

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

No. Trg. Cell/TNA/2022-23
Dated:- 28.09.2022

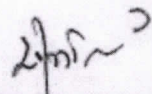
Circular

The Headquarter circular no. F.No. 15/Trg.Div/2021/201 dated 22.08.2022 and the National Training Policy 2012 states that matching employees competence with their jobs is essential. Therefore, Training Needs Analysis (TNA) at the individual level is vital. The TNA may attempt to address the gap between the existing and the required competencies and provide opportunities for the employees to enhance their competencies.

Individual employees may initiate the exercise, assess their training requirements for the year 2023-24 in consultation with their colleagues (if required), and enter the details using the pre-existing module in the SAI Training Portal under the section 'Training Need Analysis - Participate in Training Need Analysis' by 01.11.2022.

Therefore, all employees are advised to submit their training requirement (if any) for the Financial year 2023-24 in the SAI Training Portal so that training requirements may be evaluated and imparted.

Moreover, the employees may also leverage online/offline/hybrid training sources such as iGOT Karamyogi, Coursera, edx, the LMS platform, and free courses offered by reputed institutes such as Harvard University. We encourage every staff member to pursue such programmes themselves.

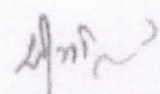

व. लेखा अधिकारी (प्रशिक्षण कक्ष)

क्रमांक:- प्रशिक्षण कक्ष/TNA/2022-23/1039-1046

दिनांक:- 28.09.2022

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित की जाती है।

1. Secretary to PAG.
2. Secretary to DAG (Pension).
3. Secretary to DAG (Admn.).
4. SAO, Admn-I.
5. SAO, PPCB.
6. SAO, TM-II.
7. SAO, IT Support Cell for circulation to all employee.
8. Notice Board.


व. लेखा अधिकारी (प्रशिक्षण कक्ष)