



भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
Office of the Comptroller and Auditor General of India
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ज्ञान एवं क्षमता निर्माण विंग
Knowledge & Capacity Building Wing

ई स 289/फा सं 401 /के एंड सीबी विंग/2024-25

दिनांक 24.09.2024

To,
All the Heads of Department
(Except Overseas Audit offices)
All the Directors General/ Principal Directors at Headquarters

Subject: Request for nomination for the training programme on 'Problem Solving and Decision Making' scheduled from 18-20 November 2024 at IIM Kozhikode.

महोदया / महोदय,

The competent authority has approved the training programme on '**Problem Solving and Decision Making**' scheduled from 18-20 November 2024 at IIM Kozhikode in place of training programme on 'Cyber Security' which was cancelled by the IIM.

2. Eligibility criteria-

- i. SAOs/AAOs with FIVE (05) years of continuous service,
- ii. SAOs/AAOs must have qualified the Continuous Professional Development (CPD)-I examination, as on the date of application for the programme/nomination by the Heads of office/ Functional Wing,
- iii. An officer can participate in TWO (02) programmes in his/her entire service. Online trainings attended by an officer at IIMs will not be counted for this purpose,
- iv. There must be a gap of FIVE (05) years between the two programmes. Online trainings attended by an officer at IIMs will not be counted for this purpose,
- v. SAOs/AAOs who have applied for various positions on appointment or deputation outside IAAD must NOT be nominated,

3. Types of Nomination: Nomination can be done by either of the following ways or by both:

(I) Self-Nomination: The procedure for self-nomination is as under:

- i. The officers may nominate themselves for the said course.
- ii. The officers will nominate themselves (under intimation to respective Heads of the Department) through **SAI Capacity Building (CB) portal** in the format prescribed by the K&CB Wing (IIM training programmes > Fill IIM Nomination form) (Annexure III).
- iii. The self-nomination must be accompanied with an undertaking to be submitted through SAI CB Portal that the officer will serve the IAAD for the next 5 years or till the age of retirement whichever is earlier. (Annexure V).
- iv. The officers will have to upload their personal and professional details along with a brief of 100-150 words highlighting the reasons for choosing the programme and how he/she proposes to apply the learnings at workplace.

(II) Nomination by Heads of the Department (HoDs): The procedure for nomination by HoDs is as under:

- i. HoDs may nominate one SAO/AAO for the said programme from those who are willing to be nominated for participation.
- ii. HoDs will endorse and validate the reasons in brief for nominating the officer for the programme.
- iii. After nomination by HoD, the nominated officers will apply through **SAI CB Portal** in the format prescribed by the K&CB Wing. (Annexure IV uploaded on SAI CB Portal) (IIM training programmes > Fill IIM Nomination form).
- iv. The officer will have to upload the recommendation of HoD, his/her personal and professional details along with a brief of 100-150 words highlighting the reasons for nominating the officer for the programme.
- v. The HoD nomination must be accompanied with an undertaking to be submitted by the nominated officer, through SAI CB Portal that the officer will serve the IAAD for the next 5 years or till the age of retirement whichever is earlier. (Annexure V).

4. In this regard, the following is requested:

- a. All eligible SAOs/AOs (**who had not applied for any courses scheduled at IIMs during the year 2024-25**) may nominate themselves for the said training programme adhering to the instructions mentioned in para 3 (I) above
- b. All Heads of Department may nominate one SAO/AO (**who had not applied for any courses scheduled at IIMs during the year 2024-25**) for the said programme as per para 3 (II) above.

5. All forms (Self nomination as well as nomination by HoD) are to be forwarded to K&CB Wing by respective office through '**checker role**' on **SAI CB Portal (External training programmes -> Forward IIM Nomination form) latest by 07.10.2024**. The admin checker has been granted **two (02) additional days** for submitting nomination forms to review the details and forward the forms to the K&CB Wing latest by **09.10.2024** via SAI CB Portal.

6. Nominations by other means will not be considered.

7. It is further stated that self-nominations as well as nominations by HoDs are provisional subject to final approval by K&CB Wing at Headquarters. After approval, the final list of nominated officers for the said programme will be intimated to respective Offices, officers and uploaded on SAI CB portal ("View nomination" page) in due course.

This issues with the approval of the Competent Authority.