No. Admn./A/G-I/2021-22/289   Dated :- 30.11.2021

Circular

Subject:-   **IT Training Needs Analysis – Survey Questionnaire.**

           Headquarters office vide E-mail dated 15.11.2021 on the subject cited above has stated that all the employees of this office are to fill up the questionnaire (copy enclosed). Employees can access the said questionnaire by logging into SAI Training portal using their credentials (named based email id as user id and password). Upon logging in, the employees can access the survey questionnaire through the menu : Training Need Analysis --- IT Training requirement Survey. All Sr. AOs & AAOs may ensure filling up of the said questionnaire by all their employees and by themselves latest by 30.11.2021.

Encl:- as above

-sd/-

Sr. Accounts Officer (Admn.)

Ends:-Admn./G-1/Hqrs/Deput/2021-22/ 2639-43   Dated:-30.11.2021

1. Secy. to Pr. Accountant General (A&E), Shimla-3
2. P.A. to Dy. Accountant General (Admn.,Pension & Funds)
3. P.A. to Dy. Accountant General A/c & VLC)
4. All Officers/Officials through e-mail.
5. 'A' series file/Admn.

Sr. Accounts Officer (Admn.)

[Cag-all-offices] IT Training Needs Analysis - Survey Questionnaire

From : TRG Wing <trgwing@cag.gov.in>   Mon, Nov 15, 2021 04:59 PM

Subject : [Cag-all-offices] IT Training Needs Analysis - Survey
Questionnaire

To : cag-all-offices <cag-all-offices@lsmgr.nic.in>

Cc : SURESH KANVAPURI <aao1trg@cag.gov.in>, Tarun Singh
<aao2trg@cag.gov.in>, Joydeep Mukherjee
<joydeepm.kar.au@cag.gov.in>

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
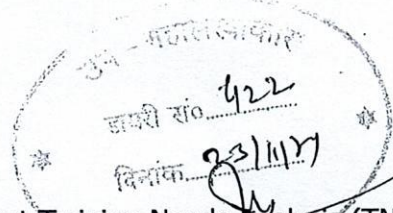9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली - 110124
प्रशिक्षण अनुभाग

Madam/Sir,

In all our spheres of work – auditing, accounting as well as administration, computers form a major part of work in IT environment in IA&AD. Further, a number of Software/Application Programming Interface (API) such as E-Office, PFMS (Public Financial Management System), BEMS (Budget and Expenditure Monitoring System), SPARROW have been introduced and working on these digital platforms have been started in IA&AD.

The C&AG of India has desired that all the officials of IA&AD must be equipped with optimum functional IT knowledge on the following:

MS-Word	MS-Excel	MS-Access
MS-PowerPoint	E-mailing	E-Office
PFMS	BEMS	SPARROW

In this regard, the competent authority has desired to carry out Training Needs Analysis (TNA) of all the employees of the department on Information Technology (IT) topics . In this connection, the following points may please be noted while carrying out TNA:
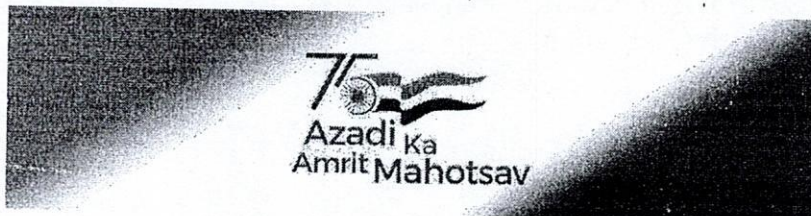
- A survey questionnaire has been made available on SAI Training portal to be filled up by all the employees of the department.

- Employees can access the said questionnaire by logging into SAI Training portal using their credentials (name based email id as userid and password). Upon logging in, the employees can access the survey questionnaire through the menu : Training Needs Analysis --> IT Training Requirement Survey.

- Heads of Offices may ensure filling up of the said questionnaire by all their employees latest by 30.11.2021.

- Heads of Offices can periodically check the status of filling up of questionnaire by their employees using 'Checker' role through the menu : Training Needs Analysis --> Survey Progress Report

- In case of any queries in the process of TNA, Offices can contact SAI Training Helpdesk at saitrghelpdesk@cag.gov.in

This issues with the approval of the competent authority.

Kind Regards
Training Wing
O/o. The C&AG of India
New Delhi – 110 124

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