



कार्यालय प्रधान महालेखाकार (लेखापरीक्षा- II), तमिलनाडु और पुदुचेरी
'लेखापरीक्षा भवन', 361, अण्णा सालै, तेनामपेट, चेन्नै- 600 018.
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT - II),
TAMIL NADU & PUDUCHERRY
"LEKHA PARIKSHA BHAVAN", 361, ANNA SALAI,
TEYNAMPET, CHENNAI - 600 018



No. 153 PAG (Audit-II) TN & PY/Legal Cell/Circular/2023-24

Date:08/09/2023

CIRCULAR

As per Headquarters office letter No. 91/Staff (Disc.I)/03-2021 dated 04.07.2023, all the officials shall complete the e-Learning Module (e-LM) on 'Disciplinary proceedings in IA&AD' hosted on the SAI Training Portal. An instruction manual of the eLM is attached with this Circular for better understanding of the learners. A certificate can be generated on completion of this training module.

All the officials of this office (including Branch offices at Puducherry and Madurai) may complete the e-LM on 'Disciplinary proceedings in IA&AD' early and the completion certificate generated on successful completion of the e-LM may be furnished to Legal Cell through their respective Co-ordination Cell on or before 30/06/2024.

Group Officers and Branch Officers are requested to ensure the completion of the eLM by all the officials under their control in a planned/phased manner so that everyone gets this training by June, 2024.

This issues with the approval of the Principal Accountant General

वरिष्ठ उप महालेखाकार/प्रशासन
SR. DEPUTY ACCOUNTANT GENERAL / ADMN.

Copy to

All Group Officers, O/o the Prl AG (Audit) II, TN & Puducherry

Secretary to PAG (Audit) II

SAO/Co-ordination Cell

SAO/Admn

SAO/Co-ordn Cell – AMG I

SAO/Co-ordn Cell – AMG II

SAO/Co-ordn Cell – AMG III

SAO/Hqrs at B.O, Puducherry

SAO/ Hqrs at B.O, Madurai

SAO/Reports-AMG I, AMG-II, AMG-III & Puducherry

Data Manager, ISTC – to upload the Circular in official website of this office and to inform all

staff through Whatsapp

Notice Board

To circulate to all Sections and Audit Parties

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INSTRUCTION MANNUAL FOR eLM on
“Disciplinary Proceedings in IA&AD”

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 “Disciplinary Proceedings in IA&AD”, 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 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. 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.