

**OFFICE OF THE ACCOUNTANT GENERAL (AUDIT),
MEGHALAYA, SHILLON G – 793 001**

OFFICE CIRCULAR

Circular No. Admn/Audit/177

Dated: 22/03/2022

The Comptroller & Auditor General of India has desired that all employees and staff of IA&AD must be equipped with optimum functional IT knowledge. Accordingly, “Self Learning Modules” (SLMs) have been uploaded in the SAI training portal in respect of the following topics which can be accessed using official email ID at <https://training.cag.gov.in>

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	iBEMS

It is mandatory for officials at all levels upto DEO, to obtain certification in the categories listed from serial No.1 to 6. Instructions regarding qualification in categories at serial No. 7, 8 and 9 will be instructed in due course. The examination for qualifying for the certificate will be held twice in a year i.e., in the last week of April and in the last week of October, every year.

Timelines for completion of certifications in the categories listed at serial No. 1 to serial No. 6 is as follows:-

- | | | |
|---|---|-----------------|
| 1. DEOs/Clerks/Typists | - | by April 2022 |
| 2. Auditors/Sr. Auditors/Asstt. Supervisors/Supervisors | - | by October 2022 |
| 3. AAOs/SAOs | - | by April 2023 |

Dates of examinations shall be notified periodically.

[Authority: Accountant General's order dated 21/03/2022 at p/5^N of file No. Admn/Audit/Misc Trg/Vol-II/2021-22]

Sd/-

Deputy Accountant General (Admn)

Memo No. Admn/Audit/ Misc Trg/Vol-II/2021-22/3790-3795

Dated: 22/03/2022

Copy forwarded for information and necessary action to:-

1. The Secretary to Accountant General (Audit).
2. PA to DAG, (Admn./AMG-II).
3. PA to DAG (AMG-I/AMG-III).
4. SAO/AAO i/c. AMG-I/AMG-II/AMG-III/Report/ITA/FINAT/Co-ordination/Record /Estate/Welfare Cell/FAW/Hindi Cell - with a request to bring to the notice of all staff.
5. Confidential Cell.
6. Office Website/Notice Boards
7. Office Circular file.


Deputy Accountant General (Admn)