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Sent: 04 July 2022 21:24

To: cag-all-offices; cag-iaad; cag-iaas

Cc: SURESH KANVAPURI; Tarun Singh; Mayank Tripathi AAO Training Division; AAO Training Division
Joydeep Mukherjee

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



भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
Office of the Comptroller and Auditor General of India
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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/AOs 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/AOs 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 (SI 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.

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: 07.07.2022****Standard Operating procedure (SOP)**

Sub: Training to SAOs/AOs 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/AOs 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/AOs with FIVE (05) years of continuous service,
- ii) SAOs/AOs 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/AOs 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/AOs 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 self-nomination must be accompanied with an undertaking to be submitted through SAI Training that the officer will serve the IAAD for the next 5 years or till the age of retirement whichever is earlier. (**Annexure V**).
- v) 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.
- vi) 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.
- vii) The officers must possess a flair to learn and disseminate the learnings to peers & colleagues.

(II) Nomination by Heads of the Department (HoDs)

The procedure for nomination by HoDs is as under:

- 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.

iv) The HoD nomination must be accompanied with an undertaking to be submitted by the nominated officer, through SAI Training that the officer will serve the IAAD for the next 5 years or till the age of retirement whichever is earlier. (**Annexure V**).

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.

Undertaking

I, _____ (Name), _____ (Designation),
working in _____ (office name) hereby declare
that on completion of training at Indian Institute of Management, I will
continue to serve the Indian Audit and Accounts Department (IAAD) for the
next five years or till the age of retirement whichever is earlier, falling which I
agree to reimburse the cost of the training.

Name and Signature of the Officer

Date
Place

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"

TRAINING PROGRAMMES

IIM TRAINING PROGRAMMES

REFERENCE MATERIALS

HELP FILES

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

IIM Ahmedabad

Select Second Preference of IIM

IIM Bangalore

Select Third Preference of IIM

IIM Calcutta

Select First Preference of Course

Select Course

Select Course

Big Data Analytics

Managing IT Projects

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	
Candidate Name	Office Presently Posted in
Mr. Jyotdeep MURKHEJEE	CONTROLLER & AUDITOR GENERAL D.
Parent Office	Designation
PR ACCOUNTANT GENERAL (AUDIT) XA	Assistant Administrative Officer
Section in which presently working	Date of Birth
TRAINING HQ	17 08 1980
Academic Qualification	Professional Qualification
B.Sc. B.COM	
Date of Passing SAS	Date of Promotion as AAO
	17 08 2013
Date of Promotion as SAO	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.