

[Cag-all-users] Upcoming Telephonic Call for Training Needs Analysis

Training Division, CAG Office via Cag-all-users < cag-all-users@ismgr.nic.in >

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To "cag-all-users"<cag-all-users@ismgr.nic.in>

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Dear Colleagues,

The Knowledge & Capacity Building Wing, Headquarters Office of the Comptroller and Auditor General of India, will be conducting a Training Needs Analysis (TNA) for **staff** of the Indian Audit and Accounts Department.

As part of this exercise, all officers (except IA&AS officers) and staff of IA&AD will receive a telephone call from **08047360445** on **15 and 16 October 2025 between 11AM-05 PM**. The purpose of this call is to seek inputs on their training requirements, which will be used to plan future capacity-building initiatives.

During the call, you will be asked the following questions:

1. When did you last attend a training?

Possible responses: specific year.

2. Mention notable trainings you attended in the last 3 years.

Possible responses: programme name/ subject/theme.

3. Mention one specific way you applied learning from training in your work.

Possible responses: improved audit methodologies, better use of IT tools, improved report writing, quicker file processing, new audit techniques used, communication improvements or any similar phrases. If you feel the training had no impact, state so.

4. Mention three skills or knowledge areas you need to improve for your current role.

Possible responses: Financial/Compliance/Performance/Environmental/IT/Data Analytics/Emerging Audit areas, Change Management, Digital tools, Public Finance, Government Accounts, Administration, Entitlements or any similar phrases.

5. In which IT areas do you need training?

Possible responses: MS Word/Excel/PowerPoint, e-Office, OIOS, software in Accounts Offices, data visualisation, data analysis, programming/database tools, coding basics or any similar phrases.

6. What is your preferred learning mode?

Options: Classroom, Online live sessions, Self-paced eLearning, Blended (meaning combination of these)

7. Any upcoming projects or audits or accounts office initiative in the next 1–2 years where you need expertise?

Possible responses: broad areas like GST audit, Environmental audit, IT system audit, Social sector schemes, infrastructure projects, public finance reforms or specific areas like a PA/SSCA topics you have chosen.

8. Suggest three topics for in-house training in your office.

Possible responses: local manuals, external department's rules, report writing, use of OIOS or other daily use software, financial rules, government accounting, case studies from local context, auditee's perspectives or any similar phrases.

9. In which areas should the department help in upskilling your subordinates?

Possible responses: communication, IT tools, drafting, audit techniques, use of guidelines/manuals, teamwork, time management or any other specific phrases.

10. How many training days per year would have a visible impact on your skills?

Possible responses: 5 days, 10 days, 15 days.

You are requested to be ready with your responses so that the call can be completed smoothly and efficiently.

The possible responses mentioned above are suggestive only.

Your cooperation in providing complete and thoughtful inputs will directly contribute to strengthening the training programmes of the Department.

Regards,

B K Mohanty

Director General (Capacity Building) & CTO
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Cag-all-users mailing list -- cag-all-users@ismgr.nic.in