क्षेत्रीय प्रशिक्षण संस्थान भारतीय लेखा तथा लेखापरीक्षा विभाग
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सत्यमेव जयते

Azadi Ka Amrit Mahotsav

No. RTI/PRNTG-COTP/2022-23/60

08 APR 2022

To

The Principal Accountant General, Arunachal Pradesh, Itanagar- 791 111.
The Director General of Audit N.F. Railway, Guwahati- 781 011.
The Principal Accountant General (Audit), Manipur, Imphal – 795 001.
The Principal Accountant General (A&E), Manipur, Imphal – 795 001.
The Principal Accountant General (A&E), Nagaland, Kohima-797 001.
The Principal Accountant General (A&E), Assam, Guwahati – 781 029.
The Principal Accountant General (Audit), Assam, Guwahati – 781 029.
The Principal Accountant General (Audit), Sikkim, Gangtok – 737 102.
The Principal Accountant General (Audit), Nagaland, Kohima-797 001.
The Principal Accountant General (Audit) Tripura, Agartala- 799 006.
The Principal Accountant General, Mizoram, Aizawl – 796 001.
The Accountant General (Audit), Meghalaya, Shillong-793 001.
The Accountant General (A&E), Meghalaya, Shillong-793 001.
The Accountant General (A&E) Tripura, Agartala- 799 006.
The Deputy Accountant General (A&E), Sikkim, Gangtok – 737 102.
The Director, I/c Director General of Audit (C) Branch office at Guwahati, O/o the Accountant General (Audit), Assam, Maidamgaon, Beltola, Guwahati – 781 029.

Subject: Annual Calendar of Training Programme (COTP) of Regional Training Institute, Shillong for the year 2022-23.

Sir/Madam,

Please find enclosed herewith the soft copy of approved Calendar of Training Programme (COTP) for the year 2022-23 of Regional Training Institute, Shillong.

Receipt of the COTP 2022-23 may kindly be acknowledged.

Enclo: As stated

Yours faithfully,

8/4/22

Director General

लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, SHILLONG.

CALENDAR OF TRAINING PROGRAMME
2022-23



Lachatelette Complex,
Laitumkhrah, Shillong - 793 003
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rtishillong@cag.gov.in
https://cag.gov.in/rti/shillong

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PROFILE

(i) INTRODUCTION

Regional Training Institute, Shillong is one of the 10 Regional Training Institutes of the Indian Audit and Accounts Department. It is the apex training Institute of the 16 Indian Audit & Accounts Department offices located in the North Eastern Region of the Country. This Institute was established in March 1989 and is located in an independent campus known as **'Lachatelette Complex'**. The 4601.50 sq.m. complex was part of the estate of the erstwhile Maharaja of Manipur and was originally acquired for the Office of the then Accountant General, Assam in 1955. Since its inception, the Regional Training Institute has grown into a full-fledged and a well-equipped training establishment of the Indian Audit & Accounts Department in the North Eastern Region. In May 2004, RTI, Shillong was upgraded into the O/o Principal Director, RTI. Since September 2016, the Regional Training Institute, Shillong has been functioning from the newly constructed Administrative cum Academic and Hostel Blocks.

(ii) REGIONAL ADVISORY COMMITTEE (RAC)

According to Headquarters' office letter No.16-TRG.DIV./13-O&M/86 dated 19 March 1990, there shall be a Regional Advisory Committee for each Regional Training Institute for planning, overseeing and coordinating training and other activities allotted to the Regional Training Institute, promoting effective interaction with the related field offices, strengthening the arrangement for evaluation of training programmes and selection of guest faculty, etc. The Committee will meet as necessary under the Chairmanship of the senior most member present, but not more than 3 times in a year. The composition of the Committee in respect of Regional Training Institute, Shillong (as reconstituted vide Headquarters' Office letter No.556/Trg.Div/21-99 dated 30-12-2004, letter No.938/Trg Div/21-99/Vol-III dated 06-12-07, letter No.248/Trg.Div/21-99 dated 27-08-2008 and letter No. 125/Trg.Div/F-279/2017 dt. 25-06-2018) is as indicated below:

i) Principal Accountant General, Arunachal Pradesh, Itanagar.
ii) Director General of Audit, NF Railway, Maligaon, Guwahati.
iii) Director General of Audit (Central), Kolkata, Branch Office at Guwahati.
iv) Principal Accountant General (Audit), Manipur, Imphal.
v) Principal Accountant General (Audit), Nagaland, Kohima
vi) Principal Accountant General (Audit), Sikkim, Gangtok.
vii) Principal Accountant General (Audit), Tripura, Agartala.
viii) Principal Accountant General (Audit), Assam, Guwahati.
ix) Principal Accountant General, Mizoram, Aizawl.
x) Accountant General (Audit), Meghalaya, Shillong
xi) Principal Accountant General (A&E), Manipur, Imphal.
xii) Principal Accountant General (A&E), Nagaland, Kohima.
xiii) Principal Accountant General (A&E), Assam, Guwahati.
xiv) Accountant General (A&E), Meghalaya, Shillong
xv) Accountant General (A&E), Tripura, Agartala
xvi) Representative from Headquarters' Office.
xvii) Director General, RTI Shillong (Member Secretary).

[*Director General, NAAA, Shimla to be invited in the meeting of the RAC of RTI to discuss and approve the Training Calendar vide Director (Training)'s D.O. letter No.260 Trg.Div/57-92, dated 18 December, 1992*]

(iii) JURISDICTION OF RTI, SHILLONG

1. Principal Accountant General, Arunachal Pradesh, Itanagar.
2. Director General of Audit, NF Railway, Maligaon, Guwahati.
3. Director General of Audit (Central), Kolkata, Branch Office at Guwahati.
4. Principal Accountant General (Audit), Manipur, Imphal.
5. Principal Accountant General (Audit), Nagaland, Kohima
6. Principal Accountant General (Audit), Sikkim, Gangtok.
7. Principal Accountant General (Audit), Tripura, Agartala.
8. Principal Accountant General (Audit), Assam, Guwahati.
9. Principal Accountant General, Mizoram, Aizawl.
10. Accountant General (Audit), Meghalaya, Shillong
11. Principal Accountant General (A&E), Manipur, Imphal.
12. Principal Accountant General (A&E), Nagaland, Kohima.
13. Principal Accountant General (A&E), Assam, Guwahati.
14. Accountant General (A&E), Meghalaya, Shillong
15. Accountant General (A&E), Tripura, Agartala
16. Deputy Accountant General (A&E), Sikkim, Gangtok.

(iv) KNOWLEDGE CENTRE

As per Headquarters' instructions, RTI, Shillong has to develop Auditing Methodologies/Domain Knowledge, Courseware, Research Papers, Case Studies and Structured Training Modules on the following two subjects: -

(a) 'Certification Audit of Autonomous District Councils as per Financial Attest Audit Manual'.

(b) 'Audit Quality Management Framework (AQMF)'.

The Structured Training Modules (STMs) on 'Certification Audit of Autonomous District Councils as per Financial Attest Audit Manual' and 'Audit Quality Management Framework (AQMF)' were prepared by RTI Shillong, approved and disseminated for use in training by Headquarters' in January 2018 and July 2019 respectively.

Besides the Knowledge Centre Topics, RTI Shillong had also prepared STMs on:

(a) 'General Financial Reporting Framework for Government and Public Sector" which was approved by Headquarters and disseminated for use in August 2019.

(b) 'Data Security – Privacy and Protection' which was peer reviewed by RTI Ranchi in December 2019 and submitted to Headquarters for approval in January 2020.

(c) 'Various Entitlements Admissible to a Government Servant' – submitted to Headquarters in May 2020.

Courses at a Glance

GENERAL COURSES 2022-23

Sl. No	Course Title	No. of Courses	Course Duration (in days)
	ACCOUNTS COURSES		
1.	Induction Training for newly recruited / Promoted Accountants (***Online)*** *[Target Group: Newly Recruited/ Promoted Accountants]*	1	12
	Total	**1**	**12**

Sl. No	Course Title	No. of Courses	Course Duration (in days)
	AUDIT COURSES		
1.	Performance Auditing and Thematic Audit *[Target Group: Sr. Auditors to Sr. DAGs]*	1	5
2.	Preparation of State Finance Audit Report (SFAR) and Role of FINAT in the Preparation of SFAR as per Draft Guide to preparing SFAR 2020, Certification of Centrally Sponsored Scheme, World Bank, Externally Aided Projects *[Target Group: Sr. Auditors to SAOs/GOs]*	1	4
3.	Induction course for Newly Recruited/ Promoted Auditors. *[Target Group: Newly Recruited/ Promoted Auditors]*	1	12
4.	Accounts and Audit of PRIs and ULBs/Municipal Corporations including preparation of ATIR *[Target Group: Sr. Auditors to SAOs]*	1	5
	Total	**04**	**26**

Sl. No	Course Title	No. of Courses	Course Duration (in days)
	GENERAL COURSES		
1.	Mid-Career Training Programme (MCTP) for SAOs/AAOs (Level 2) ***(Online)*** *[Target Group: AAOs and SAOs with 7 to 11 years of combined service in the cadres]*	1	6
2.	Accounting and Auditing of GST- With emphasis on Subject Specific Compliance Audit (SSCAs) *[Target Group:* Sr.Ars/ Sr.Accts. to Sr.AOs*]*	1	5
3.	Mid-Career Training Programme (MCTP) for SAOs/AAOs (Level 3) ***(Online)*** *[Target Group: AAOs and SAOs with 12 to 16 years of combined service in the cadres]*	1	6
4.	Disciplinary Proceedings, Reservation Roster, APAR, Departmental Promotion Committee (DPC), Gender Sensitisation and Code of Ethics in IA&AD *[Target Group: Sr. Accountants/Sr. Auditors to SAOs]*	1	5
5.	Mid-Career Training Programme (MCTP) for SAOs/AAOs (Level 4) ***(Online)*** *[Target Group: AAOs and SAOs with 17 to 21 years of combined service in the cadres]*	1	6
6.	Induction course for newly Recruited AAOs – Phase I (MCTP Level 1) *[Target Group: Direct recruit AAOs]*	1	120

Sl. No	Course Title	No. of Courses	Course Duration (in days)
7.	*Mandatory training for Assistant Audit Officers/ Assistant Accounts Officers for Civil Audit/ Civil Accounts/ Commercial Audit/ Railway Audit Topics to be empanelled for promotion as SAOs* ***(Online)*** *[Target Group: AAOs to be empanelled for promotion as SAOs]*	1	15
8.	Mandatory Training for Sr. Auditors/ Sr. Accountants to be empanelled for promotion as Assistant Supervisor **(Online)** *[Target Group: Sr. Ars/Sr. Acctts eligible for promotion as Assistant Supervisor]*	1	12
9.	Mid-Career Training Programme (MCTP Level 1) - for newly promoted AAOs/SAS passed officials *[Target Group: Newly promoted AAOs who passed SAS 2021 onwards*]	1	30
10.	Induction course for newly Recruited AAOs – Phase III (MCTP Level 1) *[Target Group: Direct recruit AAOs]*	1	60
	Total	**10**	**265**
	TOTAL GENERAL COURSES	**15**	**303**

INFORMATION TECHNOLOGY COURSES 2022-23

Sl. No	Course Title	No. of Courses	Course Duration (in days)
1.	E – Office (Online) *[Target Group :* Group 'B' & 'C'*]*	1	3
2.	IDEA *[Target Group :* Group 'B' & 'C'*]*	1	5
3.	Big Data Analytic (Using Tableau and KNIME) *[Target Group :* Group 'B' & 'C'*]*	1	5
4.	Computer Networking *[Target Group :* Group 'B' & 'C'*]*	1	5
5.	Computer Skills- MS Office, Word, Excel and Power Point (Advance) (Online) *[Target Group : Group 'B' & 'C']*	2	10
6.	MS – Excel (Advanced) (Online) *[Target Group :* Group 'B' & 'C'*]*	1	5
7.	Audit in IT Environment (Hqrs Course). (Online) *[Target Group :* Group 'B' & 'C'*]*	1	5
8.	IT Audit (Basic) (Online) *[Target Group :* Group 'B' & 'C'*]*	1	5
9.	Introduction to Oracle- SQL (Online) *[Target Group :* Group 'B' & 'C'*]*	1	5
10.	Public Financial Management System (PFMS), use of BEMS, iBEMS/EIS/PFMS, Qlik View and other softwares used by Hqrs and field offices and maintenance of Bhavishya Nidhi/ Portal *[Target Group :* Group 'B' & 'C'*]*	1	5
	TOTAL IT COURSES	**11**	**53**
	GRAND TOTAL OF ALL COURSES	**26**	**356**

Calendar of Training Programme 2022-23

General Courses

CALENDAR OF TRAINING PROGRAMME FOR THE YEAR 2022-23
(GENERAL COURSES)

SL. No.	Program Title	Duration & Period	Target Group	Slot Allocation		
				Office	Slots	Total
1	Performance Audit and Thematic Audit	5 days 18 – 22 April 2022	Sr.Ars. to Sr. DAGs	DGA(C) Kolkata, BO Guwahati	02	**28**
				DGA, NF Railway	01	
				PAG Arunachal Pradesh	03	
				PAG Mizoram	02	
				PAG (Au) Manipur	02	
				PAG (Au) Nagaland	01	
				PAG (Au) Assam	12	
				PAG (Au) Tripura	01	
				PAG (Au) Sikkim	02	
				AG (Au) Meghalaya	02	
2	Mid-Career Training Programme (MCTP) for SAOs/AAOs (Level 2) ***(Online)***	6 Days 25 – 30 April 2022	AAOs and SAOs with 7 to 11 years of combined service in the cadres	DGA(C) Kolkata, BO Guwahati	04	**166**
				DGA, NF Railway	05	
				PAG Arunachal Pradesh	04	
				PAG Mizoram	15	
				PAG (Au) Manipur	19	
				PAG (Au) Nagaland	09	
				PAG (Au) Assam	48	
				PAG (Au) Tripura	19	
				PAG (Au) Sikkim	09	
				AG (Au) Meghalaya	07	
				PAG (A&E) Manipur	05	
				PAG (A&E) Nagaland	04	
				PAG (A&E) Assam	05	
				AG (A&E) Tripura	04	
				AG (A&E) Meghalaya	09	
3	Accounting and Auditing of GST- With emphasis on Subject Specific Compliance Audit (SSCAs) ONLINE	5 days 17 – 21 May 2022	Sr.Ars/ Sr.Accts. to Sr.AOs	DGA(C) Kolkata, BO Guwahati	01	**24**
				DGA, NF Railway	01	
				PAG Arunachal Pradesh	03	
				PAG Mizoram	01	
				PAG (Au) Manipur	02	
				PAG (Au) Nagaland	01	
				PAG (Au) Assam	04	
				PAG (Au) Tripura	01	
				AG (Au) Meghalaya	01	
				PAG (A&E) Manipur	00	
				PAG (A&E) Nagaland	02	
				PAG (A&E) Assam	04	
				AG (A&E) Tripura	02	
				AG (A&E) Meghalaya	01	

4	Mid-Career Training Programme (MCTP) for SAOs/AAOs (Level 3) ***(Online)***	6 Days 23 – 28 May 2022	AAOs and SAOs with 12 to 16 years of combined service in the cadres	DGA(C) Kolkata, BO Guwahati	07	**127**
				DGA, NF Railway	14	
				PAG Arunachal Pradesh	03	
				PAG Mizoram	03	
				PAG (Au) Manipur	11	
				PAG (Au) Nagaland	13	
				PAG (Au) Assam	30	
				PAG (Au) Tripura	07	
				PAG (Au) Sikkim	03	
				AG (Au) Meghalaya	08	
				PAG (A&E) Manipur	01	
				PAG (A&E) Nagaland	06	
				PAG (A&E) Assam	13	
				AG (A&E) Tripura	01	
				AG (A&E) Meghalaya	05	
				DAG (A&E) Sikkim	02	
5	Disciplinary Proceedings, Reservation Roster, APAR, Departmental Promotion Committee (DPC), Gender Sensitisation and Code of Ethics in IA&AD	5 days 6 – 10 June 2022	Sr.Ars/ Sr.Accts. to Sr.AOs	DGA(C) Kolkata, BO Guwahati	01	**24**
				DGA, NF Railway	01	
				PAG Arunachal Pradesh	01	
				PAG (Au) Manipur	02	
				PAG (Au) Assam	04	
				PAG (Au) Tripura	02	
				AG (Au) Meghalaya	02	
				PAG (A&E) Manipur	03	
				PAG (A&E) Nagaland	01	
				PAG (A&E) Assam	02	
				AG (A&E) Tripura	02	
				AG (A&E) Meghalaya	01	
				DAG (A&E) Sikkim	02	
6	Induction Training for newly recruited / Promoted Accountants ***(Online)***	12 days 13 – 25 June 2022	Newly Recruited/ Promoted Accountants	PAG Arunachal Pradesh	08	**40**
				PAG Mizoram	07	
				PAG (A&E) Manipur	07	
				PAG (A&E) Nagaland	01	
				PAG (A&E) Assam	05	
				AG (A&E) Tripura	10	
				DAG (A&E) Sikkim	02	
7	Mid-Career Training Programme (MCTP) for SAOs/AAOs (Level 4) ***(Online)***	6 Days 27 June – 02 July 2022	AAOs and SAOs with 17 to 21 years of combined service in the cadres	DGA(C) Kolkata, BO Guwahati	02	**80**
				DGA, NF Railway	05	
				PAG Arunachal Pradesh	02	
				PAG Mizoram	01	
				PAG (Au) Manipur	05	
				PAG (Au) Nagaland	03	
				PAG (Au) Assam	19	
				PAG (Au) Tripura	04	
				PAG (Au) Sikkim	06	
				AG (Au) Meghalaya	04	

				PAG (A&E) Manipur	02	
				PAG (A&E) Assam	18	
				AG (A&E) Tripura	04	
				AG (A&E) Meghalaya	05	(2 Slots)
8	Induction course for newly Recruited AAOs – Phase I (MCTP Level 1)	4 Months 04 July – 29 Oct 2022	Direct recruit AAOs	PAG, Arunachal Pradesh	01	**11**
				PAG, Mizoram	02	
				PAG (Au) Nagaland	01	
				PAG (Au) Assam	03	
				PAG (Au) Tripura	02	
				AG (Au) Meghalaya	02	
9	Mandatory training for Assistant Audit Officers (Civil Audit) to be empanelled for promotion as SAOs **(Online)**	3 Weeks 29 Aug – 16 Sept 2022	AAOs to be empanelled for promotion as SAOs	PAG Arunachal Pradesh	08	**22**
				PAG (Au) Manipur	05	
				PAG (Au) Nagaland	05	
				PAG (Au) Sikkim	04	
				To be intimated by User Offices		
	Mandatory training for Assistant Accounts Officers to be empanelled for promotion as SAOs **(Online)**	3 Weeks 29 Aug – 16 Sept 2022	AAOs to be empanelled for promotion as SAOs	PAG (A&E) Manipur	01	**07**
				PAG (A&E) Nagaland	02	
				AG (A&E) Tripura	02	
				AG (A&E) Meghalaya	02	
				To be intimated by User Offices		
	Mandatory training for Assistant Audit Officers (Commercial Audit) to be empanelled for promotion as SAOs **(Online)**	3 Weeks 29 Aug – 16 Sept 2022	AAOs to be empanelled for promotion as SAOs	*To be intimated by User Offices*		
	Mandatory training for Assistant Audit Officers (Railway Audit) to be empanelled for promotion as SAOs **(Online)**	3 Weeks 29 Aug – 16 Sept 2022	AAOs to be empanelled for promotion as SAOs	DGA, NF Railway	02	**02**
10	Mandatory Training for Sr. Auditors to be empanelled for promotion as Assistant Supervisor **(Online)**	2 Weeks 10 – 22 Oct 2022	Sr. Auditors eligible for promotion as Assistant Supervisor	DGA, NF Railway	02	**12**
				PAG (Au) Manipur	03	
				PAG (Au) Nagaland	03	
				PAG (Au) Sikkim	04	
				To be intimated by User Offices		
	Mandatory Training for Sr. Accountants to be	2 Weeks	Sr. Accts to eligible for	PAG, Mizoram	01	**06**
				PAG (A&E) Manipur	05	

	empanelled for promotion as Assistant Supervisor **(Online)**	10 – 22 Oct 2022	promotion as Assistant Supervisor	*To be intimated by User Offices*		
11	Preparation of State Finance Audit Report (SFAR) and Role of FINAT in the Preparation of SFAR as per Draft Guide to preparing SFAR 2020, Certification of Centrally Sponsored Scheme, World Bank, Externally Aided Projects	4 days 07 – 11 Nov 2022	Sr.Ars. to Sr.AOs/ GOs	PAG Arunachal Pradesh	02	**16**
				PAG Mizoram	01	
				PAG (Au) Manipur	03	
				PAG (Au) Assam	02	
				PAG (Au) Tripura	02	
				PAG (Au) Sikkim	01	
				AG (Au) Meghalaya	05	
12	Mid-Career Training Programme (MCTP Level 1) - for newly promoted AAOs/SAS passed officials	6 weeks/ 30 Days 14 Nov – 19 Dec 2022	Newly promoted AAOs who passed SAS 2021 onwards	DGA, NF Railway	06	**39**
				PAG Mizoram	04	
				PAG (Au) Manipur	06	
				PAG (Au) Nagaland	02	
				PAG (Au) Assam	06	
				PAG (Au) Tripura	02	
				PAG (Au) Sikkim	04	
				AG (Au) Meghalaya	03	
				PAG (A&E) Manipur	02	
				PAG (A&E) Nagaland	01	
				PAG (A&E) Assam	02	
				AG (A&E) Meghalaya	01	
				To be intimated by other User Offices		
13	Induction Training for newly promoted / recruited Auditors	12 Days 09 – 21 Jan 2023	Newly Recruited/ Promoted Auditors	PAG Arunachal Pradesh	03	**15**
				PAG Mizoram	03	
				PAG (Au) Manipur	04	
				PAG (Au) Nagaland	02	
				PAG (Au) Sikkim	03	
14	Accounts and Audit of PRIs and ULBs/Municipal Corporations including preparation of ATIR	5 days 23 – 28 Jan 2023	Sr.Ars. to Sr.AOs	PAG (Au) Tripura	02	**04**
				PAG (Au) Manipur	02	
				To be intimated by other User Offices		
15	Induction course for newly Recruited AAOs – Phase III (MCTP Level 1)	2 months 30 Jan – 25 Mar 2023	Direct recruit AAOs	*To be intimated by User Offices/Headquarters*		
					Total	**623**

Calendar of Training Programme 2022-23

Information Technology Courses

CALENDAR OF TRAINING PROGRAMME FOR THE YEAR 2022-23
(IT COURSES)

SL. No.	Program Title	Duration & Period	Target Group	Slot Allocation		
				Office	Slots	Total
01	E- Office ***(Online)***	**3 Days 11 – 13 April 2022**	**Group 'A' 'B' & 'C'**	DGA(C) Kolkata, BO Guwahati	01	**33**
				DGA, NF Railway	02	
				PAG Arunachal Pradesh	03	
				PAG Mizoram	01	
				PAG (Au) Manipur	02	
				PAG (Au) Nagaland	02	
				PAG (Au) Assam	04	
				PAG (Au) Tripura	03	
				PAG (Au) Sikkim	02	
				AG (Au) Meghalaya	01	
				PAG (A&E) Manipur	02	
				PAG (A&E) Assam	05	
				AG (A&E) Tripura	02	
				AG (A&E) Meghalaya	01	
				DAG (A&E) Sikkim	02	
02	IDEA ***Course Prerequisite:*** *Basic knowledge of computer*	**5 days 09 – 13 May 2022**	-do-	DGA(C) Kolkata, BO Guwahati	01	**19**
				DGA, NF Railway	01	
				PAG Arunachal Pradesh	02	
				PAG Mizoram	01	
				PAG (Au) Manipur	02	
				PAG (Au) Nagaland	01	
				PAG (Au) Assam	02	
				PAG (Au) Tripura	01	
				AG (Au) Meghalaya	01	
				PAG (A&E) Manipur	02	
				PAG (A&E) Assam	02	
				AG (A&E) Tripura	02	
				AG (A&E) Meghalaya	01	
03	Big Data Analytics (Using Tableau and KNIME) ***Course Prerequisite:*** *Basic knowledge of computer*	**5 days 30 May – 03 June 2022**	-do-	DGA, NF Railway	02	**22**
				PAG Arunachal Pradesh	03	
				PAG Mizoram	01	
				PAG (Au) Manipur	02	
				PAG (Au) Nagaland	01	
				PAG (Au) Assam	02	
				PAG (Au) Tripura	01	
				AG (Au) Meghalaya	05	
				PAG (A&E) Assam	02	
				AG (A&E) Meghalaya	03	

04	Computer Networking ***Course Prerequisite:*** *Basic knowledge of computer*	**5 days 13 – 17 June 2022**	-do-	DGA(C) Kolkata, BO Guwahati	01	**17**
				DGA, NF Railway	01	
				PAG Arunachal Pradesh	01	
				PAG (Au) Manipur	02	
				AG (Au) Meghalaya	01	
				PAG (A&E) Manipur	02	
				PAG (A&E) Nagaland	02	
				PAG (A&E) Assam	06	
				PAG (A&E) Tripura	01	
05	Computer Skills – MS Word, Excel and Power Point (Advanced) ***Course Prerequisite:*** *Basic knowledge of computer* ***(Online)***	**5 Days** **04 – 08 July 2022**	**Group 'A" 'B' & 'C'**	DGA, NF Railway	01	**25**
				PAG Arunachal Pradesh	02	
				PAG Mizoram	01	
				PAG (Au) Manipur	02	
				PAG (Au) Assam	02	
				PAG (Au) Tripura	01	
				AG (Au) Meghalaya	03	
				PAG (A&E) Manipur	03	
				PAG (A&E) Assam	03	
				AG (A&E) Tripura	02	
				AG (A&E) Meghalaya	03	
				DAG (A&E) Sikkim	02	
06	MS Excel (Advanced) ***Course Prerequisite:*** *Basic knowledge of computer* ***(Online)***	**5 days 18 – 22 July 2022**	-do-	DGA(C) Kolkata, BO Guwahati	01	**17**
				DGA, NF Railway	04	
				PAG Mizoram	01	
				PAG (Au) Manipur	03	
				PAG (Au) Assam	02	
				PAG (Au) Tripura	01	
				PAG (A&E) Manipur	02	
				PAG (A&E) Nagaland	02	
				AG (A&E) Tripura	01	
07	Audit in IT Environment (Hqrs Course) ***Course Prerequisite:*** *Basic knowledge of computer* ***(Online)***	**5 days 01 – 05 Aug 2022**	-do-	DGA(C) Kolkata, BO Guwahati	02	**16**
				DGA, NF Railway	02	
				PAG Mizoram	01	
				PAG (Au) Manipur	02	
				PAG (Au) Nagaland	01	
				PAG (Au) Assam	02	
				PAG (Au) Tripura	01	
				PAG (A&E) Manipur	02	
				PAG (A&E) Nagaland	01	
				AG (A&E) Meghalaya	02	
08	IT Audit (Basic) ***Course Prerequisite:*** *Basic knowledge of computer* ***(Online)***	**5 days 22 – 26 Aug 2022**	-do-	DGA, NF Railway	01	**16**
				PAG Arunachal Pradesh	04	
				PAG Mizoram	01	
				PAG (Au) Manipur	03	
				PAG (Au) Nagaland	01	
				PAG (Au) Assam	01	
				PAG (Au) Tripura	01	
				AG (Au) Meghalaya	01	
				PAG (A&E) Manipur	02	
				AG (A&E) Meghalaya	01	

09	Introduction to Oracle - SQL ***Course Prerequisite:*** *Basic knowledge of computer* ***(Online)***	**5 days 12 – 16 Sept 2022**	-do-	DGA, NF Railway	01	**18**
				PAG Arunachal Pradesh	02	
				PAG Mizoram	02	
				PAG (Au) Nagaland	01	
				PAG (A&E) Manipur	02	
				PAG (A&E) Nagaland	02	
				PAG (A&E) Assam	06	
				AG (A&E) Tripura	01	
				DAG (A&E) Sikkim	01	
10	Public Financial Management System (PFMS), use of BEMS, iBEMS/EIS/PF Qlik View and other software used by Hqrs and field offices and maintenance of Bhavishya Nidhi/ Portal. ***Course Prerequisite:*** *Basic knowledge of computer* Revised Schedule 31.10.22 to 04.11.2022	**5 Days 07 – 12 Nov 2022**		DGA, NF Railway	01	**27**
				PAG Arunachal Pradesh	02	
				PAG Mizoram	01	
				PAG (Au) Manipur	04	
				PAG (Au) Nagaland	01	
				PAG (Au) Assam	03	
				PAG (Au) Tripura	02	
				PAG (Au) Sikkim	02	
				PAG (A&E) Manipur	02	
				PAG (A&E) Nagaland	02	
				PAG (A&E) Assam	02	
				AG (A&E) Tripura	02	
				AG (A&E) Meghalaya	02	
				DAG (A&E) Sikkim	01	
11	Computer Skills – MS Word, Excel and Power Point (Advanced) ***Course Prerequisite:*** *Basic knowledge of computer* ***(Online)*** Riya Gracy & Manish	**5 Days 13 – 17 Feb 2023**	-do-	DGA, NF Railway	01	**25**
				PAG Arunachal Pradesh	02	
				PAG Mizoram	01	
				PAG (Au) Manipur	02	
				PAG (Au) Assam	02	
				PAG (Au) Tripura	01	
				AG (Au) Meghalaya	03	
				PAG (A&E) Manipur	03	
				PAG (A&E) Assam	03	
				AG (A&E) Tripura	02	
				AG (A&E) Meghalaya	03	
				DAG (A&E) Sikkim	02	
					Total	**235**

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Course Contents

General Courses 2022-23

ACCOUNTS COURSES

1. **Course Title : Induction course for newly Recruited/Promoted Accountants.**
2. **Date : 13.06.2022 to 25.06.2022**
3. **Duration : 12 days.**
4. **Location : Regional Training Institute, Shillong.**
5. **Programme Background:** The Induction course for newly recruited Accountants, is being conducted based on projected training requirement of User Offices of RTI Shillong. As discussed in the RAC Meeting of RTI Shillong the course has been designed as per Training Need Analysis.
6. **Learning Objective:**
   The course aims to equip the participants with knowledge on the various work carried out in the Accounts and Entitlement and Audit offices.
7. **Programme Content and Structure:**
   The course content and structure, as communicated by Headquarters, include Introduction to the Department, Position of C&AG as per the Constitution, Record Maintenance, Statutory provisions on Government Accounts and related powers, Conditions of Service of C&AG, Nature of work done in A&E offices, Introduction to Government Accounts and Treasuries, Regulatory provisions of relevance to A&E, Regulations on Government Accounting, GFR, Rules of Procurement, FRSR, Soft Skills, GAR, Noting and Drafting, MS Word and MS Excel, MSO (A&E), Ethics and Etiquette, Accounts of Public Works and Forests, Leave Rules, Pension Rules, NPS, Account Code for AsG.
8. **Methodology:** Lectures, Presentation, Interactive sessions and Course-end test.
9. **Target Participants:** Newly recruited/Promoted Accountants of users' offices.
10. **Additional Information:**
    i. **Faculty:** The faculty will be drawn from resource pool comprising Group 'A' and Group 'B' officers of IA&AD.
    ii. **Feedback on previous course:** This course was conducted online and rated 4.8 on a scale of 1 to 5 by the participants.

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AUDIT COURSES

1. **Course Title : Performance Audit and Thematic Audit.**

2. **Date : 18.04.2022 to 22.04.2022.**

3. **Duration : 5 days.**

4. **Location : Regional Training Institute, Shillong.**

5. **Programme Background:** This training programme is being conducted based on projected training requirement of User Offices of RTI, Shillong. As discussed in the RAC Meeting of RTI, Shillong, the course has been designed as per Training Need Analysis.

6. **Learning Objectives:**
   The course aim to equip the participants with various techniques involved in the execution of Performance Audit and Thematic Audit, besides priming on the common PA topics as per the Annual Audit Plans of the user offices.

7. **Programme Content and Structure:**
   Provisions of the Performance Audit Guidelines, 2014 including Statistical Sampling, Hands on exercises on formulating Audit Objectives, Audit Design Matrix, gathering Evidence, developing Audit Conclusions and Recommendations. Sensitization by subject experts on the common PA topics to be conducted during the year as per the approved Annual Audit Plans 2022-23 of the user offices.

8. **Methodology:** Lectures, Presentations, Interactive Sessions and Course-end test.

9. **Target Participants:** Sr. Auditors to GOs who are members of Audit Teams conducting Performance and Thematic Audits during the year.

10. **Additional Information:**
    i. **Faculty:** The faculty will be drawn from resource pool comprising of Group 'A' & 'B' Officers of the IA&AD and subject experts from Central and State Govt. Departments.
    ii. **Feedback on previous Course:** This course was rated 4.55 on a scale of 1 to 5 by the participants during 2019-20, when the course was last conducted.

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1. **Course Title : Preparation of State Finance Audit Report (SFAR) and Role of FINAT in the Preparation of SFAR as per Draft Guide for preparing SFAR 2020, Certification of Centrally Sponsored Scheme, World Bank and Externally Aided Projects**
2. **Date : 07.11.2022 to 11.11.2022**
3. **Duration : 4 days**
4. **Location : Regional Training Institute, Shillong.**
5. **Programme Background:** The training programme is being conducted based on projected training requirement of User Offices of RTI, Shillong. As discussed in the RAC Meeting of RTI, Shillong the course has been designed as per Training Need Analysis.
6. **Learning Objectives:**

   The course aims at introducing the participants to the purpose for which State Finances Audit Report is prepared every year.
7. **Programme Content and Structure:**

   Concept of Public Finance and issues to be analyzed in SFAR, Structure of SFAR – linkage of Chapter –II and with Finance Accounts; Chapter-III and its linkage with the Appropriation Accounts; Chapter-IV of Report on State Finances including AC/DC bills, Utilization certificates, suspense and remittance, Fiscal Responsibility and Budget Management Act, Chapter-V PSUs, Draft Guide to preparing SFAR 2020, Certification of Centrally Sponsored Scheme, World Bank and Externally Aided Projects.
8. **Methodology:** Lectures, Presentation, Interactive sessions and Course end test.
9. **Target Participants:** Sr. Auditors to SAOs engaged in preparation of SFAR in Audit offices.
10. **Additional Information:**

    i. **Faculty:** The faculty will be drawn from resource pool comprising of Group 'A' & 'B' officers of the IA&AD.

    ii. **Feedback on previous Course:** This course was conducted online and rated 4.7 on a scale of 1 to 5 by the participants.

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1. **Course Title : Induction course for newly Recruited/Promoted Auditors.**
2. **Date : 09.01.2023 to 21.01.2023**
3. **Duration : 12 days.**
4. **Location : Regional Training Institute, Shillong.**
5. **Programme Background:** The Induction course for newly recruited Auditors, is being conducted based on projected training requirement of User Offices of RTI Shillong. As discussed in the RAC Meeting of RTI, Shillong the course has been designed as per Training Need Analysis.
6. **Learning Objective:**

   The course aims to equip the participants with knowledge on the various work carried out in the Audit offices.

11. **Programme Content and Structure:**

    The course content and structure, as communicated by Headquarters, include Introduction to IA&AD, INTOSAI, C&AG's website, Constitution of India and DPC Act, Regulations on Audit & Accounts, Service & Administrative matters, Manual of General Procedure, Budget formulation, CSS (Conduct) Rules, CCS (CCA) Rules, Pension & NPS, Leave Rules, TA Rules, MSO (Audit), Compliance & Performance Auditing Guidelines, Government Accounting, MS Excel, Noting & Drafting, e-Office, Gender Sensitisation and Code of Ethics for IA&AD.

12. **Methodology:** Lectures, Presentation, Interactive sessions and Course-end test.
13. **Target Participants:** Newly recruited /Promoted Auditors of users' offices.
14. **Additional Information:**

    i. **Faculty:** The faculty will be drawn from resource pool comprising Group 'A' and Group 'B' officers of IA&AD.

    ii. **Feedback on previous course:** This course was conducted online and rated 4.41 on a scale of 1 to 5 by the participants.

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1. **Course Title** : **Accounts and Audit of PRIs and Urban Local Bodies/Municipal Corporation including preparation of ATIR**

2. **Date** : **23.01.2023 to 28.01.2023**

3. **Duration** : **5 days**

4. **Location** : **Regional Training Institute, Shillong.**

5. **Programme Background:** The training programme is being conducted based on projected training requirement of User Offices of RTI, Shillong. As discussed in the RAC Meeting of RTI, Shillong the course has been designed as per Training Need Analysis.

6. **Learning Objectives:**

The course aims to introduce the participants to the Constitutional provisions for PRIs/ULBs, the accounting mechanisms and relevant audit provisions.

7. **Programme Contents and Structure:**

Constitutional provisions in respect of PRIs and ULBs, Structure of PRI Accounts and ULB Accounts, Accounting Framework of PRIs and ULBs, Role of C&AG and Local Fund Auditors/Directorate of Local Fund Audit, TGS mechanism for PRIs and ULBs, General principles regulating the audit of special schemes, Central/State Schemes implemented through ULBs, Municipal Fund, Grants, Loans and their accounting system, and format for preparation of ATIR.

8. **Methodology:** Lectures, Presentation, Interactive sessions and Course-end test.

9. **Target Participants:** Sr. Auditors to SAOs working in audit offices and engaged in audit of PRIs and ULBs.

10. **Additional Information:**

i. **Faculty:** The faculty will be drawn from resource pool comprising of Group 'A' & 'B' officers of IA&AD and subject experts.

ii. **Feedback on previous Course:** This course was conducted online and rated 4.6 on a scale of 1 to 5 by the participants.

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GENERAL COURSES

1. **Course Title** : **Mid-Career Training Programme (MCTP) for SAOs/AAOs (Level 2) (Online)**
2. **Date** : **25.04.2022 to 30.04.2022**
3. **Duration** : **6 days.**
4. **Location** : **Regional Training Institute, Shillong.**
5. **Programme Background:** In line with the requirements of the National Training Policy 2012 to equip all civil servants with the competencies for their current and future jobs, Headquarters had envisaged five levels of MCTP to be imparted to the AAOs and SAOs of the Department at appropriate intervals in the course of their careers. In August 2021, the Standard Operating Procedure for conducting MCTP was finalized.
6. **Learning Objectives:** To develop a professional, impartial and efficient officer who is responsive to the needs of the department, equipped with the requisite knowledge, skills and attitude to effectively discharge the functions they are entrusted with.
7. **Programme Content and Structure:** Values, Communication, Group Dynamics, Motivation, Financial Market, Public Finance, Personality, Morale, Big Data Approach, IT, Gender Sensitisation, Environment and Sustainable Development Goals
8. **Methodology:** Lectures, Presentation, and Interactive sessions.
9. **Target Participants:** AAOs and SAOs with 7 to 11 years of combined service in the cadres
10. **Additional Information:**
    i. **Faculty:** Faculties will be drawn from experts in the appropriate fields, including senior and experienced officers of the IA&AD
    ii. **Feedback on previous Course:** This will be the first time that the course is being conducted.

1. **Course Title** : **Accounting and Auditing of GST- With emphasis on Subject Specific Compliance Audit (SSCAs)**

2. **Date** : **17.05.2022 to 21.05.2022**

3. **Duration** : **5 days.**

4. **Location** : **Regional Training Institute, Shillong.**

5. **Programme Background:** This training programme is being conducted based on projected training requirement of User Offices of RTI, Shillong. As discussed in the RAC Meeting of RTI, Shillong, the course has been designed as per Training Need Analysis.

6. **Learning Objectives:**

   The course aims to help participants get an idea about the Accounting and Auditing of GST.

7. **Programme Content and Structure:**

   Introduction to GST, Scope of supply, Levy and Collection of Taxes, Exemptions, Classification of goods and services, Rates of tax, Place of supply, Time and Value of supply, Registration, Migration of taxpayers, Tax invoices, Accounts and Records, Input tax credit, Invoice matching and Transitional provisions, Returns and Payment of Taxes, Electronic ledgers, TCS, TDS and RCM, Refunds, Assessments, Audit, search, seizure etc., Demands and Recovery and GST Tax accounting, Role of C&AG in GST regime, Data Access, Analysis and sampling

8. **Methodology:** Lectures, Presentation, Interactive sessions and Course-end test.

9. **Target Participants:** Sr. Accountants/Sr. Auditors to SAOs who will be engaged in GST related Accounting and Auditing work.

10. **Additional Information:**

    i. **Faculty:** The faculty will be drawn from resource pool comprising of Group 'A' & 'B' officers of the IA&AD and officers from the CGST and SGST.

    ii. **Feedback on previous Course:** This course was rated 4.76 on a scale of 1 to 5 by the participants during 2019-20, when the course was last conducted.

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1. **Course Title** : **Mid-Career Training Programme (MCTP) for SAOs/AAOs (Level 3) (Online)**

2. **Date** : **23.05.2022 to 28.05.2022**

3. **Duration** : **6 Days**

4. **Location** : **Regional Training Institute, Shillong**

5. **Programme Background:** In line with the requirements of the National Training Policy 2012 to equip all civil servants with the competencies for their current and future jobs, Headquarters had envisaged five levels of MCTP to be imparted to the AAOs and SAOs of the Department at appropriate intervals in the course of their careers. In August 2021, the Standard Operating Procedure for conducting MCTP was finalized.

6. **Learning Objectives:** To develop a professional, impartial and efficient officer who is responsive to the needs of the department, equipped with the requisite knowledge, skills and attitude to effectively discharge the functions they are entrusted with.

7. **Programme Content and Structure:** Communication Skills, Analytical Skills, Time and Stress Management, e-Governance, Role Change, Government Finances, Auditing in IT Environment, Team Management, Stakeholder Engagement, Governance, Internal Control, Fraud, Public Expenditure, Revenue, Global Environmental Crisis, Environmental Governance, and Management of different kinds of Environmental Pollution.

8. **Methodology:** Lectures, Presentation, Interactive sessions and Course-end test.

9. **Target Participants:** AAOs and SAOs with 12 or more years of combined service in the cadres.

10. **Additional Information:**

(i) **Faculty:** Faculties will be drawn from experts in the appropriate fields, including senior and experienced officers of the IA&AD.

(ii) **Feedback on previous Course:** This will be the first time that the course is being conducted.

1. **Course Title** : **Disciplinary Proceedings, Reservation Roster, APAR, Departmental Promotion Committee (DPC), Gender Sensitisation and Code of Ethics in IA&AD.**

2. **Date** : **06.06.2022 to 10.06.2022**

3. **Duration** : **5 days.**

4. **Location** : **Regional Training Institute, Shillong.**

5. **Programme Background:** The training programme is being conducted based on training requirement of User Offices of RTI, Shillong. As discussed in the RAC Meeting of RTI, Shillong, the course has been designed as per Training Need Analysis.

6. **Learning Objectives:**

   The course aims to make the participants understand the procedure in framing of Charge Sheet, Suspension and procedures for Appeals, Revision and Review under CCS (CCA) Rules 1965, Preparation of Reservation Roster, APAR, Papers to be put up to the Departmental Promotion Committee(DPC) besides Gender Sensitisation and Code of Ethics in IA&AD.

7. **Programme Content and Structure:**

   CCS (Conduct) Rules, 1964, CCS (CCA) Rules 1965, Reservation Roster, DPC, APAR, Gender Sensitisation and Code of Ethics in IA&AD.

8. **Methodology:** Lectures, Presentation, Interactive sessions, case study and Course-end test.

9. **Target Participants:** Sr. Accountants/Sr. Auditors to SAOs.

10. **Additional Information:**

    i. **Faculty:**The faculty will be drawn from resource pool comprising of Group 'A' & 'B' officers of the IA&AD.

    ii. **Feedback on previous Course:** This course was conducted online and was rated 4.64 on a scale of 1 to 5 by the participants.

1. **Course Title** : **Mid-Career Training Programme (MCTP) for SAOs/AAOs (Level 4). (Online)**
2. **Date** : **27.06.2022 to 02.07.2022**
3. **Duration** : **06 days.**
4. **Location** : **Regional Training Institute, Shillong**.
5. **Programme Background:**. In line with the requirements of the National Training Policy 2012 to equip all civil servants with the competencies for their current and future jobs, Headquarters had envisaged five levels of MCTP to be imparted to the AAOs and SAOs of the Department at appropriate intervals in the course of their careers. In August 2021, the Standard Operating Procedure for conducting MCTP was finalized.
6. **Learning Objective:** To develop a professional, impartial and efficient officer who is responsive to the needs of the department, equipped with the requisite knowledge, skills and attitude to effectively discharge the functions they are entrusted with.
7. **Programme Content and Structure:** e-Governance, Auditing & Cyber Security, Gender Mainstreaming, Communication, Government Funding, Leadership, Ethics, Central Policies & Guidelines on IT Projects, Environmental Challenges, Sustainable Development Goals, Public Debt, Performance Management, Enterprise Resource Planning and Cloud Computing.
8. **Methodology:** Lectures, Presentation, Interactive sessions and Course-end test.
9. **Target Participants:**. AAOs and SAOs with 17 or more years of combined service in the cadres.
10. **Additional Information:**
    i. **Faculty:** Faculties will be drawn from experts in the appropriate fields, including senior and experienced officers of the IA&AD.
    ii. **Feedback on previous course:** This will be the first time that the course is being conducted.

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1. **Course Title** : **Induction course for newly Recruited AAOs – Phase I (MCTP Level 1)**
2. **Date** : **04.07.2022 to 29.10.2022**
3. **Duration** : **120 Days .**
4. **Location** : **Regional Training Institute, Shillong.**
5. **Programme Background:** In line with the requirements of the National Training Policy 2012 to equip all civil servants with the competencies for their current and future jobs, Headquarters had envisaged five levels of MCTP to be imparted to the AAOs and SAOs of the Department at appropriate intervals in the course of their careers. In August 2021, the Standard Operating Procedure for conducting MCTP was finalized.
6. **Learning Objectives:** To develop a professional, impartial and efficient officer who is responsive to the needs of the department, equipped with the requisite knowledge, skills and attitude to effectively discharge the functions they are entrusted with.
7. **Programme Content and Structure:** As per the Trainers Handbook for DRAAO Induction disseminated by Headquarters Office, which include both soft-skill and technical content. Technical content includes CAG's Institution, Mandate of SAIs & Capacity Building of SAIs, Financial Auditing, Performance Auditing, Compliance Auditing, Environmental Auditing, Government Accounting, CPWA, IT, IT Audit, Cost and Management Accounting, Private and public sector financial Reporting, Corporate and Commercial Laws, Drafting and Writing abilities, different wings of audit, etc. Soft Skill content include Mindfulness sessions, Meditation, Yoga, Communication Skills, Sports activity, Conflict Resolution, Decision making, Change Management, Creative Problem Solving, etc.
8. **Methodology:** Lectures, Presentation and Interactive Sessions.
9. **Target Participants:** Direct recruit AAOs.
10. **Additional Information:**
    i. **Faculty:** Faculties will be drawn from experts in the appropriate fields, including senior and experienced officers of the IA&AD.
    ii. **Feedback on previous Course: This course**. This course was conducted online and was rated 4 on a scale of 1 to 5 by the participants

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1. **Course Title : Mandatory training for Assistant Audit Officers/ Assistant Audit Officer for Civil Audit, Civil Accounts, Commercial Audit and Railway Audit Topics to be empanelled for promotion as SAOs**
2. **Date : 29.08.2022 to 16.09.2022.**
3. **Duration : 15 days.**
4. **Location : Regional Training Institute, Shillong.**
5. **Programme Background:**. Owing to practical difficulties and the nature and size of the user offices, the RAC of RTI, Shillong, decided, in November 2021 that RTI, Shillong shall henceforth give importance to conducting mandatory trainings on behalf of the user offices. Thus, mandatory training for AAOs due for promotion as SAOs will be conducted by RTI, Shillong on behalf of the user offices.
6. **Learning Objectives:** To prepare and equip the AAOs for the role change in taking up the mantle of a Sr. A.O. with its added duties and responsibilities.
7. **Programme Content & Structure:** SAO Prospects and Entitlements, Soft Skills, Ethics & Governance, Legal matters in IAAD, Audit & Accounts Mandate of C&AG, RTI, Gender Sensitisation, Disciplinary Issues, Big Data Management, Data Analysis, IT Security, CAATs, Budgeting, PFMS & iBEMS, Revenue & Fund Flows of Union and State Government, Procurement of Goods, Services and Works, Overview of the Role and Responsibilities of SAO and stream specific topics.
8. **Methodology:** Lectures, Presentation, Interactive sessions, Case Studies and Course-end test.
9. **Target Participants:** AAOs to be empanelled for promotion as SAOs.
10. **Additional Information:**
    i. **Faculty:** Faculties will be drawn from experts in the appropriate fields, including senior and experienced officers of the IA&AD.
    ii. **Feedback on previous Course:** This course was conducted online and rated 4.77 on a scale of 1 to 5 by the participants.

1. **Course Title : Mandatory Training for Sr. Auditors/ Sr. Accountants to be empanelled for promotion as Assistant Supervisor.**
2. **Date : 10.10.2022 to 22.10.2022**
3. **Duration : 12 days.**
4. **Location : Regional Training Institute, Shillong.**
5. **Programme Background:** Owing to practical difficulties and the nature and size of the user offices, the RAC of RTI, Shillong, decided, in November 2021 that RTI, Shillong shall henceforth give importance to conducting mandatory trainings on behalf of the user offices. Thus, mandatory training for Sr. Auditors/Sr. Accountants due for promotion as Asst. Supervisors will be conducted by RTI, Shillong on behalf of the user offices.
6. **Learning Objectives:** To prepare and equip the Sr. Auditors/Sr. Accountants for the role change in taking up the mantle of an Asst. Supervisor with its added duties and responsibilities.
7. **Programme Content & Structure:** PFMS, BEMS, Income Tax of Staff, Recruitment Procedures in IA&AD, RTI Act, Legal work and Procurement through GeM, besides Stream specific topics.
8. **Methodology:** Lectures, Presentation, Interactive sessions and Case Studies.
9. **Target Participants:** Sr. Auditors/Sr. Accountants eligible for promotion as Assistant Supervisor.
10. **Additional Information:**
    (i) **Faculty:** Faculties will be drawn from experts in the appropriate fields, including senior and experienced officers of the IA&AD.
    (ii) **Feedback on previous Course:** This course was conducted online and rated 4.66 on a scale of 1 to 5 by the participants.

1. **Course Title : Mid-Career Training Programme (MCTP Level 1) - for newly promoted AAOs/SAS passed officials.**
2. **Date : 14.11.2022 to 19.12.2022.**
3. **Duration : 30 days.**
4. **Location : Regional Training Institute, Shillong.**
5. **Programme Background:** In line with the requirements of the National Training Policy 2012 to equip all civil servants with the competencies for their current and future jobs, Headquarters had envisaged five levels of MCTP to be imparted to the AAOs and SAOs of the Department at appropriate intervals in the course of their careers. In August 2021, the Standard Operating Procedure for conducting MCTP was finalized.
6. **Learning Objectives:** To develop a professional, impartial and efficient officer who is responsive to the needs of the department, equipped with the requisite knowledge, skills and attitude to effectively discharge the functions they are entrusted with.
   The course aims to impart knowledge to the newly promoted AAOs/SAS passed officials on various functions of Accounts and Audit Offices.
7. **Programme Content & Structure:** C&AG's DPC Act, 1971, Works done in different branches of A&E and Audit Offices, Preparation and Certification of Finance and Appropriation Accounts, Effective Communication, Leadership and Motivation, CCS (Conduct) Rules, 1964 and CCS (CCA) Rules 1965, Office Procedure, IFPP, GST, Concepts of Performance Audit Functions of FAW/FINAT Sections, Code of Ethics in IA&AD and RTI Act, 2005.
8. **Methodology:** Lectures, Presentation, Interactive sessions, Case Studies and Course-end test.
9. **Target Participants:** Newly promoted AAOs who passed SAS 2021 onwards
10. **Additional Information:**
    i. **Faculty:** The faculty will be drawn from resource pool comprising of Group 'A' & 'B' officers of IA&AD and from Educational Institutions.
    ii. **Feedback on previous Course:** This will be the first time that the course is being conducted.

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1. **Course Title : Induction course for newly Recruited AAOs – Phase III (MCTP Level 1).**
2. **Date : 30.01.2023 to 25.03.2023.**
3. **Duration : 60 days.**
4. **Location : Regional Training Institute, Shillong.**
5. **Programme Background:** In line with the requirements of the National Training Policy 2012 to equip all civil servants with the competencies for their current and future jobs, Headquarters had envisaged five levels of MCTP to be imparted to the AAOs and SAOs of the Department at appropriate intervals in the course of their careers. In August 2021, the Standard Operating Procedure for conducting MCTP was finalized.
6. **Learning Objectives:** To consolidate and reinforce the knowledge and experience of auditing and accounting functions gained during Phase-I and Phase-II (On-the-job) trainings.
7. **Programme Content & Structure:** As per the Trainers Handbook for DRAAO Induction disseminated by Headquarters Office, which include both soft-skill and technical content. Technical content includes CAG's Institution, Mandate of SAIs & Capacity Building of SAIs, Financial Auditing, Performance Auditing, Compliance Auditing, Environmental Auditing, Government Accounting, CPWA, IT, IT Audit, Cost and Management Accounting, Private and public sector financial Reporting, Corporate and Commercial Laws, Drafting and Writing abilities, different wings of audit, etc. Soft Skill content include Mindfulness sessions, Meditation, Yoga, Communication Skills, Sports activity, Conflict Resolution, Decision making, Change Management, Creative Problem Solving, etc.
8. **Methodology:** Lectures, Presentation, Interactive sessions, Case Studies and Course-end test.
9. **Target Participants:** Direct recruit AAOs.
10. **Additional Information:**
    (i) **Faculty:** The faculty will be drawn from resource pool comprising of Group 'A' & 'B' officers of IA&AD (both in service) and from Educational Institutions.
    (ii) **Feedback on previous Course:** This is the first time that this training is being conducted in this renewed pattern.

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Course Contents

IT Courses 2022-23

IT COURSES

1. **Course Title : E – Office (Online)**
2. **Date : 11.04.2022 to 13.04.2022**
3. **Duration : 3 days.**
4. **Location : Regional Training Institute, Shillong.**
5. **Programme Background:** The training programme on "E-office" is being conducted based on projected training requirements of User Offices of RTI, Shillong.
6. **Learning Objectives:** The Course aim at enabling the participants to use E-Office for Employee Master Details, e-File management in regards to creating of e-files, receiving of letters, writing the notes, creating drafts etc.
7. **Programme Content and Structure:** Only Employee Master Details like creating users, section, assigning roles and hierarchy etc. and e-File module of the E- office is used in this training. The File Management Systems – Receipts, Scanning and Diarization of letters. Forwarding, acknowledgement, pull back, copy of letters in e-File. Receipt, Pull up and put in file the letters received. Creating electronics files, receipt put-up/correspondence, Noting & forwarding in e- Files. Creating of drafts, Editing, approval, signing & dispatch etc. Park file, close/reopen file, references, searching and MIS reports.
8. **Methodology:** Lectures, Presentations, Interactive sessions Practical Exercises and feedback through course end test.
9. **Target Participants:** Group 'A' 'B' and 'C' officers/officials of the user offices of RTI, Shillong.
10. **Additional Information:**
    i. **Faculty:** The faculty will be drawn from resource pool comprising of NIC and Group 'A' & Group 'B' officers/official (both serving and retired) from the IA&AD.
    ii. **Feedback on previous Course:** This course was conducted online and rated 4.62 on a scale of 1 to 5 by the participants.

1. **Course Title :** : **IDEA**
2. **Date** : **09.05.2022 to 13.05.2022.**
3. **Duration** : **5 days.**
4. **Location** : **Regional Training Institute, Shillong.**
5. **Programme Background:** This training programme is being conducted based on projected training requirements of User Offices of RTI, Shillong.
6. **Learning Objectives:** The course aims at enabling the participants to use IDEA Software for extracting data and analyzing data of Auditee organizations.
7. **Programme Content and Structure:**

   Basics of Data Structures. IDEA: An Overview. Importing various format files to DIEA, Getting started: Record Extraction, Field Summarization and Field Stratification. Essentials of Data Downloading (Practical Exercises). Use of IDEA features followed by Exercise to practice analysis function for checking duplicates, indexing, summarizing and checking field statistics (Practical Exercises). Exercise related with downloading of MS Access database file, creating of virtual fields, duplicate records detection and record extraction (Practical Exercises). Using @ functions in IDEA. Use of IDEA features followed by Exercise to practice IDEA features useful in conduct of financial audit (Practical Exercises).
8. **Methodology:** Lectures, Presentations, Interactive sessions Practical Exercises and Course-end test.
9. **Target Participants:** Group 'A' 'B' and 'C' officers/officials of the user offices of RTI, Shillong.
10. **Additional Information:**

    i. **Faculty:** The faculty will be drawn from resource pool comprising of Group 'A' and Group 'B' officers both serving and retired from the IA&AD.

    iii. **Feedback on previous Course:** The course was rated 4.40 on a scale of 1 to 5 by the participants during the year 2019-20, when it was last conducted.

1. **Course Title : Big Data Analytics (Using Tableau and KNIME).**
2. **Date : 30.05.2022 to 03.06.2022**
3. **Duration : 5 days.**
4. **Location : Regional Training Institute, Shillong.**
5. **Programme Background:** This training programme is being conducted based on projected training requirements of User Offices of RTI, Shillong.
6. **Learning Objectives:** The course aims at enabling the participants with knowledge on the use of Tableau and KNIME softwares for Big Data Analytics.
7. **Programme Content and Structure:**

   Basic Concepts of Data, Types of data string, Numeric data, types of analytics. Descriptive Analytics; Statistical Approaches in Analytics: Central Tendencies (Mean, Median, Mode). KNIME: A Broad overview - Build a basic workflow. Data downloading sorting errors; property tax. Tableau: Introduction to the tableau software and its different areas, Data Downloading, Database Connectivity (Hands on Session). Manipulation, Visualization, Calculated fields, Filters, Hierarchy, Dashboards files Tableau Exercise/ Case Study: Analysing data, Deriving Insights, Identifying risk areas, building dashboards. Other features in Tableau: Story and distribution of workbook. Principles of visualization, Consolidation of Concepts, Data Analytic Principles and Approaches.
8. **Methodology:** Lectures, Presentations Interactive sessions and feedback through Course-end test.
9. **Target Participants:** 'A' 'B' and 'C' officers/officials of the user offices of RTI, Shillong.
10. **Additional Information:**
    i. **Faculty:** The faculty will be drawn from resource pool comprising of Group 'A', Group 'B' and Group 'C' officers/ officials from the IA & AD
    ii. **Feedback on previous Course:** This course was conducted online and rated 4.44 on a scale of 1 to 5 by the participants.

1. **Course Title : Computer Networking.**
2. **Date : 13.06.2022 to 17.06.2022**
3. **Duration : 5 days.**
4. **Location : Regional Training Institute, Shillong.**
5. **Programme Background:** The training programme on "Computer Networking" is being conducted based on projected training requirements of User Offices of RTI, Shillong.
6. **Learning Objectives:** The course will enable the participants to define types of Computer Networking, its topologies, protocols, OSI, TCI/IP, DNS.
7. **Programme Content and Structure:**
   - Basic Networking Concepts. Introduction to Network, Data Transmission in a network, Transmission Modes & Speeds, Transmission Medium, Communication processors Network Topologies Protocols and Standards OSI Reference Model.
   - Concepts of LAN. Advantages and Disadvantages of LAN. Types of LAN. Different Topologies used in LAN.
   - WAN Internetworking technologies. WAN Utilization. WAN connections.
   - Data Communication. Switching, Hubs, Routers, Bridges.
   - Planning a TCP/IP Network. Using Public and Private Addresses. IP Addresses and Subnet Mask. Understanding IP Address Classes.
   - Planning a Name Resolution Strategy. DNS and NetBIOS. Understanding Domains. Understanding FQDN Notation.
   - Sharing files, printers and other resources using Windows.
   - Different OS in Network, Networking connection Types, Configure a DIAL-UP & Local Area connection in Windows File Systems.
   - Sharing files, printers and other resources, Passwords and Security.
8. **Methodology:** Lectures, Presentations Interactive sessions and feedback through course end test.
9. **Target Participants:** Group 'A' 'B' and 'C' officers/officials of the user offices of the RTI, Shillong.
10. **Additional Information:**
    i. **Faculty :** The faculty will be drawn from resource pool comprising of Educational Institutions, NIC, HCL and Group 'A' & Group 'B' officers from the IA&AD.
    ii. **Feedback on previous Course:** The course was rated 4.20 on a scale of 1 to 5 by the participants during the year 2019-20, when it was last conducted.

1. **Course Title** : **Computer Skills- Ms. Word, MS Excel and Power Point (Advanced) (Online)**
2. **Date** : **04.07.2022 to 08.07.2022**
   : **13.02.2023 to 17.02.2023**
3. **Duration** : **5 days each**
4. **Location** : **Regional Training Institute, Shillong.**
5. **Programme Background:** This training programme is being conducted based on projected training requirements of User Offices of RTI, Shillong.
6. **Learning Objectives:** The course aims to equip the participants with advanced knowledge in the use of MS Word Power Point and MS Excel.
7. **Programme Content and Structure:**
   Work in MS Word with paragraph formatting, page setup, section, header, footer, footnote and endnote. Working and modifying a table (Hands on session). Working with Mail merge, Start MS Power Point, creating a presentation, applying design, saving and opening a power point file, working with slide sorter, slide show and slide view (Hands on session). Start MS Excel and identify the various parts of workbook, entering data, basic edit, saving and retrieving file (Hands on session). Formatting cells, inserting, deleting rows and columns, changing columns width, working with series and range, writing simple formula and functions, linking different sheets (Hands on session). User defined functions, Numeric, Text, Conditional, Date and Time (Hands on session). Apply formula and functions, Goal seek, advance features including auditing, Conditional Formatting, Filters and advance Filters, Pivot tables (Hands on session).
8. **Methodology:** Lectures, Presentations, Interactive Sessions, Practical Exercises, Case Studies and Course-end test.
9. **Target Participants:** 'A' 'B' and 'C' officers/officials of the user offices of RTI, Shillong.
10. **Additional Information:**
    i. **Faculty:** The faculty will be drawn from resource pool comprising of Group 'A' Group 'B' and Group 'C' officers/official from the IA&AD.
    ii. **Feedback on previous Course:** The course was rated 4.08 on a scale of 1 to 5 by the participants during the year 2020-21, when it was last conducted.

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1. **Course Title : MS Excel (online)**
2. **Date : 18.07.2022 to 22.07.2022.**
3. **Duration : 5 days.**
4. **Location : Regional Training Institute, Shillong.**
5. **Programme Background:** The training programme on "MS Excel" is being conducted based on projected training requirements of User Offices of RTI, Shillong.
6. **Learning Objectives:** The course will familiarize participants with concept of electronic workbook and help the participants to learn how to use a popular workbook programme for departmental applications.
7. **Programme Content and Structure:**
   - Start MS Excel and identify the various parts of workbook. Window and Excel window.
   - Distinguish between workbook and worksheet.
   - Enter values and labels, edit and format them.
   - Working with series, working with range.
   - Apply formula & Functions and Link different Sheets.
   - Goal seek, advance features including auditing, Protect and unprotect worksheet data.
   - Conditional formatting, filters, Subtotals, Pivot table.
   - Use validating rules while entering data.
   - Create and Save Graph.
8. **Methodology:** Lectures, Presentations, Interactive sessions, Practical Exercises and feedback through course end test.
9. **Target Participants:** 'A' 'B' and 'C' officers/officials of the user offices of the RTI, Shillong.
10. **Additional Information:**
    i. **Faculty:** The faculty will draw from resource pool comprising of Group 'A' Group 'B' and Group 'C' officers and officials from the IA&AD.
    ii. **Feedback on previous Course:** The course was rated 4.67 on a scale of 1 to 5 by the participants during the year 2020-21, when it was last conducted.

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1. **Course Title : Audit in IT Environment (Hqrs Course) (Online)**
2. **Date : 01.08.2022 to 05.08.2022**
3. **Duration : 5 days.**
4. **Location : Regional Training Institute, Shillong.**
5. **Programme Background:** Proposed by Headquarters Office and accepted by the RAC, the training programme is being conducted based on projected training requirements of the user offices of RTI, Shillong.
6. **Learning Objectives:** The course will equip to the participants with knowledge of IT Audit, IT Controls and ability to apply the knowledge in field audit.
7. **Programme Content and Structure:**

   Understanding IT Environment, Challenges and Opportunities. Importance of Controls, Application Controls. Introduction to CAATs – IDEA and Excel. Excel as data Analytic loop, conditional formatting, Filter, Pivot table and Functions, Creating Projects, Import of Data from diverse formats, Field Statistics, Control Totals, History Property, Projects Overview. Importance of PDF/PRN Data, Importing data using ODBC, indexing, sorting data. Field manipulation in IDEA, Basic Data analysis in IDEA. Working with multiple databases – join, visual connector, append, compare. Commonly used @ functions in IDEA. Stratification, ageing, sampling. Exporting data from IDEA to other formats, Revision & Queries, Hands on sessions, Case Study – Selection of Vouchers, Way Forward – Overview of Tableau.
8. **Methodology:** Lectures, Presentations, Interactive sessions, Practical Exercises, Case studies and Course-end test.
9. **Target Participants:** 'A' 'B' and 'C' officers/officials of the user offices of RTI, Shillong.
10. **Additional Information:**
    i. **Faculty:** The faculty will be drawn from resource pool comprising of Group 'A' Group 'B' and Group 'C' officers/official from the IA&AD.
    ii. **Feedback on previous Course:** This course was conducted online and rated 4.26 on a scale of 1 to 5 by the participants.

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1. **Course Title : IT Audit (Basic) (Online)**
2. **Date : 22.08.2022 to 26.08.2022**
3. **Duration : 5 days.**
4. **Location : Regional Training Institute, Shillong.**
5. **Programme Background:** Proposed by Headquarters office and accepted by the RAC, the Training Programme is being conducted based on projected training requirements of users offices of RTI, Shillong.
6. **Learning Objectives:** The course will equip the participants with knowledge about IT/IT Controls and skills to conduct IT Audit.
7. **Programme Content and Structure:** IT Awareness, Basic Concepts of Hardware and Software, Definition of IT Audits its Objective, Mandate and Steps. Definition of IT Controls, General IT Controls and Audit of Application Controls.
8. **Methodology:** Lectures, Presentations, Interactive sessions and Course-end test.
9. **Target Participants:** 'A' 'B' and 'C' officers/officials of the user offices of the RTI, Shillong. This course is primarily for participants who would be utilized for IT Audit in field offices.
10. **Additional Information:**
    i. **Faculty:** The faculty will be drawn from resource pool comprising of Group 'A' and Group 'B' officers from the IA&AD.
    ii. **Feedback on previous Course:** This course was conducted online and rated 4.42 on a scale of 1 to 5 by the participants.

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1. **Course Title : Introduction to Oracle-SQL (Online)**
2. **Date : 12.09.2022 to 16.09.2022.**
3. **Duration : 05 days.**
4. **Location : Regional Training Institute, Shillong.**
5. **Programme Background:** The training programme on "Oracle SQL is being conducted based on projected training requirements of User Offices of RTI, Shillong.
6. **Learning Objectives:** The course will enable the participants to query Oracle database effectively for departmental use.
7. **Programme Content and Structure:**
   - Introduction to Oracle. Overview of Oracle server and its various object types.
   - What is SQL, Role of Sql, Type of Sql commands, Logging in & logging out into Oracle Server.
   - Writing SQL statement, Executing SQL statement, Comparison of SQL & SQL* plus, some important editing and file SQL plus commands.
   - Data Type in Oracle Basic select statement. Different parts of the select statement. Using column aliases, Arithmetic operators, Concatenation operator, order by clause distinct, comparison.
   - operators<=,!=, in, like, between, is null) and logical operator (and, or, not), Character & Date string. Updating and deleting records. Practical Exercises.
   - Single row functions: character, Numeric, date functions, Conversion function including date format and date arithmetic. NVL and DECODE functions. Using aggregate functions, Group by and having clause. Practical Exercises.
   - What is join? Different types; Equi join Non-Equi Join and outer join. Using group by and having clause with Join. Sub-queries returned single value & multiple values; Using group by and having clause with the sub-queries. Exercise.
   - Create table, create table with constraints, Adding Records. Viewing tables from data dictionary. Practical Exercises.
   - Altering table structure, Altering constraints & viewing constraints from data dictionary. Indexing, views, sequence and synonyms. Viewing from data dictionary. Practical Exercises.
   - Introduction to PL/SQL Structure of PL/SQL. Identifiers — Variables, Constants, Reserved words, Literals, Declaration using %TYPE &

%ROWTYPE attributes. Data Types, Expressions & Comparison, Comments, Labels.

- If condition and dbms output. Writing simple program. Practical Exercises.
- Working with various Loops; while 1oop, for loop etc. Practical Exercises.
- Working with cursor and exception handling. Writing simple Trigger. Exercise.

8. **Methodology:** Lectures, Presentations, Interactive sessions Practical Exercises and feedback through course end test.
9. **Target Participants:** Group 'A' 'B' and 'C' officers/officials of the user offices of the RTI, Shillong.
10. **Additional Information:**
    i. **Faculty:** The faculty will be drawn from resource pool comprising of Group 'A' and Group 'B' officers from the IA&AD.
    ii. **Feedback on previous Course:** The course was rated 4.70 on a scale of 1 to 5 by the participants during the year 2019-20, when it was last conducted.

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1. **Course Title** : **Public Financial Management System (PFMS), use of BEMS, iBEMS/EIS/PF GeM and other softwares used by Hqrs and field offices and maintenance of Bhavishya Nidhi/Portal**

2. **Date** : **07.11.2022 to 12.11.2022**

3. **Duration** : **5 days.**

4. **Location** : **Regional Training Institute, Shillong.**

5. **Programme Background:** This training programme is being conducted based on projected training requirements of User Offices of RTI, Shillong.

6. **Learning Objectives:** The course aims to equip the participants with knowledge of Public Financial Management System (PFMS), use of BEMs, iBEMS/EIS/PF, GeM eOffice and Bhavishya Nidhi system and softwares.

7. **Programme Content and Structure:**

   Introduction to PFMS, Registration and Mapping, Programme Division (DDO's role). Maker, Checker : Bill processing – Accounting Reports. Employee Information System (EIS). Practical session on Function of Programme Division, Maker-checker, Bill Processing – Accounting – Reports and Employee Information System (PAO). Practical session on Employee Information System. Overview of GeM and objectives, GFRs 2017, Rule 149 for GeM, Workflow and Timeline of Gem, Authorisation of Primary user and Secondary users. Registration of organization, Creation of User Accounts, activation, Transfer. Important terms and conditions for Gem, placement of order for goods, receipt of goods accepting the goods and issuing CRAC on GeM portal, procedure for payment, creation and finalization of Bid and Reverse Auction on GeM. Placement of order for services with terms and conditions. Introduction to e-Office and Bhavishya Nidhi/Portal.

8. **Methodology:** Lectures, Presentations, Interactive sessions, Practical Exercises and feedback through Course-end test.

9. **Target Participants:** 'A' 'B' and 'C' officers/officials of the user offices of RTI, Shillong.

10. **Additional Information:**

    i. **Faculty:** The faculty will be drawn from resource pool comprising of Group 'A' Group 'B' and Group 'C' officers and officials from the IA&AD.

    ii. **Feedback on previous Course:** This course was conducted online and rated 4.6 on a scale of 1 to 5 by the participants.