

कार्यालय प्रधान महालेखाकार (लेखा व हकदारी) पंजाब, चण्डीगढ़

CIRCULAR - 01

क्रमांक - प्रशिक्षण कक्ष / विविध पत्राचार / 2023-24 / 1346-54 दिनांक - 20.12.23

As per Headquarters letter no. 297/Staff (Disc.I)/03-2021 dated 03.02.2023, it is stated that an e-Learning modules (eLM) on 'Prevention of Sexual Harassment of Women at Workplace', which is a self-learning module, has been prepared by iCISA and has been hosted on the SAI Training Portal.

All the officials have to complete this eLM within two weeks. On completion of this training module a certificate will be generated which has to be submitted to the Training Cell and will further be included in the personal files of the respective officials. Hence, all the officials are requested to ensure completion of this eLM.

The process for completion of this eLM is as follows-

- **Login to Learning Management System (LMS) of SAI :** The Learner can login to LMS portal (https://training.cag.gov.in/Lms_Login.aspx) by entering their official email id and password.
- The learner needs to enrol for the ELM under the "General Courses" tab, by clicking on tick mark of "Prevention of sexual harassment of women at workplace", and then press "Enroll for course" tab.
- The Main menu consists of Introduction, 3 segments, and end-course evaluation, with brief description of each segment.
- **Module exam:** Based on the understanding of each segment, there is a module exam consisting of 4 multiple-choice questions. (total 12 questions in 3 segments). The learner needs to complete each segment, after undertaking module exam and then to proceed to next segment.
- **End-course evaluation Test:** After the completion of all the segments of the eLM, the learner has to undertake an MCQ based end-course evaluation test. This evaluation test is mandatory for the completion of eLM and issue of Certificate of completion.
- **Course Completion Certificate:** If the learner satisfied the evaluation criteria and passes the end-course evaluation test, then the ELM course completion certificate is to be obtained by clicking on my course tab. The learner has to take printout of the certificate and submit it to training cell.
- **eLM Feedback form:** The learner can submit the eLM course feedback in the form with ratings from 0 to 5.

व. लेखा अधिकारी (प्रशिक्षण कक्ष)