

**प्रधान महालेखाकार (लेखापरीक्षा I) का कार्यालय, केरल, तिरुवनंतपुरम**  
**(प्रशिक्षण केन्द्र)**  
**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT I)**  
**KERALA, THIRUVANANTHAPURAM**  
**(TRAINING CENTRE)**

सं.ले.प/प्रशिक्षण/11-8/2023-24/  
No.Au/Trg/11-8/2023-24/

दिनांक: 13 सितम्बर 2023  
Date: 13 September 2023

**परिपत्र/Circular-52**

**Sub:** Nomination for Management development Programme to be conducted at OP Jindal Global University (OPJGU) Sonapat Haryana during the year 2023-24.

**संदर्भ/Ref:** ई सं 75 /फा सं 225 /के एंड सीबी विंग/2023-24 दिनांक 24.08.2023.

Regional Knowledge & Capacity Building Wing, Hqrs office has approved the following five **onsite residential training** programmes to be conducted at **OPJGU** during the year **2023-24**:

Sl No	Name of the Topic	Duration	Training Date
1	Stress and Anxiety Management	5-day	16 to 20 October 2023
2	Handling Legal Cases including RTI	5-day	20 to 24 November 2023
3	Emotional Intelligence	5-day	11 to 15 December 2023
4	Competency Mapping	5-day	29 January to 02 February 2024
5	Big Data Analytics	5-day	26 February to 01 March 2024

**2. Eligibility for nomination:**

- All SAOs are eligible for the above trainings at OPJGU.
- AAOs, who have completed 4 years of regular service as on 15.09.2023, are eligible for the training at OPJGU,
- An officer can participate in TWO (02) programmes in his/her entire service. Online trainings attended by an officer at OPJGU will not be counted for this purpose,
- There must be a gap of FIVE (05) years between two programmes. Online trainings attended by an officer at OPJGU will not be counted for this purpose,
- There is no age bar for nomination for training programmes to be conducted by OPJGU,
- SAOs/AAOs who have applied for various positions on appointment or deputation outside IAAD must NOT be nominated,

**3. Selection criteria:**

- a. Officers who are directly engaged in work in the area for which training is being sought would be preferred,
- b. Beyond (a), Seniority in the grade will be considered,
- c. Only one SAO/AAO may be selected from one office including branch offices,

**4. Nomination process:** All nomination process will be done through SAI Training Portal.

5. **Exemption from the training:** Knowledge & Capacity Building Wing is calling for the nominations for all the five trainings at one time. Offices are requested to forward the nominations keeping in view of the engagements/ finalisation of the audit reports etc. No exemption will be allowed from the training except under inevitable circumstances. If any officer/ office seeks exemption from the training, he/she will be debarred from all the external trainings (except mandatory training) for a period of one year from last date of the training.

6. In this connection, it is directed to request all Heads of the Department to recommend nomination of 1 SAO/ AAO for each of the above training programmes.

7. All nomination are to be forwarded to K&CB Wing by respective office checker through SAI Training Portal (External training programmes -> fill OPJGU nomination form) latest by **14.09.2023**.

6. It may kindly be ensured that all nominations should be uploaded on SAI Training Portal only. Nominations by other means will not be considered.

8. It is further stated that nominations send by the offices are provisional subject to final approval by Knowledge & Capacity Building Wing at Headquarters. After approval, the final list of nominated officers for each training programme will be intimated to respective SAI India Offices and uploaded on SAI Training portal ("View nomination" page) in due course. Sr.AOs/AOs willing to attend the training may follow the steps mentioned above and also intimate training section at the earliest.

(Vide orders of PAG Dated 08.09.2023)

-ह- Sd/-  
वरिष्ठ लेखापरीक्षा अधिकारी / प्रशिक्षण  
Senior Audit Officer/Training

**प्रतिलिपि/To**

सभी अनुभाग (लेखा परीक्षा I)/All Sections (Audit I)

कार्यात्मक विंग के समूह अधिकारी/Group Officers of all functional wings

सूचना पट्ट/ परिपत्र पुस्तिका/ Notice Board/Circular Book

प्रशासन (लेखापरीक्षा II) - लेखापरीक्षा II के तहत सभी अनुभागों में प्रसार के लिए।

Administration (Au II) -for dissemination to all sections under Audit II.