

प्रधान निदेशक लेखापरीक्षा (केंद्रीय) चेन्नै का कार्यालय

लेखा परीक्षा भवन, 361, अण्णा सालै, तेनामपेट, चेन्नै - 600 018.

OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT (CENTRAL), Chennai
"Lekha Pariksha Bhavan", 361, Anna Salai, Teynampet, Chennai – 600 018.

No.PDA(C)/Legal Cell/25-17(Vol-II)/2022-23/299

Dated: 24.02.2023

CIRCULAR No.14

Headquarters Office vide Lr.No.297/Staff (Disc.I)/03-2021 dated 03.02.2023 have intimated that an e-learning module on '**Prevention of Sexual Harassment of Women at Workplace**' prepared by iCISA has been hosted on the SAI Training Portal and have forwarded Instruction Manual (enclosed) for better understanding of the learners. A certificate can be generated on completion of this training module.

The Competent Authority has desired that all the officials of IA&AD must get this training and forward their training completion certificate to Legal Cell through their respective wings **on or before 31.05.2023**. In respect of new recruits, completion of this course has been made compulsory during their probation period.

Group Officers/Branch Officers and Section in-charges are requested to give wide publicity.

(Vide orders of PDA(C) dated 23.02.2023)

Senior Audit Officer/Admin

Copy to

1. All Group Officers, O/o PDA(C), Chennai
2. Secy to PDA(C)
3. Ms. M.S. Rema, DAG/AMG-I, O/o Principal Accountant General (Audit –I), Tamil Nadu Chairperson -ICC
4. Ms. R.S. Akila, Advocate, NGO Member
5. Welfare Officer
6. Smt. Akila Viswanathan, Senior Audit Officer /CAB – Member-ICC
7. Shri. K. Rangarajan, Senior Audit Officer/ITRA – Member-ICC
8. SAO/Claims
9. Data Manager
10. SAO/GSTA(Chennai & Madurai) (to circulate within all sections and parties)
11. SAO/CRA (to circulate within all sections and parties)
12. SAO/ITRA(Chennai & Madurai) (to circulate within all sections and parties)
13. SAO/CAB (to circulate within all sections and parties)
14. EDP Section –with a request to upload the Circular in the Office website
15. Sr.PS to PDA(C) 16. AAO/Admin 17. AAO/OM 18. Hindi Cell
19. Co-Ordination Cell 20. Notice Board

**INSTRUCTION MANNUAL FOR eLM on
“Prevention of Sexual Harassment of Women at Workplace”**

1. Login to Learning Management System (LMS) of SAI: The learner can login to LMS portal (https://training.cag.gov.in/Lms_Login.aspx) by entering their official email id and password.
2. Enrollment of eLM: The learner needs to enroll for the eLM under the “General Courses” tab, by clicking on tick mark of “Prevention of Sexual Harassment of Women at Workplace”, and then press “Enroll for course” tab.
3. Main Menu of the e-Learning Module: The main menu consists of introduction, 3 segments and end-course evaluation, with brief description of each segment.
4. Module exam: Based on the understanding of each segment, there is a module exam consisting of 4 multiple-choice questions (total 12 questions in 3 segments). The learner needs to complete each segment, after undertaking module exam and then to proceed to next segment.
5. End-course evaluation Test: After the completion of all the segments of the eLM, the learner has to undertake an end-course evaluation test, consisting of 30 MCQs. This evaluation test is mandatory for the completion of eLM and issue of certificate of completion.
6. Course Completion Certificate: If the learner satisfied the evaluation criteria and passes the end-course evaluation test, then the eLM course completion certificate is issued to the learner. The learner can take printout of the certificate.
7. eLM Feedback form: The learner can submit the eLM course feedback in the form with ratings from 0 to 5.