

प्रधान महालेखाकार (लेखापरीक्षा-प्रथम) का कार्यालय, मध्यप्रदेश
आडिट भवन, झाँसी रोड, ग्वालियर

No./Admin/LC/Trg/In-house TNA/2025-26/

दिनांक: - 21.01.2026

कार्यालय आदेश-207

मुख्यालय से प्राप्त निर्देशानुसार SAI प्रशिक्षण पोर्टल में पहले से मौजूद मॉड्यूल का उपयोग करते हुए, इस कार्यालय द्वारा प्रत्येक अधिकारियों/ कर्मचारियों का वर्ष 2026-27 में आयोजित होने वाले प्रशिक्षण हेतु विस्तृत Training Need Analysis (TNA) लिया जाना है। इस हेतु कार्यालय के समस्त अधिकारियों/ कर्मचारियों को निर्देशित किया जाता है कि वे वर्ष 2026-27 के लिए अपनी प्रशिक्षण आवश्यकताओं का आकलन कर SAI Training Portal पर दिनांक 23.01.2025 तक दर्ज करें। जिन अधिकारियों/कर्मचारियों ने पहले ही SAI पोर्टल पर अपना TNA भर दिया है, उन्हें भी निर्देशित किया जाता है कि वे SAI पोर्टल पर उपलब्ध संशोधित TNA फॉर्म में अतिरिक्त डिटेल्स अपडेट करें। कार्यालय के प्रत्येक अधिकारी/ कर्मचारी के द्वारा उक्त TNA भरना अनिवार्य है।

As per instructions of Headquarters, this office is required to conduct a detailed Training Need Analysis (TNA) for each officer/employee for the training to be held in the year 2026-27, using the modules already available on the SAI Training Portal. All officers/employees of this office are hereby directed to assess their training needs for the year 2026-27 and submit the same on the SAI Training Portal by January 23, 2025. **Officer/employee who have already submitted their TNA on SAI Portal are also directed to update the additional details in the revised TNA form available on SAI Training Portal.** Filling out the TNA is mandatory for every officer/employee of this office.

कृपया अधिकारी/ कर्मचारी उक्त आकलन करते समय निम्नलिखित बिन्दुओं को ध्यान में रखें:-

1. कार्यालय की वार्षिक कार्य योजना
2. प्रशिक्षुओं के लक्षित समूह की कार्य सामग्री
3. कर्मचारियों का कौशल और अनुभव प्रोफाइल
4. कार्यालय की वार्षिक योजना से अपेक्षाएं
5. प्रशिक्षण पर पिछले एपीएआर में रिपोर्टिंग/ समीक्षा अधिकारियों द्वारा सुझाव

All Officers/Employees may please keep the following points in mind while making the above assessment: -

1. The annual work plan of the office,
2. Job contents of the target group of trainees,
3. Skill and experience profile of the employees,
4. Expectations from the annual plan of the office,
5. Suggestions by reporting/reviewing officers in previous APARs on training.

अधिकारियों/कर्मचारियों की सुविधा के लिए SAI Training Portal पर प्रविष्टियाँ दर्ज करने हेतु Help File संलग्न है।

Detailed Help file is attached for making entries on SAI Training Portal for the convenience of officers/employees.

संलग्न:- उपर्युक्तानुसार

हस्ता/-

उप महालेखाकार/प्रशासन

No./Admin/LC/Trg/In-house TNA/2025-26/

दिनांक: - 21.01.2026

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्रवाई हेतु:-

1. सचिव, प्रधान महालेखाकार
2. सचिवालय/उप महालेखाकार (प्रशासन)
3. उप महालेखाकार/ एएमजी - 1, एएमजी - 2, एएमजी - 3, एएमजी - 4, एएमजी - 5
4. वरिष्ठ लेखापरीक्षा अधिकारी/ प्रशा. 11,12,13,14, सामान्य अनुभाग, रिपोर्ट, रिपोर्ट पी ए सी, गोपनीय कक्ष, आई टी ए, फाप, फास -एम, कार्यपालन शाखा, हिंदी कक्ष, एस.एम.यू.
5. वरिष्ठ लेखापरीक्षा अधिकारी/ आई.एस. विंग को इंटरनेट एवं इंट्रानेट पर अपलोड करने हेतु।
6. श्री उत्कर्ष यादव, सहायक लेखापरीक्षा अधिकारी, कृपया इंटरनेट एवं इंट्रानेट पर अपलोड करना सुनिश्चित करें।
7. समस्त अधिकारी/कर्मचारी को अनुपालनार्थ।
8. सूचना पटल

वरिष्ठ लेखापरीक्षा अधिकारी/विधि कक्ष

TNA में भाग कैसे ले? How to participate in TNA?

1. Training Need Analysis, Menu पर Click करें> उसके बाद participate in Training Need Analysis पर Click करें

The screenshot shows the SAI Capacity Building portal. The left sidebar contains a menu with options like NOTICE BOARD, CIRCULAR LIST, SELF LEARNING MODULES, LEARNING MANAGEMENT SYSTEM, TRAINING NEEDS ANALYSIS (highlighted), TRAINING SURVEY, IT TRAINING REQUIREMENT SURVEY, PARTICIPATE IN TRAINING NEEDS ANALYSIS, TRAINING PROGRAMMES, CRA/CEA CADRE, COURSES ON SWAYAM & IGOT, IIM TRAINING PROGRAMMES, MID-CAREER TRAINING PROGRAMMES, REFERENCE MATERIALS, and HELP FILES. The main content area is titled 'System Automation Initiative (SAI) - Capacity Building' and 'Office of the Comptroller and Auditor General of India'. It features a 'Training Needs At Employee Level' section with a 'SUBMIT' button. Below this, there is a form for selecting subject areas, a 'Year' dropdown (2026-27), a 'Search by Subject' dropdown, a 'Course Level' dropdown (Basic), and a 'Reasons if Any' dropdown. A 'SUBMIT' and 'RESET' button are present. The next section is 'Self Assessment' with a table for 'Competency Matrix' and 'Skill Level (1-Poor, 5-Proficient)'. The table has three columns: 'Competency Matrix', 'Skill Level (1-Poor, 5-Proficient)', and 'Do you require training on the competency? (Yes/No)'. The rows are: 'Communication, Teamwork & Stakeholder Coordination', 'Noting/ Drafting and Report/ Accounts Preparation', and 'Digital Systems & Data Analysis'. Each row has a 'Select Value' dropdown and a 'Select Yes/No' dropdown. A 'Search' button is next to the 'Digital Systems & Data Analysis' row.

2. प्रशिक्षण का वर्ष चुने जिसके लिए TNA किया जा रहा है।

This screenshot is identical to the one above, showing the SAI Capacity Building portal with the Training Needs Analysis (TNA) form. The left sidebar contains a menu with options like NOTICE BOARD, CIRCULAR LIST, SELF LEARNING MODULES, LEARNING MANAGEMENT SYSTEM, TRAINING NEEDS ANALYSIS (highlighted), TRAINING SURVEY, IT TRAINING REQUIREMENT SURVEY, PARTICIPATE IN TRAINING NEEDS ANALYSIS, TRAINING PROGRAMMES, CRA/CEA CADRE, COURSES ON SWAYAM & IGOT, IIM TRAINING PROGRAMMES, MID-CAREER TRAINING PROGRAMMES, REFERENCE MATERIALS, and HELP FILES. The main content area is titled 'System Automation Initiative (SAI) - Capacity Building' and 'Office of the Comptroller and Auditor General of India'. It features a 'Training Needs At Employee Level' section with a 'SUBMIT' button. Below this, there is a form for selecting subject areas, a 'Year' dropdown (2026-27), a 'Search by Subject' dropdown, a 'Course Level' dropdown (Basic), and a 'Reasons if Any' dropdown. A 'SUBMIT' and 'RESET' button are present. The next section is 'Self Assessment' with a table for 'Competency Matrix' and 'Skill Level (1-Poor, 5-Proficient)'. The table has three columns: 'Competency Matrix', 'Skill Level (1-Poor, 5-Proficient)', and 'Do you require training on the competency? (Yes/No)'. The rows are: 'Communication, Teamwork & Stakeholder Coordination', 'Noting/ Drafting and Report/ Accounts Preparation', and 'Digital Systems & Data Analysis'. Each row has a 'Select Value' dropdown and a 'Select Yes/No' dropdown. A 'Search' button is next to the 'Digital Systems & Data Analysis' row.

3. उस विषय का चयन करें, जिसमें आप प्रशिक्षण प्राप्त करना चाहते हैं।

System Automation Initiative (SAI) - Capacity Building
Office of the Comptroller and Auditor General of India

Training Needs At Employee Level

Please select up to three subject areas in which you require training support. The selected subjects should reflect the competencies and skills you wish to strengthen in order to enhance your effectiveness and efficiency in your current role and responsibilities.

Year: 2026-27

Search by Subject: --Select--

Course Level: Basic

Reasons if Any: --Select--

Submit **Reset**

Please identify the sector that best represents the area of work you are presently engaged in, based on your current audit or functional responsibilities.

Domain: Agriculture an...

Self Assessment

You are requested to fill your current skill level in the following competencies.

Competency Matrix	Skill Level (1- Poor, 5- Proficient)	Do you require training on the competency? (Yes/No)
Communication, Teamwork & Stakeholder Coordination	Select Value	Select Yes/No
Noting/ Drafting and Report/ Accounts Preparation	Select Value	Select Yes/No
Digital Systems & Data Analytics	Select Value	Select Yes/No

4. Course Level का चयन करें।

System Automation Initiative (SAI) - Capacity Building
Office of the Comptroller and Auditor General of India

Training Needs At Employee Level

Please select up to three subject areas in which you require training support. The selected subjects should reflect the competencies and skills you wish to strengthen in order to enhance your effectiveness and efficiency in your current role and responsibilities.

Year: 2026-27

Search by Subject: --Select--

Course Level: Basic

Reasons if Any: --Select--

Submit **Reset**

Please identify the sector that best represents the area of work you are presently engaged in, based on your current audit or functional responsibilities.

Domain: Agriculture an...

Self Assessment

You are requested to fill your current skill level in the following competencies.

Competency Matrix	Skill Level (1- Poor, 5- Proficient)	Do you require training on the competency? (Yes/No)
Communication, Teamwork & Stakeholder Coordination	Select Value	Select Yes/No
Noting/ Drafting and Report/ Accounts Preparation	Select Value	Select Yes/No
Digital Systems & Data Analytics	Select Value	Select Yes/No

5. कारण का चयन करें कि आप प्रशिक्षण क्यों चाहते हैं।

System Automation Initiative (SAI) - Capacity Building
Office of the Comptroller and Auditor General of India

Training Needs At Employee Level

Please select up to three subject areas in which you require training support. The selected subjects should reflect the competencies and skills you wish to strengthen in order to enhance your effectiveness and efficiency in your current role and responsibilities.

Year: 2026-27 | Search by Subject: --Select-- | Course Level: Basic | Reasons if Any: --Select--

SUBMIT **RESET**

Please identify the sector that best represents the area of work you are presently engaged in.

Domain: Agriculture an... | Sub Domain: --Select--

Self Assessment

You are requested to fill your current skill level in the following competencies.

Competency Matrix	Skill Level (1- Poor, 5- Proficient)	Do you require training on the competency? (Yes/No)
Communication, Teamwork & Stakeholder Coordination	Select Value	Select Yes/No
Noting/ Drafting and Report/ Accounts Preparation	Select Value	Select Yes/No
Digital Systems & Data Analytics	Select Value	Select Yes/No

6. Submit button पर click करें।

System Automation Initiative (SAI) - Capacity Building
Office of the Comptroller and Auditor General of India

Training Needs At Employee Level

Please select up to three subject areas in which you require training support. The selected subjects should reflect the competencies and skills you wish to strengthen in order to enhance your effectiveness and efficiency in your current role and responsibilities.

Year: 2026-27 | Search by Subject: --Select-- | Course Level: Basic | Reasons if Any: --Select--

SUBMIT **RESET**

Please identify the sector that best represents the area of work you are presently engaged in, based on your current audit or functional responsibilities.

Domain: Agriculture an... | Sub Domain: --Select--

Self Assessment

You are requested to fill your current skill level in the following competencies.

Competency Matrix	Skill Level (1- Poor, 5- Proficient)	Do you require training on the competency? (Yes/No)
Communication, Teamwork & Stakeholder Coordination	Select Value	Select Yes/No
Noting/ Drafting and Report/ Accounts Preparation	Select Value	Select Yes/No
Digital Systems & Data Analytics	Select Value	Select Yes/No

7. इसके अतिरिक्त निम्न जानकारी भी भरा जाना सुनिश्चित करें।

(i) कृपया उस सेक्टर की पहचान करें जो आपकी मौजूदा ऑडिट या फंक्शनल जिम्मेदारियों के आधार पर, आपके अभी के काम के क्षेत्र को सबसे अच्छे से दिखाता है।

(a) domain का चयन करें।

SAI Capacity Building

training.cag.gov.in/Default.aspx

Training Needs At Employee Level

Year: 2026-27

Search by Subject: --Select--

Course Level: Basic

Reasons If Any: --Select--

SUBMIT RESET

Please identify the sector that best represents the area of work you are presently engaged in, based on your current audit or functional responsibilities.

Domain: Agriculture an... Sub Domain: --Select--

Agriculture and Rural Economy

Culture, Tourism, and Heritage

Defence and National Security

Digital and Technological Transformation

Economic and Financial Systems

Environmental and Sustainability Frameworks

Governance, Institutions, and Regulation

Human Development and Social Sectors

Industrial and Productive Sectors

Infrastructure and Connectivity

Public Policy and Accounting

Urban Development and Ease of Living

Domain & Technical Knowledge

Auditing/ Accounting Proficiency

Self Assessment

You are requested to fill your competency matrix in the following competencies.

Competency	Skill Level (1- Poor, 5- Proficient)	Do you require training on the competency? (Yes/No)
Communication, Teamwork	Select Value	Select Yes/No
Noting/ Drafting and Reporting	Select Value	Select Yes/No
Digital Systems & Data Analytics	Select Value	Select Yes/No
Domain & Technical Knowledge	Select Value	Select Yes/No
Auditing/ Accounting Proficiency	Select Value	Select Yes/No

(b) Sub Domain का चयन करें।

SAI Capacity Building

training.cag.gov.in/Default.aspx

Training Needs At Employee Level

Year: 2026-27

Search by Subject: --Select--

Course Level: Basic

Reasons If Any: --Select--

SUBMIT RESET

Please identify the sector that best represents the area of work you are presently engaged in, based on your current audit or functional responsibilities.

Domain: Agriculture an... Sub Domain: --Select--

Agriculture

Agro-processing and value chains

Cooperatives

Food security and nutrition

Irrigation

Irrigation systems and water management

Migration and remittance dynamics

Soil conservation and land reforms

Self Assessment

You are requested to fill your competency matrix in the following competencies.

Competency	Skill Level (1- Poor, 5- Proficient)	Do you require training on the competency? (Yes/No)
Communication, Teamwork	Select Value	Select Yes/No
Noting/ Drafting and Reporting	Select Value	Select Yes/No
Digital Systems & Data Analytics	Select Value	Select Yes/No
Domain & Technical Knowledge	Select Value	Select Yes/No
Auditing/ Accounting Proficiency	Select Value	Select Yes/No

(ii) Self Assessment में आपसे अनुरोध है कि आप निम्नलिखित कॉम्पिटेंसी में अपना मौजूदा स्किल लेवल भरें।

SAI Capacity Building

training.cag.gov.in/Default.aspx

Training Needs At Employee Level

Agriculture an... --Select--

Self Assessment

You are requested to fill your current skill level in the following competencies.

Competency Matrix	Skill Level (1-Poor, 5-Proficient)	Do you require training on the competency? (Yes/No)
Communication, Teamwork & Stakeholder Coordination	Select Value	Select Yes/No
Noting/ Drafting and Report/ Accounts Preparation	Select Value	Select Yes/No
Digital Systems & Data Analytics	Select Value	Select Yes/No
Domain & Technical Knowledge	Select Value	Select Yes/No
Auditing/ Accounting Proficiency	Select Value	Select Yes/No

[SUBMIT COMPETENCY MATRIX](#) [RESET COMPETENCY MATRIX](#)

Subjects you wish to be trained in 2026-27

SNo	Course Category	Subject	Course Level	Reasons	Date of Request	
1	IT Core	Artificial Intelligence and Machine Learning	Basic	To augment my skill sets	01/12/2025	

Domain Knowledge

Domain	Sub Domain

No requests submitted!

Get in Touch

saighelpdesk@cag.gov.in

8. Submit Competency Matrix पर Click करें।

SAI Capacity Building

training.cag.gov.in/Default.aspx

Training Needs At Employee Level

Agriculture an... --Select--

Self Assessment

You are requested to fill your current skill level in the following competencies.

Competency Matrix	Skill Level (1-Poor, 5-Proficient)	Do you require training on the competency? (Yes/No)
Communication, Teamwork & Stakeholder Coordination	Select Value	Select Yes/No
Noting/ Drafting and Report/ Accounts Preparation	Select Value	Select Yes/No
Digital Systems & Data Analytics	Select Value	Select Yes/No
Domain & Technical Knowledge	Select Value	Select Yes/No
Auditing/ Accounting Proficiency	Select Value	Select Yes/No

[SUBMIT COMPETENCY MATRIX](#) [RESET COMPETENCY MATRIX](#)

Subjects you wish to be trained in 2026-27

SNo	Course Category	Subject	Course Level	Reasons	Date of Request	
1	IT Core	Artificial Intelligence and Machine Learning	Basic	To augment my skill sets	01/12/2025	

Domain Knowledge

Domain	Sub Domain

No requests submitted!

Get in Touch

saighelpdesk@cag.gov.in

आपके द्वारा भरी गई जानकारी सन्दर्भ के लिए उक्त प्रवेश प्रपत्र के निचे सूचीबद्ध हो जाती है।