

OFFICE OF THE ACCOUNTANT GENERAL (A&E)-II,
UTTAR PRADESH, PRAYAGRAJ

No. AE-II/03/WM-I/Gr.-III/RTI Training/234/Vol.I/ 811 Date: 19 .01.2022

Office Order

The Comptroller and Auditor General of India has desired that all the officials of IA&AD must be equipped with the optimum functional knowledge on the Information Technology. As such, with a view to make all the officials conversant with the Information Technology, the Competent Authority at the Headquarters Office has decided to carry out Training Needs Analysis (TNA) of all the employees of the department on Information Technology topics.

In view of the above, all the DAOs/DAs are directed to fill up the survey questionnaire, available on SAI portal by logging into SAI Training portal, using their credential (name based email id as userid and password). In this regard, hard copy of the email dated 15.11.2021 of Training Wing at the Headquarters Office is enclosed to facilitate to fill up the questionnaire.

Enclosure- As above.



Sr. Dy. Accountant General/DACC

No. AE-II/03/WM-I/Gr.-III/RTI Training/234/Vol.I/1035-1037 Date: 19 .01.2022

Copy forwarded to the following for information and necessary action:-

- 1- Secretary to the Accountant General, Office of the A.G. (A&E)-II, U.P., Prayagraj.
- 2- Sr. Accounts Officer/Computer Cell, Office of the A.G. (A&E)-II, U.P., Prayagraj with request to upload the office order on the official website.
- 3- All Divisional Accounts Officer/Divisional Accountant through official website.



Sr. Accounts Officer/ WM-I

From: "TRG Wing" <trgwing@cag.gov.in>
To: "cag-all-offices" <cag-all-offices@ismgr.nic.in>
Cc: "SURESH KANVAPURI" <ao1trg@cag.gov.in>, "Tarun Singh" <ao2trg@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 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
- In case of any queries in the process of TNA, Offices can contact SAI Training Helpdesk at saitrghelpdesk@cag.gov.in