



भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
Office of the Comptroller and Auditor General of India
9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली – 110124
9 Deen Dayal Upadhyaya Marg, New Delhi-110124
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

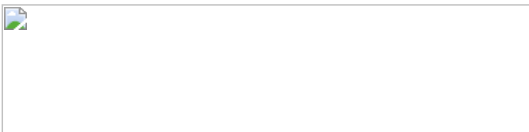
3. In order to enable officials of all cadres in IA&AD to work efficiently in the digital environment and to maintain uniformity in training, Training Wing, Headquarters had requested selected Regional Training Institutes/ Centres of IAAD to prepare Self-Learning modules (SLMs) on the above mentioned 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





कार्यालय प्र.महालेखाकार (लेखा व हकदारी)

हिमाचल प्रदेश, शिमला- 171 003

OFFICE OF THE PR.ACCOUNTANT GENERAL (A&E)

HIMACHAL PRADESH, SHIMLA-171003

दूरभाष 0177-2652612-19 Fax 0177-2651743



No. Admn. /A/2022-23/84

Dated :30.05.2022

OFFICE ORDER

The CAG of India has desired that all the officials of IA&AD must be equipped with optimum functional IT knowledge. Therefore, in view of this an In-house evaluation examination working on computers in IT environment is required to be conducted by this office.

This examination will be done to test practical knowledge of the MS Word, MS-Power Point, MS Excel, MS-Access, E-Mailing, E-Office, PFMS and iBEMS and SLMs (Self Learning Modules) these applications/software have been uploaded in SAI Training and can be accessed using the "General User" role in the " Self Learning Modules" page. Therefore, all the officers/officials of the office are instructed to access the SLMs to enhance their IT knowledge.

In the light of above, it is intimated that in first phase this examination shall be conducted in the second fortnight of June, 2022 for all Sr. Accounts Officers, Asstt. Accounts Officers, Supervisors, Asstt. Supervisors, P.S., Stenographers. The officials those who have joined training programme as conveyed to them vide this Office order No. O&M (A&E)/ In-houseTrg/A-Series file/2022-23/43 dated:-19/05/2022, will also be tested in first phase as per above mentioned scheme of the Headquarters office. The venue, Index No. and schedule will be intimated in due course.

Authority: Pr. Accountant General Orders dated 12.05.2022 in file No. Admn/I-30/IT Knowledge Exam/2022-23.

-sd/-

Deputy Accountant General (Admn.)

Endst: No. Admn/I-30/IT evaluation exam/2022-23/733-42

Dated:30.05.2022

Copy forwarded for the following for information and necessary action (through e-mail):

1. P.S. to Pr. Accountant General (A&E).
2. P.A. to Deputy Accountant General (Admn., Pen & Funds).
3. P.A. to Deputy Accountant General (A/cs & VLC).
4. Confidential Assistant to Deputy Accountant General.
5. All officers & Officials of this office.
6. Welfare Assistant.
7. Care Taker.
8. Notice Board.
9. Official Website.
10. "A" Series file/Admn.

Sr. Accounts Officer (Admn.)



कार्यालय प्र.महालेखाकार (लेखा व हकदारी)

हिमाचल प्रदेश, शिमला- 171 003

OFFICE OF THE PR.ACCOUNTANT GENERAL (A&E)

HIMACHAL PRADESH, SHIMLA-171003

दूरभाष 0177-2652612-19 Fax 0177-2651743



No. Admn. /A/2022-23/579

Dated : 02.03.2023

OFFICE ORDER

In continuation to this office order No Admn/A/2022-23/84 dated 30.05.2022 endorsed vide Endst No. Admn/I-30/IT evaluation exam/2022-23/733-42 dated 30.05.2022 it is notified that evaluation test (in MCQ pattern) for IT environment Knowledge will be held at 03.00 P.M. to 04.00 P.M on 27.03.2023 through Google online form portal and link of the same will be sent to all the candidates through official mail id only (as per list attached). All the candidates have to submit this test to this office by mentioning their official mail id followed by index No. within prescribed time limit.

-sd/-

Sr. Accounts Officer (Admn.)

Dated: 02.03.2023

No. Admn/I-30/IT Knowledge/Exams/2022-23/4752-60

Copy forwarded for information and necessary action to (through e-mail):-

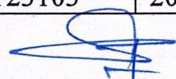
1. Secy to Pr. Accountant General (A&E).
2. P.A. to DAG (Admn.)
3. P.A. to DAG (A/cs & VLC)
4. C.A. to Deputy Accountant General (Admn.).
5. Data Manager, EDP with request to make necessary arrangements for the online examination.
6. All the concerned Officers/Officials (as per list attached). They are instructed to check net connectivity, PC functioning etc. well before time and if faces any issue they may contact EDP Section.
7. Care taker.
8. Notice Board & official website.
9. 'A' Series File/ Admn. Section

Sr. Accounts Officer (Admn.)

List of the Officers/Officials for IT environment Knowledge Test held on 27.03.2023

Sl No.	Name of the Officers/Officials S/Sh/Smt/	Designation	Index No	Empid No.
1	Meera Devi	Asstt. Supervisor	IT23001	2062414
2	Rajesh Kumar Sharma	Asstt. Supervisor	IT23002	2062465
3	Kartar Chand	Asstt. Supervisor	IT23003	2062520
4	Satish Chand	Asstt. Supervisor	IT23004	2062546
5	Ramesh Chand	Asstt. Supervisor	IT23005	2062643
6	Bhupinder Singh Jayoria	Data Processors (on deputation)	IT23006	2066924
7	Manoj Kumar	Data Processors (on deputation)	IT23007	2067688
8	Dayal Chand Verma	Welfare Asstt. (on deputation)	IT23008	2068331
9	Rajesh Thakur	Sr. Accountant	IT23009	2062651
10	Sanjeev Kumar	Sr. Accountant	IT23010	2062660
11	Devinder Kumar	Sr. Accountant	IT23011	2061000
12	Hem Chand	Sr. Accountant	IT23012	2065898
13	Sunil Dubey	Sr. Accountant	IT23013	2065901
14	Bhagwant Singh Chauhan	Sr. Accountant	IT23014	2062635
15	Shambu Nath	Sr. Accountant	IT23015	2065910
16	Rattan Singh	Sr. Accountant	IT23016	2065928
17	Radhey Shayam	Sr. Accountant	IT23017	2068102
18	Vinod Kumar	Sr. Accountant	IT23018	2065936
19	Ramesh Kumar Thakur	Sr. Accountant	IT23019	2066827
20	Birbal Ram	Sr. Accountant	IT23020	2066932
21	Kanwar Singh Negi	Sr. Accountant	IT23021	2067238
22	Parkash Chand	Sr. Accountant	IT23022	2061060
23	Sukh Dev	Sr. Accountant	IT23023	2061035
24	Rattan Chand	Sr. Accountant	IT23024	2061043
25	Gian Chand	Sr. Accountant	IT23025	2068285
26	Rekha Sood	Sr. Accountant	IT23026	2067130
27	Rajesh Kumar Sharma	Sr. Accountant	IT23027	2067157
28	Deepawali	Sr. Accountant	IT23028	2067190
29	Rajkumar Sharma	Sr. Accountant	IT23029	2067300
30	Anjana Karel	Sr. Accountant	IT23030	2068518
31	Manoj Kumar Gupta	Sr. Accountant	IT23031	2061027
32	Ganga Dassi	Sr. Accountant	IT23032	2060918
33	Anil Kumar	Sr. Accountant	IT23033	2068517
34	Deepa	Sr. Accountant	IT23034	2067394
35	Girdhari Lal Sharma	Sr. Accountant	IT23035	2060950
36	Sanjeev Kumar Bagga	Sr. Accountant	IT23036	2067424
37	Sanjeev Malhotra	Sr. Accountant	IT23037	2067432
38	Pankaj alis Popi Ram	Sr. Accountant	IT23038	2068519
39	Kamlesh Kumari	Sr. Accountant	IT23039	2067483
40	Prem Raj Chauhan	Sr. Accountant	IT23040	2067548
41	Kedar Singh Negi	Sr. Accountant	IT23041	2067335
42	Ranjana Mehta	Sr. Accountant	IT23042	2067734
43	Manoj Kumar Awasthi	Sr. Accountant	IT23043	2067564
44	Jeet Ram	Sr. Accountant	IT23044	2065812
45	Narain Dass	Sr. Accountant	IT23045	2065839
46	Sudhir Kumar	Sr. Accountant	IT23046	2067602
47	Nek Ram	Sr. Accountant	IT23047	2065820
48	Dharam Pal	Sr. Accountant	IT23048	2067700
49	Sanjeev Kumar	Sr. Accountant	IT23049	2068520
50	Geeta Vaid	Sr. Accountant	IT23050	2067777

51	Sudhir Prakash Dogra	Sr. Accountant	IT23051	2067939
52	Jeet Ram	Sr. Accountant	IT23052	2066983
53	Chaman Lal	Sr. Accountant	IT23053	2068030
54	Gian Sharma	Sr. Accountant	IT23054	2066886
55	Bhup Singh	Sr. Accountant	IT23055	2067011
56	Vimal Kishore	Sr. Accountant	IT23056	2067971
57	Dhan Pat	Sr. Accountant	IT23057	2068056
58	Arun Pareek	Sr. Accountant	IT23058	2068064
59	Bhoop Ram	Sr. Accountant	IT23059	2066975
60	Prem Lal	Sr. Accountant	IT23060	2066967
61	Kamlesh	Sr. Accountant	IT23061	2065847
62	Rajinder Kumar	Sr. Accountant	IT23062	2066908
63	Gian Singh	Sr. Accountant	IT23063	2067246
64	Ravinder Kumar	Sr. Accountant	IT23064	2067319
65	Guman Singh	Sr. Accountant	IT23065	2067378
66	Sanjay Verma	Sr. Accountant	IT23066	2068382
67	Chaman Lal	Sr. Accountant	IT23067	2068390
68	Sanjay Kumar	Sr. Accountant	IT23068	2068382
69	Sunil Bhatti	Sr. Accountant	IT23069	2068471
70	Raghuvir Singh	Sr. Accountant	IT23070	2067629
71	Ramesh Chand	Sr. Accountant	IT23071	2068439
72	Ramesh Dutt Devranta	Sr. Accountant	IT23072	2067351
73	Devinder Dass	Sr. Accountant	IT23073	2067610
74	Umesh Kumar	Sr. Accountant	IT23074	2067637
75	Om Parkash	Sr. Accountant	IT23075	2067645
76	Pardeep Kumar	Sr. Accountant	IT23076	2067955
77	Raman Kumar	Sr. Accountant	IT23077	2067360
78	Anam Sharma	Sr. Accountant	IT23078	2064568
79	Rajender	Sr. Accountant	IT23079	2068110
80	Prem Chand	Sr. Accountant	IT23080	2068200
81	Jai Prakash	Sr. Accountant	IT23081	2068340
82	Virender Singh Verma	Sr. Accountant	IT23082	2068366
83	Kamlesh Kumar	Sr. Accountant	IT23083	2068358
84	Lovenish Singh	Sr. Accountant	IT23084	2068470
85	Ravindra Arya	Sr. Accountant	IT23085	2068542
86	Adhish Rana	Sr. Accountant	IT23086	2068566
87	Rama Nand	Sr. Accountant	IT23087	2068226
88	Karanveer Singh	Sr. Accountant	IT23088	2068567
89	Suresh Kumar	Sr. Accountant	IT23089	2068315
90	Vinod Kumar	Sr. Accountant	IT23090	2068496
91	Pradeep Kumar	Sr. Accountant	IT23091	2064567
92	Khem Raj	Sr. Accountant	IT23092	2068498
93	Kirti Chaturvedi	Sr. Accountant	IT23093	2068591
94	Parkash Chand	Sr. Accountant	IT23094	2068500
95	Shashi Thakur	Sr. Accountant	IT23095	2068501
96	Hans Raj Dhalaria	Sr. Accountant	IT23096	2068504
97	Bhagat Singh Thakur	Sr. Accountant	IT23097	2068505
98	Sanjeev Kumar	Sr. Accountant	IT23098	2068499
99	Pankaj Rathi	Sr. Accountant	IT23099	2068620
100	Harish Rana	Sr. Accountant	IT23100	2068508
101	Dinesh Kumar	Sr. Accountant	IT23101	2068512
102	Devender Kumar	Sr. Accountant	IT23102	2068529
103	Krishan Lal	Sr. Accountant	IT23103	2068521


Sr. Accounts Officer (Admn)