

Calendar of Training Programmes of Regional Training Centre, Hyderabad for the Year 2017-2018

I GENERALCOURSES

SL. No	Name of the Course	Period	Name of the office	No. of Slots	Total Slots
1	Awareness about International Standards of Supreme Audit Institutions (ISSAIs) (for SAOs/AOs/AAOs)	19.4.17 to 21.4.17 (3 days)	PAG(Au), AP	3	30
			PAG(Au),TS	6	
			AG(A&E),AP	8	
			PAG(A&E),TS	8	
			DGA(C)	2	
			PDA/SCR	2	
			DOA (P&T)	1	
2	Right to Information Act and Communication Policy of IA & AD	25.4.17 (Half day) AN session	PAG(Au), AP	6	29
			PAG(Au),TS	7	
			AG(A&E),AP	5	
			PAG(A&E),TS	4	
			DGA(C)	1	
			DGCA/MAB	2	
			PDA/SCR	2	
			DOA (P&T)	2	
3	Course on calculation of Income Tax, Uploading on IT Website	5.5.17 (1 day)	PAG(Au), AP	2	17
			PAG(Au),TS	4	
			AG(A&E),AP	2	
			PAG(A&E),TS	3	
			DGA(C)	2	
			DGCA/MAB	2	
			DOA (P&T)	2	
4	Office Procedure	12.5.17 (1 day)	PAG(Au), AP	5	43
			PAG(Au),TS	9	
			AG(A&E),AP	10	
			PAG(A&E),TS	9	
			DGA(C)	4	
			DGCA/MAB	2	
			DOA (P&T)	4	
5	Goods and Services Tax Act	22.5.17 to 26.5.17 (5 days)	PAG(Au), AP	4	39
			PAG(Au),TS	2	
			DGA(C)	32	
			DOA (P&T)	1	
6	Ethics and values in Public Governance	8.6.17 & 9.6.17 (2 days)	PAG(Au), AP	2	22
			PAG(Au),TS	5	
			AG(A&E),AP	4	
			PAG(A&E),TS	5	
			DGA(C)	2	
			DGCA/MAB	2	
			PDA/SCR	2	

SL. No	Name of the Course	Period	Name of the office	No. of Slots	Total Slots
7	Financial Attest Audit Module 1	14.6.17 to 16.6.17 (3days)	PAG(Au), AP	4	34
			PAG(Au),TS	5	
			AG(A&E),AP	11	
			PAG(A&E),TS	10	
			DGA(C)	2	
			PDA/SCR	2	
8	Goods and Services Tax Act	3.7.17 to 7.7.17 (5 days)	DGA(C)	35	35
9	Workshop on Statistical Sampling	13.7.17 & 14.7.17 (2 days)	PAG(Au), AP	5	19
			PAG(Au),TS	4	
			AG(A&E),AP	2	
			PAG(A&E),TS	2	
			DGA(C)	1	
			DGCA/MAB	2	
			PDA/SCR	2	
			DOA (P&T)	1	
10	Awareness about Gender Sensitization	9.8.17 (Half day) AN session	PAG(Au), AP	2	20
			PAG(Au),TS	3	
			AG(A&E),AP	4	
			PAG(A&E),TS	5	
			DGA(C)	2	
			DGCA/MAB	2	
			PDA/SCR	1	
			DOA (P&T)	1	
11	Documentation for various stages of audit and Audit Evidence (for SAOs/AOs/AOs)	22.8.17 to 24.8.17 (3 days)	PAG(Au), AP	6	24
			PAG(Au),TS	7	
			AG(A&E),AP	2	
			PAG(A&E),TS	2	
			DGA(C)	6	
			DOA (P&T)	1	
12	New Compliance Audit Guidelines	5.9.17 & 6.9.17 (2 days)	PAG(Au), AP	6	22
			PAG(Au),TS	7	
			AG(A&E),AP	2	
			PAG(A&E),TS	1	
			DGA(C)	2	
			DGCA/MAB	2	
			PDA/SCR	1	
			DOA (P&T)	1	
13	Disciplinary proceedings and legal matters and role of officials to perform as Inquiry Officer and Presenting Officer in Disciplinary cases (for SAOs/AOs/AOs)	13.9.17 & 15.9.17 (3 days)	PAG(Au), AP	2	19
			PAG(Au),TS	4	
			AG(A&E),AP	4	
			PAG(A&E),TS	4	
			DGA(C)	1	
			DGCA/MAB	1	
			PDA/SCR	2	
			DOA (P&T)	1	

SL. No	Name of the Course	Period	Name of the office	No. of Slots	Total Slots
14	Report Writing including Style Guide (for SAOs/AOs/AAOs)	20.9.17 to 22.9.17 (3 days)	PAG(Au), AP	6	26
			PAG(Au),TS	7	
			AG(A&E),AP	3	
			PAG(A&E),TS	3	
			DGA(C)	4	
			PDA/SCR	2	
			DOA (P&T)	1	
15	Workshop on Maintenance and Implementation of Rosters and Preparation and Conduct of DPC Meetings	24.10.17 (1 day)	PAG(Au), AP	2	14
			PAG(Au),TS	4	
			AG(A&E),AP	1	
			PAG(A&E),TS	2	
			DGCA/MAB	1	
			PDA/SCR	2	
			DOA (P&T)	2	
16	Performance Audit Guidelines (for SAOs/AOs/AAOs)	9.11.17 to 10.11.17 (3 days)	PAG(Au), AP	5	20
			PAG(Au),TS	6	
			AG(A&E),AP	1	
			PAG(A&E),TS	1	
			DGA(C)	4	
			DGCA/MAB	2	
			DOA (P&T)	1	
17	Noting and Drafting	23.11.17 (Half day) AN session	PAG(Au), AP	12	44
			PAG(Au),TS	12	
			AG(A&E),AP	6	
			PAG(A&E),TS	6	
			DGA(C)	5	
			DGCA/MAB	2	
			DOA (P&T)	1	
18	Goods and Services Tax Act	4.12.17 to 8.12.17 (5 days)	PAG(Au), AP	3	39
			PAG(Au),TS	3	
			DGA(C)	32	
			DOA (P&T)	1	
19	Workshop on Social Audit	14.12.17 & 15.12.17 (2 days)	PAG(Au), AP	6	15
			PAG(Au),TS	6	
			DGA(C)	3	
20	Regulation on Audit and Accounts 2007	5.1.18 & 6.1.18 (2 days)	PAG(Au), AP	6	19
			PAG(Au),TS	6	
			AG(A&E),AP	2	
			PAG(A&E),TS	2	
			DGA(C)	1	
			DGCA/MAB	1	
			PDA/SCR	1	
21	Workshop on Statistical Sampling	24.1.18 & 25.1.18 (2 days)	PAG(Au), AP	4	19
			PAG(Au),TS	4	
			AG(A&E),AP	2	
			PAG(A&E),TS	2	
			DGA(C)	2	
			DGCA/MAB	2	
			PDA/SCR	2	
			DOA (P&T)	1	

SL. No	Name of the Course	Period	Name of the office	No. of Slots	Total Slots
22	Management Training Programme (for SAOs/AOs/AAOs)	6.2.18 to 9.2.18 (4 days)	PAG(Au), AP	2	35
			PAG (Au), TS	6	
			AG(A&E),AP	8	
			PAG(A&E),TS	7	
			DGA(C)	4	
			DGCA/MAB	2	
			PDA/SCR	4	
			DOA (P&T)	2	
23	Special course on Telugu language (as per Headquarters directions)	19.2.18 to 23.2.18 (5 half days AN Sessions	All Newly recruited Non-Telugu speaking AAOs/ Auditors of all User Offices as on the date of training		
24	Financial Audit of Autonomous Bodies including Regulatory Authorities and NGOs(for SAOs/AOs/AAOs)	14.3.18 to 16.3.18 (3 days)	PAG(Au), AP	4	16
			PAG(Au),TS	4	
			AG(A&E),AP	1	
			PAG(A&E),TS	1	
			DGA(C)	6	
25	Practical workshop on Establishment Audit for Sr. Auditors/Auditors	23.3.18 to 24.3.18 (2 days)	PAG(Au), AP	4	24
			PAG(Au),TS	7	
			AG(A&E),AP	1	
			PAG(A&E),TS	1	
			DGA(C)	5	
			DGCA/MAB	2	
			PDA/SCR	2	
			DOA (P&T)	2	

II SPECIAL WORKSHOPS

In addition to the General courses, RTC is conducting the following Special Workshops for the welfare of the staff of User Offices.

SL. No.	Name of the Course	Period	Total Slots
1	Workshop on Financial and Health Management for those officials who are due for retirement on or before 30 th April 2018	12.4.17 (Half day) AN session	All the officials who are due for retirement on or before 30 th April 2018 in respect of all User Offices .
2	Workshop on Financial Planning and Management for Clerks and MTS	4.10.17 (Half day) AN session	All the newly recruited officials for the posts of Clerks and MTS since 24.5.16 (the date of last training) in respect of all User Offices .

III IS courses

Sl. No.	Name of the Course	Period	Name of the office	Slots allotted	Total Slots
1	Database concepts, System concepts and Introduction to MS- Access	10.4.17 to 12.4.17 (3 days)	PAG(Au), AP	6	18
			PAG(Au),TS	5	
			AG(A&E),AP	2	
			PAG(A&E),TS	2	
			DGA(C)	1	
			DGCA/MAB	1	
2	Auditing in IT environment (for Sr. AOs/AOs/AAOs)	17.4.17 to 24.4.17 (6 days)	PAG(Au), AP	4	18
			PAG(Au),TS	4	
			AG(A&E),AP	1	
			PAG(A&E),TS	0	
			DGA(C)	8	
			DOA (P&T)	1	
3	Oracle 11g– SQL Queries (for those having basic knowledge in MS-Access) (for SAOs/AOs /AAOs)	1.5.17 to 5.5.17(5 days)	PAG(Au), AP	4	17
			PAG(Au),TS	4	
			AG(A&E),AP	4	
			PAG(A&E),TS	4	
			DGA(C)	1	
4	Auditing in IT environment (for Sr. AOs/AOs/AAOs)	15.5.17 to 22.5.17 (6 days)	PAG(Au), AP	4	18
			PAG(Au),TS	4	
			AG(A&E),AP	0	
			PAG(A&E),TS	1	
			DGA(C)	8	
			DOA (P&T)	1	
5	Extraction of data from VLC database	29.5.17 & 30.5.17 (2days)	PAG(Au), AP	5	16
			PAG(Au),TS	6	
			AG(A&E),AP	3	
			PAG(A&E),TS	2	
6	Auditing in IT environment (for Sr. AOs/AOs/AAOs)	12.6.17 to 19.6.17 (6 days)	PAG(Au), AP	4	18
			PAG(Au),TS	4	
			AG(A&E),AP	1	
			PAG(A&E),TS	0	
			DGA(C)	8	
			DOA (P&T)	1	
7	Introduction to networking concepts (for all cadres)	29.6.17 & 30.6.17 (2 days)	PAG(Au), AP	5	18
			PAG(Au),TS	4	
			AG(A&E),AP	3	
			PAG(A&E),TS	2	
			DGCA/MAB	2	
			PDA/SCR	1	
			DOA (P&T)	1	
8	Auditing in IT environment (for Sr. AOs/AOs/AAOs)	3.7.17 to 10.7.17 (6 days)	PAG(Au), AP	3	18
			PAG(Au),TS	4	
			AG(A&E),AP	0	
			PAG(A&E),TS	1	

Sl. No.	Name of the Course	Period	Name of the office	Slots allotted	Total Slots
			DGA(C)	9	
			DOA (P&T)	1	
9	Database concepts, System concepts and Introduction to MS- Access (for all cadres)	19.7.17 to 21.7.17 (3 days)	PAG(Au), AP	5	17
			PAG(Au),TS	5	
			AG(A&E),AP	1	
			PAG(A&E),TS	2	
			DGA(C)	2	
			DGCA/MAB	1	
			PDA/SCR	1	
10	Auditing in IT environment (for Sr. AOs/AOs/AAOs)	31.7.17 to 7.8.17 (6 days)	PAG(Au), AP	4	18
			PAG(Au),TS	3	
			AG(A&E),AP	1	
			PAG(A&E),TS	0	
			DGA(C)	9	
			DOA (P&T)	1	
11	Extraction of data from VLC database (for all cadres)	21.8.17 & 22.8.17 (2days)	PAG(Au), AP	6	17
			PAG(Au),TS	6	
			AG(A&E),AP	2	
			PAG(A&E),TS	3	
12	Auditing in IT environment	4.9.17 to 11.9.17 (6 days)	PAG(Au), AP	3	18
			PAG(Au),TS	4	
			AG(A&E),AP	0	
			PAG(A&E),TS	1	
			DGA(C)	9	
			DOA (P&T)	1	
13	Oracle 11g– SQL Queries (for those having basic knowledge in MS-Access) (for SAOs /AOs /AAOs)	18.9.17 to 22.9.17 (5 days)	PAG(Au), AP	5	18
			PAG(Au),TS	4	
			AG(A&E),AP	4	
			PAG(A&E),TS	4	
			DGA(C)	1	
14	Auditing in IT environment (for Sr. AOs/AOs/AAOs)	9.10.17 to 16.10.17 (6 days)	PAG(Au), AP	3	18
			PAG(Au),TS	4	
			DGA(C)	9	
			DGCA/MAB	1	
			DOA (P&T)	1	
15	Introduction to networking concepts	23.10.17 & 24.10.17 (2 days)	PAG(Au), AP	5	18
			PAG(Au),TS	5	
			AG(A&E),AP	2	
			PAG(A&E),TS	3	
			DGCA/MAB	2	
			PDA/SCR	1	
16	Auditing in IT environment (for Sr. AOs/AOs/AAOs)	6.11.17 to 13.11.17 (6 days)	PAG(Au), AP	4	18
			PAG(Au),TS	3	
			DGA(C)	9	
			DGCA/MAB	1	

Sl. No.	Name of the Course	Period	Name of the office	Slots allotted	Total Slots
			DOA (P&T)	1	
17	IDEA (for Sr. AOs/AOs/AAOs)	27.11.17 to 1.12.17 (5 days)	PAG(Au), AP PAG(Au),TS AG(A&E),AP PAG(A&E),TS DGA(C) DGCA/MAB PDA/SCR DOA (P&T)	2 2 3 3 2 2 2 2	18
18	Auditing in IT environment (for Sr. AOs/AOs/AAOs)	4.12.17 to 11.12.17 (6 days)	PAG(Au), AP PAG(Au),TS DGA(C) DOA (P&T)	4 4 9 1	18
19	Database concepts, System concepts and Introduction to MS- Access	18.12.17 to 20.12.17 (3 days)	PAG(Au), AP PAG(Au),TS AG(A&E),AP PAG(A&E),TS DGA(C)	5 6 2 2 2	17
20	Auditing in IT environment (for Sr. AOs/AOs/AAOs)	03.1.18 to 10.1.18 (6 days)	PAG(Au), AP PAG(Au),TS DGA(C) DOA (P&T)	4 4 9 1	18
21	Oracle 11g– SQL Queries (for those having basic knowledge in MS- Access) (for SAOs /AOs /AAOs)	22.1.18 to 29.1.18 (5 days)	PAG(Au), AP PAG(Au),TS AG(A&E),AP PAG(A&E),TS DOA (P&T)	5 4 4 4 1	18
22	Auditing in IT environment (for Sr. AOs/AOs/AAOs)	5.2.18 to 12.2.18 (6 days)	PAG(Au), AP PAG(Au),TS DGA(C) DOA (P&T)	4 4 9 1	18
23	Auditing in IT environment (for Sr. AOs/AOs/AAOs)	5.3.18 to 12.3.18 (6 days)	PAG(Au), AP PAG(Au),TS DGA(C) DOA (P&T)	4 4 9 1	18