

File No.Admn/Audit/Training-IIMs/2022-23



कार्यालय महालेखाकार (लेखापरीक्षा)
मेघालय, शिलांग - 793 001.
OFFICE OF THE ACCOUNTANT GENERAL (AUDIT),
MEGHALAYA, SHILLONG – 793 001.
Email: agauMeghalaya@cag.gov.in Fax No. (0364) 2223494

No.Admn/Audit/19

Date:11/07/2022

CIRCULAR

Please find enclosed headquarters letter regarding Executive Development Programmes for SAO/AAOs at Indian Institutes of Management (IIMs) for the year 2022-23. In this regard, applications/willingness to attend any of the scheduled courses from eligible officers shall reach administration section latest by 14.07.2022 for submission of the same to the headquarters.

Encl: As stated above.

SUBBAIAH, DAG/Admn/S, Office of GO (ADMIN)

Deputy Accountant General

(Admn)

No.Admn/Audit/Training-IIMs/2022-23/234-240

Date:11/07/2022

Copy forwarded for information and necessary action to:

1. Secretary to the Accountant General (Audit)
2. Deputy Accountant General (AMG-II & Admn)
3. Deputy Accountant General (AMG-I & AMG-III)
4. All Sections
5. Notice Boards
6. Office Website
7. Officer order file.

SUBBAIAH,

DAG/Admn/S, Office of GO (ADMIN)

Deputy Accountant General

(Admn)

Email

AG AU Meghalaya

[Cag-all-offices] Executive Development Programmes for SAOs/AAOs at Indian Institutes of Management (IIMs) for the year 2022-23

From : Training Division, CAG office <trgwing@cag.gov.in>

Mon, Jul 04, 2022 10:51 PM

Subject : [Cag-all-offices] Executive Development Programmes for SAOs/AAOs at Indian Institutes of Management (IIMs) for the year 2022-23

2 attachments

To : cag-all-offices <cag-all-offices@ismgr.nic.in>, cag-iaad <cag-iaad@ismgr.nic.in>, cag-iaas <cag-iaas@ismgr.nic.in>

Cc : SURESH KANVAPURI <aao1trg@cag.gov.in>, Tarun Singh <aao2trg@cag.gov.in>, Mayank Tripathi AAO Training Division <aao3trg.cag@cag.gov.in>, AAO Training Division Joydeep Mukherjee <aao4trg.cag@cag.gov.in>



भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
Office of the Comptroller and Auditor General of India
9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली - 110124
9 Deen Dayal Upadhyaya Marg, New Delhi-110124

प्रशिक्षण अनुभाग
Training Division

AG (Audit)'s Secretariat
Dy. No. AG (Audit)/ ... **EA9/13238**
Dated **05/07/2022**

Circular No. 177/ F-401/Trg.Div./2022
Date: 04.07.2022

To,
All the Heads of Department
(Except Overseas Audit offices)
All the Directors General/ Principal Directors at Headquarters

Dy no.- 168, Ag/Audit/Admn
Date: 05/7/22.

महोदया / महोदय,

As knowledge centric organisation, Supreme Audit Institution (SAI) India recognizes that SAOs/AAOs are the first line managers and required to have the ability to demonstrate competency on the job. They are expected to have a wide range of ability levels from 'fundamental awareness' to 'expert'.

2. In context, the competent authority has decided to provide training to SAOs/AAOs in various competency enhancement and IT related courses at Indian Institutes of Management located across India.

3. An effective external training programme and interaction with executives of varied management institutions and officers of other government departments etc. would help enhance the skills, augments the confidence and upscale knowledge of the first line managers of SAI India.

4. In this connection, the following documents are uploaded on SAI Training Portal for reference and guidance:

Annexure I	Standard Operating Procedure (SOP).
Annexure II	List of Executive Development Programmes (EDPs) scheduled to be held at various Indian Institutes of Management (IIMs)
Annexure III	Format for Self-Nomination
Annexure IV	Format for Nomination by Heads of Department (HoDs)

5. HoDs may kindly ensure wider circulation of the scheme among SAOs/AOs.

6. It may kindly be ensured that self-nominations as well as nominations by HoDs should be uploaded on SAI Training Portal with the following timelines:

Name of the IIM	Name of the Courses	Training date	Last Date for applying
IIM Lucknow	Leadership Development	18-20 July 2022	6 th July 2022
IIM Ahmedabad	Big Data Analytics	18-23 July 2022	
IIM Bangalore	Cyber Security and Risk Management Orientation for Senior Leaders	21-23 July 2022	7 th July 2022
IIM Lucknow	Strategic Thinking and Leadership	01-04 August 2022	15 th July 2022
Various IIMs	For rest courses (Sl No. 5 to 19 at Annexure II)	Starting from 22 nd August 2022 till 03 rd March 2023	29 th July 2022

7. The Heads of Department are requested to kindly ensure the adherence of the SoP (Annexure I attached) clauses while processing the nominations.

8. It is further stated that self-nominations as well as nominations by HoDs are provisional subject to final approval by Training Division at Headquarters. The final list of approved nominations for each training programme will be intimated to all SAI India offices and uploaded on SAI Training portal ("View nomination" page) in due course.

This issues with the approval of the competent authority.

सादर,
 प्रशिक्षण अनुभाग
 भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय,
 नई दिल्ली
 011-23509244, 247



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Azadi Ka
Amrit Mahotsav

CAG-ALL-OFFICES mailing list -- cag-all-offices@lsmgr.nic.in
To unsubscribe send an email to cag-all-offices-leave@lsmgr.nic.in

— **Annexure I SOP.pdf**

372 KB

— **Annexure II-List of IIM Courses 2022-23.pdf**

16 KB

Annexure - I

Office of the Comptroller and Auditor General of India
9, Deen Dayal Upadhyaya Marg New Delhi
Training Division

F-401/Trg.Div./2022
Date: 04.07.2022

Standard Operating procedure (SOP)

Sub: Training to SAOs/AAOs on competency enhancement and IT related Executive Development Programmes (EDPs) in Indian Institutes of Management (IIMs)

The competent authority has decided to provide training to SAOs/AAOs in various competency enhancement and IT related EDPs in Indian Institutes of Management located across India. The following procedure is required to be followed for nomination of an officer for the trainings proposed at Indian Institutes of Management.

1. Eligibility conditions:

- i) SAOs/AAOs with FIVE (05) years of continuous service,
- ii) SAOs/AAOs must have qualified the Career Professional Development-I examination, as on the date of application for the programme/nomination by the Heads of field offices,
- iii) An officer can participate in TWO (02) programmes in his/her entire service. Online trainings attended by an officer at IIMs will not be counted for this purpose,
- iv) There must be a gap of FIVE (05) years between two programmes. Online trainings attended by an officer at IIMs will not be counted for this purpose,
- v) There is no age bar for nomination for training programmes to be conducted by IIMs,
- vi) SAOs/AAOs who have applied for various positions on appointment or deputation outside IAAD must NOT be nominated,

2. Types of Nomination:

- (I) **Self-Nomination:** Introduced for SAOs/AAOs for participation in Executive Development Programmes (EDPs) organized by various Indian Institutes of Management (IIMs) across India to enhance their skills on self-selected areas.

The procedure for self-nomination is as under:

- i) The officers will be encouraged and permitted to nominate themselves for the select short term Executive Development Programmes conducted by the IIMs identified by the Training Division/Headquarters time to time.
- ii) The officers will have to choose a maximum of three (3) programmes in order of priority from the programmes shortlisted by the Training Division/Headquarters. (**Annexure II uploaded on SAI Training Portal**)
- iii) The officers will nominate themselves (under intimation to respective Heads of the Department) through SAI Training portal in the format prescribed by the Training Division/Headquarters. (**Annexure III uploaded on SAI Training Portal**).
- iv) The officers may also refer to their annual appraisals as reference while choosing the areas for training, wherein their reporting and reviewing officers would have suggested the areas in which the officers are required to enhance their skills.
- v) The officers will have to provide their personal and professional details along with a brief of 100-150 words highlighting the reasons for choosing the programme and how he/she proposes to apply the learnings at workplace as an officer.
- vi) The officers must possess a flair to learn and disseminate the learnings to peers & colleagues.

(ii) **Nomination by Heads of the Department (HoDs)**

- i) HoDs shall nominate through SAI Training one officer (other than self-nominations) from those who are willing to be nominated for participation in Executive Development Programmes (**Annexure II uploaded on SAI Training Portal**) organized by various Indian Institutes of Management (IIMs) through SAI Training Portal in the format prescribed by the Training Division/Headquarters. (**Annexure IV uploaded on SAI Training Portal**)
- ii) HoDs, in consultation with the shortlisted officer, will choose a programme, which is likely to supplement the skill sets of the officer.
- iii) HoDs will endorse and validate in brief the reasons for nominating the officer for the programme.

3. **The nominations should be done through the SAI Training Portal only** (Help file is uploaded on SAI Training Portal). The offices need not to send hard copy or soft copy of the nominations to Training Division. **Late nominations will not be considered.**

4. Impact Assessment of the Programme:

- i) On completion of the programme, the officers will make a brief presentation to respective Heads of the field offices/DG/PD of the functional wing highlighting his/her learnings from the programme,
- ii) The officer will prepare a paper and one/two Caselets on the topics included in the programme,
- iii) The Heads of the department/ functional wing will incorporate their remarks about the presentation, Paper and Caselet and forward the same to Training Division within 30 days from the date of completion of training attended.

5. Knowledge Transfer:

The officer must be encouraged by the HoDs to disseminate the learnings to peers/colleagues through in-house training programmes and training programmes held in the Training Institutes of IAAD.

Approved list of courses to be conducted by IIMs during 2022-23					
Sr. No	Name of IIM	Name of Course	Start date	End date	Month
1	Lucknow	Leadership Development	18-07-2022	20-07-2022	July
2	Ahmedabad	Big Data Analytics	18-07-2022	23-07-2022	July
3	Bangalore	Cyber Security and Risk Management Orientation for Senior Leaders	21-07-2022	23-07-2022	July
4	Lucknow	Strategic Thinking and Leadership	01-08-2022	04-08-2022	August
5	Calcutta	Interpersonal effectiveness and Leadership Excellence	22-08-2022	26-08-2022	August
6	Lucknow	Negotiation and persuasion	22-08-2022	24-08-2022	August
7	Ahmedabad	Managing IT Projects	12-09-2022	17-09-2022	September
8	Indore	Project Management	19-09-2022	23-09-2022	September
9	Indore	Leadership Development Program for first line Managers	12-09-2022	14-09-2022	September
10	Indore	Interpersonal Effectiveness and Team Building	14-11-2022	16-11-2022	November
11	Bangalore	Strategic Perspectives on the Design of Public Private Partnerships (PPPs)	14-11-2022	18-11-2022	November
12	Calcutta	Leadership and Team Building	12-12-2022	16-12-2022	December
13	Ahmedabad	Organisational Leadership 21st Century	13-12-2022	16-12-2022	December
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17	Ahmedabad	HR Auditing- Preparing the Ground for Strategic HRM	02-02-2023	04-02-2023	February
18	Calcutta	Contract Management and Arbitration	13-02-2023	17-02-2023	February
19	Calcutta	Personal Growth and Team Building	27-02-2023	03-03-2023	February & March

Email

AG AU Meghalaya

[Cag-all-offices] Fwd: Executive Development Programmes for SAOs/AAOs at Indian Institutes of Management (IIMs) for the year 2022-23

From : Training Division, CAG office <trgwing@cag.gov.in> Tue, Jul 05, 2022 05:26 PM
Subject : [Cag-all-offices] Fwd: Executive Development Programmes for SAOs/AAOs at Indian Institutes of Management (IIMs) for the year 2022-23 3 attachments
To : cag-all-offices <cag-all-offices@ismgr.nic.in>, cag-iaad <cag-iaad@ismgr.nic.in>

Dy. No. AG (Audit) / CAG/Adm -
 dt/06/07/2022
 AG (Audit)'s Secretariat
 Dy. No. AG (Audit) / CAG/13242
 Dated 06/07/2022

महोदया / महोदय,

In continuation to trailing email, please find attached help file for filling up IIM Nomination (self nomination as well as HOD nomination) form through SAI Training portal. Please note that the the help file has also been uploaded into the SAI Training portal under "Help Files" page.

The following points may be noted while filling up the nomination form.

- For filling up self nomination by the officer, a brief of about 100-150 words stating the reasons for choosing the courses is to be uploaded (in pdf format)
- For filling up HOD nominations, HODs will endorse and validate in brief the reasons for nominating the officer for the programme (pdf document to be uploaded)
- Officers are once again requested to go through the Standing Operating Procedure (SOP) for trainings at IIMs thoroughly before submitting the form.

DAG (Admin)

सादर,
 प्रशिक्षण अनुभाग
 भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय,
 नई दिल्ली
 011-23509244, 247

R.P.

From: "Training Division, CAG office" <trgwing@cag.gov.in>
To: "cag-all-offices" <cag-all-offices@ismgr.nic.in>, "cag-iaad" <cag-iaad@ismgr.nic.in>, "cag-iaas" <cag-iaas@ismgr.nic.in>
Cc: "SURESH KANVAPURI" <aao1trg@cag.gov.in>, "Tarun Singh" <aao2trg@cag.gov.in>, "Mayank Tripathi AAO Training Division" <aao3trg.cag@cag.gov.in>, "AAO Training Division Joydeep Mukherjee" <aao4trg.cag@cag.gov.in>
Sent: Monday, July 4, 2022 9:23:57 PM
Subject: Executive Development Programmes for SAOs/AAOs at Indian Institutes of Management (IIMs) for the year 2022-23

AG
 R-P
 Joydeep Mukherjee
 06/07/22
 Joydeep Mukherjee
 06/07/22



Attachment: Executive Development Programmes in IIMs.pdf
 भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
 Office of the Comptroller and Auditor General of India
 9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली - 110124
 9 Deen Dayal Upadhyaya Marg, New Delhi-110124
 प्रशिक्षण अनुभाग
Training Division

Circular No. 177/ F-401/Trg.Div./2022
Date: 04.07.2022

To,
 All the Heads of Department
 (Except Overseas Audit offices)
 All the Directors General/ Principal Directors at Headquarters

महोदया / महोदय,

As knowledge centric organisation, Supreme Audit Institution (SAI) India recognizes that SAOs/AAOs are the first line managers and required to have the ability to demonstrate competency on the job. They are expected to have a wide range of ability levels from 'fundamental awareness' to 'expert'.

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IIM Bangalore	Cyber Security and Risk	21-23 July	

	Management Orientation for Senior Leaders	2022	7 th July 2022
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This issues with the approval of the competent authority.

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प्रशिक्षण अनुभाग
भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय,
नई दिल्ली
011-23509244, 247



CAG-ALL-OFFICES mailing list -- cag-all-offices@lsmgr.nic.in
To unsubscribe send an email to cag-all-offices-leave@lsmgr.nic.in

— **Help file for filling up IIM NOMINATION FORM.pdf**
988 KB

Draft No. DFA/217711
Annexure I SOP.pdf
372 KB

Attachment:Executive Development Programmes in IIMs.pdf

Annexure II-List of IIM Courses 2022-23.pdf
16 KB

IIM Trainings through SAI Training portal

Filling up the form for Self Nomination (Annexure III)

1. Log in to SAI Training portal as a "general user" using your email as username and mobile number as your first time password.
2. Click on the menu item "IIM Training programmes"



3. The various training programmes being conducted by IIMs for which applications are invited can be viewed from the page "IIM Training Calendar"
4. The employees can fill the nomination by clicking on the page – "Fill IIM Nomination form"

Annexure-III

I. Self Nomination (Courses may be mentioned in order of priority).

Select First Preference of IIM	Select First Preference of Course
IIM Ahmedabad	Select Course
Select Second Preference of IIM	Select Course
IIM Bangalore	Big Data Analytics
Select Third Preference of IIM	Managing IT Projects
IIM Calcutta	Organisational Leadership 21st Century
	Effective Data Visualisation for the Data- Driven organisation
	HR Auditing- Preparing the Ground for Strategic HRM
	Select Course

5. Employees can fill their preferences by first selecting the respective IIM and then selecting the course from the dropdown available.
6. Once the course preferences are filled, employees are to fill their details in the section below.

II. Details of the Candidate.

Employee ID 0003497	
Candidate Name Mr. Joydeep Mukherjee	Office Presently Posted in COMPTROLLER & AUDITOR GENERAL O...
Parent Office Pr.ACCOUNTANT GENERAL (AUDIT I) KA...	Designation Assistant Administrative Officer
Section in which presently working TRAINING WING	Date of Birth 03-08-1989
Academic Qualification Select Qualification	Professional Qualification
Date of Passing SAS	Date of Promotion as AAO 07-05-2018
Date of Promotion as SAO 01-01-1900	Date of Passing IE/RAE

7. Most of the details will be auto filled. The employee is to carefully fill the remaining details as follows (dates to be added in *dd-mm-yyyy* format):
 - a. Qualification
 - b. Professional qualification
 - c. Date of passing SAS
 - d. Date of passing IE/ RAE (if applicable)
 - e. Date of passing CPD I, CPD II and CPD III (wherever applicable)
 - f. Emergency contact number
 - g. Present address
 - h. Permanent address
8. For fields that are not applicable please enter NA (and 01-01-1900 for date fields)
9. Upload the brief highlighting the reasons for choosing the programme (brief should be 100 to 150 words uploaded in a PDF format)
10. Submit the form by clicking on the submit button

SUBMIT

RESET

11. Forms submitted can be viewed in the "View IIM Nomination Form" page.

Filling up the form for HOD Nomination (Annexure IV)

1. In the page "Fill IIM Nomination form" select HOD Nomination option from the drop down menu available at the top of the page.
2. Fill all the other fields as mentioned in the Self-Nomination process above.
3. Upload the recommendation from the HOD (write-up should be 100 to 150 words uploaded in a PDF format)
4. Submit the form by clicking on the submit button
5. Forms submitted can be viewed in the "View IIM Nomination Form" page.

Annexure - I

Office of the Comptroller and Auditor General of India
9, Deen Dayal Upadhyaya Marg New Delhi
Training Division

F-401/Trg.Div./2022
Date: 04.07.2022

Standard Operating procedure (SOP)

Sub: Training to SAOs/AAOs on competency enhancement and IT related Executive Development Programmes (EDPs) in Indian Institutes of Management (IIMs)

The competent authority has decided to provide training to SAOs/AAOs in various competency enhancement and IT related EDPs in Indian Institutes of Management located across India. The following procedure is required to be followed for nomination of an officer for the trainings proposed at Indian Institutes of Management.

1. Eligibility conditions:

- i) SAOs/AAOs with FIVE (05) years of continuous service,
- ii) SAOs/AAOs must have qualified the Career Professional Development-I examination, as on the date of application for the programme/nomination by the Heads of field offices,
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- vi) SAOs/AAOs who have applied for various positions on appointment or deputation outside IAAD must NOT be nominated,

2. Types of Nomination:

- (I) **Self-Nomination:** Introduced for SAOs/AAOs for participation in Executive Development Programmes (EDPs) organized by various Indian Institutes of Management (IIMs) across India to enhance their skills on self-selected areas.

The procedure for self-nomination is as under:

- i) The officers will be encouraged and permitted to nominate themselves for the select short term Executive Development Programmes conducted by the IIMs identified by the Training Division/Headquarters time to time.
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- iii) The officers will nominate themselves (under intimation to respective Heads of the Department) through SAI Training portal in the format prescribed by the Training Division/Headquarters. (**Annexure III uploaded on SAI Training Portal**).
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(ii) **Nomination by Heads of the Department (HoDs)**

- i) HoDs shall nominate through SAI Training one officer (other than self-nominations) from those who are willing to be nominated for participation in Executive Development Programmes (**Annexure II uploaded on SAI Training Portal**) organized by various Indian Institutes of Management (IIMs) through SAI Training Portal in the format prescribed by the Training Division/Headquarters. (**Annexure IV uploaded on SAI Training Portal**)
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4. Impact Assessment of the Programme:

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- iii) The Heads of the department/ functional wing will incorporate their remarks about the presentation, Paper and Caselet and forward the same to Training Division within 30 days from the date of completion of training attended.

5. Knowledge Transfer:

The officer must be encouraged by the HoDs to disseminate the learnings to peers/colleagues through in-house training programmes and training programmes held in the Training Institutes of IAAD.

Approved list of courses to be conducted by IIMs during 2022-23					
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12	Calcutta	Leadership and Team Building	12-12-2022	16-12-2022	December
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18	Calcutta	Contract Management and Arbitration	13-02-2023	17-02-2023	February
19	Calcutta	Personal Growth and Team Building	27-02-2023	03-03-2023	February & March