

**OFFICE OF THE ACCOUNTANT GENERAL (AUDIT),  
MEGHALAYA, SHILLONG – 793 001**

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**OFFICE ORDER**

**Office Order No. Admn/Audit/95**

**Dated: 24/11/2021**

Training Wing of Headquarters' office vide Email dated 15.11.2021 has instructed that all officials of IA&AD must be equipped with IT knowledge on the following:

<b>MS-Word</b>	<b>MS-Excel</b>	<b>Ms-Access</b>
<b>MS-PowerPoint</b>	<b>E-mailing</b>	<b>E-Office</b>
<b>PFMS</b>	<b>BEMS</b>	<b>SPARROW</b>

Following Headquarters instruction above, all employees of office of the Accountant General (Audit), Meghalaya, Shillong are requested to log into SAI training portal (<https://training.cag.gov.in>) by using their credentials (name based email id as user id and password) and **fill up a survey questionnaire through the menu: Training Needs Analysis-> IT Training Requirement Survey latest by 29.11.2021.**

[Authority: Deputy Accountant General's order dated 23/11/2021 at p/34<sup>C</sup> of file No. Admn/Audit/Misc Trg/2021-22]

Sd/-

**Establishment Officer**

**Dated: 24/11/2021**

**Memo No. Admn/Audit/Misc Trg/2021-22/2399-2404**

***Copy forwarded for information and necessary action to:-***

1. The Secretary to Accountant General (Audit).
2. Deputy Accountant General (Admn/AMG-II).
3. Deputy Accountant General (AMG-I/AMG-II).
4. Establishment Officer.
5. Sr. Private Secretary to Accountant General (Audit).
6. Branch Officers/AAOs, i/c. AMG-I/AMG-II/AMG-III/Report/ITA/Record/Co-ordination/FINAT/FAW/Estate/Welfare Cell/Confidential Cell.
7. Office order file.
8. Notice boards.
9. Office Website.

  
**Establishment Officer**