

Office Order

In pursuance of Headquarters' Training wing e-mail dated 18.01.2022, it is intimated that all the officials must be equipped with optimum functional knowledge in respect of the following topics-

1. MS Word
2. MS Power Point
3. MS-Excel
4. MS-Access
5. E-mailing
6. E-Office
7. Sparrow
8. PFMS
9. BEMS.

In this regard, Self-Learning modules (SLMs) of MS Word, MS Power Point, MS-Excel, MS-Access, E-mailing and E-Office have been uploaded in the SAI Training portal. These SLMs can be accessed using the General User role in SAI Portal. Instructions for downloading the SLMs are as under-

Step 1- Open www.training.cag.gov.in website.

Step 2- Login with your cag e-mail id and password.

Step 3- Open SELF-LEARNING MODULE Menu

Step 4- Download all 6 SLMs clicking on the down arrow button.

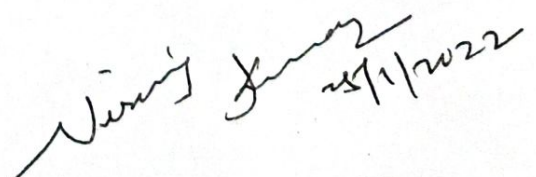
SLMs for rest topics (Sparrow, IBEMS and PFMS) will be uploaded subsequently. A half yearly evaluation examination in-house in respect of each topic will be conducted starting from last week of March 2022, passing of which should culminate in necessary certification to the successful officials. Officers/officials of this office are hereby instructed to go through Self Learning Modules as stated above. A copy of headquarters' letter is enclosed herewith for ready reference.

Sd/-

Sr. Dy. Accountant General (Admn.)

Copy to-

1. Secretary to the Accountant General (Audit)
2. Sectt. Sr. Dy. Accountant General (Admn.)
3. Sectt. Dy. Accountant General AMG I to V
4. Sr. AO/ All controlling section to ensure its use by all their concerned sections officials.
5. WhatsApp Groups
6. Notice Board


25/1/2022

Sr. Audit Officer/Training & Exam