

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/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 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.

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
14	Ahmedabad	Effective Data Visualisation for the Data- Driven organisation	19-12-2022	22-12-2022	December
15	Indore	Values, Ethics & Governance	09-01-2023	12-01-2023	January
16	Lucknow	Analytics for Leadership	09-01-2023	11-01-2023	January
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

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, failing which I
agree to reimburse the cost of the training.

Name and Signature of the Officer

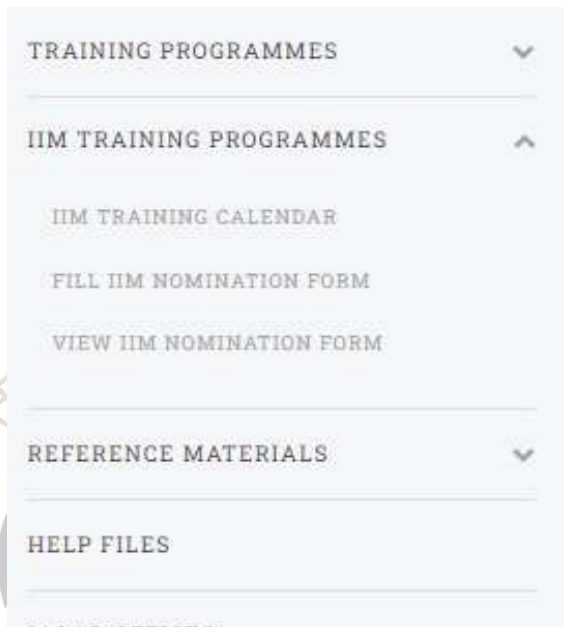
Date

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”



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

A screenshot of a web form titled 'I. Self Nomination (Courses may be mentioned in order of priority)'. The form has two columns. The left column has three dropdown menus for selecting IIM preferences: 'Select First Preference of IIM' (IIM Ahmedabad), 'Select Second Preference of IIM' (IIM Bangalore), and 'Select Third Preference of IIM' (IIM Calcutta). The right column has two dropdown menus for selecting course preferences: 'Select First Preference of Course' (with a dropdown menu open showing options like 'Big Data Analytics', 'Managing IT Projects', 'Organisational Leadership 21st Century', 'Effective Data Visualisation for the Data- Driven organisation', and 'HR Auditing- Preparaing the Ground for Strategic HRM') and '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	<input type="text" value="0003497"/>
Candidate Name	<input type="text" value="Mr. Joydeep Mukherjee"/>
Office Presently Posted in	<input type="text" value="COMPTROLLER & AUDITOR GENERAL O..."/>
Parent Office	<input type="text" value="Pr.ACCOUNTANT GENERAL (AUDIT I) KA..."/>
Designation	<input type="text" value="Assistant Administrative Officer"/>
Section in which presently working	<input type="text" value="TRAINING WING"/>
Date of Birth	<input type="text" value="03-08-1989"/>
Academic Qualification	<input type="text" value="Select Qualification"/>
Professional Qualification	<input type="text"/>
Date of Passing SAS	<input type="text"/>
Date of Promotion as AAO	<input type="text" value="07-05-2018"/>
Date of Promotion as SAO	<input type="text" value="01-01-1900"/>
Date of Passing IE/RAE	<input type="text"/>

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.