

# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	Workshop on “Right to Information Act” and other Legal Issues
2	<b>Date</b>	:	02 – 03 January 2020
3	<b>Duration</b>	:	2 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 RTI Act provisions
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• Salient features of RTI Act</li><li>• Rights conferred on the citizen</li><li>• Responsibilities of Public Authorities</li><li>• Process of providing information including Third Party Information</li><li>• Duties of CPIOs / ACPIOs</li><li>• Powers and Functions of Central/State Information Commission</li><li>• Exemptions from disclosure</li><li>• Appeal procedure and Penalties- Open session for discussion</li><li>• Discussion on case studies relating to RTI Act, CAT and court cases</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations, case studies and discussions
8	<b>Target Participants</b>	:	Group A & B officials
9	<b>Faculty</b>	:	The faculty will be drawn from Group A and B officers of the department (serving & retired), outside eminent persons besides PD 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>	:	Preparation, Audit and Certification of Finance and Appropriation Accounts – Preparation of Audit Report on State Finances and IFMS
2	<b>Date</b>	:	06 - 10 January 2020
3	<b>Duration</b>	:	5 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 knowledge and guidance on structure of accounts, audit of accounts , state finance report and IFMS
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• Structure of Finance Accounts, Preparation of Finance Accounts – Details statements, Preparation of Finance Accounts - Summarised Statements, Link of Finance Accounts to the Audit Report on State Finances</li><li>• Structure of Appropriation Accounts - Details of Appropriation Accounts of each grant for successive years as database for audit planning and review type audit</li><li>• Audit of Finance &amp; Appropriation Accounts</li><li>• Re-appropriation and audit comments thereon – purpose and use of such comments</li><li>• Use of computers in generation of final accounts including monthly appropriation accounts</li><li>• State Finance Report</li><li>• Discussion on Thematic topics included in the Audit Report</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations, case studies and discussions
8	<b>Target Participants</b>	:	SAOs / AAOs
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 4.5 on a scale of one to five by the participants

# Regional Training Institute, Chennai

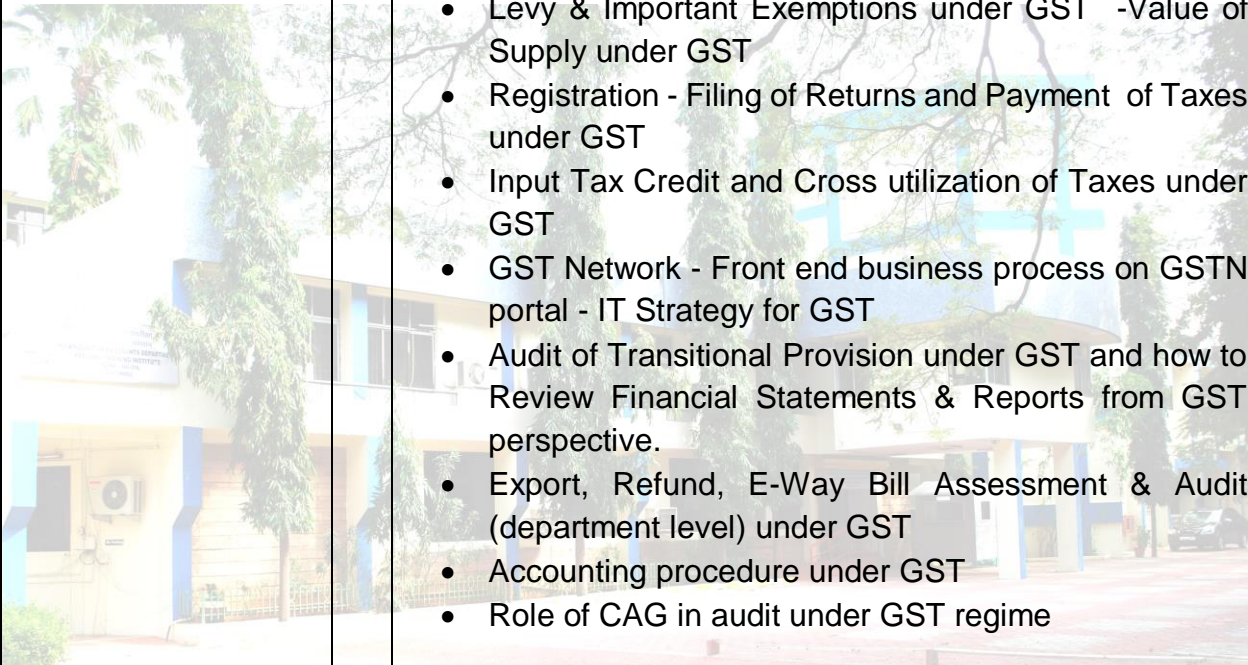
## Announcement of training programme

1	<b>Course Title</b>	:	Internal Controls and Internal Audit
2	<b>Date</b>	:	20 – 24 January 2020
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 / AAOs
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

<b>Course Title</b>	:	Goods and Services Tax
<b>Date</b>	:	27 – 31 January 2020
<b>Duration</b>	:	5 days
<b>Programme Background</b>	:	The training programme is being conducted on the directives of the Headquarters.
<b>Learning Objectives</b>	:	Participants will be able to gain insight of GST
<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>
<b>Training Methodology</b>	:	Lectures, presentations, case studies and discussions
<b>Target Participants</b>	:	SAOs / AAOs
<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.
<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>	:	Corporate Finance , Taxation and Foreign Trade
2	<b>Date</b>	:	03 – 07 February 2020
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 Corporate Financing, Exim Policy, and Taxation of International Trade.
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"> <li>• Management of capital – cost of capital - Cash Flow Management- Planning and sourcing cash – Parking of funds</li> <li>• Ratio Analysis – Different kinds of analysis to determine the financial health</li> <li>• Capital Budgeting Analysis-Financial appraisal</li> <li>• Working Capital Management- working capital cycle- Components of working capital</li> <li>• Role of SEBI – Listing of Shares Settlement Dates – De-mated shares - Clause 49 of Listing Agreement</li> <li>• Foreign Trade – overview</li> <li>• Exim policy – Exports – Procedure and documentation – Deemed exports – Export incentives</li> <li>• Currency – Convertibility – Spot rates – Exchange rate fluctuations – Forward contract - FEMA</li> <li>• Imports – Procedures &amp; Documentation- Letters of Credit – transfer of funds etc.</li> <li>• Taxation – Companies – scheme of MAT – case studies – discussions</li> <li>• Double Taxation avoidance – Agreements – Fees for technical services &amp; consulting from abroad</li> </ul>
7	<b>Training Methodology</b>	:	Lectures, presentations, case studies and discussions
8	<b>Target Participants</b>	:	SAOs / AAOs
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>	:	Frauds and Forensic Audit
2	<b>Date</b>	:	17 – 19 February 2020
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 recognize the need for a planned approach for identifying fraud and fraud related matters in the audited entity.
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>✓ Guidelines on Auditing of fraud – Detection of frauds</li><li>✓ Auditor's responsibility on Fraud and Corruption</li><li>✓ Identifying potential Fraud and High Risk Areas</li><li>✓ Investigative procedure - Role and functions of investigation wing of Govt. departments – Cyber crimes</li><li>✓ Computer Frauds – IT security</li><li>✓ Fraud Investigation and Forensic Audit</li><li>✓ Red Flags and Anti-Fraud Measures</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations, case studies and discussions
8	<b>Target Participants</b>	:	SAOs / AAOs
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 4.8 on a scale of one to five by the participants



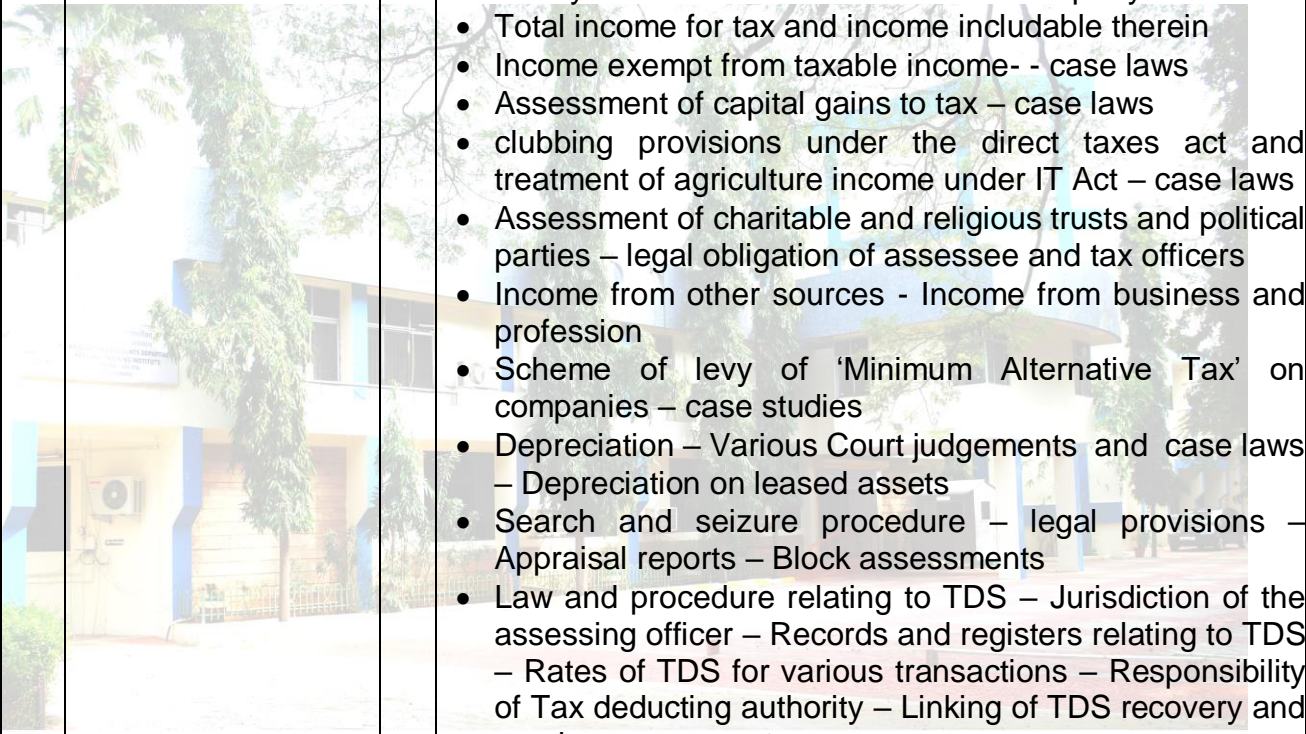
# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	Audit of Public Works & Projects
2	<b>Date</b>	:	24 – 28 February 2020
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 of execution process of public works, areas of focus during audit of various public works.
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• Objective and scope of Works Audit</li><li>• Categories of works and stages prior to execution of works</li><li>• Tender Procedures--Contract Management</li><li>• Audit of Irrigation and Multipurpose Projects</li><li>• Audit of Building Construction projects</li><li>• Audit of Roads/Bridges</li><li>• Audit of Projects aided by external agencies</li><li>• Internal Control in Public Works and Project</li><li>• Potential elements of frauds in Govt. Contract</li><li>• Indian Forest Act 1927-Forest Administration-Scope and extent of Audit of Forest Department</li><li>• Basics of Civil Engineering to enrich the knowledge of Public Auditors</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations, case studies and discussions
8	<b>Target Participants</b>	:	SAOs / AAOs
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 4.8 on a scale of one to five by the participants

# Regional Training Institute, Chennai

## Announcement of training programme

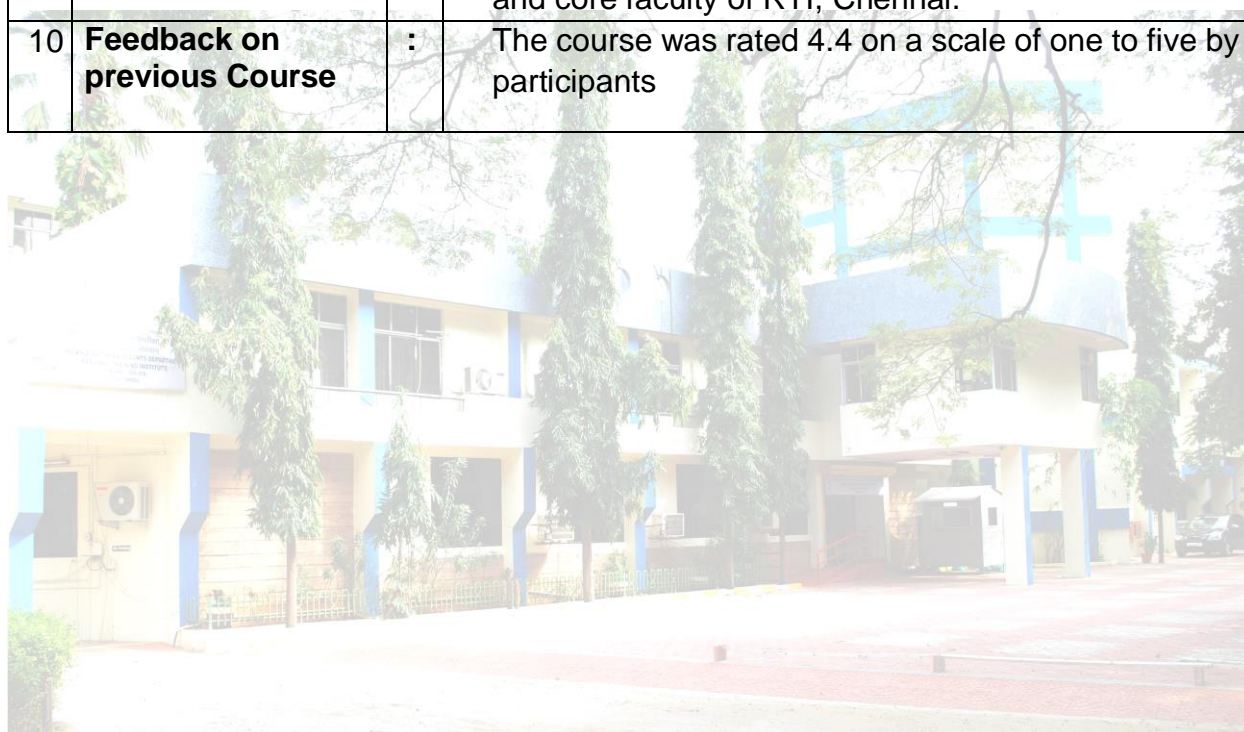
1	<b>Course Title</b>	:	Audit of Direct Taxes
2	<b>Date</b>	:	02 – 06 March 2020
3	<b>Duration</b>	:	5 days
4	<b>Programme Background</b>	:	The training programme is being conducted on the directives of the Headquarters.
5	<b>Learning Objectives</b>	:	Participants will be able to gain knowledge and guidance on Direct Taxes
6	<b>Programme Content and Structure</b>	:	 <ul style="list-style-type: none"> <li>• General layout of Direct Tax Laws - Distinctions of legal terms in Direct Tax laws</li> <li>• Concepts of Income and deemed income-</li> <li>• Salary Income – Income from House Property</li> <li>• Total income for tax and income includable therein</li> <li>• Income exempt from taxable income- - case laws</li> <li>• Assessment of capital gains to tax – case laws</li> <li>• clubbing provisions under the direct taxes act and treatment of agriculture income under IT Act – case laws</li> <li>• Assessment of charitable and religious trusts and political parties – legal obligation of assessee and tax officers</li> <li>• Income from other sources - Income from business and profession</li> <li>• Scheme of levy of 'Minimum Alternative Tax' on companies – case studies</li> <li>• Depreciation – Various Court judgements and case laws – Depreciation on leased assets</li> <li>• Search and seizure procedure – legal provisions – Appraisal reports – Block assessments</li> <li>• Law and procedure relating to TDS – Jurisdiction of the assessing officer – Records and registers relating to TDS – Rates of TDS for various transactions – Responsibility of Tax deducting authority – Linking of TDS recovery and regular assessment</li> <li>• Chapter VI A deduction, General principles and methods of allowing deduction – case laws – Practical exercise</li> <li>• Pre-assessment and Post Assessment procedures- function of tax recovery officers- circumstances and scope of applying various penalty provisions</li> <li>• Scope and extent of scrutiny / assessment- Responsibility of the assessing officer – procedure of scrutiny – Scope of sections 144,147,148 and 154</li> <li>• Treatment of losses under IT Act (set-off&amp; carry forward)</li> <li>• correlation between the Direct Taxes- Interest recoverable from assesses or payable to assessee under the Direct Taxes</li> </ul>



# Regional Training Institute, Chennai

## Announcement of training programme

			<ul style="list-style-type: none"><li>• Income of AOP, HUF, Co-operative Societies and Assessment of firm</li><li>• Computerization in IT Department and its impact in Audit</li><li>• Emerging issues in the Audit of Direct Taxes – Audit of financial statements and how to read a balance sheet</li><li>• International Taxation – Transfer Pricing</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations, case studies and discussions
8	<b>Target Participants</b>	:	Group Officers & SAOs / AAOs
9	<b>Faculty</b>	:	The faculty will be drawn from serving Group A and B officers of the department, the Income Tax Department and 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>	:	High Value Contracts including Dispute Resolution
2	<b>Date</b>	:	09 – 13 March 2020
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 recognize the need for a planned approach for identifying fraud and fraud related matters in the audited entity.
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"> <li>✓ Overview of Indian Contract Act – Sale of Goods Act – Scope of application with reference to Government Organisation / PSU</li> <li>✓ Tender procedures - Project implementation and project monitoring, CPM and PERT</li> <li>✓ Role of Banks in the international contracts for supply of goods and services</li> <li>✓ Works contracts – Planning &amp; Preparation of estimates</li> <li>✓ Lump sum turnkey contracts (LSTK) &amp; Latest techniques in Contract Management</li> <li>✓ Purchase contracts- Application of technology for effective and transparent procurement</li> <li>✓ Issues relating to Insurance claims in contracts</li> <li>✓ Impact of Indirect Taxes on Contracts – Export incentives</li> <li>✓ Alternate dispute resolution Mechanism – Arbitration</li> </ul>
7	<b>Training Methodology</b>	:	Lectures, presentations, case studies and discussions
8	<b>Target Participants</b>	:	SAOs / AAOs
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>	:	Management Development Aptitude
2	<b>Date</b>	:	16 – 20 March 2020
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 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>• Relationship Management</li><li>• Team Building</li><li>• Communication Skills</li><li>• Leadership &amp; Organisation Development</li><li>• Stress Management</li><li>• Time Management</li><li>• Finance Management</li><li>• Success –a winning Strategy</li><li>• Cyber Security</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations, case studies and discussions
8	<b>Target Participants</b>	:	SAOs / AAOs
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>	:	Pubic Financial Management System
2	<b>Date</b>	:	23 – 25 March 2020
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>	:	Group A & B officials
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

