



प्रधान महालेखाकार (लेखापरीक्षा) का कार्यालय
आन्ध्र प्रदेश, विजयवाड़ा – 520 002
OFFICE OF THE PRL. ACCOUNTANT GENERAL (AUDIT)
ANDHRA PRADESH, VIJAYAWADA – 520 002



No. PAG (Audit)/AP/Training/TNA/2024-25/TR.No.120

14-10-2024

परिपत्र सं. १३/CIRCULAR No.13

Training Needs Analysis (TNA) for the year 2025-26 is to be conducted, as per the guidelines issued vide Hqrs Circular F.No.15/Trg.Div./2021/201 dated 22/08/2022, to address the gap between the existing and the required competencies and provide opportunities for the employees to enhance their competencies.

In this process, Annual work plan of the Office, Job contents of target group of Trainees, skill and experience profile of employees, performance expectations in view of Annual plan, suggestions of reporting/reviewing Officers are to be considered for this TNA process.

As TNA at individual level is vital, it is requested that all the employees of this office, will have to initiate the above exercise, assess their training requirements for the year 2025-26 and enter the details in the Menu – **Training Needs Analysis > Participate in Training Needs Analysis** through **SAI portal- <https://training.cag.gov.in>**. The Group Officers shall evaluate and consolidate the assessments of the employees in their respective wing. Finally, the Consolidated Analysis will be approved by HOD.

The last date for uploading training needs at individual level is **18th October 2024**.

The above information may be submitted on priority basis.

RACHARLA SUJATHA
वरिष्ठ लेखापरीक्षा अधिकारी (प्रशिक्षण अनुभाग)

To
All Group Officers,
All Employees,
All Coordination Sections,
Hindi Anubhag (For Translation).

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