

**OFFICE OF THE ACCOUNTANT GENERAL (AUDIT - II), KERALA,**  
**THIRUVANANTHAPURAM**

No. Au II/Admn /III/Training/11-1/2024-25

Date: 06.03.2025

**परिपत्र / CIRCULAR NO: 51**

**Sub:** Training Need Analysis (TNA) for the year 2025-26.

**Ref:** Email dated 05.03.2025 received from HQrs Office.

The Headquarters Office has directed to conduct Training Need Analysis in respect of this office for the year 2025-26 in order to identify the focus areas for training in sync with the current auditing and accounting areas. In order to furnish inputs in this regard to Head Quarters Office, TNA process has to be conducted based on the following parameters.

- i. Strategic Plan/Goals for next 3-5 years
- ii. Requirements of Knowledge, Skills and Aptitude
- iii. Available Skills and Knowledge
- iv. Desired Skills and Knowledge

Hence all functional Hqrs in this office are requested to forward suggestions on focus areas of training requirements to Administration Section in the prescribed format given below by 07.03.2025.

Sl. No.	Topic of Training	No. of Days	Target Group (indicate Group A,B & C separately)	Justification for the course based on the parameters mentioned above

[Vide orders dated 06.03.2025 of Sr. DAG (Admn. & AMG I)]

  
Senior Audit Officer / Administration  
6/3/25

To

1. Sr.AO/AMG I(HQ)I, Sr. AO/ AMG II (HQ) I
2. Sr.AO(FAU/FAP)/ Sr.AO/HA Cell, Sr.AO/Rep (SF)
3. Sr.AO/FINAT, Sr. AO/ Rep (AMG-III), Sr.AO/NRA Cell
4. Sr.AO/AMG III (HQ), Sr.AO/Bills, Cash, Entt, Sr.AO (General)