



प्रधान महालेखाकार(लेवह) कार्यालय, केरल, तिरुवनंतपुरम
OFFICE OF THE PRINCIPAL ACCOUNTANT
GENERAL (A&E), KERALA,
THIRUVANANTHAPURAM -695001



सं/No/प्रशिक्षण/Training/SAI/TNA/Survey/2021-22

दिनांक/Dated: 18.11.2021

परिपत्र/CIRCULAR

The CAG of India has desired that all officials of IAAD must be equipped with optimum functional IT knowledge on the following:

MS-Word	MS-Excel	MS-Access
MS-Power point	E- mailing	E-Office
PFMS	DEMS	SPARROW

In this regard, the competent authority has decided to carry out Training Need Analysis (TNA) of all the Employees of the department on IT Technology (IT Topics). In this connection a Survey questionnaire has been made available on SAI Training Portal to be filled up by all the employees of the office. Employees can access the said questionnaire by logging into SAI Training Portal using their credential (User Id: Official e mail Id, Password: mobile Number registered in SAI). Upon logging in, the Employees can access the survey questionnaire through the menu: Training Need Analysis→IT Training requirement survey. All are requested to fill up the said questionnaire in the SAI Portal latest by 30.11.2021.

Branch officers concerned may ensure that the questionnaire is filled up by the due date prescribed.

● Link for SAI Portal: <https://training.cag.gov.in>

{वरिष्ठ उपमहालेखाकार (प्रशासन) के दिनांक 18.11.2021 के आदेशानुसार}
{Vide orders dated 18.11.2021 of Sr.DAG (Admn)}

वरिष्ठ लेखा अधिकारी (प्रशिक्षण)
Senior Accounts Officer (Training)

Copy to:

1. All Group Officers/Branch Officers of Main Office/Branch Offices
2. Secretary to PAG
3. All Sections of Main Office/Branch Office
4. Notice Board/Office Intranet/Office Website

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22/11