

OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-II)

ODISHA :: BHUBANESWAR

ए.एम.जी.-I (लेखापरीक्षा-II)/AMG-I (Audit-II)

डायरी सं/Diary No. 901-376

दिनांक/Date 25-11-22

**CIRCULAR**

**Sub: Training Needs Analysis (TNA) for the year 2023-24**

Pursuant to the Training Division (Hqrs) Circular vide F.No.15/Trg. Div/2021/201 dated 22.08.2022, a detailed Training Needs Analysis (TNA) of officers/ officials in respect of this office is to be prepared to address the gap between the existing and required competencies and provide opportunities for the employees to enhance their competencies. The Training Needs Analysis for the year 2023-24 is to be done considering the following:

- i. The annual work plan of the office
- ii. Job contents of the target group of trainees
- iii. Skill and experience profile of the employees
- iv. Expectations from the annual plan of the office
- v. Suggestions by reporting/reviewing officers in previous APARs on training

**METHODOLOGY:**

Using SAI Training Portal, individual employees may initiate the exercise, assess their training requirements for the year in consultation with their colleagues (if required), and enter the details in the portal.

Therefore, all employees of this office are requested to assess their training requirements for the year 2023-24 and enter the same in SAI Training Portal (<https://training.cag.gov.in/Login.aspx>) using the following path:

*Login → Training Needs Analysis → Participate in Training Needs Analysis*

This issues with the approval of the Sr. Deputy Accountant General (Admn.).

Sd/-

**Sr. Audit Officer/ Trg. & Exam**

**Memo No. AG (Au-II)/T&E/B-Unit/TNA/01/2022-23/155**

**Date: 24.11.2022**

Copy forwarded for information and necessary action to:

1. Secretary to the Accountant General (Audit-II).
2. Stenographer to the Sr. DAG (Admn & AMG-I).
3. Stenographer to the DAG/AMG-II.
4. Stenographer to the DAG/ AMG-III.
5. Branch Officer I/c Admn./OE/OM/ITA/Hindi Cell/ECPA/AMG-I(Co-ord/ Vetting)/AMG-II (OE)/AMG-III(Co-ord/Vetting)/Report (Civil)/Report (PSU)
6. Branch Officer I/c of EDP Cell with a request to upload the circular on the office website.
7. Notice Board/Spare copy.

Sd/-

**Sr. Audit Officer/Trg. & Exam**

Shri Anil Kumar  
25/11/22