

OFFICE OF THE PR ACCOUNTANT GENERAL (A/E) I : MADHYA PRADESH
53, ARERA HILLS, HOSHANGABAD ROAD
BHOPAL BRANCH, : 462 011

No. WM 1/GR 4/IT/ D-1557

Dated, 30.11.2021

To

All Sr. DAO's/DAO 1/DAO II/DA & Prob. DA

Sub:- IT Training Needs Analysis – Survey Questionnaire.

Ref:- HQ's circular dated 29.11.2021, & 15.11.2021.

With reference to above HQ's Circular is attached herewith for perusal and compliance. Please ensure filling up of said IT Training Needs Analysis Questionnaire on the stipulated date ie. latest by 30.11.2021.

(This issues with the approval of the Sr. DAG (W. A/CS)


30/11/2021
Sr. Accounts Officer / WM 1

Email

Sr DAG(A&E), Bhopal

[Cag-all-offices] Fwd: IT Training Needs Analysis - Survey Questionnaire**From :** TRG Wing <trgwing@cag.gov.in>

Mon, Nov 29, 2021 05:27 PM

Subject : [Cag-all-offices] Fwd: IT Training Needs Analysis - Survey Questionnaire**To :** cag-all-offices@ismgr.nic.in, cag-iaas@ismgr.nic.in**Cc :** SURESH KANVAPURI <aao1trg@cag.gov.in>, Tarun Singh <aao2trg@cag.gov.in>, Joydeep Mukherjee <joydeepm.kar.au@cag.gov.in>**Madam/ Sir,**

Please refer to the trailing mail wherein all offices were requested for prompt submission of the IT Training Needs Analysis questionnaire on the SAI training portal. It has been observed that less than 20% of employees have filled up the online IT TNA survey thus far.

In this regard, all offices are once again requested to ensure filling up of said IT Training Needs Analysis questionnaire by all their employees latest by 30.11.2021.

This issues with the approval of the competent authority.

Kind Regards

Training Wing

O/o. The C&AG of India

New Delhi – 110 124

From: "TRG Wing" <trgwing@cag.gov.in>**To:** "cag-all-offices" <cag-all-offices@ismgr.nic.in>**Cc:** "SURESH KANVAPURI" <aao1trg@cag.gov.in>, "Tarun Singh" <aao2trg@cag.gov.in>, "Joydeep Mukherjee" <joydeepm.kar.au@cag.gov.in>**Sent:** Monday, November 15, 2021 4:14:38 PM**Subject:** IT Training Needs Analysis - Survey Questionnaire

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली - 110124
प्रशिक्षण अनुभाग

Madam/Sir,

In all our spheres of work – auditing, accounting as well as administration, computers form a major part of work in IT environment in IA&AD. Further, a number of

Email

Sr DAG(A&E), Bhopal

[Cag-all-offices] IT Training Needs Analysis - Survey Questionnaire**From :** TRG Wing <trgwing@cag.gov.in>

Mon, Nov 15, 2021 04:59 PM

Subject : [Cag-all-offices] IT Training Needs Analysis - Survey Questionnaire**To :** cag-all-offices <cag-all-offices@ismgr.nic.in>**Cc :** SURESH KANVAPURI <aa01trg@cag.gov.in>, Tarun Singh <aa02trg@cag.gov.in>, Joydeep Mukherjee <joydeepm.kar.au@cag.gov.in>

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली - 110124
प्रशिक्षण अनुभाग

Madam/Sir,

In all our spheres of work – auditing, accounting as well as administration, computers form a major part of work in IT environment in IA&AD. Further, a number of Software/Application Programming Interface (API) such as E-Office, PFMS (Public Financial Management System), BEMS (Budget and Expenditure Monitoring System), SPARROW have been introduced and working on these digital platforms have been started in IA&AD.

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:

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

In this regard, the competent authority has desired to carry out Training Needs Analysis (TNA) of all the employees of the department on Information Technology (IT) topics . In this connection, the following points may please be noted while carrying out TNA:

- A survey questionnaire has been made available on SAI Training portal to be filled up by all the employees of the department.
- 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.
- Heads of Offices may ensure filling up of the said questionnaire by all their employees latest by 30.11.2021.
- Heads of Offices can periodically check the status of filling up of questionnaire by their employees using 'Checker' role through the menu : Training Needs Analysis --> Survey Progress Report