



OFFICE OF THE ACCOUNTANT GENERAL (A&E)
ODISHA, BHUBANESWAR

CIRCULAR

Sub: IT Training Needs Analysis (TNA) – Survey Questionnaire.

As per e-mail dated 15.11.2021 received from Headquarters' office all the officials of IA&AD must be equipped with optimum functional IT knowledge on the following:

MS Word	MS Excel	MS Access
MS Powerpoint	E-mailing	E- office
PFMS	BEMS	SPARROW

- A survey questionnaire has been made available on SAI Training portal to be filled up by all the employees of this office.
- Employees can access the said questionnaire by logging into SAI Training portal using their credentials (name based email id as userid and password). Upon logging in, the employees can access the survey questionnaire through the menu:- Training Needs Analysis--> IT Training Requirement Survey.
- As desired by Headquarters' filling up the said questionnaire by all the employees latest by **30.11.2021**.

All the Officers/Officials are requested to ensure filling up the questionnaire positively by **30.11.2021**. For any assistance in this regard, all are requested to consult EDP Cell or Training & Examination Cell.

Sd/-

(Dinamani Mallick)

Sr. Deputy Accountant General (Admn.)

No. Admn-I-Misc.(297)/2021-22/658

Dated 26 .11.2021

Copy forwarded for information & necessary action to:-

1. All Group Officers in Main office and Branch office at Puri
2. All Group Controlling Sections in Main office and Branch office at Puri
3. P.A.O.
4. BO-Admn-II/OE/Record/Vigilance/Welfare
5. Pvt. Secretary to AG/AG's secretariat
6. Notice Board/Guard File./website



(G.R.Mishra)

Sr.Accounts Officer (Admn.)