC Rly, Jabalpur	1
					DA (OF), Jabalpur	1
					AG (Audit), CG, Raipur	4
					PDA, SEC Rly, Bilaspur	1
					Total	19

Sr. No.	Programme Title	Duration (Days)	From	To	User Offices	Slots Allotted
Sep-20						
10	Course on Environmental Awareness & Audit	5	7-Sep-20	11-Sep-20	AG (Audit) II, Mah.,Nagpur	2
					AG (A&E) II, Mah.,Nagpur	1
					DA, P&T Audit, Nagpur	1
					AG (A&E)-II, MP,Gwalior	1
					AG (G&SSA), MP,Gwalior	2
					DGA (CR) New Delhi Branch : Gwalior	2
					AG (E&RSA), MP, Bhopal	10
					DA, P&T Audit, Bhopal	2
					DCA, BHEL, Bhopal	1
					DGA, WC Rly, Jabalpur	2
					DA (OF), Jabalpur	1
					PDA, SEC Rly, Bilaspur	1
					Total	26
Oct-20						
11	Course on Performance Audit	5	12-Oct-20	16-Oct-20	AG (Audit) II, Mah.,Nagpur	2
					DA, P&T Audit, Nagpur	1
					AG (G&SSA), MP,Gwalior	5
					DGA (CR) New Delhi Branch : Gwalior	6
					AG (E&RSA), MP, Bhopal	12
					DA, P&T Audit, Bhopal	3
					DGA, WC Rly, Jabalpur	1
					AG (Audit), CG, Raipur	4
					PDA, SEC Rly, Bilaspur	1
					Total	35

Sr. No.	Programme Title	Duration (Days)	From	To	User Offices	Slots Allotted
Nov-20						
12	Course on Stress Management	3	2-Nov-20	4-Nov-20	AG (Audit) II, Mah.,Nagpur	2
					AG (A&E) II, Mah.,Nagpur	6
					DA, P&T Audit, Nagpur	1
					PAG (A&E)-I, MP,Gwalior	2
					AG (A&E)-II, MP,Gwalior	2
					AG (Audit), CG, Raipur	4
					Total	17
13	Workshop on 'R.T.I. Act, 2005 and Communication Policy of IA & AD'	2	9-Nov-20	10-Nov-20	AG (Audit) II, Mah.,Nagpur	1
					AG (A&E) II, Mah.,Nagpur	3
					DA, P&T Audit, Nagpur	1
					AG (A&E)-II, MP,Gwalior	2
					DGA (CR) New Delhi Branch : Gwalior	1
					AG (E&RSA), MP, Bhopal	2
					DA, P&T Audit, Bhopal	1
					DGA, WC Rly, Jabalpur	1
					AG (Audit), CG, Raipur	2
					AG (A&E), CG, Raipur	2
					PDA, SEC Rly, Bilaspur	1
Total	17					
Dec-20						
14	Workshop on Work Contract	3	2-Dec-20	4-Dec-20	AG (Audit) II, Mah.,Nagpur	1
					DA, P&T Audit, Nagpur	2
					PAG (A&E)-I, MP,Gwalior	1
					AG (G&SSA), MP, Gwalior	2
					AG (E&RSA), MP, Bhopal	3
					PAG (A&E)-I, MP, Bhopal	2
					AG (Audit), CG, Raipur	4
					DGA, WC Rly, Jabalpur	1
					Total	16

Sr. No.	Programme Title	Duration (Days)	From	To	User Offices	Slots Allotted
15	All India course on "Audit of Direct Taxes" (Nomination of Gr. A & B done by HQ.)	5	14-Dec-20	18-Dec-20		
					Total	0
Jan-21						
16	Course on Goods & Services Tax (Batch-2)	5	11-Jan-21	15-Jan-21	AG (Audit) II, Mah.,Nagpur	4
					AG (A&E) II, Mah.,Nagpur	2
					DA, P&T Audit, Nagpur	1
					DGA (CR) New Delhi Branch : Gwalior	2
					AG (E&RSA), MP, Bhopal	4
					AG (Audit), CG, Raipur	4
					AG (A&E), CG, Raipur	3
					PDA, SEC Rly, Bilaspur	1
					Total	21
17	Workshop on Financial Attest Audit	3	28-Jan-21	30-Jan-21	AG (Audit) II, Mah.,Nagpur	2
					AG (A&E) II, Mah.,Nagpur	3
					DA, P&T Audit, Nagpur	1
					AG (G&SSA), MP,Gwalior	2
					AG (E&RSA), MP, Bhopal	5
					DA, P&T Audit, Bhopal	3
					AG (Audit), CG, Raipur	2
					AG (A&E), CG, Raipur	2
					Total	20
Feb-21						
18	Seminar on Audit of Public Private Partnership	3	15-Feb-21	17-Feb-21	AG (Audit) II, Mah.,Nagpur	4
					DA, P&T Audit, Nagpur	1
					AG (A&E)-II, MP,Gwalior	1
					AG (G&SSA), MP,Gwalior	3
					DGA, WC Rly, Jabalpur	1
					AG (Audit), CG, Raipur	4
					PDA, SEC Rly, Bilaspur	1
					Total	15

Sr. No.	Programme Title	Duration (Days)	From	To	User Offices	Slots Allotted
Mar-21						
19	Course on Use of Statistical Sampling in IA & AD	3	8-Mar-21	10-Mar-21	AG (Audit) II, Mah.,Nagpur	4
					DA, P&T Audit, Nagpur	1
					DGA, WC Rly, Jabalpur	1
					DA (OF), Jabalpur	1
					AG (Audit), CG, Raipur	2
					PDA, SEC Rly, Bilaspur	1
					AG (G&SSA), MP,Gwalior	2
					Total	12
20	Workshop on Departmental Enquiries and Disciplinary Proceedings	3	22-Mar-21	24-Mar-21	AG (Audit) II, Mah.,Nagpur	2
					AG (A&E) II, Mah.,Nagpur	3
					DA, P&T Audit, Nagpur	1
					DGA (CR) New Delhi Branch : Gwalior	1
					AG (E&RSA), MP, Bhopal	2
					DA, P&T Audit, Bhopal	1
					DGA, WC Rly, Jabalpur	1
					AG (Audit), CG, Raipur	2
					AG (A&E), CG, Raipur	3
					PDA, SEC Rly, Bilaspur	1
					Total	17



**[D] Calendar of Training
Programme 2020-21 (IS Based)**

Sr. No.	Programme Title	Duration (Days)	From	To	User Offices	Slots Allotted
Apr-20						
1	MS-EXCEL (Batch-1) (For all cadres)	5	20-Apr-20	24-Apr-20	AG(Audit) II, Mah.,Nagpur	2
					AG(A&E) II, Mah.,Nagpur	4
					DA, P&T Audit, Nagpur	1
					DA, P&T Audit, Bhopal	2
					AG (G&SSA), MP, Gwalior	2
					AG (Audit), CG, Raipur	2
					AG (A&E), CG, Raipur	3
					Total	16
May-20						
2	MS-Access (Batch-1) <u>Pre-requisite</u> : only for participants with knowledge of Word and Excel	5	18-May-20	22-May-20	AG(Audit) II, Mah.,Nagpur	3
					AG(A&E) II, Mah.,Nagpur	3
					DA, P&T Audit, Nagpur	1
					PAG (A&E)-I, MP, Gwalior	2
					DGA (CR) New Delhi Branch : Gwalior	2
					DGA, WC Rly, Jabalpur	1
					AG (Audit), CG, Raipur	2
					AG (A&E), CG, Raipur	3
					PDA, SEC Rly, Bilaspur	1
					Total	18
Jun-20						
3	Treasury Inspection in Context of IFMS **	6	01-Jun-20	06-Jun-20	AG (Audit) II, Mah.,Nagpur	2
					AG (A&E) II, Mah.,Nagpur	6
					PAG (A&E)-I, MP,Gwalior	6
					AG (A&E), CG, Raipur	5
					Total	19

Sr. No.	Programme Title	Duration (Days)	From	To	User Offices	Slots Allotted
4	Audit in IT Environment (Batch-1) **	6	15-Jun-20	20-Jun-20	AG (G&SSA), MP, Gwalior	2
					PAG (A&E)-I, MP, Gwalior	2
					DGA (CR) New Delhi Branch : Gwalior	3
					AG (E&RSA), MP, Bhopal	3
					DA, P&T Audit, Bhopal	3
					DGA, WC Rly, Jabalpur	1
					DA (OF), Jabalpur	2
					AG (Audit), CG, Raipur	2
					Total	18
Jul-20						
5	SAS Preparatory Training for PC3 & PC4 (Batch-1)	5	06-Jul-20	10-Jul-20		
					Slots awaited	
					Total	0
Aug-20						
6	SAS Preparatory Training for PC3 & PC4 (Batch-2)	5	20-Jul-20	24-Jul-20		
					Slots awaited	
					Total	0
Aug-20						
7	SAS Preparatory Training for PC3 & PC4 (Batch-3)	5	03-Aug-20	07-Aug-20		
					Slots awaited	
					Total	0
Aug-20						
8	SAS Preparatory Training for PC3 & PC4 (Batch-4)	5	17-Aug-20	21-Aug-20		
					Slots awaited	
					Total	0

Sr. No.	Programme Title	Duration (Days)	From	To	User Offices	Slots Allotted
Sep-20						
9	MS-EXCEL (Batch-2) (For all cadres)	5	31-Aug-20	04-Sep-20	AG(Audit) II, Mah.,Nagpur	2
					AG(A&E) II, Mah.,Nagpur	2
					DA, P&T Audit, Nagpur	1
					AG (G&SSA), MP, Gwalior	2
					PAG (A&E)-I, MP, Gwalior	2
					AG (A&E)-II, MP, Gwalior	1
					DGA, WC Rly, Jabalpur	1
					DA (OF), Jabalpur	1
					AG (Audit), CG, Raipur	2
					PDA, SEC Rly, Bilaspur	2
					Total	16
10	IT Security and Cyber Law <u>Pre-requisite:</u> Only for those participants who have sufficient IT knowledge	5	14-Sep-20	18-Sep-20	AG (Audit) II, Mah.,Nagpur	1
					AG (A&E)-I, MP, Gwalior	2
					AG (A&E)-II, MP, Gwalior	3
					DGA (CR) New Delhi Branch : Gwalior	1
					DA, P&T Audit, Bhopal	2
					DA (OF), Jabalpur	2
					AG (Audit), CG, Raipur	4
					AG (A&E), CG, Raipur	10
					Total	25

Sr. No.	Programme Title	Duration (Days)	From	To	User Offices	Slots Allotted
Oct-20						
11	MS-Access (Batch-2) <u>Pre-requisite:</u> only for participants with knowledge of Word and Excel	5	05-Oct-20	09-Oct-20	AG(Audit) II, Mah.,Nagpur	2
					DA, P&T Audit, Nagpur	1
					AG (G&SSA), MP, Gwalior	2
					PAG (A&E)-I, MP, Gwalior	2
					AG (A&E)-II, MP, Gwalior	1
					DGA (CR) New Delhi Branch : Gwalior	2
					DA, P&T Audit, Bhopal	3
					DGA, WC Rly, Jabalpur	1
					DA (OF), Jabalpur	1
					AG (Audit), CG, Raipur	2
					AG (A&E), CG, Raipur	2
					Total	19
12	Workshop on Maintenance of Hardware and Software (For all cadres)	3	19-Oct-20	21-Oct-20	AG(Audit) II, Mah.,Nagpur	2
					DA, P&T Audit, Nagpur	1
					AG (G&SSA), MP, Gwalior	2
					AG (A&E)-II, MP, Gwalior	1
					DGA (CR) New Delhi Branch : Gwalior	1
					DA, P&T Audit, Bhopal	2
					DGA, WC Rly, Jabalpur	1
					DA (OF), Jabalpur	2
					AG (A&E), CG, Raipur	2
					PDA, SEC Rly, Bilaspur	2
					Total	16

Sr. No.	Programme Title	Duration (Days)	From	To	User Offices	Slots Allotted
Nov-20						
13	Networking essentials and overview of Windows/Linux Server <u>Pre-requisite:</u> Only for those participants who have sufficient IT knowledge	3	25-Nov-20	27-Nov-20	AG(Audit) II, Mah.,Nagpur	2
					AG(A&E) II, Mah.,Nagpur	1
					AG (Audit), CG, Raipur	2
					AG (A&E), CG, Raipur	2
					PAG (A&E)-I, MP, Gwalior	2
					AG (A&E)-II, MP, Gwalior	5
					DGA, WC Rly, Jabalpur	1
					Total	15
Dec-20						
14	Oracle 11g SQL (Module-I) (For all cadres who possess basic IT knowledge and had undergone training in Word, Excel and Access) Participants of this course should also attend Module II scheduled to be held from 22.02.2021 to 26.02.2021	5	07-Dec-20	11-Dec-20	AG(Audit) II, Mah.,Nagpur	2
					AG(A&E) II, Mah.,Nagpur	2
					DA, P&T Audit, Nagpur	1
					PAG (A&E)-I, MP, Gwalior	2
					DGA (CR) New Delhi Branch : Gwalior	1
					AG (E&RSA), MP, Bhopal	3
					DA, P&T Audit, Bhopal	2
					DCA, BHEL, Bhopal	1
					DGA, WC Rly, Jabalpur	1
					AG (Audit), CG, Raipur	2
					AG (A&E), CG, Raipur	3
					Total	20

Sr. No.	Programme Title	Duration (Days)	From	To	User Offices	Slots Allotted
Jan-21						
15	Data Analytics (Statistics & Knime) (Module-I) (For all cadre who have undergone database courses and possess sufficient IT knowledge) Participants of this course should also attend Module II scheduled to be held from 08.02.2021 to 10.02.2021	3	04-Jan-21	06-Jan-21	AG(Audit) II, Mah.,Nagpur	2
					AG (G&SSA), MP, Gwalior	2
					AG (A&E)-II, MP, Gwalior	2
					DGA (CR) New Delhi Branch : Gwalior	3
					AG (E&RSA), MP, Bhopal	3
					DGA, WC Rly, Jabalpur	1
					DA (OF), Jabalpur	1
					AG (Audit), CG, Raipur	4
					PDA, SEC Rly, Bilaspur	2
					Total	20
16	All India Workshop for Gr. A and Gr. B officers on "Anti-Fraud Framework & Digital Forensics" **	3	20-Jan-21	22-Jan-21	Slots will be Allotted by Hqrs.	
Feb-21						
17	Data Analytics (Tableau) (Module-II) (For all cadre who have undergone database courses and possess sufficient IT knowledge) For those who have undergone have Data Analytics (Statistics and Knime) (Module-I)	3	8-Feb-21	10-Feb-21	AG(Audit) II, Mah.,Nagpur	2
					AG (G&SSA), MP, Gwalior	2
					AG (A&E)-II, MP, Gwalior	2
					DGA (CR) New Delhi Branch : Gwalior	3
					AG (E&RSA), MP, Bhopal	3
					DGA, WC Rly, Jabalpur	1
					DA (OF), Jabalpur	1
					AG (Audit), CG, Raipur	4
					PDA, SEC Rly, Bilaspur	2
					Total	20

Sr. No.	Programme Title	Duration (Days)	From	To	User Offices	Slots Allotted
18	PL/SQL Programming (Module-II) (For all cadres who have undergone Oracle-SQL course or possess SQL knowledge)	5	22-Feb-21	26-Feb-21	AG(Audit) II, Mah.,Nagpur	2
					AG(A&E) II, Mah.,Nagpur	2
					DA, P&T Audit, Nagpur	1
					PAG (A&E)-I, MP, Gwalior	2
					DGA (CR) New Delhi Branch : Gwalior	1
					AG (E&RSA), MP, Bhopal	3
					DA, P&T Audit, Bhopal	2
					DCA, BHEL, Bhopal	1
					DGA, WC Rly, Jabalpur	1
					AG (Audit), CG, Raipur	2
					AG (A&E), CG, Raipur	3
					Total	20
Mar-21						
19	Audit in IT Environment (Batch-2) **	6	15-Mar-21	20-Mar-21	AG(Audit) II, Mah.,Nagpur	2
					DA, P&T Audit, Nagpur	1
					PAG (A&E)-I, MP, Gwalior	2
					AG (A&E)-II, MP, Gwalior	2
					DGA (CR) New Delhi Branch : Gwalior	3
					AG (E&RSA), MP, Bhopal	3
					DA, P&T Audit, Bhopal	3
					AG (Audit), CG, Raipur	2
					Total	18

** Headquarter's directed course



[E] Course Content

I. General Courses

Sr. No.	Course Title	Modules Covered	Preferred Participants Profile	Duration
1	Workshop on BEMS, PFMS & GeM	<ul style="list-style-type: none"> PFMS its functionalities and EIS module of PFMS; Role of DDO, Maker, Checker and PAO in PFMS; To create sanctions, database of vendors and employees; Significance of BEMS/iBEMS; Various Reports and their significance in BEMS/iBEMS; E-Governance, its importance and role in day to day working 	Group "B" Officer	2 Days
2	Course on General Management for Group B Officers	<ul style="list-style-type: none"> Describe what management is, its importance Utilisation of resources by the managers in efficient & effective manner. Distinguish among planning, organizing, leading & controlling Understand how to analyse time management & Financial statement 	Group "B" Officer	4 days
3	All India Course on Goods & Services Tax (Nomination of Group 'A' & Group 'B' done by Headquarters')	<ul style="list-style-type: none"> Understanding the GST System Objective, assessment of working of GST Derive audit conclusions according to GST Act 	Group "B" Officer	5 days
4	Preparation of Finance Accounts & Appropriation Accounts	<ul style="list-style-type: none"> Describe the principles of Government Accounting and intricacies involved Define the budget meaning – Annual Financial Statements, Financial Year element of budget. Describe the contents of Finance & Appropriation Accounts State the objectives & certification of Finance & Appropriation Accounts and the points to be looked into while conducting the Audit. 	Group "B" Officer	3 Days
5	Refresher course for officers in DA cadre	<ul style="list-style-type: none"> Registration of Contractors Tenders, Royalties, Labour welfare cess etc. Bid capacity and PQ conditions in tenders for PWD, WRD, PHED and NVDA GST (Goods and Services Tax) GeM (Government e-Marketplace) 	Group "B" Officer	5 Days
6	Course on Goods and Service Tax (Batch-1)	<ul style="list-style-type: none"> Understanding the GST System Objective, assessment of working of GST Derive audit conclusions according to GST Act 	Group "B" Officer	5 days

Sr. No.	Course Title	Modules Covered	Preferred Participants Profile	Duration
7	Workshop for Divisional Accountants	<ul style="list-style-type: none"> Preparation & Evaluation of tenders; preparation of comparative statements & negotiation with bidders Sale of tender documents & their accounting; Collection of EDM and Performance guarantees at the time of tender CVC guidelines on tendering process & award of contracts including negotiation/ post tender negotiation & tender conditions etc. How to maintain Asset register – Steps/ Procedures 	Group "B" Officer	3 days
8	Workshop on Compliance Audit (New Format)	<ul style="list-style-type: none"> Compliance Audit concept Difference between compliance & performance audit, Planning, capturing evidence Reporting Study control mechanism 	Group "B" Officer	3 Days
9	Course on Audit of Fraud, Fraud Detection Techniques & Forensic Audit	<ul style="list-style-type: none"> Concepts of Fraud, Error Theories of Fraud. Role & responsibilities of Management Internal Control System, Control Procedures, Assessment & evaluation of Internal Control System. Criminology & Ethics, Future Challenges. Fraud Detection using CAATS Techniques 	Group "B" Officer	5 days
10	Course on Environmental Awareness & Audit	<ul style="list-style-type: none"> Environmental Auditing (EA) and Sustainable, Development. Application of INTOSAI Auditing standards. CAG's (DPC) Act on EA;. Audit of State Pollution Control Board & Central Pollution Control Board Audit of Waste/Hazardous Waste/Chemical and Municipal waste. 	Group "B" Officer	5 days
11	Course on Performance Audit	<ul style="list-style-type: none"> Understanding the Entity, Concept Statistical Sampling Structure, Implementation guidelines, Strategic Planning & Selection of subject Concept of study design matrix Hands on exercise Evidence: Types & Sources. Audit and Quality assurance overall reporting process .Good and bad models. 	Group "B" Officer	5 days

Sr. No.	Course Title	Modules Covered	Preferred Participants Profile	Duration
12	Course on Stress Management	<ul style="list-style-type: none"> Understand role of ethics in day to day working Identify signs of stress and overcome them through yoga Develop emotional intelligence to manage stress Developed time management techniques to carry out daily routine. 	Group "B" Officer	3 days
13	Workshop on 'R.T.I. Act, 2005 and communication policy of IA&AD'	<ul style="list-style-type: none"> Introduction to RTI Act 2005 Role of Central/State Governments. Role of PIO, disposal of Appeals Communication Policy of IA &AD, FAQ s on RTI Act, Case Studies. 	Group "B" Officer	2 days
14	Workshop on Work Contract	<ul style="list-style-type: none"> General terms and conditions of the contract Special conditions of the contract if any Evaluation of tender committee proceedings from Audit point of view. Contractor bills Contractor ledger 	Group "B" Officer	3 days
15	All India course on "Audit of Direct Taxes"	<ul style="list-style-type: none"> Understand Tax structure i.e. Income, Wealth, Business expenditure Types of returns, action on return not files, Advance Tax payment Penalty Provisions, Equity consideration in levy of penalty, Heads of Income and aggregate of taxable income, Deductions under chapter VI.A, TDS. Scrutiny and verification of returns, assessment, recovery proceedings, refunds. 	Group "A" & "B" Officer	5 days
16	Course on Goods and Service Tax (Batch-2)	<ul style="list-style-type: none"> Understanding the GST System Objective, assessment of working of GST Derive audit conclusions according to GST Act 	Group "B" Officer	5 days
17	Workshop on Financial Attest Audit	<ul style="list-style-type: none"> Background of Financial Attest Audit, Audit mandate, Auditing Standards, Reporting Format Elements, Principles of accounting and basics of financial management. Format of Accounts. Cash and Accrual Systems. Accounting standards & disclosure requirement. 	Group "B" Officer	3 Days

Sr. No.	Course Title	Modules Covered	Preferred Participants Profile	Duration
18	Seminar on Audit of Public Private Partnership	<ul style="list-style-type: none"> • PPP Types, Success, Objectives • Criteria Guidelines for the Audit. • Identification & Sharing of Risks • Audit planning. Audit Methodology. • Reporting Audit findings & recommendations 	Group "B" Officer	3 Days
19	Course on Use of Statistical Sampling in IA & AD	<ul style="list-style-type: none"> • Probability distribution • Distribution Concepts, Multistage Statistical Sampling • What is an Attribute? • Frequency distribution of data. Concept of random variable. • Excel/IDEA in Sampling 	Group "B" Officer	3 Days
20	Workshop on Departmental Enquiries & Disciplinary Proceedings	<ul style="list-style-type: none"> • Introduction to CCS (CCA) Rules 1965. • Suspension, Deemed Suspension and Entitlements • Preliminary Inquiry/Show cause notices. • Framing of Charge Sheet • Minor Penalty, Major Penalties. Proceedings. • Action of Inquiry Report. 	Group "B" Officer	3 days

II. IS Based Courses

Sr. No.	Course Title	Modules Covered	Preferred Participants Profile	Duration
1	MS-EXCEL (Batch-1)	<ul style="list-style-type: none"> Working with sheets Using Formula/function Chart Pivot Table Database utilities 	For all cadres	5 days
2	MS-Access (Batch-1)	<ul style="list-style-type: none"> Understanding Database concepts, Creating and Editing tables Writing simple and advance queries Forms with different controls Reports 	For all cadres with knowledge of Word and Excel	5 days
3	Treasury Inspection in Context of IFMS **	<ul style="list-style-type: none"> Overview of Treasury Inspection, Mandate, Accounting Framework and arrangements with RBI/Agency Banks Function and Role of Treasury in budgetary control of the state from audit perspective. Planning a treasury inspection and focus areas for audit comments. Understanding the IFMS Introduction to IS policy, Steps in IT Audit, Preliminary assessment and information gathering. Risk assessment to define audit objective and scope, Audit of General Controls. Business continuity planning/Disaster recovery plan Audit of IT security and End user computing controls. Audit of treasury data using CAATs tools (IDEA/Excel) 	Only for Gr. B	6 days
4	Audit in IT Environment (Batch-1)	<ul style="list-style-type: none"> Excel IDEA Tableau - overview Qlikview - overview 	Only for Gr. B	6 days
5	SAS Preparatory Training for PC3 & PC4 (Batch-1)	<ul style="list-style-type: none"> PC3:- IT Theory- All Chapters as per SAS syllabus PC4:- IT Practical as per SAS syllabus 	For SAS,IE candidates who are appearing in PC3/IE3 and PC4/IE4 for the first time	5 days
6	SAS Preparatory Training for PC3 & PC4 (Batch-2)	<ul style="list-style-type: none"> PC3:- IT Theory- All Chapters as per SAS syllabus PC4:- IT Practical as per SAS syllabus 		5 days

Sr. No.	Course Title	Modules Covered		Duration
7	SAS Preparatory Training for PC3 & PC4 (Batch-3)	<ul style="list-style-type: none"> PC3:- IT Theory- All Chapters as per SAS syllabus PC4:- IT Practical as per SAS syllabus 	For SAS,IE candidates who are appearing in PC3/IE3 and PC4/IE4 for the first time	5 days
8	SAS Preparatory Training for PC3 & PC4 (Batch-4)	<ul style="list-style-type: none"> PC3:- IT Theory- All Chapters as per SAS syllabus PC4:- IT Practical as per SAS syllabus 		5 days
9	MS-EXCEL (Batch-2) (For all cadres)	<ul style="list-style-type: none"> Working with sheets Using Formula/function Chart Pivot Table Database utilities 	For all cadres	5 days
10	IT Security and Cyber Law	<ul style="list-style-type: none"> Introduction to IS Security Threat, Vulnerability, Access Control Network Fundamentals, Data Encryption DBMS, IT Act Cloud computing, Network security 	For All Cadres who possess basic IT knowledge and had training in other basic courses.	5 days
11	MS Access- (Batch-2)	<ul style="list-style-type: none"> Understanding Database concepts, Creating and Editing tables Writing simple and advance queries Forms with different controls Reports 	For all cadres with knowledge of Word and Excel	5 days
12	Workshop on Maintenance of Hardware/Software	<ul style="list-style-type: none"> Computer Fundamentals Assembling desktop computers Installation of OS & AS Networking- Installation & debug 	For all cadres with IT knowledge	3 days
13	Networking essentials and overview of Windows/Linux server	<ul style="list-style-type: none"> Network Fundamentals Netowrk H/W, S/W, topology etc Installation of Window/Linux Server Server Management, users, priviledge etc 	For all cadres who have sound IT knowledge and have undergone training in other basic courses.	3 days
14	Oracle 11g SQL (Module-I)	<ul style="list-style-type: none"> Understanding RDBMS concept, Data Types, SELECT command, Where clause etc. DML commands DCL commands TCL commands 	For All Cadres who possess basic IT knowledge and had training in Word, Excel and Access	5 days

Sr. No.	Course Title	Modules Covered	Preferred Participants Profile	Duration
15	Data Analytics (Statistics & Knime) (Module-I)	<ul style="list-style-type: none"> • Statistics • Knime 	For all cadres	3 days
16	All India Workshop for Gr.A and Gr. B officers on "Anti-Fraud Framework & Digital Forensics" *	<ul style="list-style-type: none"> • Concepts of Fraud • Developing anti-fraud tool-kit • Fraud Investigation • Cyber Laws & combating cyber crime • Digital Forensics analysis 	Nomination made by Hqrs.	3 days
17	Data Analytics (Tableau) (Module-II)	<ul style="list-style-type: none"> • Tableau 	For all cadres	3 days
18	PL/SQL Programming (Module-II)	<ul style="list-style-type: none"> • Review of SQL commands • Writing PL/SQL Block • Conditional & Iterative controls • Cursor, Triggers 	For all cadres having knowledge of Oracle or who have undergone Oracle training	5 days
19	Audit in IT Environment (Batch-2)	<ul style="list-style-type: none"> • Excel • IDEA • Tableau - overview • Qlikview - overview 	Only for Gr.B officers from Audit Offices	6 days



[F] Resource Profile

I. Infrastructure

Conference Hall : The Conference hall is fully air-conditioned with a seating capacity of 30, equipped with OHP, VPN Conferencing facility, white board, wifi and sound system.

Training Hall : Air conditioned with seating capacity of 25, equipped with mike system, projector and white board.

IS Labs : The institute has two IS labs wherein 21 computers in each lab are connected through LAN, equipped with Projector, mike system and white Board.

Refreshment Room : Air conditioned and equipped with round tables used during tea breaks.

Library : The institute's library has a stock of more than 5000 books on various subjects. There are over 100 CDs on various coursewares and reading material on various subjects such as Accountancy, Performance Audit, Environmental Audit, Local Bodies Audit, Revenue Audit, Fraud Detection Techniques, Forensic Audit, Cyber Crimes etc.

Suites and Lounge : The Hostel has 4 air conditioned suites with cable TV, fridge, computer and other amenities. Hostel block also has one lounge to house dignitaries and visiting guest faculty.

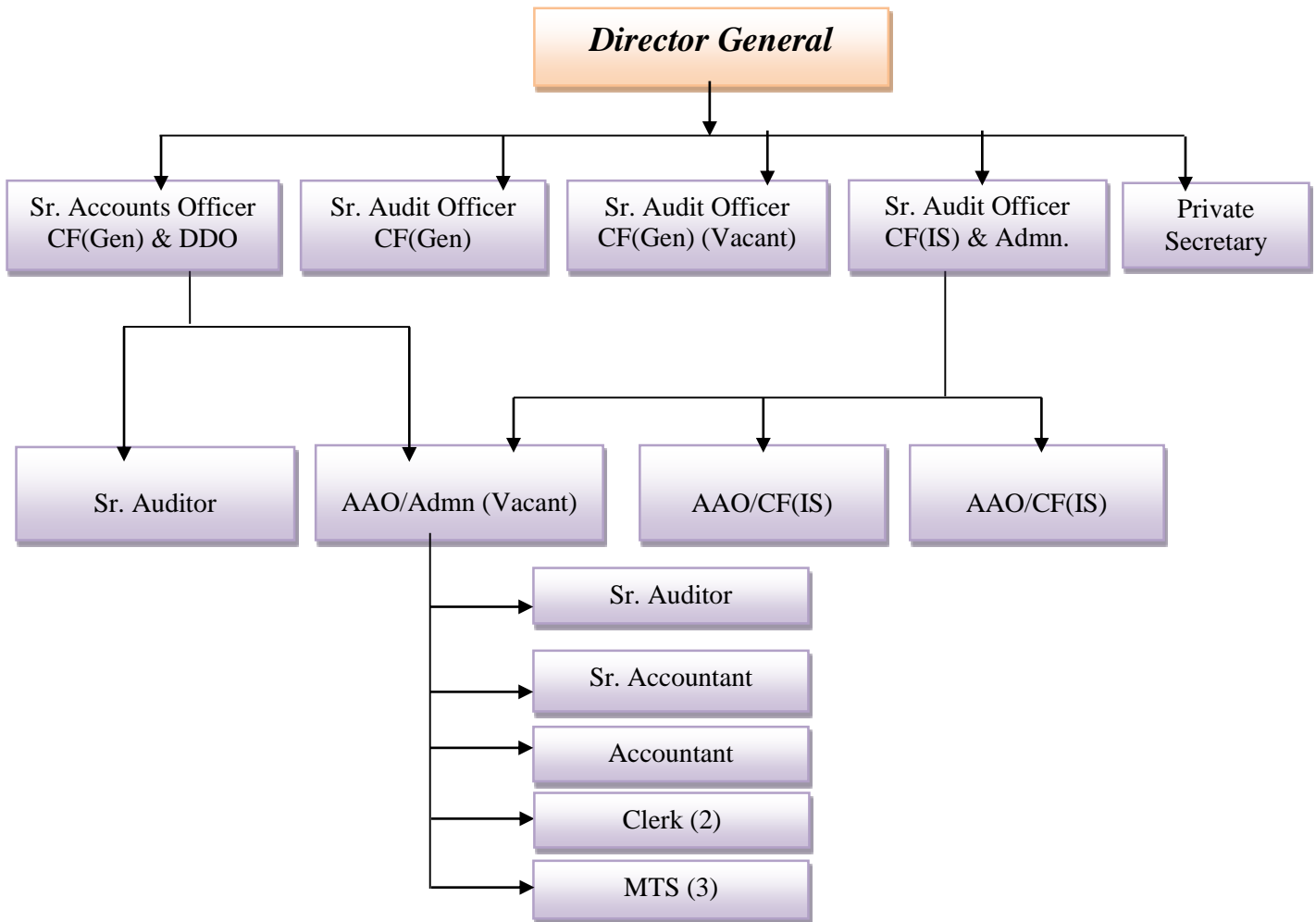
Rooms : The institute has 20 air conditioned rooms to cater the needs of participants in a beautiful environment. All rooms are provided with computers, internet connection and TV with cable facility.

Recreational facilities : Synthetic indoor badminton court is provided in the hostel block. Along with it, Table tennis, chess and carom are also available for recreation. There is also a well equipped Gymnasium.

Wifi facilities : Hostel block, training block and Administration block are provided with wifi facility.

Canteen : In order to provide quick and hygienic food to the participants and guest faculty, hostel block has a full fledged canteen.

II. Personnel



Sr. No.	Cadre	Sanctioned Strength	Men-in-Position
1	Sr. Audit/Accounts Officer Core Faculty (General)	3	3
2	Sr.Audit/Accounts Officer Core Faculty (IS) & Admn	1	0
3	Asstt. Audit Officer CF(IS)	2	2
4	Asstt. Audit Officer, Admn	1	0
5	Private Secretary to Director General	1	0#
6	Sr.Auditor/Sr.Accountant/Auditor/Acctt.	4	4
7	Clerk	3	1#
8	MTS	6	3
9	Staff Car Driver	2	0#

Two Clerk, Two staff car driver and One PS are outsourced as per Hqrs. Orders.

III. Budget

The component-wise details of budget allotment and expenditure under various heads like Salaries, Office Expenses, Honorarium, Minor Works, DTE & Medical for the year 2015-16 to 2019-20 are shown below:

Budget Estimate

(Rs. in lakhs)

Year	OE	DTE	Medical	Minor Works	Honorarium	Salary
2015-16	43.92	3.83	0.20	9.52	2.71	111.49
2016-17	19.70	2.89	2.05	46.13	2.35	132.30
2017-18	26.70	9.15	2.25	13.52	2.31	154.82
2018-19	50.11	6.50	1.35	5.87	2.50	157.57
2019-20	38.19	2.37	0.87	6.48	0.52	157.82

* OE includes LPS, Telephone, Postage, Water & Electricity, Special Contingency and OOE



I. Training Statistics

Year	No. of Courses		Officials Trained		Training Days	
	<i>General</i>	<i>IS</i>	<i>General</i>	<i>IS</i>	<i>General</i>	<i>IS</i>
2019-20	24	20	527	408	91	92
2018-19	17	13	379	288	117	61
2017-18	22	19	426	307	90	100
2016-17	25	24	482	478	100	139
2015-16	21	22	377	430	89	119

II. Slots Targeted vis-à-vis Achieved

Year	Slots Targeted	Slots Achieved	Shortfall (-) Excess (+)
2019-20			
General	541	527	- 14
IS-Based	415	408	- 7

III. Other Achievements

Research Papers

- Red Flags and Anti-Fraud measures in Public Works.
- Red Flags and Anti Fraud measures in Accounts Payable Process.
- An Examination of Actual Fraud cases with a focus on the Auditor's Responsibility - A Research Paper based on Danish Experience.
- Red Flags &Anti-Fraud Measures in Pension Payments.
- National Rural Employment Guarantee Scheme (NREGS)- Red Flags &Anti-Fraud Measures.
- Red Flags &Anti-Fraud Measures in Provident fund Payments.
- Embezzlement of Government Money
- Red Flags &Anti-Fraud measures in Stamp Duty & Registration fees.
- Red Flags &Anti-Fraud measures on Transaction of Motor Vehicles
- Practical Approach to Audit Railway's Goods Receipts.
- Contract Management

Reading Material

- Compilation on categories of fraud.
- Economic Crimes.
- Combating Frauds.
- Prevention and Detection of Frauds.
- Forensic Auditing and Accounting.
- Media Clipping on Detection and Prevention of Fraud.
- Checklist for Audit of Public Works.
- Financial Data Analysis & Reporting Tools in Fraud Detection.
- Cyber Laws & Cyber Forensics.
- Anatomy of Financial Statement Fraud

Case Studies

- 1) Fraud vulnerability in SAP environment.
- 2) Corporate frauds case studies (5 Nos.).
- 3) Fraud in tuition fee payments.
- 4) Case studies on Cyber Crimes.
- 5) Fraudulent expenditure on physical verification of Saw Mills.
- 6) Fraudulent payment on account of carriage of stone chips besides recovery of royalty.
- 7) Payment without evidence for carriage of earth.
- 8) Fraudulent payment on carriage of material to contractor.
- 9) Fraudulent drawal and expenditure and Cyber crime (10 Nos.).
- 10) Payment to contractors on the basis of fictitious measurement.
- 11) Fraud vulnerability assessment.
- 12) Acceptance of forged and inflated collateral security.
- 13) Auditing from Vigilance Perspective by Shri G.N. Sunder Raja.
- 14) Fraudulent Drawal of Pay and Allowances.
- 15) Embezzlement of Government Money.
- 16) Fraudulent Payment.
- 17) Misappropriation of Government money.
- 18) Defalcation of Government money.
- 19) Fraudulent drawal of Government money.
- 20) Embezzlement of Personal Claims.
- 21) Misappropriation of Stores.
- 22) Defalcation / Embezzlement of Government money.
- 23) Fraud in execution of Civil works.
- 24) Misappropriation of Government money.
- 25) Misappropriation of funds.

- 26) Fraudulent payment on carriage of stone chips metal.
- 27) Fraudulent drawal of Government funds.
- 28) Misappropriation of cash.
- 29) Misappropriation of temporary advance.
- 30) Embezzlement of Revenue.
- 31) Fraudulent procurement of medical equipment.
- 32) Evasion of Stamp Duties and Registration Fees.
- 33) Unauthorised Utilisation of Government Receipt.
- 34) Loss of Revenue due to Non-Recovery of Water Charges.
- 35) Non observance of Rules Resulting in non recovery of Freight and Cost of diversion goods.
- 36) Non remittance of land revenue to Government Account.
- 37) Poor management of the leases resulting in undue benefit to the lessees-sub lessees.
- 38) Undue benefits to agencies for the advertising rights leased resulted in loss of revenue.

Video C.Ds

- Digital Forensics (Vol. I & II)

STM:-

- Audit of Fraud, Fraud Detection Techniques and Digital Forensics
- Internal Control
- Preparation of Finance and Appropriation Accounts
- Right to Information Act 2005 (approval of Headquarters awaited)
- Concept of Transfer Pricing prepared and being sent to headquarter office for Peer review and approval.(approval of Headquarters awaited).

Compendium

- Compendium of material developed and disseminated during 2006-07.
- Compendium of material on Audit of Fraud developed and disseminated between February 2007 and March 2008.
- Compendium of material Developed and disseminated so far in the given area of excellence, 'Audit of Fraud, Fraud Detection Techniques and Forensic Audit' – Released at the hands of Hon. C & AG of India.

News Letter (The Forerunner)

- Twenty-Fourth issue prepared and disseminated.

Systems Developed

- Library Management System
- e-Learning Moodle