OFFICE OF THE ACCOUNTANT GENERAL (A&E), PUNJAB, SECTOR-17 E, CHANDIGARH - 160017

No. Trg. Cell/IT TNA/2021-22/648-61
Dated:- 28.12.2021

To,

1. Smt. Raj Bala, Sr. AO
2. Smt. Kusumjit Kaur, Sr. AO
3. Sh. Suraj Bhan, Sr. AO
4. Smt. Jaswinder Gill, Sr. AO
5. Sh. Naresh Kumar Kaura, Sr. AO
6. Smt. Madhu Bala Saini, Sr. AO
7. Sh. Gurpratap Singh, Sr. AO
8. Sh. Sunil Kumar I, Sr. AO
9. Sh. Pramod Kumar, Sr. AO
10. Sh. Ravinder Singh II, Sr. AO

Sub: **IT Training Needs Analysis (TNA)- Survey Questionnaire**

On the subject cited above, the Training Wing at HQs has desired to carry out the Training Needs Analysis (TNA) of all the employees of the department on Information Technology (IT) topics. In this connection, the following letters were written to all concerned with a request to ensure submission of the same on SAI Training portal by all the subordinates working under them by 31.11.2021.

(i)   Trg. Cell/IT TNA/2021-22/489-510 dated 22.11.2021
(ii)   Trg. Cell/IT TNA/2021-22/548-73 dated 02.12.2021

Now, the HQs office vide their e-mail dated 23.12.2021 have once again requested all the user offices for prompt submission of the IT TNA Survey Questionnaire on the SAI Training portal (training.cag.gov.in).Your SAI Training login ID is your official e-mail ID and the default password is your registered mobile number.

As such, the matter may be treated as **MOST URGENT** and furnish a completion certificate in this regard to the Training Cell by 28.12.2021. The status of IT Training Needs Analysis (TNA) Survey Questionnaire of all the employees of this office will be put up to Pr. AG on 29.12.2021.

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Sr. Accounts Officer (Trg. Cell)

Copy to:
1.   AG Secretariat
2.   DAG (A) Cell
3.   DAG (A/c) Cell
4.   Sr. DAG (Pen) Cell
5.   IT Support Cell

Sr. Accounts Officer (Trg. Cell)