

परिपत्र सं-55
CIRCULAR NO.- 55

HQ Office vide Training Wing email dated 18.01.2022 has intimated that the C&AG of India has desired that all the officials of IA&AD must be equipped with optimum functional IT knowledge in respect of the following:

Sl No	Name of the Topic
1	MS-Word
2	MS-PowerPoint
3	MS-Excel
4	MS-Access
5	E-mailing
6	E-Office
7	SPARROW
8	PFMS
9	BEMS

In order to enable officials of all cadres in IA&AD to work efficiently in the digital environment and to maintain uniformity in training, Training Wing, Headquarters had requested selected Regional Training Institutes/ Centres of IAAD to prepare Self-Learning Modules (SLMs) on the above mentioned topics. The topics mentioned at Sl No 1 to 6 have been prepared and the same have been uploaded in the SAI Training portal. The SLMs for Sparrow, IBEMS and PFMS will follow subsequently as these are under development stage.

The said SLMs can be accessed using the "General User" role using the "Self Learning Modules" page of SAI Training Portal(training.cag.gov.in). It has been requested to use the "Self Learning Modules" to enhance their IT knowledge.

An evaluation examination in-house in respect of each topic will be conducted time to time. The first such examination will be held in March 2022, the dates for the same will be intimated later.

This issues with the approval of the competent authority.

Sd/-
Senior Audit Officer/Training

To
Notice Board/Circular Book
All Branch Offices/Sections
C.Cell/Admn/Hindi Cell