

**कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-I), गुजरात, राजकोट**

संख्या: Admn/Aud/ CCS (Cond) Rules/Vol.II/

**परिपत्र संख्या :- 15 दिनांक 07.08.2023**

As per HQrs letter No. 91/Staff Disc-I/ 03-2021, dated 04.07.2023, The e-Learning Module(e-LM) on 'Disciplinary proceedings in IA&AD', which is a self-learning module, has been prepared by iCISA and has been hosted on the SAI Training Portal. All officials are directed to ensure the completion of the eLM. The process for the Completion of e-LM is attached here. As per HQrs instructions *Completion certificate is mandatory for target set for staff in 'Macro profile review' at various cadres.*

All Staff Members are directed to submit the Completion Certificate of e-LM 'Disciplinary proceedings in IA&AD' to Admin Section latest by 30.09.2023 positively.

**(प्राधिकार : प्रधान महालेखाकार के आदेश दिनांक 07.08-2023)**

सलग्न : यथोपरि

वरि. लेखा परीक्षा अधिकारी /प्रशासन

**प्रतिलिपि:-**

- 1) Secretary to Pr. Accountant General
- 2) Sr. PS to Pr. Accountant General
- 3) PA to Sr. Deputy Accountant General/ Admn
- 4) PA to Deputy Accountant General/AMG-I & II
- 5) PA to Deputy Accountant General/ AMG-III (by email)
- 6) Circular File
- 7) EDP Cell (for uploading on the office website)
- 8) All the staff members (Through CAG Email)
- 9) Extra (including Notice Board)

IN IA&AD

1. **Login to Learning Management System (LMS) of SAI :** The Learner can login to LMS portal by entering their .gov.in email id and default password is regd. Mobile number in the SAI portal.

2. **Enrollment of eLM**

The learner needs to enrol for the ELM under the “General Course” tab, by clicking on tick mark of “*Disciplinary Proceedings in IA&AD*”, and then press “*Enroll for course*” tab.

3. **Main Menu of the e-Learning Module on SAI Portal:**

The Main menu consists of Introduction, 3 segments, and end-course evaluation headings, with brief description of each heading.

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)

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.

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.