OFFICE OF THE Pr. ACCOUNTANT GENERAL (AUDIT I)
ODISHA: BHUBANESWAR

Circular

Sub: Submission of Training Need Analysis (TNA)

Pursuant to Headquarters letter No. 15/Trg. Div/2021/201 of 22/08/2022, a TNA is required to be prepared at individual level of all the staffs & officers to address the gap between the existing and the required competencies and to provide opportunities for the employees to enhance their competencies.

Every Individual employee is required to submit the TNA by assessing his/her training requirements for the year and enter the details in the SAI Training Portal. The assessments of employees will be evaluated and consolidated by the Group Officers concerned. The consolidated TNA after segregating the General and IT course topics and classifying them as (i) introductory/ basic/ essential/ office-specific and (ii) advanced or knowledge-centre specific, will be finally approved by the HoD before uploading the same on SAI Portal. The entire process of TNA has to be submitted to RTIs/ RTCs by 30th November every year for preparation of COTP by RTIs.

All the controlling Branch Officers are requested to ensure submission of the TNA of all the staffs/officers of their Group/Section on SAI Portal as well as in the enclosed format. The consolidated TNA of the respective groups after due approval of the Group Officer concerned may reach T&E (Au-I) section latest by 16.11.2022 for taking approval of the HoD and forwarding the same to RTI, Ranchi by due date. The following conditions are required to be considered while submitting the TNA.

i. The annual work plan of the office
ii. Job contents of the target group of trainees
iii. Skill and experience profile of the employees
iv. Expectations from the annual plan of the office
v. Suggestions by reporting/reviewing officers in previous APARs on training.

List of course subjects available on SAI Portal from which the TNA is to be prepared for submission is enclosed for reference. The pre-existing module for submission of the TNA as well as the detailed help files for completing the TNA process is available in the SAI Training portal.

Encl: List of Courses &
Format for TNA submission

Sd/-
Sr. Audit Officer/Trg. & Exam.

Memo No. T&E/Au-I/01/31/2022-23/344 **Date: 07.11.2022**

Copy for kind information and necessary action forwarded to:

1. Secretary to Pr. Accountant General (Au-I), Odisha.
2. PA to Sr. DAG AMG-III/AMG-IV
3. PA to DAG Admin/AMG-I/ AMG-II/AMG-V/DA&RC
4. Branch Officer Admin/Confidential Cell/ Estate Cell/ OM/ OE/ Welfare/Hindi Cell/Report (M)/Report (PAC)/Report (LB)/ AMG-I/ AMG-II/ AMG-III/ AMG-IV/ AMG-V
5. The Internal Audit Officer
6. AAO, Legal Cell/DA&RC to upload in office website
7. OOC Guard file.

07/11/2022

Asst. Audit Officer/Trg. & Exam.

Name of the Courses

1. Accounting in Ordnance Factory
2. Accounting standards
3. Accounts of Autonomous Bodies
4. Administrative Issues
5. Advanced MS Access with MS Excel and VB
6. APAR
7. Audit in IT environment
8. Audit of Consolidated Financial Statements
9. Audit of Defence Annual Accounts
10. Audit of Establishment
11. Audit of Mines including Coal Mining
12. Audit of Pay and Accounts Office
13. Audit of procurement
14. Audit of Public Private Partnership(PPP)
15. Audit of Vouchers & Sanctions
16. Audit Planning
17. Audit Quality
18. Audit Regulations
19. Audit Reporting
20. Auditing Standards
21. Autonomous Bodies
22. BEMS
23. Bengali
24. Bhavishya
25. Border Roads Organisation
26. C-1 Financial Management
27. C-2 Accounting and Auditing Principles and Standards
28. C-3 Public Finance
29. C-4 General Principles of Economics
30. C-5 General Studies & Current Economic Developments
31. C-6 Information Systems Audit
32. CAATs
33. Canteen Stores Department
34. Central Audit
35. Certification Audit of Railway Accounts
36. Civil Accounts
37. Cloud Computing
38. COBIT
39. Commercial Audit
40. Companies Act 2013
41. Compliance Audit
42. Contract Management
43. Corporate Finance
44. Corporate Governance
45. Data Analytics
46. Database concepts and SQL
47. Defence Accounts Department
48. Defence Audit
49. Direct taxes
50. Disaster Preparedness Audit
51. Disciplinary proceedings
52. DPC Rosters
53. DRDO
54. e-Governance
55. e-Library
56. e-Office
57. e-Payments
58. e-procurement
59. Environment Audit
60. ERP (BSNL)
61. Establishment matters
62. Ethics
63. Evidence
64. Expenditure Audit
65. Finale (Postal Department)
66. Finance and Appropriation Accounts
67. Financial Attest Audit
68. Financial Management
69. Fraud & Forensics
70. GASAB
71. GeM

72. Gender
73. General Management
74. Government Accounts
75. GST
76. Gujarati
77. Hadoop
78. hardware/ Software Troubleshooting
79. Hindi
80. IDEA
81. IFMS
82. Income Tax Business Application of IT Department
83. Indian Accounting standards
84. Indian Coast Guard
85. Indian Navy
86. Indirect taxes
87. Induction / Orientation
88. Induction Training
89. Information System Backup Policy and Recovery
90. Interaction with stakeholders
91. Internal audit/Audit of Internal controls
92. Inventory
93. IPSAS
94. IPSAS
95. ISSAIs
96. IT Audit
97. IT Audit Level 2A
98. IT Security
99. Java
100. Kannada
101. Knime
102. Legal Matters
103. Linux
104. Local Language
105. Management Development Program
106. Management Training
107. Manpower management Audit
108. Marathi
109. Material organisation
110. MCTP Level 1.1 - Induction Training for DRAAOs
111. MCTP Level 1.2 - Induction Training for promoted AAOs
112. MCTP Level 2
113. MCTP Level 3
114. MCTP Level 4
115. MCTP Level 5
116. MES
117. Mobile App Development
118. MS Access
119. MS Office
120. MS Powerpoint
121. MS-Excel
122. MS-Excel - Advanced
123. MS-Word
124. Naval dockyards
125. Naval Ships
126. Networking
127. New Pension Scheme (NPS)
128. Noting and Drafting
129. Office Procedures
130. OIOS
131. Open office
132. Oracle
133. Ordnance Factory
134. Others-General
135. Others-IT
136. Outcome Based Audit
137. Panchayati Raj
138. Pay Bills, TA Bills, LTC and Supplementary Bills
139. Pension
140. Performance Audit
141. PFMS
142. Power BI
143. Pre-Examination Training

144. Pre-Examination Training for DRAAOs
145. Pre-Promotion Training
146. Pre-Retirement Training
147. Preparation of estimates
148. Preparation of Notes to Accounts and SFR
149. PRIs
150. Procurement
151. Qlikview
152. R
153. Railways audit
154. Remote Sensing and GIS
155. Revenue Audit
156. Risk based audit
157. Roster
158. RTI Act
159. SAP
160. Social Audit
161. SQL Server
162. Statistical Sampling
163. Stores and Stock
164. Tableau
165. Tally ERP
166. Telugu
167. Training for Trainers
168. Transfer Entries
169. Treasuries
170. UN Audit
171. Urban Local Bodies
172. VLC
173. Warrants-Defence related
174. Website related
175. Welfare activities
176. Working with Rich Text Format
177. Works Accounts
178. Works Audit

Proforma of Training Need Analysis at Employee level

1.	Year	2023-24
2.	Subject (Select from the list Given)	
3.	Course level	Basic/Advanced
4.	Reasons if any	1. Relevant to/Required to my Current work
		2. To augment my skill sets
		3. Desire to work in this area
		4. Reasons not listed
5.	Whether TNA submitted in SAI Portal. If not, reasons thereof	
6.	Name and Designation of the staff/officer:	
7.	Signature of the staff/officer:	