



**OFFICE OF THE ACCOUNTANT GENERAL
(A&E), PUNJAB, SECTOR-17E,
CHANDIGARH - 160017**

**No. Admn III/IT Exam/2021-22/279
Dated: - 21.03.2022**

OFFICE ORDER

It is informed that the C&AG has desired that all the officials of IA&AD must be equipped with optimum functional knowledge in respect of following topics:

- (i) MS-Word (ii) MS-PowerPoint (iii) MS-Excel (iv) MS-Access
(v) E-mailing (vi) E-office (vii) SPARROW (viii) PFMS (ix) BEMS

The Self-Learning Modules (SLMs) on these topics are available on the SAI Training portal as already intimated vide Training Cell Circulars bearing No. Trg. Cell/Circular/2021-22/07 dated 08.02.2022 and Trg. Cell/Circular/2021-22/740-46 dated 17.02.2022. All the officials including MTS, of this office are hereby directed to get well versed on the said topics by accessing the SLMs available on SAI Training Application and the same should be ensured by the respective Section-In-charges/Branch Officers of the staff working under them. In this regard, Section-In-charges/Branch Officers should furnish a report (attached as Annexure-I) to the Admn-III Section on or before 22.03.2022 positively.

Note: If any official is facing problem in accessing the SLMs on the SAI Training portal, Section-In-charge/Branch Officer of that section will ensure the access to that official. If the Section-In-charge/Branch Officer is also unable, he/she may contact the Training Cell of this office.

Further, it is informed that as per Pr. Accountant General orders dated 14.03.2022, an evaluation examination covering all the above mentioned topics (except SPARROW) will be conducted for all the employees of this office on 25.03.2022 which is mandatory for all. The salient features of the examination are as below:-

1. The Examination will be held online on Google Form on 25.03.2022 from 12.00 Noon to 01.00 PM. The link of Google Form will be provided in due course.
2. All the officials will take the examination on their respective posts.
3. The examination will be conducted under the surveillance of concerned Section-In-charge/Branch Officer. The Section In-charge of each section is directed to ensure that each official under them take the examination. He/she is also responsible that link of the Google Form is available to every official, none of the official leaves their

seat during the examination, the officials start and submit the examination on time and all the officials fill all the details correctly. The Examination submitted after 01.00 PM will be treated as cancelled.

4. The Section-In-charge/Branch Officer of each section will furnish the Attendance-Sheet-cum-report regarding the examination (as attached in Annexure-II) to the Admn III section just after the examination on the same day. The Sr. AOs should ensure that all the Section In-charge under them has furnished the said reports of Annexure-I&II.

Sd/-

Deputy Accountant General (Admn)

Endst No : Admn-III/IT Exam/2021-22/ 2495-2506

Dated : 21.03.2022

Copy forwarded for information and necessary action to:-

1. Secretary to PAG.
2. PA to DAG (Admn), DAG (Fin), DAG (A/C)
3. CA to DAG (Admn).
4. Admn-I
5. TM-II
6. PP&CB
7. UT Admn
7. Office order file
8. Notice Boards
9. IT Support Cell (for uploading through database)
10. All Sr. AOs (as per list attached)
11. All Section In-Charges (as per list attached)


Sr. Accounts Officer (Admn-III)

Annexure-I

Report regarding accessing the SLMs available on SAI Training Application to be furnished by 22.03.2022

Section	
Section In-Charge	
Branch Officer	
Total No. of Officials in Section including Section In-Charge	

Sr. No.	Name of Official/Officer	Designation	Whether accessed the SLMs (Yes/No)	Reason (if not accessed)	Signature of official
1.	B.O				
2.	S.I.				
3.					
4.					
5.					
6.					
7.					
8.					
9.					

Branch Officer

Section In-Charge

Annexure-II

Attendance Sheet-cum- Report regarding Evaluation Examination held on 25.03.2022 to be furnished on 25.03.2022

Section	
Section In-Charge	
Branch Officer	
Total No. of Officials in Section including Section In-Charge	

S. No.	Name of Official/Officer	Designation	Whether appeared in the examination (Yes/No)	Reason (if not appeared)	Signature of official (if appeared)
1.	B.O				
2.	S.I.				
3.					
4.					
5.					
6.					
7.					
8.					
9.					

Branch Officer

Section In-Charge