

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-II)
ODISHA :: BHUBANESWAR**

CIRCULAR

Sub: Working on computers in IT Environment

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

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

In order to enable officials of all cadres in IA&AD to work efficiently in the digital environment and to maintain uniformity in training, **Self-Learning Modules (SLMs)** on the above-mentioned topics have been prepared and uploaded in the SAI Training Portal. **The said SLMs can be accessed using the “General User” role using the “Self Learning Modules” page.**

All the officers/officials are requested to use the said SLMs to enhance their IT knowledge. Further, **an in-house evaluation test in respect of each topic will be held in March 2022** which would culminate in necessary certification to the successful officials.

Encl: Hqrs. Letter

Sd/-

Sr. Audit Officer/Trg. & Exam

Memo No. Trg & Exam (Audit-II)/SAI Training/2021-22/189

Date: 10.02.2022

Copy forwarded for information and necessary action to:

1. Secy. to Pr. Accountant General (Audit-II)
2. DAG (Admn/AMG-I /AMG-II/AMG-III)
3. B.O. I/c Admn./OE/OM/ITA/Hindi Cell/ECPA/AMG-I (Co-ord/Report/Vetting)/
AMG-II (OE/Report)/AMG-III (Co-ord/Report/TSC/Vetting)
4. BO I/c EDP & DA Cell with a request to upload the circular on Office website
5. Notice Board/Spare copy.

Acharya

Sr. Audit Officer/Trg. & Exam



भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
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प्रशिक्षण अनुभाग
Training Division

दिनांक 18.01.2022

महोदया / महोदय,

As we are all aware, in our sphere of work – auditing, accounting as well as administration, Information Technology (IT) forms an integral part of our office work. A number of Software/Application Programming Interface (API) such as E-Office, PFMS (Public Financial Management System), BEMS (Budget and Expenditure Monitoring System), and SPARROW have been introduced and official work on these digital platforms have started in IA&AD.

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

SI No	Name of the Topic
1	MS-Word
2	MS-PowerPoint
3	MS-Excel
4	MS-Access
5	E-mailing
6	E-Office
7	SPARROW
8	PFMS
9	BEMS

3. In order to enable officials of all cadres in IA&AD to work efficiently in the digital environment and to maintain uniformity in training, Training Wing, Headquarters had requested selected Regional Training Institutes/ Centres of IA&AD to prepare Self-Learning modules (SLMs) on the above mentioned topics. The topics mentioned at SI No 1 to 6 have been prepared and the same have been uploaded in the SAI Training portal. The SLMs for Sparrow, IBEMS and PFMS will follow subsequently as these are under development stage.

4. The said SLMs can be accessed using the "General User" role using the "Self Learning Modules" page. Heads of Department are requested to take necessary steps to ensure that all employees use the said SLMs to enhance their IT knowledge.

5. All Heads of Department are further requested to conduct an evaluation examination in-house in respect of each topic, passing of which should culminate in necessary certification to the successful officials by the field offices. Such examination should be conducted from time to time, preferably quarterly or six monthly as appropriate, on the office premises. The first such examination may be held by March 2022 and results conveyed to the Training wing, Headquarters.

This issues with the approval of the competent authority.

सादर,
प्रशिक्षण अनुभाग
भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय,
नई दिल्ली