

# Regional Training Institute, Chennai

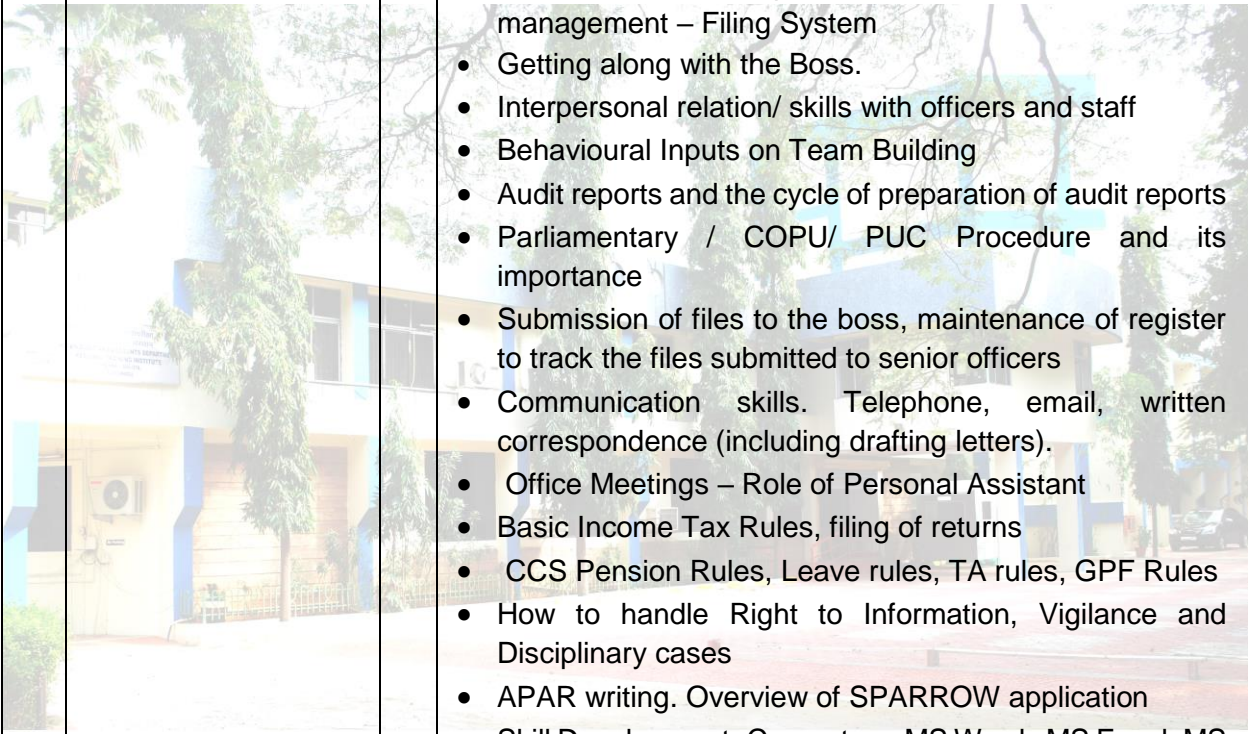
## Announcement of training programme

1	<b>Course Title</b>	:	Awareness of Environmental Issues
2	<b>Date</b>	:	08 – 10 July 2019
3	<b>Duration</b>	:	3 days
4	<b>Programme Background</b>	:	The training programme is based on training requirements of user offices of RTI, Chennai.
5	<b>Learning Objectives</b>	:	Participants will be able to gain awareness of Environmental issues vis-à-vis projects and areas of Audit focus.
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• Introduction to Environmental Issues and Sustainable Development</li><li>• Environment Policies, Programme, Legislation and Management</li><li>• Environment Economics and Valuation</li><li>• Environment Audit – Importance , Process and Issues</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations, case studies and discussions, field visist
8	<b>Target Participants</b>	:	24 slots
9	<b>Faculty</b>	:	The faculty will be drawn from Group A and B officers of the department (serving & retired), outside eminent persons besides Core Faculty of RTI Chennai.
10	<b>Feedback on previous Course</b>	:	The course was rated 4.3 on a scale of one to five by the participants



# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	Mandatory Training for PAs / Stenos
2	<b>Date</b>	:	15 - 26 July 2019
3	<b>Duration</b>	:	11 days
4	<b>Programme Background</b>	:	The training programme is being conducted on the directives of the Headquarters
5	<b>Learning Objectives</b>	:	Participants will be able to gain knowledge of the working of the Department, Service & Establishment rules, sharpening of stenography and computer skilld
6	<b>Programme Content and Structure</b>	:	 <ul style="list-style-type: none"> <li>• The role of CAG in nation building</li> <li>• Chapters 1,2 &amp;3 of MSO Admin Vol I</li> <li>• Office Procedures as per Manual of Office Procedure File management – Filing System</li> <li>• Getting along with the Boss.</li> <li>• Interpersonal relation/ skills with officers and staff</li> <li>• Behavioural Inputs on Team Building</li> <li>• Audit reports and the cycle of preparation of audit reports</li> <li>• Parliamentary / COPU/ PUC Procedure and its importance</li> <li>• Submission of files to the boss, maintenance of register to track the files submitted to senior officers</li> <li>• Communication skills. Telephone, email, written correspondence (including drafting letters).</li> <li>• Office Meetings – Role of Personal Assistant</li> <li>• Basic Income Tax Rules, filing of returns</li> <li>• CCS Pension Rules, Leave rules, TA rules, GPF Rules</li> <li>• How to handle Right to Information, Vigilance and Disciplinary cases</li> <li>• APAR writing. Overview of SPARROW application</li> <li>• Skill Development- Computer – MS Word, MS Excel, MS Power Point , internet and e-mail.</li> <li>• Skill Development - Stenography</li> </ul>
7	<b>Training Methodology</b>	:	Lectures, presentations, case studies and discussions
8	<b>Target Participants</b>	:	slots allotted by Headquarters
9	<b>Faculty</b>	:	The faculty will be drawn from Group A and B officers of the department (serving & retired) besides Core Faculty of RTI Chennai.
10	<b>Feedback on previous Course</b>	:	The course was rated 4.8 on a scale of one to five by the participants

# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	Awareness of ISSAIs
2	<b>Date</b>	:	15 – 17 July 2019
3	<b>Duration</b>	:	3 days
4	<b>Programme Background</b>	:	The training programme is being conducted on the directives of the Headquarters.
5	<b>Learning Objectives</b>	:	Participants will be able to gain knowledge and guidance on ISSAIs and INTOSAI GOVs
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• Introduction to ISSAIs, ISSAI 11-40, Level Two ISSAIs</li><li>• ISSAIs on Financial Audit</li><li>• ISSAIs on Compliance Audit</li><li>• ISSAIs on Performance Audit</li><li>• INTOSAI GOVs</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations, case studies and discussions
8	<b>Target Participants</b>	:	SAOs / AOs / AAOs - 30 slots
9	<b>Faculty</b>	:	The faculty will be drawn from serving/retired Group A and B officers of the department and core faculty of RTI, Chennai.
10	<b>Feedback on previous Course</b>	:	The course was rated 4.6 on a scale of one to five by the participants





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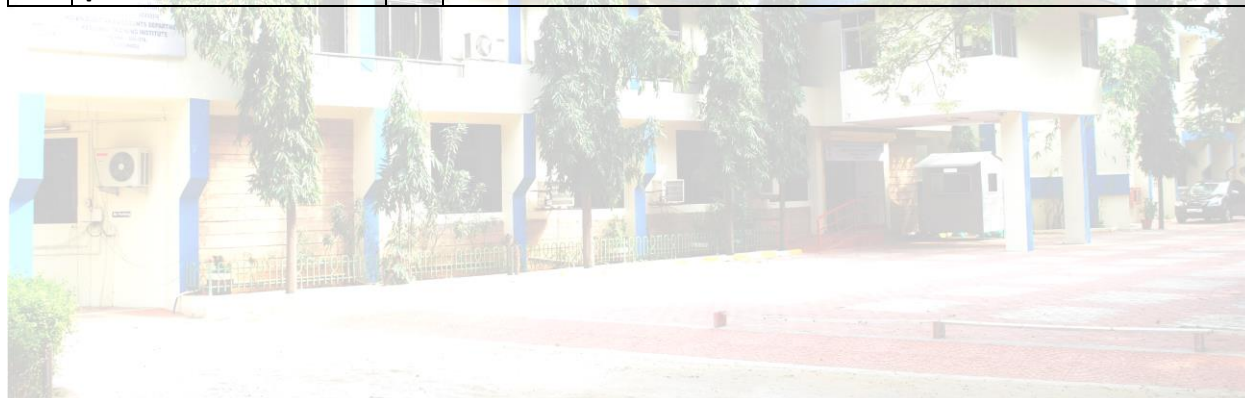
## Announcement of training programme

1	<b>Course Title</b>	:	Audit Evidence & Audit Reporting
2	<b>Date</b>	:	29 – 31 July 2019
3	<b>Duration</b>	:	3 days
4	<b>Programme Background</b>	:	The training programme is being conducted on the directives of the Headquarters
5	<b>Learning Objectives</b>	:	Participants will be able to gain knowledge of Auditing Standards relating to Evidence and Reporting.
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• Concept of Audit Evidence - Techniques of evidence gathering</li><li>• Components of Audit Paragraph</li><li>• Link between Report, Audit Objectives and Working papers</li><li>• Drafting Skills</li><li>• Balanced and Fair Reporting</li><li>• Language and Structure of Audit Report</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations, case studies and discussions
8	<b>Target Participants</b>	:	SAOs / AOs / AAOs - 28 slots
9	<b>Faculty</b>	:	Core Faculty of RTI Chennai.
10	<b>Feedback on previous Course</b>	:	The course was rated 4.8 on a scale of one to five by the participants

# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	Introduction to IFMS
2	<b>Date</b>	:	01 – 03 August 2019
3	<b>Duration</b>	:	3 days
4	<b>Programme Background</b>	:	The training programme is conducted on training requirements of user offices of RTI, Chennai.
5	<b>Learning Objectives</b>	:	Participants will be able to gain knowledge and guidance on IFMS
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• Features of IFMS</li><li>• E-Governance and Good Governance</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations, case studies and discussions
8	<b>Target Participants</b>	:	25 slots
9	<b>Faculty</b>	:	The faculty will be drawn from serving Group A and B officers of the department and core faculty of RTI, Chennai.
10	<b>Feedback on previous Course</b>	:	The course was rated 4.6 on a scale of one to five by the participants



# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	Training of Trainers
2	<b>Date</b>	:	05 – 09 August 2019
3	<b>Duration</b>	:	5 days
4	<b>Programme Background</b>	:	The training programme is being conducted on projected training requirements of user offices of RTI, Chennai.
5	<b>Learning Objectives</b>	:	Participants will be able to gain knowledge and guidance on facilitating training sessions
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• Becoming a Facilitator</li><li>• Manage a Group</li><li>• Question, Listen and respond effectively</li><li>• Give and receive feedback</li><li>• Present Effectively</li><li>• Facilitate Structured activities</li><li>• Practice Facilitation</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations, case studies and discussions
8	<b>Target Participants</b>	:	SAOs / AOs / AAOs - 23 slots
9	<b>Faculty</b>	:	The faculty will be drawn from serving Group A and B officers of the department and core faculty of RTI, Chennai.
10	<b>Feedback on previous Course</b>	:	The course was rated 4.8 on a scale of one to five by the participants





# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	Inventory Management
2	<b>Date</b>	:	19 -23 August 2019
3	<b>Duration</b>	:	5 days
4	<b>Programme Background</b>	:	The training programme is being conducted on projected training requirements of user offices of RTI, Chennai.
5	<b>Learning Objectives</b>	:	Participants will be able to gain insight of inventory management
6	<b>Programme Content and Structure</b>	:	 <ul style="list-style-type: none"> <li>• Overview of Material Management-Supply Chain Management.</li> <li>• Material Research, Forecasting, Planning &amp; Budgeting – Domestic and International Purchases – Procedure Qualification Record (PQR) – Supplier selection – Award of contract -Technical and commercial terms and conditions – Legal implications – arbitration</li> <li>• Strategic Purchasing based on current and future trends.</li> <li>• Inventory Management Systems-Use of OR, LP Techniques and Computer applications- Value engineering and Value analysis and MIS in Material Management</li> <li>• Case studies in Audit of Material /Inventory Management in industries (Indian Railways, etc.).</li> <li>• Insurance Management – Voyage and inland insurance – Insurance of stores and Dispute resolutions – Arbitration – settlement of claims</li> <li>• Inventory accounting and valuation under Accounting Standards-Inventory ratios for management decisions- Issues relating to financing by banks on Inventory.</li> <li>• Use of computer application in Inventory Management including Data Analysis.</li> </ul>
7	<b>Training Methodology</b>	:	Lectures, presentations, case studies and discussions
8	<b>Target Participants</b>	:	SAOs / AOs / AAOs - 24 slots
9	<b>Faculty</b>	:	The faculty will be drawn from Group A and B officers of the department (serving & retired), outside eminent persons besides Core Faculty of RTI Chennai.
10	<b>Feedback on previous Course</b>	:	The course was rated 4.7 on a scale of one to five by the participants

# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	All India Workshop on “Audit of PPP Infrastructure Projects” for Group ‘A’ & Group ‘B’ officers
2	<b>Date</b>	:	04 – 06 September 2019
3	<b>Duration</b>	:	3 days
4	<b>Programme Background</b>	:	The training programme is being conducted on projected training requirements of user offices of RTI, Chennai.
5	<b>Learning Objectives</b>	:	Participants will be able to gain insight of personal and inter-personal skills required for a successful official and personal life.
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• Overview of Public Private Partnership</li><li>• Financial support to PPP Infrastructure Projects - VGF</li><li>• Model Concession Agreements</li><li>• Identifying and sharing of risks in PPP projects</li><li>• Implementation of PPP projects</li><li>• Audit of PPP Infrastructure Projects</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations, case studies and discussions
8	<b>Target Participants</b>	:	Group ‘A’ and Group ‘B’ Officers
9	<b>Faculty</b>	:	The faculty will be drawn from serving & retired Group A and B officers of the department and outside eminent persons.
10	<b>Feedback on previous Course</b>	:	The course was rated 4.7 on a scale of one to five by the participants



# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	Goods and Services Tax
2	<b>Date</b>	:	14 -18 October 2019
3	<b>Duration</b>	:	5 days
4	<b>Programme Background</b>	:	The training programme is being conducted on the directives of the Headquarters.
5	<b>Learning Objectives</b>	:	Participants will be able to gain insight of GST
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• Concept of GST and its Salient features</li><li>• Overview of GST/IGST/SGST/UGST Acts - Centre &amp; State financial relations</li><li>• Meaning, Scope, Time, Place of Supply under GST</li><li>• Levy &amp; Important Exemptions under GST -Value of Supply under GST</li><li>• Registration - Filing of Returns and Payment of Taxes under GST</li><li>• Input Tax Credit and Cross utilization of Taxes under GST</li><li>• GST Network - Front end business process on GSTN portal - IT Strategy for GST</li><li>• Audit of Transitional Provision under GST and how to Review Financial Statements &amp; Reports from GST perspective.</li><li>• Export, Refund, E-Way Bill Assessment &amp; Audit (department level) under GST</li><li>• Accounting procedure under GST</li><li>• Role of CAG in audit under GST regime</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations, case studies and discussions
8	<b>Target Participants</b>	:	SAOs / AOs / AAOs - 29 slots
9	<b>Faculty</b>	:	The faculty will be drawn from serving Group A and B officers of the department, faculty from NACIN and outside eminent persons besides Core Faculty of RTI Chennai.
10	<b>Feedback on previous Course</b>	:	The course was rated 4.7 on a scale of one to five by the participants

# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	Treasury Inspection
2	<b>Date</b>	:	21 – 26 October 2019
3	<b>Duration</b>	:	6 days
4	<b>Programme Background</b>	:	The training programme is being conducted on the directives of the Headquarters
5	<b>Learning Objectives</b>	:	Participants will be able to gain knowledge of treasury inspection
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• Duties and responsibilities of treasury officers and DDOs</li><li>• Monthly accounts to A&amp;E office– Report on incomplete accounts, accounts left out of compilation – reconciliation</li><li>• Receipts and Remittances, reconciliation with revenue earning deposits – Adjustment in Accounts of the drawal from Currency Chests and reconciliation between Treasury/RBI and Banks</li><li>• Banking and Non-Banking Treasuries – Control by TOs with reference to budget of DDO – Various checks to be effected by TO. Subsidiary accounts in Treasury Office on personal deposits and other debt, deposit fund etc. Head of account and their check, refund of deposit by TO</li><li>• Procedure for Treasury Inspection</li><li>• Check of classification – relative responsibilities of DDO/TO/AG – Reconciliation with Banks – Heads involved and reflection of differences in the A/cs</li><li>• Checks exercised by audit in respect of pension payments made by banks on the strength of authorisations issued by TOs</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations, case studies and discussions
8	<b>Target Participants</b>	:	26 slots
9	<b>Faculty</b>	:	The faculty will be drawn from Group A and B officers of the department (serving & retired) besides Core Faculty of RTI Chennai.
10	<b>Feedback on previous Course</b>	:	The course was rated 4.4 on a scale of one to five by the participants

# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	Pubic Financial Management System
2	<b>Date</b>	:	28 – 30 October 2019
3	<b>Duration</b>	:	3 days
4	<b>Programme Background</b>	:	The training programme is conducted on training requirements of user offices of RTI, Chennai.
5	<b>Learning Objectives</b>	:	Participants will be able to gain knowledge and guidance on PFMS
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• Features of PFMS</li><li>• Discussion and hand-on on Various modules of PFMS</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations, case studies and discussions
8	<b>Target Participants</b>	:	28 slots
9	<b>Faculty</b>	:	The faculty will be drawn from serving Group A and B officers of the department and core faculty of RTI, Chennai.
10	<b>Feedback on previous Course</b>	:	The course was rated 4.9 on a scale of one to five by the participants





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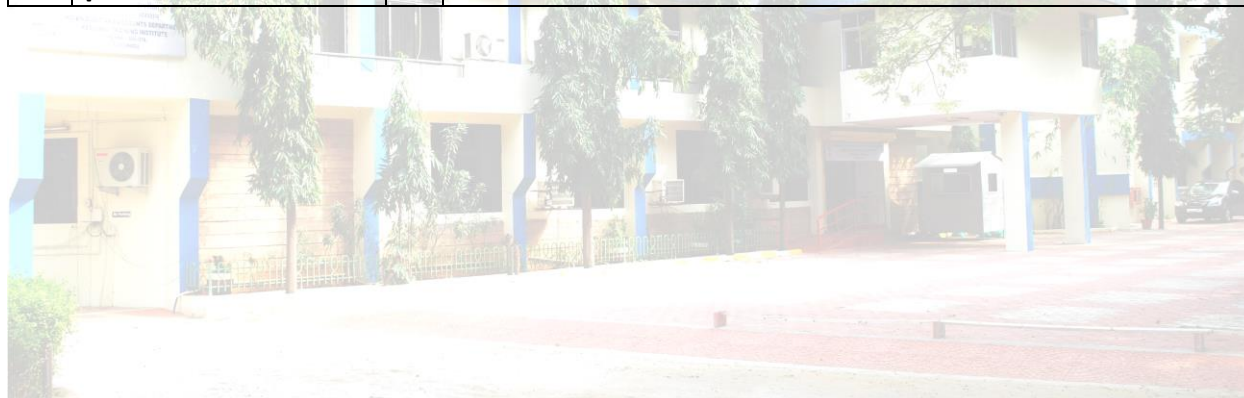
## Announcement of training programme

1	<b>Course Title</b>	:	All India Workshop on Audit of Autonomous Bodies
2	<b>Date</b>	:	13 – 15 November 2019
3	<b>Duration</b>	:	3 days
4	<b>Programme Background</b>	:	The training programme is being conducted as it is a knowledge centre topic of RTI, Chennai.
5	<b>Learning Objectives</b>	:	Participants will be able to gain insight of Audit of Autonomous Bodies including Certification Audit of Accounts
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• Salient features of Manual of Instructions for Audit of Autonomous Bodies</li><li>• Evaluation of Internal Control mechanism in audit of Autonomous Bodies</li><li>• Essential features of AAS-28 – Emphasis on significance of Materiality – Audit of Fraud</li><li>• Salient features of Uniform Format of accounts – Specific focus on Receipt and Payments Account and Income &amp; Expenditure Account</li><li>• Analysis of Balance Sheet – Importance of Accounting Policies/Notes on Accounts – Accounting Standards</li><li>• Drafting and contents of draft SAR/Management letter</li><li>• Discussion on DPs &amp; Reviews on Autonomous Bodies</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations, case studies and discussions
8	<b>Target Participants</b>	:	Group 'A' and 'B' officers
9	<b>Faculty</b>	:	The faculty will be drawn from Group A and B officers of the department (serving & retired), outside eminent persons besides Core Faculty of RTI Chennai.
10	<b>Feedback on previous Course</b>	:	The course was rated 4.6 on a scale of one to five by the participants

# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	Introduction to IFMS
2	<b>Date</b>	:	13 – 15 November 2019
3	<b>Duration</b>	:	3 days
4	<b>Programme Background</b>	:	The training programme is conducted on training requirements of user offices of RTI, Chennai.
5	<b>Learning Objectives</b>	:	Participants will be able to gain knowledge and guidance on IFMS
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• Features of IFMS</li><li>• E-Governance and Good Governance</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations, case studies and discussions
8	<b>Target Participants</b>	:	25 slots
9	<b>Faculty</b>	:	The faculty will be drawn from serving Group A and B officers of the department and core faculty of RTI, Chennai.
10	<b>Feedback on previous Course</b>	:	The course was rated 4.6 on a scale of one to five by the participants



# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	Internal Controls and Internal Audit
2	<b>Date</b>	:	18 – 22 November 2019
3	<b>Duration</b>	:	5 days
4	<b>Programme Background</b>	:	The training programme is being conducted on projected training requirements of user offices of RTI, Chennai.
5	<b>Learning Objectives</b>	:	Participants will be able to gain insight of Risk based auditing skills.
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• Definition &amp; Components of Internal Control and Internal Audit under ISSAI</li><li>• Internal Financial Control Reporting &amp; Reporting on fraud-Requirements as per Companies Act, 2013.</li><li>• Evolution of internal auditing from security to compliance to assurance to consulting roles</li><li>• Application of Internal Control and Audit trails in computer applications w.r.t. financial transactions</li><li>• Role of Effective reporting mechanism in Internal Audit and its contribution in in prevention, detection and investigation of fraud</li><li>• Risk Based Audit approach</li><li>• Internal Audit &amp; Internal Control System in Government Accounts</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations, case studies and discussions
8	<b>Target Participants</b>	:	SAOs / AOs / AAOs - 31 slots
9	<b>Faculty</b>	:	The faculty will be drawn from Group A and B officers of the department (serving & retired), outside eminent persons besides Core Faculty of RTI Chennai.
10	<b>Feedback on previous Course</b>	:	The course was rated 4.5 on a scale of one to five by the participants



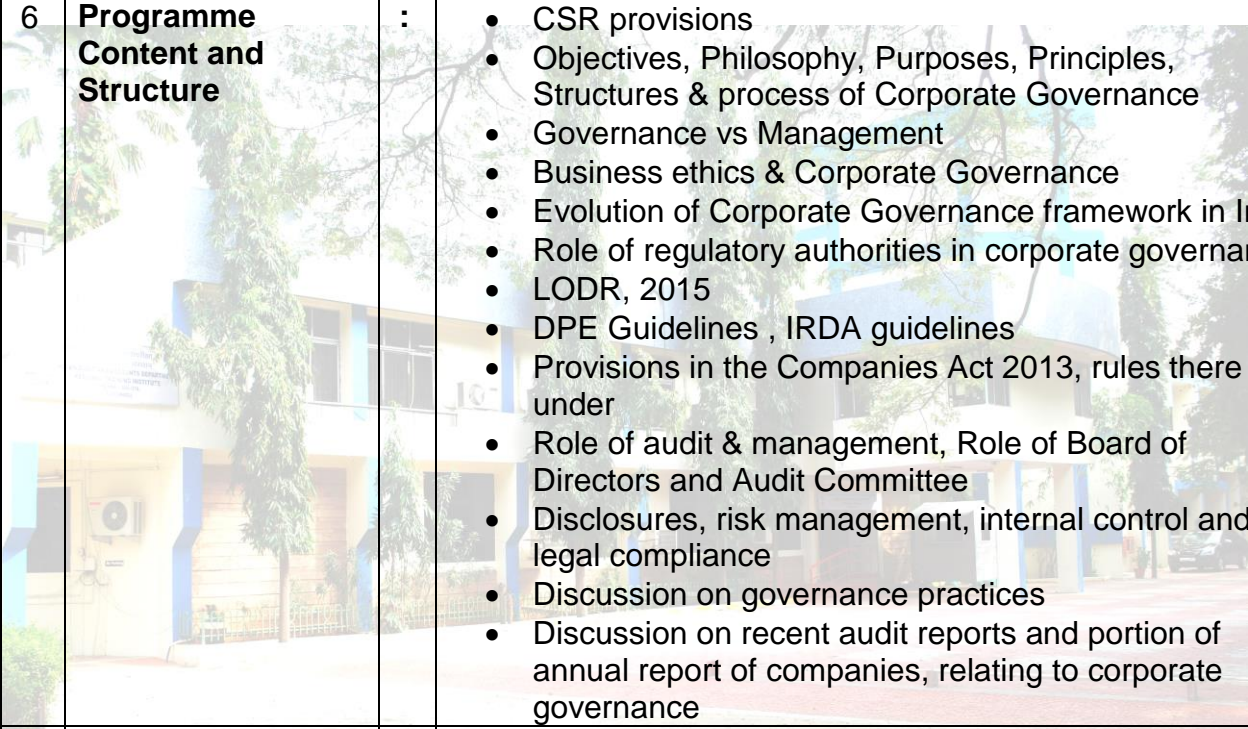
# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	Performance Auditing
2	<b>Date</b>	:	02 – 06 December 2019
3	<b>Duration</b>	:	5 days
4	<b>Programme Background</b>	:	The training programme is being conducted on projected training requirements of user offices of RTI, Chennai.
5	<b>Learning Objectives</b>	:	Participants will be able to gain insight to performance auditing.
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• Introduction of Performance Audit</li><li>• Strategic planning- definitions, Objectives and Approval</li><li>• Performance auditing mandate</li><li>• Understanding the programme, entity and environment</li><li>• Risk Analysis, Setting the audit objectives, expected value addition to the entity/ programme-</li><li>• Types of evidence, sampling</li><li>• Evidence Analysis &amp; Documentation</li><li>• Developing findings, recommendations</li><li>• Supervision, Review &amp; Quality Control</li><li>• Follow-up in Performance Audit</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations, case studies and discussions
8	<b>Target Participants</b>	:	SAOs / AOs / AAOs - 27 slots
9	<b>Faculty</b>	:	The faculty will be drawn from Group A and B officers of the department (serving & retired), besides Core Faculty of RTI Chennai.
10	<b>Feedback on previous Course</b>	:	The course was rated 4.7 on a scale of one to five by the participants

# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	Reporting on Corporate Governance, Corporate Social Responsibility
2	<b>Date</b>	:	09 -10 December 2019
3	<b>Duration</b>	:	2 days
4	<b>Programme Background</b>	:	The training programme has been proposed by RTI, Chennai.
5	<b>Learning Objectives</b>	:	Participants will be able to gain knowledge and guidance on Reporting on Corporate Governance and Corporate Social Responsibility
6	<b>Programme Content and Structure</b>	:	 <ul style="list-style-type: none"><li>• CSR provisions</li><li>• Objectives, Philosophy, Purposes, Principles, Structures &amp; process of Corporate Governance</li><li>• Governance vs Management</li><li>• Business ethics &amp; Corporate Governance</li><li>• Evolution of Corporate Governance framework in India</li><li>• Role of regulatory authorities in corporate governance.</li><li>• LODR, 2015</li><li>• DPE Guidelines , IRDA guidelines</li><li>• Provisions in the Companies Act 2013, rules there under</li><li>• Role of audit &amp; management, Role of Board of Directors and Audit Committee</li><li>• Disclosures, risk management, internal control and legal compliance</li><li>• Discussion on governance practices</li><li>• Discussion on recent audit reports and portion of annual report of companies, relating to corporate governance</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations, case studies and discussions
8	<b>Target Participants</b>	:	SAOs / AOs / AAOs - 21 slots
9	<b>Faculty</b>	:	The faculty will be drawn from serving Group A & B officers of the department and core faculty of RTI, Chennai.
10	<b>Feedback on previous Course</b>	:	The course was rated 4.7 on a scale of one to five by the participants