

**OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E)
HIMACHAL PRADESH, SHIMLA-171003**

No. Admn./A/G-I7/2021-22/191

Dated :- 13.09.2021

Circular

**Subject:- Mid-Career Training Programme (MCTP) for
SAOs/AAOs in IA&AD..**

Headquarters office letter No 33/Trg.Div./F.No.331/2021 dated 27.08.2021 on the subject cited above is forwarded to the following for information please.

Encl:- as above

Ends:-Admn./G-17/MCTP/2021-22/1729-35

Dated:-13.09.2021

1. Secy. to Pr. Accountant general (A&E), Shimla.
2. P.A. to Dy. Accountant General (Admn. Funds & Pension)
3. P.A. to Dy. Accountant General (A/c & VLC)
4. E-mail to all officers/officials
5. Official website
6. Notice Board
7. 'A' series file/Admn.



Sr. Accounts Officer(Admn)

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
9, DEEN DAYAL UPADHYAY MARG, NEW DELHI – 110 124

No. 33/Trg. Div./F.No.331/2021
Dated 27.08.2021

TRAINING DIVISION
CIRCULAR

To

Heads of Department of IA&AD offices
(As per e-mail list)

Subject: Mid-Career Training Programme (MCTP) for SAOs/AAOs in IA&AD

Madam/Sir,

2. The competent authority has approved the Mid-Career Training Programme (MCTP) in IAAD for SAOs/AAOs which is as follows:

| Levels | Criteria |
|---------|--|
| Level 1 | Induction Training for AAOs – On recruitment/promotion as AAOs |
| Level 2 | AAO with 7 or more years of qualifying service in the grade |
| Level 3 | Combined service of 12 or more years in AAO and SAO cadre |
| Level 4 | Combined service of 17 or more years in AAO and SAO cadre |
| Level 5 | Combined service of 22 or more years in AAO and SAO cadre |

3. The objective of training is to develop a professional, impartial and efficient officer who is responsive to the needs of the department. The centrality of MCTP is to ensure that officers have the requisite knowledge, skills and attitude to effectively discharge the functions they are entrusted with.

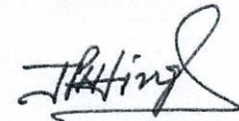
4. The MCTPs should be conducted through onsite mode only.

5. The Standard Operating Procedure (SoP) for implementation of the said MCTP for SAOs/AAOs is attached.

6. Receipt of this circular may please be acknowledged by email to trgwing@cag.gov.in

Encl: As above

Yours faithfully,



(J.P.N.Singh)
Director General (Training)

**Office of the Comptroller & Auditor General of India
9 DDU Marg New Delhi – 110 124**

Training Division

Subject: Standard Operating Procedure (SoP) for Mid-Career Training Programme for SAOs/AAOs in IA&AD

1 Introduction

A five level Mid-Career Training Program (MCTP) for the SAO & AAOs has been approved by the competent authority which are given in the table below:

| Levels | Eligibility Criteria |
|---------|--|
| Level 1 | Induction Training for AAOs – On recruitment/promotion as AAOs |
| Level 2 | AAOs with 7 or more years of qualifying service in the grade |
| Level 3 | Combined service of 12 or more years in AAO and SAO cadre |
| Level 4 | Combined service of 17 or more years in AAO and SAO cadre |
| Level 5 | Combined service of 22 or more years in AAO and SAO cadre |

2 Objective

The objective of training is to develop a professional, impartial and efficient officer who is responsive to the needs of the department. Emphasis is on the development of ethics and values, soft skill enhancement and commitment to work as per individual job profile. The centrality of MCTP is to ensure that officers have the requisite knowledge, skills and attitude to effectively perform the functions they are entrusted with.

3 Structure

3.1 Level 1

3.1.1 Induction Training for directly recruited AAOs

A three phase structured nine-month sandwich pattern induction training for directly recruited AAOs is as follows:

- Phase I – Four (04) month classroom training at RTIs/RTCs
- Phase II – Three (03) month On-the-job training
- Phase III – Two (02) month classroom training at RTIs/RTCs:

3.1.2 Induction training for departmentally promoted AAOs

Considering the fact that these officers have served in the department for at least 5-6 years, a concised version of induction training for 6 weeks has been developed for these officers.

- Duration of training – 6 weeks (30 working days)
- Location/venue – RTIs/RTCs

3.2 Level 2

- Criteria: AAO with seven (07) or more years of qualifying service in the AAO cadre:
- Duration of the training: one(01) week
- Location/Venue: RTIs/RTCs

3.3 Level 3

- Criteria: Combined service of twelve (12) or more years in AAO and SAO cadre:
- Duration of the training: one(01) week
- Location/Venue: RTIs/RTCs

3.4 Level 4

- Criteria: Combined service of seventeen (17) or more years in AAO and SAO cadre:
- Duration of the training: one (01) week
- Location/Venue – RTIs/RTCs

3.5 Level 5

- Criteria: Combined service of twenty-two (22) or more years in AAO and SAO cadre:
- Duration of the training: one (01) week
- Location/Venue: External Training Institutes

4 Implementation

4.1 The level 1 of MCTP (Induction training) for directly recruited AAOs and departmentally promoted AAOs will be implemented from the 2018 batch of directly recruited AAOs and SAS - 2021 batch of departmentally promoted AAOs respectively. Detailed instructions in this regard will be issued separately.

4.2 The MCTP Level 2 to Level 5 will be implemented from 2021-22

4.2.1 The length of service of each officer will be the determining factor for nomination for each level of MCTP. The crucial date for determining the length of service of an officer would be 1st January of every year.

4.2.2 For the year 2021-22 (first year of implementation), target population for each level of MCTP would be determined based on their length of service as on 1st January 2021 and officers placed at appropriate levels.

For example,

- (i) AAO with 8 years of service in the grade as on 1st January 2021 should be nominated for Level 2 of MCTP
- (ii) AAO/SAO with 15 years of service in the combined cadre (AAO and SAO cadre) as on 1st January 2021 should be nominated for Level 3 of MCTP
- (iii) AAO/SAO with 20 years of service in the combined cadre (AAO and SAO cadre) as on 1st January 2021 should be nominated for Level 4 of MCTP
- (iv) AAO/SAO with 23 years of service in the combined cadre (AAO and SAO cadre) as on 1st January 2021 should be nominated for Level 5 of MCTP

4.3 Nomination to each applicable level of MCTP is mandatory. The nominations are required to be made strictly on seniority basis. Any exemption from training shall rest with the Head of the Department (HoD) in the field offices. In case, the officer is exempted based on administrative/personal reasons, the exempted officer must be nominated in the immediate following batch.

4.4 The officers nominated for the Level 2 to Level 5 of MCTP should have minimum two years of service left for superannuation at the time of attending the programme.

4.5 Role of Field offices:

4.5.1 The field offices will identify the officers eligible for MCTP Level 2 to Level 4 for the ensuing training calendar year (April to March) and provide the same to their jurisdictional RTIs/RTCs through SAI Training application by the end of January every year.

4.5.2 The list of officers eligible for Level 5 of MCTP should be directly sent to the Training Wing/Headquarters through SAI Training application for further process.

Necessary mechanism for the said processes would be made available on SAI Training application along with detailed help files (step by step instructions).

4.6 Role of Training Institutions: The RTIs/RTCs, on receipt of list of officers eligible for MCTP Level 2 to Level 4 from the user offices/ field offices, would include MCTPs accordingly in their ensuing training calendar and forward the same to Training Wing for approval by the end of February every year.

4.6 Role of Training Wing at Headquarters: Training Wing will monitor the nomination of officers for all the levels through SAI Training portal and coordinate with Training Institutes for conduct of MCTP levels 1 to 4 and external training partners for conduct of Level 5 of MCTP.

4.7 The conduct of MCTPs (from nomination to feedback) would be administered through SAI Training application only.

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