

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-प्रथम) मध्यप्रदेश
आडिट भवन, झाँसी रोड, ग्वालियर

दिनांक:-08-10-2024

कार्यालय आदेश-64

मुख्यालय के परिपत्र क्रमांक F.No.15/Trg.Div./2021/201, दिनांक 22.08.2022 के तारतम्य में लेख है कि SAI प्रशिक्षण पोर्टल में पहले से मौजूद मॉड्यूल का उपयोग करते हुए, इस कार्यालय द्वारा प्रत्येक अधिकारियों/कर्मचारियों का वर्ष 2025-26 में आयोजित होने वाले प्रशिक्षण हेतु विस्तृत Training Need Analysis (TNA) लिया जाना है। इस हेतु कार्यालय के प्रत्येक अधिकारियों/कर्मचारियों को निर्देशित किया जाता है कि वे वर्ष 2025-26 के लिए अपनी प्रशिक्षण आवश्यकताओं का आकलन कर (अधिकारी/कर्मचारी चाहे तो इस हेतु अपने सहकर्मियों की मदद ले सकते हैं) SAI Training Portal पर दिनांक 18.10.2024 तक दर्ज करें। तत्पश्चात समूह अधिकारी अपने समूह के अधिकारियों/कर्मचारियों के आकलन का मूल्यांकन कर उसे दिनांक 30.10.2024 तक SAI Training Portal पर समेकित करेंगे। कृपया अधिकारी/कर्मचारी व समूह अधिकारी उक्त आकलन करते हुए निम्नलिखित बिन्दुओं को ध्यान में रखें:-

1. कार्यालय की वार्षिक कार्य योजना
2. प्रशिक्षुओं के लक्षित समूह की कार्य सामग्री
3. कर्मचारियों का कौशल और अनुभव प्रोफाइल
4. कार्यालय की वार्षिक योजना से अपेक्षाएं
5. प्रशिक्षण पर पिछले एपीएआर में रिपोर्टिंग/समीक्षा

अधिकारियों द्वारा सुझावअधिकारियों/कर्मचारियों की सुविधा हेतु SAI Training Portal पर प्रविष्टियाँ करने हेतु Help File संलग्न है।

In compliance with Headquarters Circular No. F.No.15/Trg.Div./2021/201, dated 22.08.2022, it is states that using the already existing module in SAI Training Portal, detailed Training Need Analysis (TNA) is to be taken by this office for the training of every officers/employees to be organized in the year 2025-26. For this, every officers/employees of the office are directed to assess their training needs for the year 2025-26 (Officers/Employees may take the help of their colleagues, if needed) and enter the details on SAI training portal till 18.10.2024. After that the group officers will evaluate the assessment of their officers/employees and consolidate the same on SAI Training Portal till 30.10.2024. All Officers/Employees and Group Officers may please keep the following points in mind while making the above assessment: -

1. The annual work plan of the office
2. Job contents of the target group of trainees
3. Skill and experience profile of the employees
4. Expectations from the annual plan of the office
5. Suggestions by reporting/reviewing officers in previous APARs on training

Detailed Help file is attached for making entries on SAI Training Portal for the convenience of officers/employees.

(वरिष्ठ उप महालेखाकार/प्रशासन महोदय द्वारा अनुमोदित)

हस्ता/-

वरिष्ठ लेखापरीक्षा अधिकारी/विधि कक्ष

संलग्न:- उपरोक्तानुसार

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु:-

1. सचिव, प्रधान महालेखाकार
2. वरिष्ठ उप महालेखाकार/ एएमजी - 5 व प्रशासन
3. उप महालेखाकार/ एएमजी - 1, एएमजी - 2, एएमजी - 3, एएमजी - 4
4. वरिष्ठ लेखापरीक्षा अधिकारी/ प्रशा. 11,12,13,14, सामान्य अनुभाग, एएमजी - 1 (मुख्या.), एएमजी - 2 (मुख्या.), एएमजी - 3 (मुख्या.), एएमजी - 4 (मुख्या.), एएमजी - 5 (मुख्या.), रिपोर्ट -1, रिपोर्ट-2, रिपोर्ट पी ए सी, गोपनीय कक्ष, आई टी ए, फाप, फास -एम, कार्यपालन शाखा, हिंदी कक्ष
5. वरिष्ठ लेखापरीक्षा अधिकारी/ आई.एस. विंग- कृपया इंटरनेट एवं इंटरनेट पर अपलोड करने का कष्ट करें।
6. श्री नरेश आहूजा/ सहायक लेखापरीक्षा अधिकारी - कृपया इंटरनेट एवं इंटरनेट पर अपलोड करना सुनिश्चित करें।
7. समस्त अधिकारी/कर्मचारी को अनुपालनार्थ।
8. सूचना पटल

हस्ता/-

वरिष्ठ लेखापरीक्षा अधिकारी/विधि कक्ष

Training Need Analysis (TNA) में कैसे भाग लें?

सामान्य उपयोगकर्ताओं के लिए सहायता फ़ाइल

1. Training Need Analysis, Menu पर Click करें > उसके बाद Participate in Training Need Analysis पर click करें

SELF LEARNING MODULES
TRAINING NEEDS ANALYSIS ^
IT TRAINING REQUIREMENT SURVEY
PARTICIPATE IN TRAINING NEEDS ANALYSIS
TRAINING PROGRAMMES v
IIM TRAINING PROGRAMMES v
REFERENCE MATERIALS v
HELP FILES

Year

Search by Subject

Course Level

Reasons if Any

Subjects you wish to be trained in 2022-23

SNo	Course Category	Subject	Course Level	Reasons	Date of Request	
No requests submitted!!						

2. प्रशिक्षण का वर्ष चुनें जिसके लिए टीएनए किया जा रहा है।

SELF LEARNING MODULES
TRAINING NEEDS ANALYSIS ^
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Year

Search by Subject

Course Level

Reasons if Any

Subjects you wish to be trained in 2022-23

SNo	Course Category	Subject	Course Level	Reasons	Date of Request	
No requests submitted!!						

3. उस विषय की खोज करें जिसमे आप प्रशिक्षण प्राप्त करना चाहते हैं।

SELF LEARNING MODULES

TRAINING NEEDS ANALYSIS ^

IT TRAINING REQUIREMENT SURVEY

PARTICIPATE IN TRAINING NEEDS ANALYSIS

TRAINING PROGRAMMES v

IIM TRAINING PROGRAMMES v

REFERENCE MATERIALS v

Year

Search by Subject

Course Level

Reasons if Any

Subjects you wish to be trained in

SNo	Course Category	Subject	Course Level
		Accounting in Ordnance Factory	
		Accounting standards	
		Accounts of Autonomous Bodies	
		Administrative Issues	
		Advanced MS Access with MS Excel and VB	
		ADAP	

4. Level का चयन करें।

SELF LEARNING MODULES

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TRAINING PROGRAMMES v

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REFERENCE MATERIALS v

Year

Search by Subject

Course Level

Reasons if Any

Subjects you wish to be trained in 2022-23

SNo	Course Category	Subject	Course Level	Reasons	Date of Request
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5. कारण का चयन करें कि आप प्रशिक्षण क्यों चाहते हैं

SELF LEARNING MODULES

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TRAINING PROGRAMMES v

IIM TRAINING PROGRAMMES v

REFERENCE MATERIALS v

Year

Search by Subject

Course Level

Reasons if Any

Subjects you wish to be trained in 2022-23

SNo	Course Category	Subject	Course Level	Reasons	Date of Request	
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6. Submit Button पर Click करें

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Year

Search by Subject

Course Level

Reasons if Any

Subjects you wish to be trained in 2022-23

SNo	Course Category	Subject	Course Level	Reasons	Date of Request	
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आपके द्वारा चुना गया विषय संदर्भ के लिए प्रवेश प्रपत्र के नीचे सूचीबद्ध हो जाता है। आप अधिकतम 3 विषय चुन सकते हैं। यदि वांछित विषय उपलब्ध नहीं है, तो कृपया saitrg@cag.gov.in पर लिखें।

How to participate in Training Need Analysis

Help file for general users

1. Click on the Menu Training Need Analysis > Participate in Training Need Analysis

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Year

Search by Subject

Course Level

Reasons if Any

Subjects you wish to be trained in 2022-23

SNo	Course Category	Subject	Course Level	Reasons	Date of Request	
No requests submitted!!						

2. Choose the year of training for which TNA is being done

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Year

Search by Subject

Course Level

Reasons if Any

Subjects you wish to be trained in 2022-23

SNo	Course Category	Subject	Course Level	Reasons	Date of Request	
No requests submitted!!						

3. Search for the subject you wish to get trained

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TRAINING PROGRAMMES v

IIM TRAINING PROGRAMMES v

REFERENCE MATERIALS v

Year

Search by Subject

Course Level

Reasons if Any

Subjects you wish to be trained in

SNo	Course Category	Subject	Course Level
		Accounting in Ordnance Factory	
		Accounting standards	
		Accounts of Autonomous Bodies	
		Administrative Issues	
		Advanced MS Access with MS Excel and VB	
		ADAD	

4. Choose the level

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Year

Search by Subject

Course Level

Reasons if Any

Subjects you wish to be trained in 2022-23

SNo	Course Category	Subject	Course Level	Reasons	Date of Request
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5. Select the reason why you want training

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Year

Search by Subject

Course Level

Reasons if Any

Subjects you wish to be trained in 2022-23

SNo	Course Category	Subject	Course Level	Reasons	Date of Request	
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6. Click on Submit Button

SELF LEARNING MODULES

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REFERENCE MATERIALS v

Year

Search by Subject

Course Level

Reasons if Any

Subjects you wish to be trained in 2022-23

SNo	Course Category	Subject	Course Level	Reasons	Date of Request	
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The subject that you choose gets listed below the entry form for reference. You can choose up to 3 subjects. If the desired subject is not available, please write to saitrg@cag.gov.in