

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

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 अधिकारीयों/ कर्मचारियों का वर्ष 2026-27 में आयोजित होने वाले प्रशिक्षण हेतु विस्तृत Training Need Analysis (TNA) लिया जाना है। इस हेतु कार्यालय के समस्त अधिकारीयों/ 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 अधिकारीयों/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.

अधिकारीयों/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

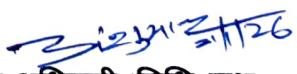
हस्ता/-
उप महालेखाकार/प्रशासन

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

दिनांक: - 21.01.2026

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्रवाई हेतु:-

1. सचिव, प्रधान महालेखाकर
2. सचिवालय/उप महालेखाकार (प्रशासन)
3. उप महालेखाकर/ 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. सुचना पटल

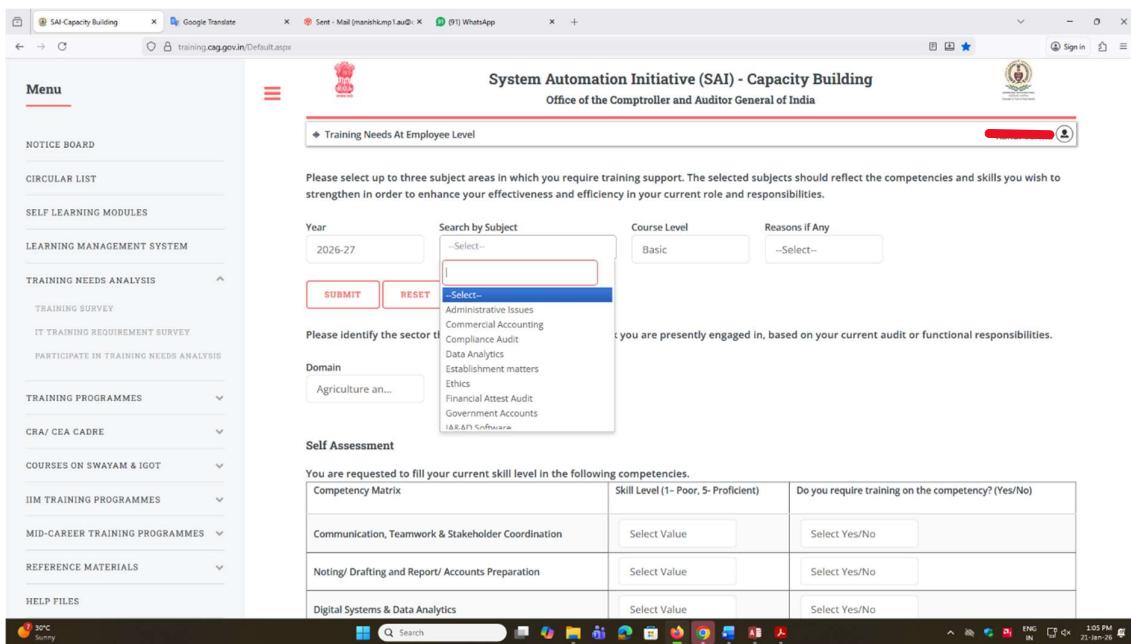

वरिष्ठ लेखापरीक्षा अधिकारी/विधि कक्ष

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

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

3. उस विषय का चयन करें, जिसमे 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:

Course Level:

Reasons if Any:

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:

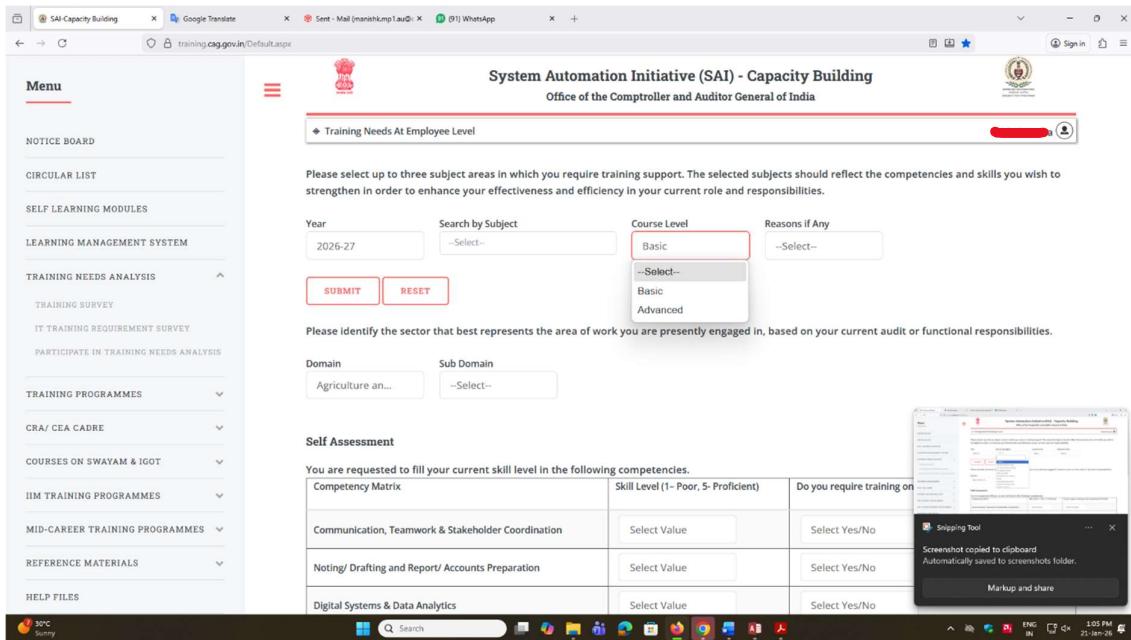
Administrative Issues
Commercial Accounting
Compliance Audit
Data Analytics
Establishment matters
Ethics
Financial Audit
Government Accounts
IAS & IIT Software

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।



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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:

Course Level:

Reasons if Any:

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:

Basic
Advanced

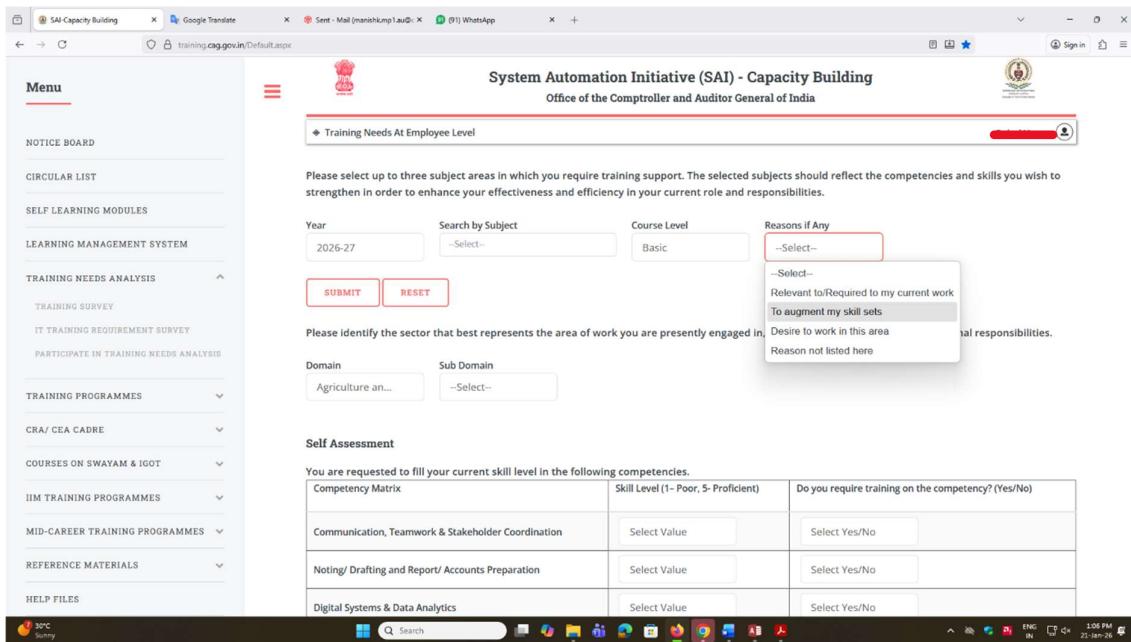
Self Assessment

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

Snipping Tool ...
Screenshot copied to clipboard
Automatically saved to screenshots folder.
Markup and share

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, based on your current audit or functional responsibilities.

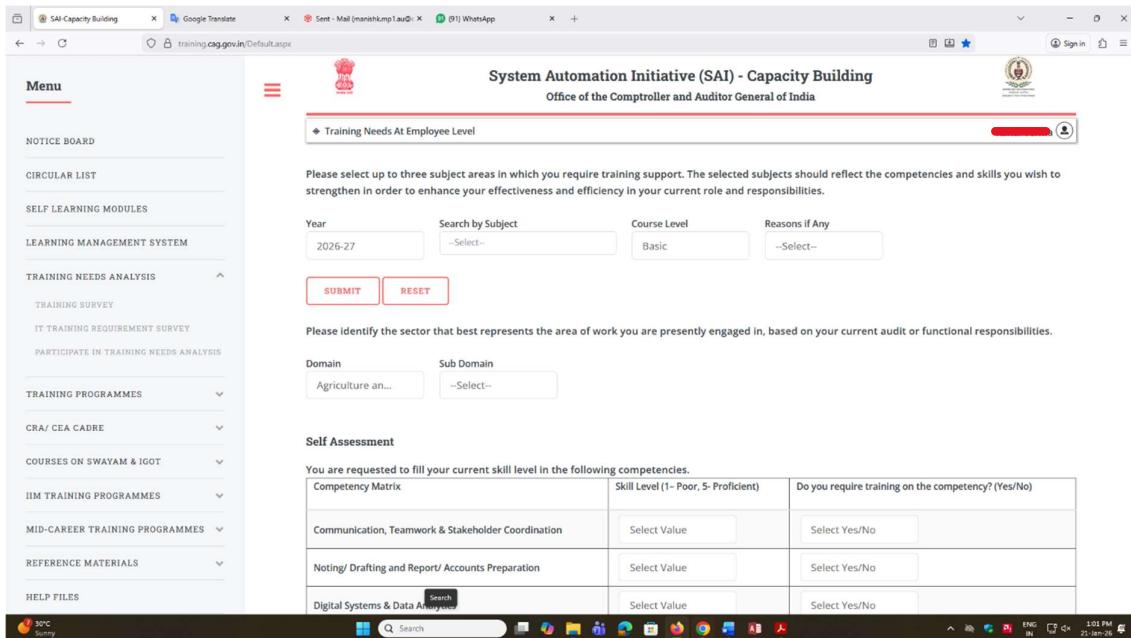
Domain: Agriculture an... | Sub Domain: --Select--

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

6. Submit button पर click करें।



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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

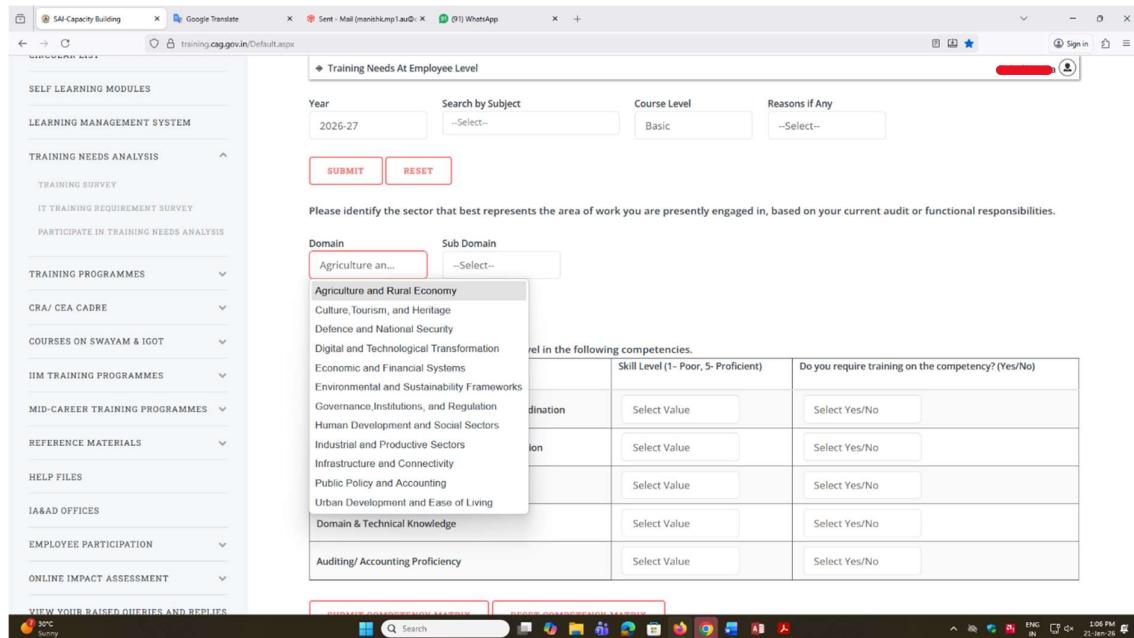
You are requested to fill your current skill level in the following competencies.

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।

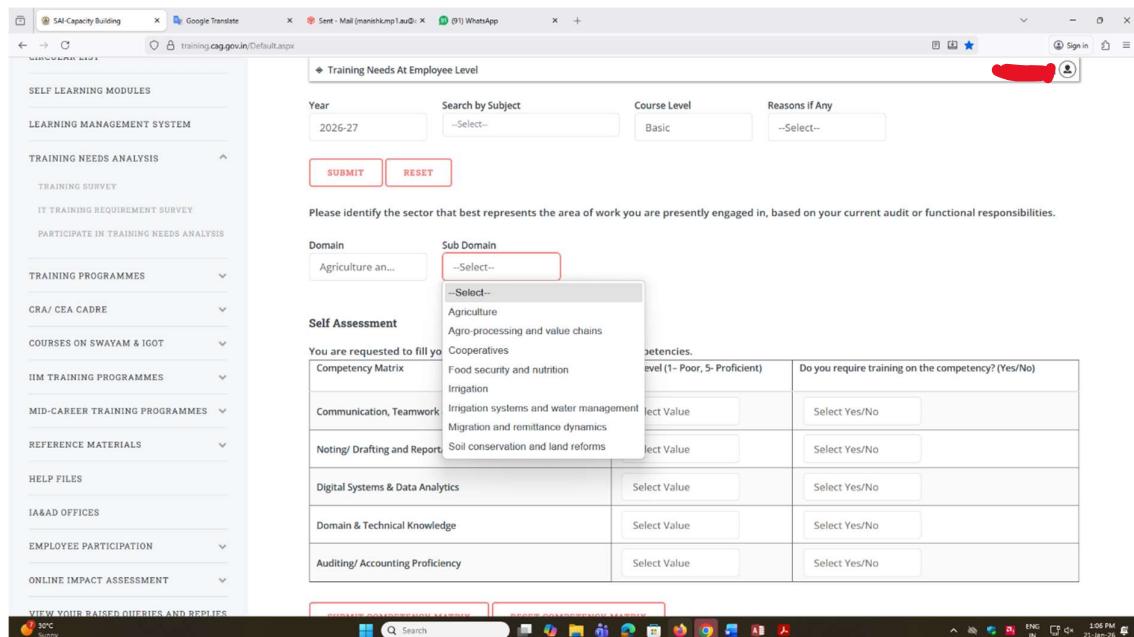
(i) कृपया उस सेक्टर की पहचान करें जो आपकी मौजूदा ऑडिट या फंक्शनल जिम्मेदारियों के आधार पर, आपके अभी के काम के क्षेत्र को सबसे अच्छे से दिखाता है।

(a) domain का चयन करें।



The screenshot shows a web-based application for training needs analysis. On the left, there is a sidebar with various navigation options. The main form is titled 'Training Needs At Employee Level'. It includes fields for 'Year' (2026-27), 'Search by Subject' (dropdown), 'Course Level' (Basic), and 'Reasons if Any' (dropdown). Below these are 'SUBMIT' and 'RESET' buttons. A note asks to identify the sector best representing the area of work. A dropdown menu for 'Domain' is open, showing 'Agriculture and...' as the selected option. A sub-menu for 'Agriculture and Rural Economy' is displayed, listing: Agriculture, 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, and Auditing/ Accounting Proficiency. To the right of the dropdown, there is a table for assessing competency levels and training requirements.

(b) Sub Domain का चयन करें।



This screenshot shows the same application interface as the previous one, but the 'Sub Domain' dropdown is now open. The 'Domain' dropdown is still set to 'Agriculture and...'. The sub-menu for 'Agriculture' is displayed, listing: 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, Digital Systems & Data Analytics, Domain & Technical Knowledge, and Auditing/ Accounting Proficiency. The main form also includes a 'Self Assessment' section and a table for competency matrix and training requirements.

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

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

Subjects you wish to be trained in 2026-27

SNo	Course Category	Subject	Course Level	Reasons	Date of Request	Action
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!!	

8. Submit Competency Matrix पर Click करें।

Subjects you wish to be trained in 2026-27

SNo	Course Category	Subject	Course Level	Reasons	Date of Request	Action
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!!	

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