



Sr. No.	Programme Title	Duration (Days)	From	To	User Offices	Slots Allotted
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**April 13**

1	Level -I-A (Basic Computer Skills) * Requirement: None Target Group: Gr B & C of Audit Offices	5	01-Apr-13	05-Apr-13	AG(Audit) II, Mah.,Nagpur	5
					P&T Audit, Nagpur	2
					PDA,C.RLY.,MUMBAI	1
					AG (Audit), CG, Raipur	2
					PDA, WC Rly, Jabalpur	2
					PDA(CENTRAL),AP,Hyderabad	1
					DA,P&T Audit Bhopal	2
					PDA,SEC Rly Bilaspur	2
					Total	17
2	Workshop on COBIT (For all cadres with Information Technology knowledge)	4	15-Apr-13	18-Apr-13	AG(A&E) II, Mah.,Nagpur	2
					PAG (E&RSA), AP, Hyderabad	9
					PDA,SC Rly, Secunderabad	1
					DA(P&T), Audit,Hyderabad	1
					PAG(G&SSA),AP,Hyderabad	1
					PDA, SEC Rly, Bilaspur	1
					AG (Audit), CG, Raipur	2
					AG (E&RSA), MP, Bhopal	2
Total	19					
3	Introduction to MS ACCESS (Batch-1) (For All Cadres with knowledge of Database)	5	29-Apr-13	03-May-13	AG(Audit) II, Mah.,Nagpur	2
					AG(A&E) II, Mah.,Nagpur	2
					PDA(Central),AP,Hyderabad	1
					PAG(E&RSA),AP,Hyderabad	3
					DA,P&T Audit,Hyderabad	1
					AG (Audit), CG, Raipur	2
					PDA,SEC RLY,Bilaspur	1
					AG(E&RSA),MP,Bhopal	2
					DA P&T Audit,Bhopal	1
					PDA, WC Rly, Jabalpur	2
					DCA, BHEL, Bhopal	1
					AG(A&E),MP,Bhopal	2
Total	20					



Sr. No.	Programme Title	Duration (Days)	From	To	User Offices	Slots Allotted
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May-13

4	Introduction to MS-EXCEL	5	06-May-13	10-May-13	AG(A&E) II, Mah.,Nagpur	4
					PDA (Central),AP,Hyderabad	1
					AG (Audit), CG, Raipur	2
					AG (A&E) CG, Raipur	3
					PDA, SEC Rly Bilaspur	1
					AG (E&RSA), MP, Bhopal	2
					AG (A&E) I, MP,Bhopal	2
					P&T Audit, Bhopal	2
					DCA, BHEL, Bhopal	1
					DA, OF, Jabalpur	2
Total					20	

5	Auditing through IDEA (Batch 1)- (For All Cadres with Information Technology Knowledge)	5	20-May-13	24-May-13	AG(Audit) II, Mah.,Nagpur	4
					AG (A&E)II,MAH,Nagpur	1
					PDA(Central),AP,Hyderabad	3
					PAG(E&RSA),AP,Hyderabad	4
					PDCA,MAB,Hyderabad	1
					AG,Audit,CG,Raipur	2
					PDA,SEC, Rly,Bilaspur	1
					PDA, WC Rly, Jabalpur	2
					DA(P&T) Audit, Nagpur	2
Total					20	

June-13

6	Introduction to MS-OFFICE (Batch-1) (For beginners)	6	10-Jun-13	15-Jun-13	AG(A&E) II, Mah.,Nagpur	10
					PDA(Central),AP,Hyderabad	1
					AG(Audit),CG,Raipur	2
					PDA,SEC Rly Bilaspur	1
					AG(E&RSA),MP,Bhopal	2
					AG(A&E),MP Bhopal	2
					DA, OF, Jabalpur	1
					DA(P&T) Audit, Bhopal	1
					PDA,WC Rly, Jabalpur	2
Total					22	



Sr. No.	Programme Title	Duration (Days)	From	To	User Offices	Slots Allotted
7	Preparatory Training for SAS (PC3/PC4 & IE3/IE4)- BATCH - 1	8	24-Jun-13	02-Jul-13	AG(A&E) II, CG, Raipur	22
					PDA, C. Rly, Mumbai	2
					PDA, WC. Rly, Jabalpur	8
					Total	32

July-13

8	Level - I- B- (IT-Audit Basic) * Requirement : Basic Computer Skills (Level-I-A)Target Group: Group B & C of Audit Offices	5	08-Jul-13	12-Jul-13	AG(Audit)II Mah.Nagpur	4
					PDA,CRLY,Mumbai,RAO NGP	1
					PDA (Central) AP,Hyderabad	1
					PAG (E&RSA), AP, Hyderabad	5
					PDA,SC Rly,Secunderabad	1
					AG (Audit), CG, Raipur	2
					P&T Audit, Bhopal	2
					AG(E&RSA),MP,Bhopal	2
					PDA,SEC Rly, Bilaspur	2
					Total	20

9	PREPARATORY TRAINING FOR SAS (PC3/PC4 & IE3/IE4)- BATCH-2	8	18-Jul-13	26-Jul-13	AG(A&E)II, Mah., Nagpur	4
					AG(Audit)II, Mah., Nagpur	4
					AG(E&RSA),MP, Bhopal	2
					AG (Audit), CG, Raipur	14
					P&T Audit, Bhopal	5
					AG(A&E)I, MP, Bhopal	3
					PDA,SEC Rly, Bilaspur	4
					Total	36

August-13

10	Introduction to MS-Office- (Batch-2) (for beginners)	6	19-Aug-13	24-Aug-13	AG(A&E) II, Mah.,Nagpur	10
					AG (Audit), CG, Raipur	2
					AG (A&E) CG, Raipur	2
					PDA, SEC Rly, Bilaspur	1
					AG(E&RSA),MP,Bhopal	2
					AG (A&E) I, MP,Bhopal	2
					P&T Audit, Bhopal	1
					PDA, WC Rly, Jabalpur	2
					DA, OF, Jabalpur	1
					Total	23



Sr. No.	Programme Title	Duration (Days)	From	To	User Offices	Slots Allotted
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September-13

11	All India Workshop for Gr.A and Gr. B officers on "Anti-Fraud Framework & Digital Forensics"	3	03-Sep-13	05-Sep-13	Slots Allotted by Hqrs.	
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12	Level - II - A (Database Concepts, System Concepts & Introduction to MS-ACCESS) * Requirement : Level - I Training Target Group : IT Auditing Staff of Gr B & C	5	16-Sep-13	20-Sep-13	AG(Audit) II, Mah.,Nagpur	5
					PDA (Central) AP,Hyderabad	1
					PDA, SEC Rly, Bilaspur	2
					AG(E&RSA),MP,Bhopal	2
					PDA, WC Rly, Jabalpur	2
					DA, OF, Jabalpur	2
					PDA,C.Rly,Mumbai,RAO At NGP	1
					Total	15

13	Working on Unicode with Akshar Naveen & Saransh Multilingual Software- (For all cadres)	5	23-Sep-13	27-Sep-13	AG(A&E) II, Mah.,Nagpur	2
					DAP&T Audit Nagpur	2
					AG (A&E) CG, Raipur	2
					PDA, SEC Rly, Bilaspur	1
					AG (E&RSA) MP, Bhopal	2
					AG (A&E) I, MP,Bhopal	2
					P&T Audit, Bhopal	1
					PDA, WC Rly, Jabalpur	2
					DA, OF, Jabalpur	2
					Total	16

October-13

14	Cyber Law & Audit of Fraud-An Indian Perspective	3	03-Oct-13	05-Oct-13	Slots awaited from user offices	
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15	Creating of Electronic Library for collection of Information*	3	29-Oct-13	31-Oct-13	AG(Audit) II, Mah.,Nagpur	2
					AG(A&E) II, Mah.,Nagpur	6
					PDA, SEC Rly, Bilaspur	1
					Total	9



Sr. No.	Programme Title	Duration (Days)	From	To	User Offices	Slots Allotted
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November-13

16	Oracle 9i with Developer 2000 (For AAO/AO/Sr AO with IT Knowledge OR Staff Holding EDP Posts)	10	18-Nov-13	28-Nov-13	AG(Audit) II, Mah.,Nagpur	2
					DA,P&T Audit,Nagpur	2
					PDA,C.RLY.,Mumbai,AT RAO NGP.	1
					PAG (A&E), AP, Hyderabad	2
					PDCA, MAB, Hyderabad	1
					AG (A&E) CG, Raipur	3
					P&T Audit, Bhopal	1
					PDA, WC Rly, Jabalpur	1
					Total	13

December-13

17	Maintenance of Hardware/Software (For All Cadres with IT Knowledge)	5	02-Dec-13	06-Dec-13	AG(Audit) II, Mah.,Nagpur	2
					PDA,C.RLY.,Mumbai,AT RAO NGP.	1
					PAG (E&RSA), AP, Hyderabad	3
					PDCA,MAB,Hyderabad	1
					PDA, SEC Rly, Bilaspur	1
					AG (Audit), CG, Raipur	1
					AG (A&E) CG, Raipur	2
					AG (E&RSA), MP, Bhopal	2
					AG (A&E) I, MP,Bhopal	1
					DCA, BHEL, Bhopal	1
					PDA, WC Rly, Jabalpur	1
					DA, OF, Jabalpur	2
					PDA,SC Rly,Secunderabad	1
P&T Audit,Bhopal	1					
Total	20					

18	Introduction to MS Access- (Batch-2) (For All Cadres with knowledge of Database)	5	16-Dec-13	20-Dec-13	AG(Audit) II, Mah.,Nagpur	2
					AG(A&E) II, Mah.,Nagpur	1
					DA,P&T Audit,Nagpur	2
					PAG (E&RSA), AP, Hyderabad	4
					PDCA, MAB, Hyderabad	2
					AG (Audit), CG, Raipur	2
					AG (A&E) CG, Raipur	3
					AG (A&E) I, MP,Bhopal	2
					PDA, WC Rly, Jabalpur	2
Total	20					



Sr. No.	Programme Title	Duration (Days)	From	To	User Offices	Slots Allotted
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January-14

19	Level - II - B (IT Audit Advance)* Requirement: Level 1 and Level-II-A-Database Concepts Target Group : All intended IT Audit Staff who are going to be utilised in the current perspective plan*	10	06-Jan-14	16-Jan-14	AG(Audit) II, Mah.,Nagpur	3
					PDA,C.RLY.,Mumbai,AT RAO NGP.	1
					PDA (Central),AP,Hyderabad	2
					PAG (A&E), AP, Hyderabad	2
					PAG (E&RSA), AP, Hyderabad	5
					PDA, SEC Rly, Bilaspur	2
					AG (E&RSA), MP, Bhopal	2
					DCA Bhel Bhopal	1
					PDA, WC Rly, Jabalpur	2
					Total	20

February-14

20	Auditing through IDEA - batch-2-(For All Cadres with Information Technology Knowledge)	5	10-Feb-14	14-Feb-14	AG(Audit) II, Mah.,Nagpur	4
					PAG (E&RSA), AP, Hyderabad	4
					PDCA, MAB, Hyderabad	1
					AG (Audit), CG, Raipur	2
					AG (E&RSA), MP, Bhopal	2
					DCA,BHEL,BHOPAL	1
					PDA, WC Rly, Jabalpur	2
					DA, OF, Jabalpur	2
					Total	18
21	PL-SQL PROGRAMMING (Staffs holding EDP posts with knowledge of Oracle database OR who had undergone Oracle with Dev 2000 course)	5	24-Feb-14	28-Feb-14	AG(Audit) II, Mah.,Nagpur	2
					AG(A&E) II, Mah.,Nagpur	3
					PDCA, MAB, Hyderabad	1
					AG (A&E) CG, Raipur	2
					PDA,SC Rly,Secunderabad	1
					PDA, WC Rly, Jabalpur	1
					Total	10



Sr. No.	Programme Title	Duration (Days)	From	To	User Offices	Slots Allotted
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March-14

22	Digital Forensics* (For those who have undergone "Audit of Fraud (Module II)" scheduled during 21.10.13 to 24.10.13 included in General Course)	3	10-Mar-14	12-Mar-14	AG (G&SSA) AP, Hyderabad	1
					AG(E&RSA) AP, Hyderabad	4
					PDCA, MAB, Hyderabad	1
					PDA, SC Rly., Secunderabad	1
					AG(Audit) CG, Raipur	2
					PDA, SEC Rly., Bilaspur	1
					AG(E&RSA) MP, Bhopal	2
					PDA, WC Rly., Jabalpur	1
					DA, P&T, Bhopal	1
					AG(Audit)-II, Mah, Nagpur	3
					AG(A&E)-II, Mah, Nagpur	4
					DA, P&T, Nagpur	2
					<b>Total</b>	<b>23</b>

\*Courses directed by Headquarters





E

Course Content





## I. General Courses

Sr. No.	Course Title	Modules Covered	Preferred Participant's Profile	Duration
1	Audit Reporting *	<ul style="list-style-type: none"> <li>? Introduction to Audit Reporting</li> <li>? Performance Audit Module</li> <li>? Balanced and fair Reporting</li> <li>? Compliance Audit Module</li> <li>? Style Guide</li> </ul>	Group "A" & Group "B" Officer	3 days
2	Workshop on Writing Audit Memos, Key Documentation and Draft Report	<ul style="list-style-type: none"> <li>? Art of effective Drafting</li> <li>? Writing Audit Memos</li> <li>? Salient features, Meaning, Objective</li> <li>? Writing Inspection Report</li> <li>? Good &amp; Bad Inspection Reports</li> </ul>	Group "B" Officer	5 days
3	Workshop on Writing Annual Performance Appraisal Reports, Maintenance of Rosters & DPC Meetings (For Group B Officers only)	<ul style="list-style-type: none"> <li>? Recruitment rules of various cadres of the IA&amp;AD.</li> <li>? Procedure for direct recruitment and deputation.</li> <li>? Comprehend the purpose and importance of APARs.</li> <li>? Maintenance of Rosters &amp; DPC Meetings</li> </ul>	Group "B" Officer	5 days
4	Audit of Public Private Partnership	<ul style="list-style-type: none"> <li>? PPP Types, Success, Objectives</li> <li>? Criteria Guidelines for the Audit.</li> <li>? Identification &amp; Sharing of Risks</li> <li>? Audit planning. Audit Methodology.</li> <li>? Reporting Audit findings &amp; recommendations</li> </ul>	Group "B" Officer	4 days
5	Awareness of ISSAIs * (Batch - 1)	<ul style="list-style-type: none"> <li>? ISSAI level 1 - Founding principles</li> <li>? ISSAI level 2 - Prerequisites</li> <li>? ISSAI Level 3 - Fundamental Auditing Principles</li> <li>? ISSAI level 4 Auditing Guidelines</li> </ul>	Group "B" Officer	3 days
6	Workshop on R.T.I. Act, 2005 and Communication Policy of IA & AD	<ul style="list-style-type: none"> <li>? Introduction to RTI Act 2005</li> <li>? Role of Central/State Governments.</li> <li>? Role of PIO, disposal of Appeals</li> <li>? Communication Policy of IA &amp; AD,</li> <li>? FAQ s on RTI Act, Case Studies.</li> </ul>	Group "B" Officer	5 days
7	Audit Evidence * (Batch - 1)	<ul style="list-style-type: none"> <li>? Concepts of Audit Evidence</li> <li>? Techniques of Evidence Gathering</li> <li>? Case Study: -               <ol style="list-style-type: none"> <li>1. Financial Auditing</li> <li>2. Performance Auditing</li> </ol> </li> <li>? Compliance Auditing</li> </ul>	Group "B" Officer	3 days



Sr. No.	Course Title	Modules Covered	Preferred Participant's Profile	Duration
8	Course on Performance Audit & Thematic Audit	<ul style="list-style-type: none"> <li>? Understanding the Entity, Concept Statistical Sampling Structure,</li> <li>? Implementation guidelines, Strategic Planning &amp; Selection of subject</li> <li>? Concept of study design matrix Hands on exercise</li> <li>? Evidence: Types &amp; Sources.</li> <li>? Audit and Quality assurance overall reporting process .Good and bad models.</li> </ul>	Group "B" Officer	5 days
9	Audit Reporting * (Batch - 1)	<ul style="list-style-type: none"> <li>? Introduction to Audit Reporting</li> <li>? Performance Audit Module</li> <li>? Balanced and fair Reporting</li> <li>? Compliance Audit Module</li> <li>? Style Guide</li> </ul>	Group "B" Officer	3 days
10	Awareness of ISSAIs * (Batch - 2)	<ul style="list-style-type: none"> <li>? ISSAI level 1 - Founding Principles</li> <li>? ISSAI level 2 - Prerequisites</li> <li>? ISSAI Level 3 - Fundamental Auditing Principles</li> <li>? ISSAI level 4 Auditing Guidelines</li> </ul>	Group "B" Officer	3 days
11	Course on Audit of Fraud, Fraud Detection Techniques & Forensic Audit. (Module I)	<ul style="list-style-type: none"> <li>? Basic concepts of Fraud, Error</li> <li>? Theories of Fraud. Role &amp; responsibilities of Management</li> <li>? Losses suffered. Internal Control System, Control Procedures,</li> <li>? Assessment &amp; evaluation of Internal Control System.</li> <li>? Forensic Audit as distinct from normal audit.</li> </ul>	Group "B" Officer	5 days
12	Audit Evidence * (Batch - 2)	<ul style="list-style-type: none"> <li>? Concepts of Audit Evidence</li> <li>? Techniques of Evidence Gathering</li> <li>? Case Study: -               <ol style="list-style-type: none"> <li>1. Financial Auditing</li> <li>2. Performance Auditing</li> </ol> </li> <li>? Compliance Auditing</li> </ul>	Group "B" Officer	3 days
13	Workshop on Writing Annual Performance Appraisal Reports, Maintenance of Rosters & DPC Meetings (For Group B Officers only)	<ul style="list-style-type: none"> <li>? Recruitment rules of various cadres of the IA&amp;AD.</li> <li>? Procedure for direct recruitment and deputation.</li> <li>? Comprehend the purpose and importance of APARs.</li> <li>? Maintenance of Rosters &amp; DPC Meetings</li> </ul>	Group "B" Officer	5 Days



Sr. No.	Course Title	Modules Covered	Preferred Participant's Profile	Duration
14	Workshop on Financial Attest Audit Manual	<ul style="list-style-type: none"> <li>? Background of Financial Attest Audit,</li> <li>? Audit mandate, Auditing Standards,</li> <li>? Reporting Format, Principles of accounting and basics of financial management.</li> <li>? Format of Accounts. Cash and Accrual Systems.</li> <li>? Accounting standards &amp; disclosure requirement.</li> </ul>	Group "B" Officer	4 Days
15	Workshop on Audit of Fraud, Fraud Detection Techniques & Forensic Audit (Module II)	<ul style="list-style-type: none"> <li>? Review of concepts of Fraud &amp; Fraud Risk Management, Digital Forensic &amp; Forensic Audit</li> <li>? Fraud Scenario in India.</li> <li>? Focus on the cases reported in the Audit Reports of the C &amp; AG of India.</li> <li>? Criminology &amp; Ethics, Future Challenges.</li> <li>? Fraud Detection using CAATs Techniques</li> </ul>	Group "B" Officer	4 Days
16	Audit Reporting * (Batch - 2)	<ul style="list-style-type: none"> <li>? Introduction to Audit Reporting</li> <li>? Performance Audit Module</li> <li>? Balanced and fair Reporting</li> <li>? Compliance Audit Module</li> <li>? Style Guide</li> </ul>	Group "B" Officer	3 days
17	Awareness of ISSAIs * (Batch - 3)	<ul style="list-style-type: none"> <li>? ISSAI level 1 - Founding Principles</li> <li>? ISSAI level 2 - Prerequisites</li> <li>? ISSAI Level 3 - Fundamental Auditing Principles</li> <li>? ISSAI level 4 - Auditing Guidelines</li> </ul>	Group "B" Officer	3 days
18	Workshop on Department Centric Audit / CCO Based Audit	<ul style="list-style-type: none"> <li>? Background, Concept and Objectives</li> <li>? Risk Evaluation and Selection of CCOs / DDO units.</li> <li>? Planning for Department Centric Audit, Internal Controls</li> <li>? Audit conclusions and Reporting.</li> </ul>	Group "B" Officer	4 days
19	Audit Evidence * (Batch - 3)	<ul style="list-style-type: none"> <li>? Concepts of Audit Evidence</li> <li>? Techniques of Evidence Gathering</li> <li>? Case Study: -               <ol style="list-style-type: none"> <li>1. Financial Auditing</li> <li>2. Performance Auditing</li> </ol> </li> <li>? Compliance Auditing</li> </ul>	Group "B" Officer	3 days



Sr. No.	Course Title	Modules Covered	Preferred Participant's Profile	Duration
20	Course on Environmental Audit	<ul style="list-style-type: none"> <li>? Environmental Auditing and Sustainable Development.</li> <li>? Application of INTOSAI Auditing standards.</li> <li>? CAG's (DPC) Act</li> <li>? Creation of Central/State Pollution Control Boards</li> <li>? Audit of Waste/Hazardous Waste/Chemical and Municipal Waste Management</li> </ul>	Group "B" Officer	5 Days
21	Workshop on Use of Statistical Sampling in IA & AD	<ul style="list-style-type: none"> <li>? Probability distribution</li> <li>? Distribution Concepts, Multistage Statistical Sampling</li> <li>? What is an Attribute?</li> <li>? Frequency distribution of data. Concept of random variable.</li> <li>? Excel/IDEA in Sampling</li> </ul>	Group "B" Officer	4 days
22	Code of Ethics for the IA&AD and Gender Sensitisation *	<ul style="list-style-type: none"> <li>? Gender issues and legal framework.</li> <li>? Constitution of special committees.</li> <li>? Vishaka Case Study</li> <li>? Gender issues relating parliament / legislature.</li> </ul>	Group "B" Officer	5 days
23	Audit Reporting * (Batch - 3)	<ul style="list-style-type: none"> <li>? Introduction to Audit Reporting</li> <li>? Performance Audit Module</li> <li>? Balanced and fair Reporting</li> <li>? Compliance Audit Module</li> <li>? Style Guide</li> </ul>	Group "B" Officer	3 days
24	Awareness of ISSAIs * (Batch - 4)	<ul style="list-style-type: none"> <li>? ISSAI level 1 - Founding Principles</li> <li>? ISSAI level 2 - Prerequisites</li> <li>? ISSAI Level 3 - Fundamental Auditing Principles</li> <li>? ISSAI level 4 - Auditing Guidelines</li> </ul>	Group "B" Officer	3 days
25	Workshop on Departmental Enquiries & Disciplinary Proceedings	<ul style="list-style-type: none"> <li>? Introduction to CCS (CCA) Rules 1965.</li> <li>? Suspension, Deemed Suspension and Entitlements</li> <li>? Preliminary Inquiry/Show cause notices.</li> <li>? Framing of Charge Sheet</li> <li>? Minor Penalty, Major Penalties, Proceedings.</li> <li>? Action on Inquiry Report.</li> </ul>	Group "B" Officer	4 days



Sr. No.	Course Title	Modules Covered	Preferred Participant's Profile	Duration
26	Audit Evidence * (Batch - 4)	? Concepts of Audit Evidence ? Techniques of Evidence Gathering ? Case Study: - 1. Financial Auditing 2. Performance Auditing ? Compliance Auditing	Group "B" Officer	3 days
27	Course on Performance Audit & Thematic Audit	? 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
28	Audit Reporting * (Batch - 3)	? Introduction to Audit Reporting ? Performance Audit Module ? Balanced and fair Reporting ? Compliance Audit Module ? Style Guide	Group "B" Officer	3 days
29	Awareness of ISSAIs * (Batch - 5)	? ISSAI level 1 - Founding Principles ? ISSAI level 2 - Prerequisites ? ISSAI Level 3 - Fundamental Auditing Principles ? ISSAI level 4 - Auditing Guidelines	Group "B" Officer	3 days
30	Awareness of ISSAIs * (Batch - 6)	? ISSAI level 1 - Founding Principles ? ISSAI level 2 - Prerequisites ? ISSAI Level 3 - Fundamental Auditing Principles ? ISSAI level 4 - Auditing Guidelines	Group "B" Officer	3 days







## II. Information Technology Courses

Sr. No.	Course Title	Modules Covered	Preferred Participant's Profile	Duration
1	Level -I-A (Basic Computer Skills) Requirement: None*	?Introduction to computers Hardware, Software, I/O Devices. ?Basic Features of ?MS-Word ?MS-Excel ?MS Powerpoint	Gr B & C of Audit Offices	5 days
2	Workshop on COBIT	?COBIT Overview ?Planning & Organisation ?Acquisition & implementation ?Delivery & Support Monitoring & Evaluation	For all cadres with Information Technology knowledge	4 days
3	Introduction to MS ACCESS (Batch-1)	?Creating and Editing tables ?Queries ?Forms ?Reports	For All Cadres with knowledge of Database	5 days
4	Introduction to MS - EXCEL	?Working with sheets ?Using Formula/function ?Chart ?Pivot Table ?Database utilities	For beginners	5 days
5	Auditing through IDEA (Batch 1) -	?Working folder ?Understanding different database file formats ?Importing, Extracting ?Data Analysis	For All Cadres having IT Knowledge	5 days
6	Introduction to MS - OFFICE (Batch-1)	?Ms -Word ?MS-Excel ?MS-Powerpoint	For beginners	6days
7	PREPARATORY TRAINING FOR SAS (PC3/PC4 & IE3/IE4) - BATCH-1	?PC 3: Information Technology (Theory) ?PC 4: Information Technology (Practical)	For SAS/IE Candidates who are appearing in these papers for first time	8days
8	Level - I- B- (IT-Audit Basic) Req. : Basic Computer Skills (Level -I-A) *	?Introduction to IT Audit, Mandate ?Prel. Assessment & information gathering, BCP & DRP ?System Dev. Life Cycle ?IT Controls	Group B & C of Audit Offices	5 days



Sr. No.	Course Title	Modules Covered	Preferred Participant's Profile	Duration
9	PREPARATORY TRAINING FOR SAS (PC3/PC4 & IE3/IE4) - BATCH-2	?PC 3: Information Technology (Theory) ?PC 4: Information Technology (Practical)	For SAS/IE candidates who are appearing in these papers for the first time.	8 days
10	Introduction to MS - Office - (Batch -2)	?Ms -Word ?MS-Excel MS- Powerpoint	For beginners	6days
11	All India Workshop for Gr.A and Gr. B officers on "Anti - Fraud Framework & Digital Forensics" *	?Concepts of Fraud ?Developing anti-fraud tool-kit ?Fraud Investigation ?Cyber Laws & combating cyber crime ?Digital Forensics analysis	Nomination made by Hqrs.	3 days
12	Level - II - A (Database Concepts, System Concepts & Introduction to MS - ACCESS) Requirement: Level -I Training *	?Database Concepts ?MS-Access ?Tables ?Queries ?Forms ?Reports	Gr B & C of Audit Offices Who did Level-I training	5 days
13	Cyber Law & Audit of Fraud -An Indian Perspective	?IT Act ?Intellectual Property & rights ?Cyber Law Review of Concepts of Fraud	For All Cadres having IT Knowledge	3 days
14	Working on unicode with Akshar Naveen & Saransh Multilingual Software -	?Akshar Naveen installation, ?Font family, Unicode ?Working with Akshar Naveen documents ?Saransh installation & utilities	For all cadres	5days
15	Creating of Electronic Library for collection of Information*	?Characteristics, features, types and trends in Lib.Sc. ?e-resources ?creation of digital library, content & knowledge management ?web 2.0 tools, Practice on GSDL	Group B or C persons who are attached with Library Management	3 days



Sr. No.	Course Title	Modules Covered	Preferred Participant's Profile	Duration
16	Oracle 9i with Developer 2000	?Database concepts ?Using SQL - DDL, DML, DCL & TCL ?Developer 2000 - Forms & Reports	For Gr. B or C with IT knowledge or staff holding EDP Posts.	10 days
17	Maintenance of Hardware/Software	?Computer Fundamentals ?Assembling desktop computers ?Installation of OS & AS ?Networking - Installation & debug	For all cadres with IT knowledge	5 days
18	Introduction to MS Access - (Batch -2)	?Creating and Editing tables ?Queries ?Forms ?Reports	For All Cadres with knowledge of Database	5 days
19	Level - II - B (IT Audit Advance) * Requirement : Level 1 and Level -II-A- Database Concepts	?Review of earlier level's topic ?IT-Audit concepts, various controls ?BCP, DRP, IT -Act, Cyber Crime ?Data extraction & analysis through IDEA	All intended IT Audit Staff who are going to be utilised in the current perspective plan	10 d ays
20	Auditing through IDEA (Batch 1)	?Working folder ?Understanding different database file formats ?Importing, Extracting ?Data Analysis	For All Cadres with I T Knowledge	5 days
21	PL-SQL PROGRAMMING	?Review of SQL commands ?Writing PL/SQL Block ?Conditional & Iterative controls ?Cursor ?Triggers	Staff having knowledge of Oracle or who have undergone Oracle with D2K training	5 days
22	Digital Forensics*	?Computer Forensics & Investigation ?Digital evidence control ?Recovering files & analysis ?Report & courtroom testimony	For those who have undergone "Audit of Fraud" Module I and Module II included in General Course	3 days

\* Headquarters directed courses



# F Resource Profile





## I. Infrastructure

### ***Conference Hall :***

The Conference hall is fully air-conditioned with a seating capacity of 20, equipped with OHP, VPN Conferencing facility, white board and audio recording facility.



### ***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 20 computers in each lab are connected through LAN, equipped with Projector mike system and white Board.



### ***Group Discussion Hall :***

Air conditioned and equipped with round tables to facilitate discussion.

### ***Library :***

The institute's library has a stock of more than 6300 books on various subjects. There are over 138 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 :**

The Hostel has 3 air conditioned suites with cable TV and lounge to house dignitaries and visiting guest faculty.



**Rooms :**

The institute has 20 rooms to cater to the needs of participants in a beautiful environment. Few rooms are equipped with cable TV also.



**Recreational facilities :**

Indoor badminton court is provided in the hostel block. Along with it, table tennis, carom and separate group TV room are also available for recreational facilities.

**Reading Room :**

One reading room is situated at the hostel ground floor which houses current news papers, magazines, periodical etc alongwith one desktop computer having internet facility.



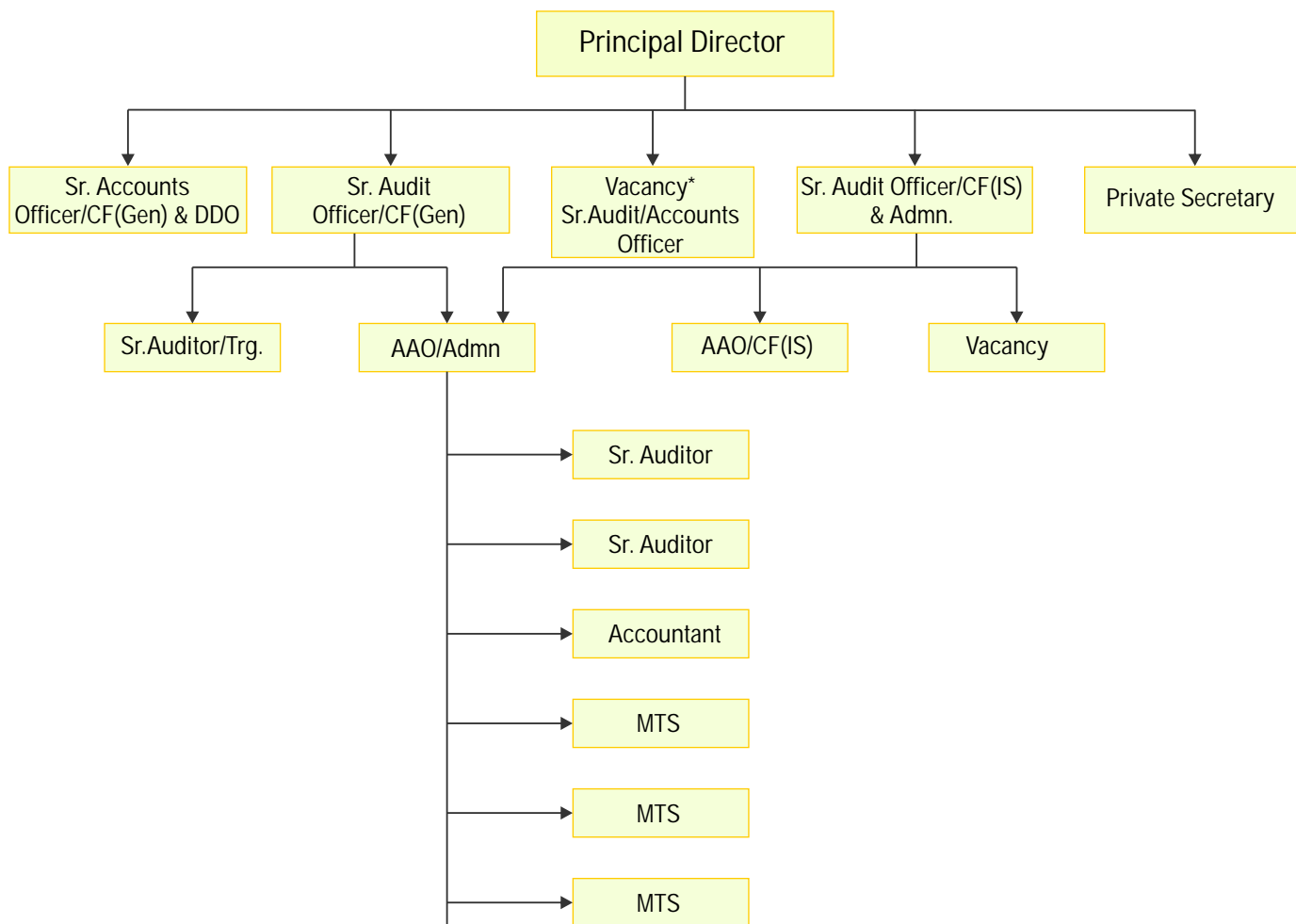
**Canteen :**

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)	4	3*
2	Sr.Audit/Accounts Officer Core Faculty (IS) & Admn	1	1
3	Asstt Audit Officer CF (IS)	2	1
4	Asstt Audit Officer, Admn	1	1
5	Sr.Auditor/Sr.Accountant/Auditor/Acctt.	3	3
6	Clerk	1	1#
7	MTS	3	3

\* One retired Sr. Audit Officer is appointed as consultant against this vacancy.

# One Clerk Outsourced as per Hqrs. Orders.



### III. Budget

The component-wise details of budget allotment and expenditure under various heads like Salaries, Office Expenses, Honorary, Wages, Minor Works, DTE & Medical for the year 2010-11, 2011-12 and 2012-13 have been as shown below:

#### Budget Estimate (Rs. In lakhs)

Year	OE	DTE	Medical	Minor Works	Honorary	Wages	Salary
2010 - 11	37.32	1.08	.003	33.96	3.35	3.56	54.88
2011 - 12	37.33	11.61	.001	3.31	3.94	4.95	69.29
2012 - 13	38.55	2.92	0	14.87	2.45	2.40	90.40

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Achievements





## 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>
2012-13	24	22	416	376	83	122
2011-12	26	19	463	423	232	101
2010-11	22	19	368	364	282	96
2009-10	34	24	520	374	223	165
2008-09	33	17	500	288	275	116

## II. Slots Targeted vis-à-vis Achieved

Year	Slots Targeted	Slots Achieved	Shortfall (-) Excess (+)
2012-13			
General	432	416	(-) 16
IS-Based	375	376	(+) 1



### 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.

#### *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*

- Cyber Crimes (13 Nos.)
- AS/400 Security Audit
- Physical Verification of Saw Mills
- Fraudulent Payment on account on carriage of stone chips besides recovery of royalty
- Payment without evidence for carriage of earth
- Fraudulent Payment on carriage of material to contractors
- Fraudulent Drawals and expenditure / Cyber Crimes (Vol. II) (10 No.)
- Perspectives of Performance Audit in China (5 No.)
- Payment to contractors on the basis of fictitious measurements
- Auditing from Vigilance Perspective - Case Studies by Shri G.N. Sunder Raja, the then PDCA, MAB, Hyderabad.
- Fraudulent Drawal of Pay & Allowances.
- Embezzlement of Government Money
- Fraudulent Payment
- Misappropriation of Government Money
- Defalcation of Government Money
- Embezzlement of Personal Claims
- Misappropriation of Stores
- Defalcation / Embezzlement Of Government Money
- Misappropriation of Funds
- Embezzlement of Government Fund.



- Misappropriation of Government Money
- Fraud in Execution of Road Works.
- Embezzlement of Revenue
- Unauthorised Utilisation of Government Receipt.
- Evasion of Stamp Duties and Registration Fees.
- Loss of Revenue due to Non-Recovery of Water Charges.(Under printing)

### *Video C.Ds*

- Digital Forensics (Vol. I & II)

### *STM:-*

- ISSAI Guidelines on (i) Introduction to Reporting (ii) Compliance Audit Reporting (iii) Use of Style Guide on Reporting.
- Right to Information Act (under submission to Hqrs.)

### *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)*

- First to Twelfth issues.





### *Systems Developed*

- Database of faculty
- Performance Audit Recommendations Monitoring Systems.
- RTI Management Systems
- Library Management System
- End Course Evaluation Test Software
- Web-Site:-RTI, Nagpur has hosted its website <http://rtinagpur.cag.gov.in>.





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*Dragon Palace, Kamptee*




*New look of Nagpur Railway Station*



*Orange - Fruit of Nagpur*

C



Nature at its best in  
RTI Premises

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