

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-II)
ODISHA :: BHUBANESWAR**

CIRCULAR

Sub: IT Training Needs Analysis- Survey Questionnaire

The C&AG of India has desired that all the officials of IA&AD must be equipped with optimum functional IT knowledge on the following topics that form a major part of work in IT environment.

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

In this regard, a Training Needs Analysis (TNA) of all employees on the aforesaid IT topics are being carried out by the competent authority for which **a Survey Questionnaire made available on the SAI Training Portal** is to be filled up by all the employees of this office latest by **30.11.2021**. The guidelines to fill up the Survey Questionnaire have been attached for convenience.

The Branch Officers and the Assistant Audit Officers should ensure that all the employees of their respective Groups including the employees assigned to field audits have submitted the filled in Survey Questionnaire.

This may be treated as **URGENT** failing which action as deemed fit may be initiated.

Sd /-

Deputy Accountant General/ Admn.

Memo No. Trg & Exam (Audit-II)/SAI Training /2021-22/148

Date: 30.11.2021

Copy forwarded for information and necessary action to:

1. Secy. to Pr. Accountant General (Audit-II)
2. DAG (Admn./AMG-I/AMG-II, DAG/AMG-III)
3. B.O I/C Admn (OE/OM/ITA)/AMG-I (Report/Tech./Vetting)/AMG-II (Co-ord)/AMG-III (Report/Tech./Vetting) to circulate this circular among the officers/officials.
4. B.O. I/C EDP Cell to upload the Circular on Office's website.
5. Notice Board/Spare copy.



Sr. Audit Officer/ Trg. & Exam.

GUIDELINES TO FILL UP THE SURVEY QUESTIONNAIRE

Please ensure that you have an active official e-mail ID with the domain name cag.gov.in (Eg-abcd@cag.gov.in) before logging in.

Step 1: Website- <https://training.cag.gov.in/Login.aspx>

Step 2: Enter Official e-mail ID as the User ID and Password for log in.

Step 3: Find 'Training Needs Analysis' (2nd topic) in the Menu (left side of the webpage).

Step 4: Click on 'Training Needs Analysis' and then on 'IT Training Requirement Survey'.

Step 5: A page will open with the employee details on the top followed by the Survey Questionnaire.

Step 6: Fill up The Survey Questionnaire based on your IT knowledge and your Training Needs.

Step 7: Click 'Submit Survey' after you have filled up the Survey Questionnaire.