



**Programme on Information System  
Security and Audit in collaboration with ISACA  
(July 28- 30, 2021)**



**College of Agricultural Banking  
Reserve Bank of India  
Pune**

## Introduction

The increased technology adoption by the banks and the complexities within the IT environment has given rise to considerable technology-related risks requiring effective management. Information System Security plays a critical role in managing those risks. Further, IS Audit provides an independent and objective view of the extent to which the risks are managed to the bank's management.

## Objectives

The objectives of the programme are: -

- To impart knowledge regarding the IS risks due to the increase in the use of IT for business.
- To enhance skills to use IS audit tools for accessing IS risks.

## Course Contents

Module 1: Introduction

- Impact of technology on internal controls management and regulatory concerns
- Need for suitable risk management
- IS audit concepts and standards
- Forensic Audit

Module 2: Controls

- Auditing the management controls on information systems
- Auditing IT acquisition/development process

Module 3: Audit

- Auditing IT applications - (a) Core Banking Solution, (b) Branch Banking, (c) Treasury Operations and (d) Payment Systems
- Auditing Business Continuity Plan and Disaster Recovery

## Training Methodology

Interactive lecture sessions on Cisco WebEx, demonstration and group work/discussions followed by online assessment through Multiple Choice Questions (MCQ).

## Intended Outcome

- Increased awareness about IS risks and use of IS audit to control these risks.
- Enhance skills to use IS audit tools.

## Targeted Group

Officers of all Banks

## Programme Director (PD)

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## Duration

The programme will be held for 15 hours as under: -

Day 1 to Day 3	July 28 - 30, 2021	Pre-Lunch: 10:30 to 13:15 hours (with an in-between break of 15 minutes) Post-Lunch: 14:30 – 17:15 hours (with an in-between break of 15 minutes)
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## Participation

- The nomination will be on a first-come, first-serve basis.
- A maximum of forty nominations will be accepted.
- The last date for receiving the nomination is **July 21, 2021**.
- A confirmation has to be obtained before filling up the details regarding the nomination or paying the fees.
- Details regarding nomination(s) have to be entered through Form A and Form B. Links are as under:-

(a) Form A: <https://forms.office.com/r/jpthPvgAEq>

(b) Form B: <https://forms.office.com/r/rJnQm2CtDZ>

***Please save details submitted as pdf files (i.e. after pressing the submit button in these forms).***

- The banks are requested to forward the PDF files w.r.t nomination(s) to [nomination.itps@rbi.org.in](mailto:nomination.itps@rbi.org.in).
- Details of the Online Webinar link, Programme ID and password will be shared with the participants at least one day before the scheduled programme.
- For any nomination related queries, please read the **FAQ** (Annex). You may also contact Smt. Sujata V Ghate on mobile 07841976503, email [nomination.itps@rbi.org.in](mailto:nomination.itps@rbi.org.in) or the programme directors.

## Fees Per Participant

Group 1	Commercial Banks and Financial Institutions	₹ 4500/- (15 X ₹300 per hour)
Group 2	Scheduled UCBs, Non-Scheduled UCBs with deposit base of more than Rs.100 crore, RRBs, Local Area Banks, State Cooperative Banks and NBFCs	₹ 3000/- (15 X ₹200 per hour)
Group 3	Non-Scheduled UCBs with deposit base of less than Rs.100 crore, Small Finance Banks, Payment Banks, Government Departments, DCCBs, NGOs, State Level FIs, Non-NBFC MFIs and Certified Credit Counsellors	₹ 1500/- (15 X ₹100 per hour)

PS: A cancellation charge of 10% of the program fee will apply to all cancellations.

## Payment of Fees

Programme fees are payable in advance, before the programme start date. Nominations must be accompanied by their proof of payment (NEFT-UTR number). Payment of programme fees is to be made only through NEFT (**not though RTGS**) only to the following account: -

Name of the Account	Course Fees, CAB, RBI, Pune
Account Number and	8711268
Type of Account	Current
PAN	AAIFR 5286M #
Name of the Branch	CAB, RBI, Pune
IFS Code	RBIS0PUPA01 (both 0 in the code represents ZERO)
GST	Reg.No.27AAIFR5286M1ZG *

# 1. UNDER SECTION 48 OF RBI ACT 1934, RBI SHALL NOT BE LIABLE TO PAY INCOME TAX OR SUPER TAX ON ANY OF ITS INCOME, PROFITS OR GAINS.

\* 2. Services by Reserve Bank of India are exempted from GST vide NotificationNo.12/2017 – Central Tax (Rate) dated June 28, 2017 SI.No.26.

**Frequently Asked Questions**  
**New Nomination Process Through Online Forms**

**Question 1: Whether multiple nominations are allowed?**

Answer: Yes, multiple nominations are allowed unless and until specified otherwise in the brochure.

**Question 2: How many maximum nominations an Institute can submit?**

Answer: Generally, 2 to 3 nominations are accepted for the programmes where multiple nominations are permitted. For nominations of more than 3, it is advisable to contact the Programme Director or Programme Support Employee. The contact details are available in the brochure /announcement letter.

**Question 3: How to submit the nominations?**

Answer: For every programme seats are limited. Therefore, nominations are expected on the "First Come First Allotment Basis". Before making the fee payment, it is expected that the Institution approach the Programme Director or Programme Support Employee through email with the following details:-

Sl.	Name of the Nominated Officer	Designation	Years of Experience in the training programme subject	Whether Similar Course Attended in the Past (Yes /No)

*PS: The Institution should correspond with the CAB through email id from their own domain. If the Institution does not have an email domain of its own, then the above information may be sent through a signed and sealed letter.*

**Question 5: When to pay the fees?**

Answer: Once the confirmation is received from the CAB, the Institution should pay the fees within **two days**. It may be noted that CAB conducts a few events for which there are no fees. Details regarding fees are mentioned in the announcement letter /brochure.

**Question 6: What should be done after paying the fees?**

Answer: After paying the fees, the nomination details should be submitted through Form A and Form B.

*PS: After submitting the details, PDF files should be saved for each nomination. Those PDF files are required to be shared with the CAB through email. The Institution should send the PDF files through the same email ID used to obtain the confirmation.*

**Question 7: What are the Form A and Form B?**

Answer: Form A and Form B are the forms developed by the College to collect the details related to the nomination. The details should be filled in only after obtaining the confirmation from the CAB and paying the fees (if it is to be paid) to CAB. The links for Form A and Form B are given in the announcement letter /brochure.

**PS:** Form A is a detailed form designed to capture all the details, whereas Form B is designed to facilitate multiple nominations. In Form B, details only about the additional nomination are captured, with a few other information to link it with the corresponding Form A. **The intention is to facilitate ease in filling up the details for the additional nomination(s).** For more information, please read Questions 10 and 11.

**Question 8: When to use Form A?**

Answer: Form A should be used by the Institutions under the following three scenarios

**Scenario 1:** When there is only one nomination from the Institution.

**Scenario 2:** When there are multiple nominations from the same Institution, and only one single NEFT payment has been made for fees of all the nominations, then Form A should be filled for only one nomination, which will be known as **the first nomination** from the Institution.

**Scenario 3:** When multiple nominations from the same Institution for which multiple NEFT payments have been made, then Form A should be filled for one nomination from each payment group. For example, if the Institution has nominated **Five** nominations then, the Institution has to fill Form A two times as detail under:-

Date	Number of Nominations		Form A
July 05, 2021	3		To be filled for one of the three nominations.
July 12, 2021	2		To be filled for one of the two nominations.

**PS: Generally, Scenario 3 is not encouraged.** It is allowed only for the additional nominations when the seats remain vacant even after the last date of nomination.

**Question 9: When to use Form B?**

Answer: Form B should be used separately for each additional nomination. For example, suppose the Institution has to nominate five participants. In that case, Form A should be filled for the **first Nomination**. Form B have to used four times to enter the details of the **four remaining nominations**.

***Apart from this, Form B is to be used as detail in Question 14.***

**Question 10: Whether details can be entered in parts?**

Answer: No, as of now, this feature is not available. The complete Form (A or B) needs to be filled in without any break.



**Question 11: What if the PDF file is not saved for any nomination?**

Answer: Submission of the PDF file is compulsory. Institutions should take care to save the files.

**Question 12: Whether the details provided earlier could be corrected?**

Answer: No, it is not possible to do it online. It is not encouraged. However, for exceptional cases, the corrections to be made should be shared through email.

**Question 13: Whether there is any limitation in the size of the email?**

Answer: Yes, the maximum size allowed for nomination is restricted to 10 MB.

**Question 14: Whether nomination could be changed?**

Answer: Generally, nominations are not allowed to be changed. However, in emergency /unavoidable circumstances, it is permitted by the Programme Director on case to case basis.

**PS:** For such a change in the nomination, Form B should be used. While entering the Institution's name, it should **necessarily** be mentioned in brackets that **"IT IS A CASE OF REPLACEMENT"** after the name of the Institution.

**Question 15: Whether nomination could be cancelled?**

Answer: Yes. However, the cancellation charges are applicable.

**Question 16: Whether fees should be paid after deducting Income Tax or GST? Whether invoice will be issued?**

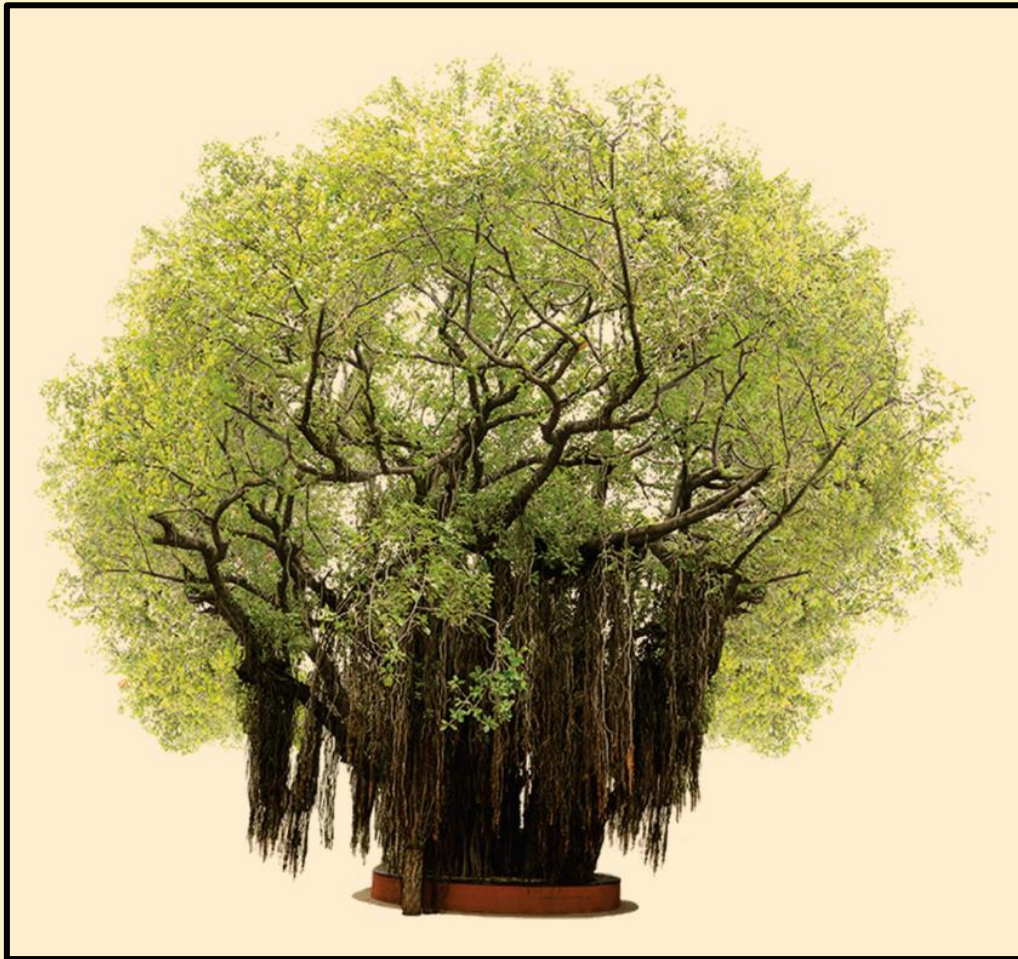
Answer: Income Tax or GST should not be deducted as detailed in the brochure. *Further, the College does not issue an invoice for its programme.*

**Question 17: When details like the Cisco WebEx link, Time-Table, Reading Material etc. will be shared with the participants?**

Answer: Normally, these are shared one day before the programme

*For more questions, please contact the Programme Support Employee or Programme Director.*

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*Reserve Bank of India established the College of Agricultural Banking (CAB) in 1969 to provide training inputs in Rural and Cooperative Banking. Subsequently, recognising the changing needs of the Indian financial sector, the College has expanded its scope to provide training in other areas like Information Technology, Human Resource Management, General Banking and Non-Banking Financial Services. The College also conducts programmes in collaboration with international agencies like FAO, APRACA, CICTAB, UNDP and the Commonwealth Secretariat. It has earned acknowledgement as an international centre of excellence for development banking. The College also conducts customised training programmes for institutions, both national and international, as per their specific requirements.*

*The College is committed to enhancing and building capabilities in the financial sector in tune with the changing times.*