



भारतीय लेखा और लेखापरीक्षा विभाग,  
कार्यालय महानिदेशक लेखापरीक्षा,  
पर्यावरण एवं वैज्ञानिक विभाग, कोलकाता शाखा,  
छठा तल, द्वितीय बहुतलीय कार्यालय भवन, निज़ाम  
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## Circular

No. Admn./2(176)/Misc./2018/2022-23/248

Dated:- 13.04.2022

**Sub :-** Working on computers in IT environment-  
a part of duties in each cadre

The C&AG of India has desired that all the officials of IA&AD must be equipped with optimum functional IT knowledge in respect of the following:

Sl No	Name of the Topic
1	MS-Word
2	MS-PowerPoint
3	MS-Excel
4	MS-Access
5	E-mailing
6	E-Office
7	SPARROW
8	PFMS
9	BEMS

Training Wing, Headquarters has uploaded the Self Learning Modules (SLMs) in the SAI Training portal on the topics above. The said SLMs can be accessed using the "General User" role using the "Self Learning Modules" page. All employees of this office are directed to use the said SLMs to enhance their IT knowledge.

Accordingly, a mandatory evaluation examination on "MS Word" will be conducted on **20.04.2022** from **02:00 PM to 03:45 PM** in this office. The question paper will contain 50 questions, with 50% being the passing criteria. The questions will be based on but not restricted to the SLMs.

All the employees intending to appear in the said examination may submit their willingness to Administration Section at [saoadm.kol.esd@cag.gov.in](mailto:saoadm.kol.esd@cag.gov.in) with a copy to [koushikd.kol.sd@cag.gov.in](mailto:koushikd.kol.sd@cag.gov.in) latest by 18.04.2022 (FN).

This issues with the approval of the Deputy Director.

**Sd/-**  
**Sr. Audit Officer (Admn)**

Copy to:

1. Establishment Section
2. OAD Section
3. Central Section
4. Field Audit Party Section
5. IT Cell
6. Director's Cell
7. Report Section
8. Admn./Routine Section
9. GAD/FPA Section
10. Hindi Cell
11. Office Circular Book
12. All employees
13. Notice Board.



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## Circular

No. Admn./2(176)/Misc./2018/2022-23/268

Dated:- 20.04.2022

**Sub :-** Working on computers in IT environment-  
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Reference is invited to this office Circular No. Admn./2(176)/Misc./2018/2022-23/248 dated 13.04.2022. The In-house IT examination has been postponed and will be held on 27th April 2022 from 02:30 PM to 04:30 PM.

All the employees intending to appear in the said examination may submit their willingness to Administration Section at saoadmn.kol.esd@cag.gov.in with a copy to koushikd.kol.sd@cag.gov.in latest by 25.04.2022. The employees who have already intimated their willingness need not intimate the same again.

This issues with the approval of the Deputy Director.

Sd/-  
Sr. Audit Officer (Admn)

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