OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),
ODISHA : BHUBANESWAR

No. Admn-I-(A&E)/T&E/CKR/67 **Dated: 05.11.2024**

Sub: Introduction of Central Knowledge Repository - reg.

Knowledge and Capacity Building (K&CB) Wing OF Headquarter has envisaged the Central Knowledge Repository (CSK), a comprehensive platform designed to centralize and organise information and knowledge resources critical to our organization's functions. The primary object of this repository is to streamline access to essential knowledge, best practices, Government policies and research papers and relevant resources, thereby fostering collaboration, innovation in emerging technologies, and informed decision-making across all levels of our organisation. A letter on above subject received from Training Wing of Headquarters office is enclosed for information to all concerned. The objective is to create a powerful Repository that not only addresses current needs but also anticipates future challenges and opportunities.

The following letters along with the Functional Requirement Specification (FRS) and Standard Operating Procedure (SoP) received from K&CB Wing is circulated for information and for further needful.

Sl No	Hdqrs Letter / Circular No	Subject
1	Knowledge and Capacity Building Wing Email dated 14.06.24, 17.07.24 and 18.10.24 along with all enclosures.	Central Knowledge Repository-reg.

The above Emails along with all the enclosure are available on Website at the following link

(https://cag.gov.in/ae/odisha/en/ae-circulars-office-orders?cat=853)

05/11/2024

(Guruprasad Mukherjhee)
Sr. Accounts Officer (Admn)

To

1. Deputy Accountant General (Works Accounts), Puri. The hardcopies of the above circulars may be downloaded from our Office Website. (https://cag.gov.in/ae/odisha/en/ae-circulars-office-orders?cat=853)
2. Branch Officer (EDP) for hosting the above letter, Email along with all enclosures on the Website for information of all concerned..
3. Notice Board of Main Office for display.

प्र.म.ले (सं/स) ..... अपरी ह..... दिनांक..... 18/3/24
F. No. 485 Secn. CAG No. No. 148

KEERTI TEWARI, IAAS
Addl. Deputy Comptroller & Auditor General
& Director General (iCISA)

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124

OFFICE OF THE
COMPTROLLER & AUDITOR GENERAL
OF INDIA
Pocket 9, Deen Dayal Upadhyaya Marg,
NEW DELHI-110 124

C.A. to Sr. DAG (Admn)
No. 364 Date: 19/3/24

Admn-1,Inward/GI/Court Cases/PC/Complaint/CAG
DI/IAD Dy. No. 817 Dt. 20/3/24

D O No 11 / 419 / K&CB
wing/2024
Dated : 15 MAR 2024

Subject: Introduction to Central Knowledge Repository (CKR)

Dear All,

SAI India, as a knowledge-based and knowledge driven organisation, strives towards staying well-informed on national and global trends, adopting international best practices, and exploring diverse sectors in line with our professional duties. Our training and capacity building setup comprising 15 training institutes plays a crucial role in contributing to the continuous professional development of officials at various levels. While acknowledging the availability of abundant knowledge resources across sectors and across the country, there emerged a need to build up on these resources by intensifying our efforts in research, knowledge progression, widespread dissemination, and the systematic archiving and retrieval of knowledge.

Sr DAG (Admn) 18/3/24

Knowledge & Capacity Building (K&CB) Wing has, therefore, envisaged the Central Knowledge Repository (CKR), a comprehensive platform designed to centralize and organize information and knowledge resources critical to our organization's functions. The primary objective of this repository is to streamline access to essential knowledge, best practices, Government policies and research papers and relevant resources, thereby fostering collaboration, innovation in emerging technologies, and informed decision-making across all levels of our organization.

Regional Capacity Building and Knowledge Institutes and Centres (RCBKI/C) the erstwhile RTIs are, therefore, expected to evolve significantly to embrace the new strategy and metamorphose into the role of Knowledge Centres (KCs) in the department through Knowledge building and dissemination. KCs are also to evolve from the role of training and capacity building and expand the scope of knowledge resources beyond STMs and Case Studies to include research papers, published documents, articles, reports, manuals, guides, best practices, videos, photographs and any other knowledge resources deemed valuable.

19/03/24

Contd.....2/--

AAO Admn
Sri Murty 19/3/24

दूरभाष / Phone : +91-11-23217318 ई-मेल / E-mail : tewariK@cag.gov.in

Besides the RCBKIs, all the field offices as well as functional wings of HQrs. are also expected to contribute to knowledge building and will be important contributors to the CKR. To make this initiative more inclusive and reflective of the diverse knowledge available in our offices/ functional wings, we request you to identify and suggest 2-3 priority topics on which your office/ wing can contribute for inclusion in the Central Knowledge Repository.

You may kindly forward your suggested areas to K&CB wing by 15.04.2024 through email. Your input will play a crucial role in shaping the content and focus areas of the Central Knowledge Repository. Further, you are also requested to start collating all knowledge resources pertaining to your office and have them ready for upload into the CKR by the end of April 2024. A detailed SOP for processing of identified knowledge/content for upload into the CKR will be shared in due course.

We believe that the success of this initiative depends on the active involvement and collaboration of all our field offices/ functional wings. Together, we can create a powerful repository that not only addresses current needs but also anticipates future challenges and opportunities.

Thank you for your cooperation and enthusiasm in embracing this new initiative. We look forward to your valuable contributions.

Yours Sincerely,

15/3

(Keerti Tewari)
Addl. Dy. CAG (Capacity Building) and
Chief Knowledge Officer

To

All Functional Wing (HQrs)
All RCBKIs/Cs
All Field Offices (Including overseas offices)

From: "AAO Training Division Joydeep Mukherjee" <aao3kcb@cag.gov.in>
To: "cag-all-offices" <cag-all-offices@lsmgr.nic.in>
Cc: "SURESH KANVAPURI" <saokcb@cag.gov.in>, "Tarun Singh" <aao1kcb@cag.gov.in>, "Mayank Tripathi AAO Training Division" <aao2kcb@cag.gov.in>, "Training Division, CAG office" <kcbwing@cag.gov.in>
Sent: Friday, June 14, 2024 3:36:20 PM
Subject: Functional Requirement Specification (FRS) of the Central Knowledge Repository (CKR)

To
All Field offices of SAI India

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली– 110124
ज्ञा.क्ष.नि अनुभाग

महोदया / महोदय,

Knowledge & Capacity Building (K&CB) Wing is in the process of implementing Central Knowledge Repository (CKR), a comprehensive platform designed to centralize and organize information and knowledge resources critical to our organization's functions. The primary objective of this repository is to streamline access to essential knowledge, best practices, Government policies and research papers and relevant resources, thereby fostering collaboration, innovation in emerging technologies, and informed decision-making across all levels of our organization. Knowledge is not limited to only Structured Training Material (STMs) and Case Studies available with K&CB wing, but can also be in the form of documents, reports, manuals, guides, best practices, videos, photographs and any other knowledge resources deemed valuable.

For further details, the approved Functional Requirement Specification (FRS) document for the CKR can be accessed through the following link:
https://cag.gov.in/uploads/media/FRS-24-1-24-final-0666be7c8a08a06-37929099.pdf

This issues with the approval of Director General (Capacity Building).

सादर/ Kind regards,

जॉयदीप मुखर्जी/ Joydeep Mukherjee
सहायक प्रशासनिक अधिकारी/ Assistant Administrative Officer
ज्ञा.क्ष.नि अनुभाग/ K&CB Wing
भारत के नियंत्रक एवं महालेखा परीक्षक के कार्यालय / O/o the C&AG of India
9, दीन दयाल उपाध्याय मार्ग/ 9, Deen Dayal Upadhyay Marg
नई दिल्ली/ New Delhi
(M) 9433612827

logo-left.png
299 KB

SOP for content creation.pdf
2 MB

Email **Training Division, CAG office**

Re: Functional Requirement Specification (FRS) of the Central Knowledge Repository (CKR)

From : AAO Training Division Joydeep Mukherjee <aao3kcb@cag.gov.in> Wed, Jul 17, 2024 10:41 AM

2 attachments

Subject : Re: Functional Requirement Specification (FRS) of the Central Knowledge Repository (CKR)

To : cag-all-offices@lsmgr.nic.in

Cc : SURESH KANVAPURI <saokcb@cag.gov.in>, Tarun Singh <aao1kcb@cag.gov.in>, Mayank Tripathi AAO Training Division <aao2kcb@cag.gov.in>, Training Division, CAG office <kcbwing@cag.gov.in>

SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली– 110124
ज्ञा.क्ष.नि अनुभाग

महोदया / महोदय,

Please refer to the trailing email on the captioned subject, In this regard, I am directed to forward the revised "Standard operating procedure" for content creation AND uploading the Knowledge Entry (KE) into the upcoming Central Knowledge Repository (CKR). All field offices are requested to follow the revised SOP (attached) for content creation.

This issues with the approval of Director General (Capacity Building).

सादर/ Kind regards,

जॉयदीप मुखर्जी/ Joydeep Mukherjee
सहायक प्रशासनिक अधिकारी/ Assistant Administrative Officer
ज्ञा.क्ष.नि अनुभाग/ K&CB Wing
भारत के नियंत्रक एवं महालेखा परीक्षक के कार्यालय / O/o the C&AG of India
9, दीन दयाल उपाध्याय मार्ग/ 9, Deen Dayal Upadhyay Marg
नई दिल्ली/ New Delhi
(M) 9433612827

304 - 419 /K&CB/2024-25

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली-110124
OFFICE OF THE
COMPTROLLER & AUDITOR GENERAL OF INDIA
9, Deen Dayal Upadhyaya Marg, New Delhi-110124

सत्यमेव जयते

दिनांक / DATE 18-10-2024

To,

All the Heads of Department
All the Directors General/ Principal Directors at Headquarters

Subject: Upload of Information to Central Knowledge Repository (CKR) Prototype and Feedback Submission

Madam/Sir,

A reference is invited to K&CB Wing email dated 14.06.2024 and 17.07.2024 (copies enclosed) wherein K&CB wing had circulated Functional Requirement Specification documents for CKR and Standard Operating Procedure for content creation and uploading the knowledge content into the CKR.

In this regard, it is informed that the Reviewer Module has been removed from the CKR by the competent authority. All knowledge content uploaded on CKR by field offices/ functional wings will be routed to the K&CB Wing for final publishing.

C&AG of India has accorded approval to the launch of Central Knowledge Repository (CKR) on Audit Divas 2024.

A prototype of the repository has been made available at the following URL: *https://staging3.velocis.in:8243/CKR/public. Users can login using their name based official Email Id. The default password is 123456.*

A basic user guide for the CKR is attached with this email for ease of access of new users.

All offices are requested to start uploading relevant knowledge resources, and documents to the prototype platform at the earliest (detailed instructions attached with this email).

In addition, we highly value your input and feedback on the functionality, structure, and usability of the prototype. This will help us enhance the repository before its final implementation. Therefore, it is requested that feedback on the prototype may be sent to the Knowledge and Capacity Building Wing no later than **31st October 2024**.

For any queries or assistance with the upload process or submission of feedback, please contact K&CB wing at kcbwing@cag.gov.in.

Yours Sincerely,

Director General
(Capacity Building)

304 - 419 /K&CB/2024-25

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली-110124
OFFICE OF THE
COMPTROLLER & AUDITOR GENERAL OF INDIA
9, Deen Dayal Upadhyaya Marg, New Delhi-110124

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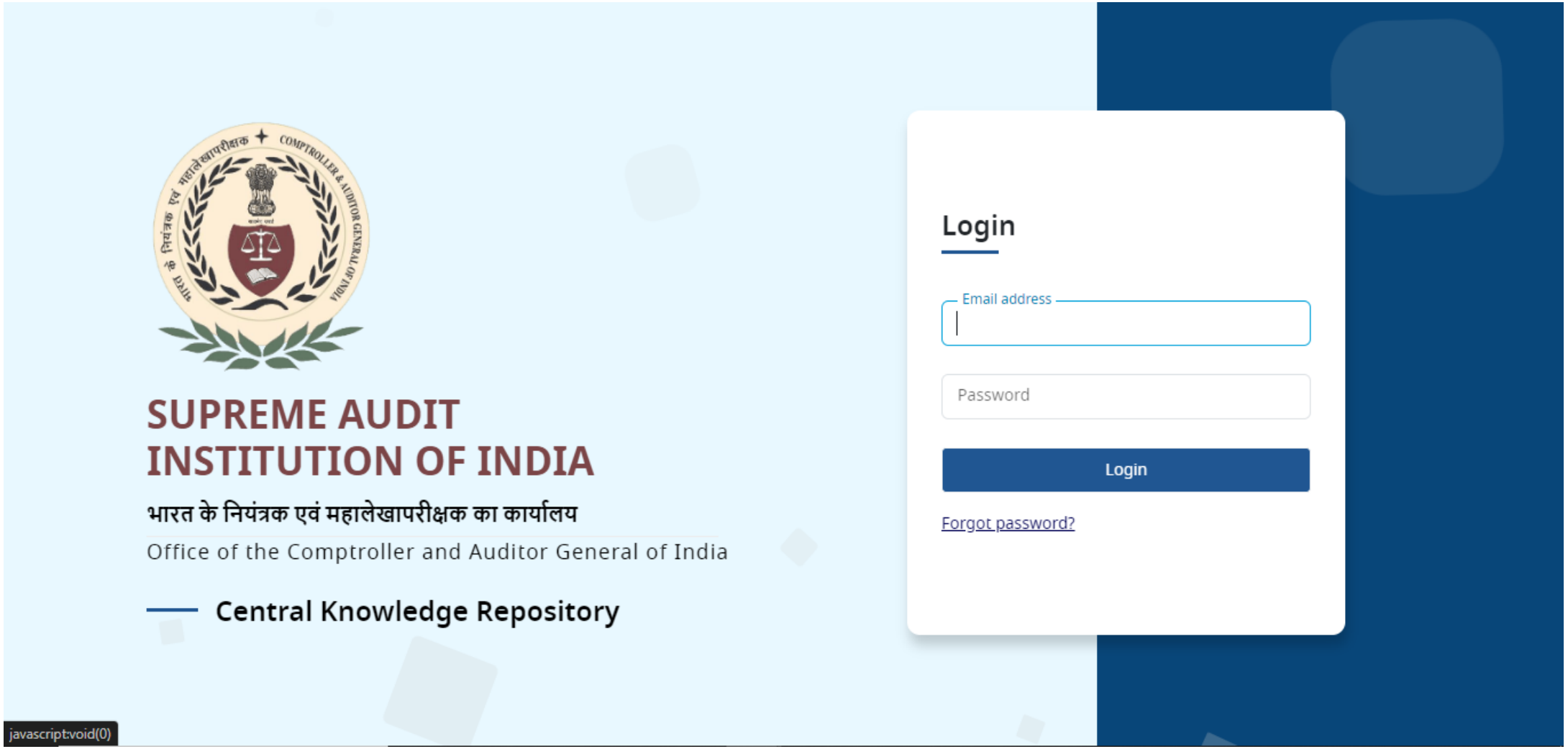
Yours Sincerely,

Director General
(Capacity Building)

BASIC USER GUIDE

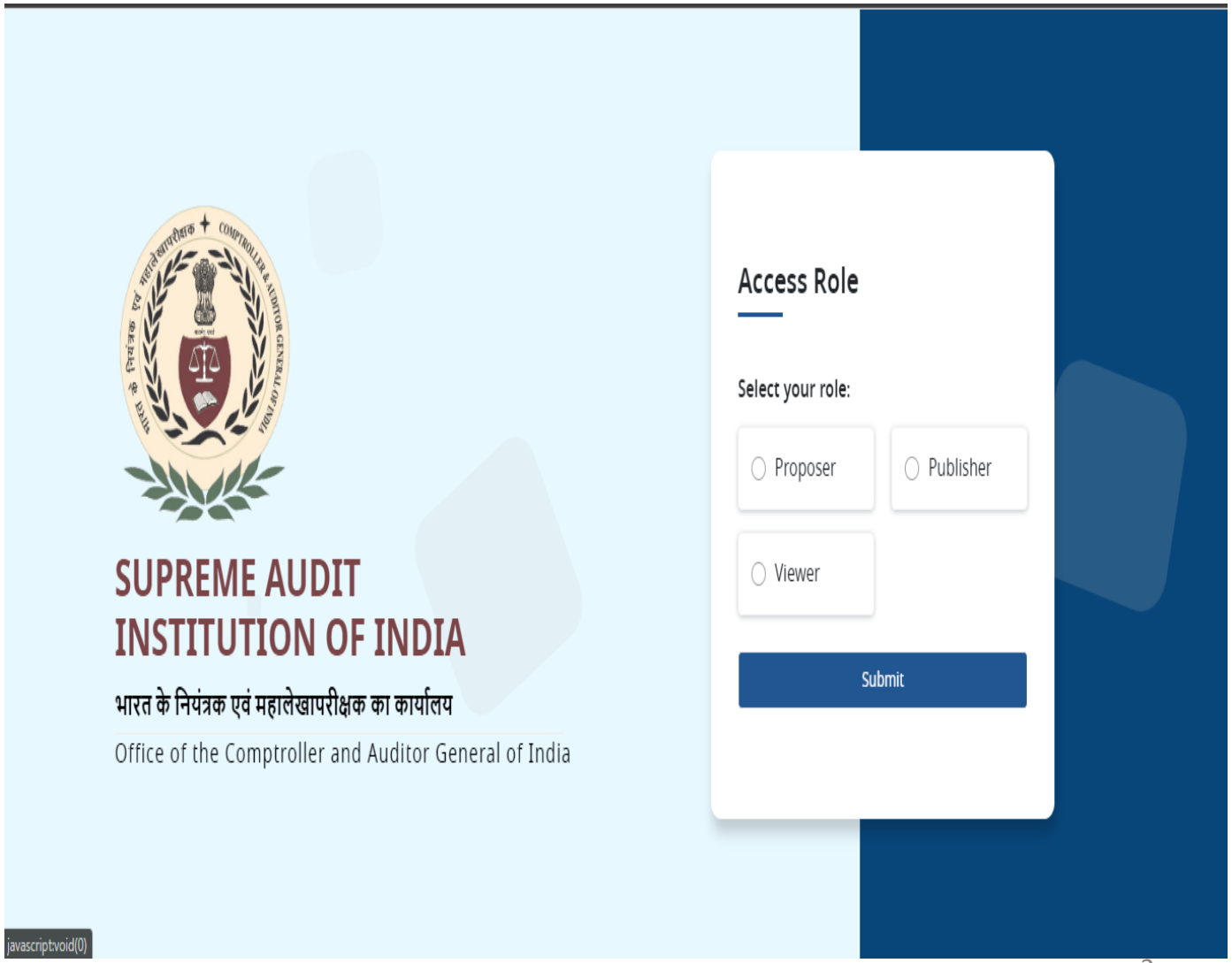
Login Page: Login with the NIC email ID and “123456” as password



Role Access Page

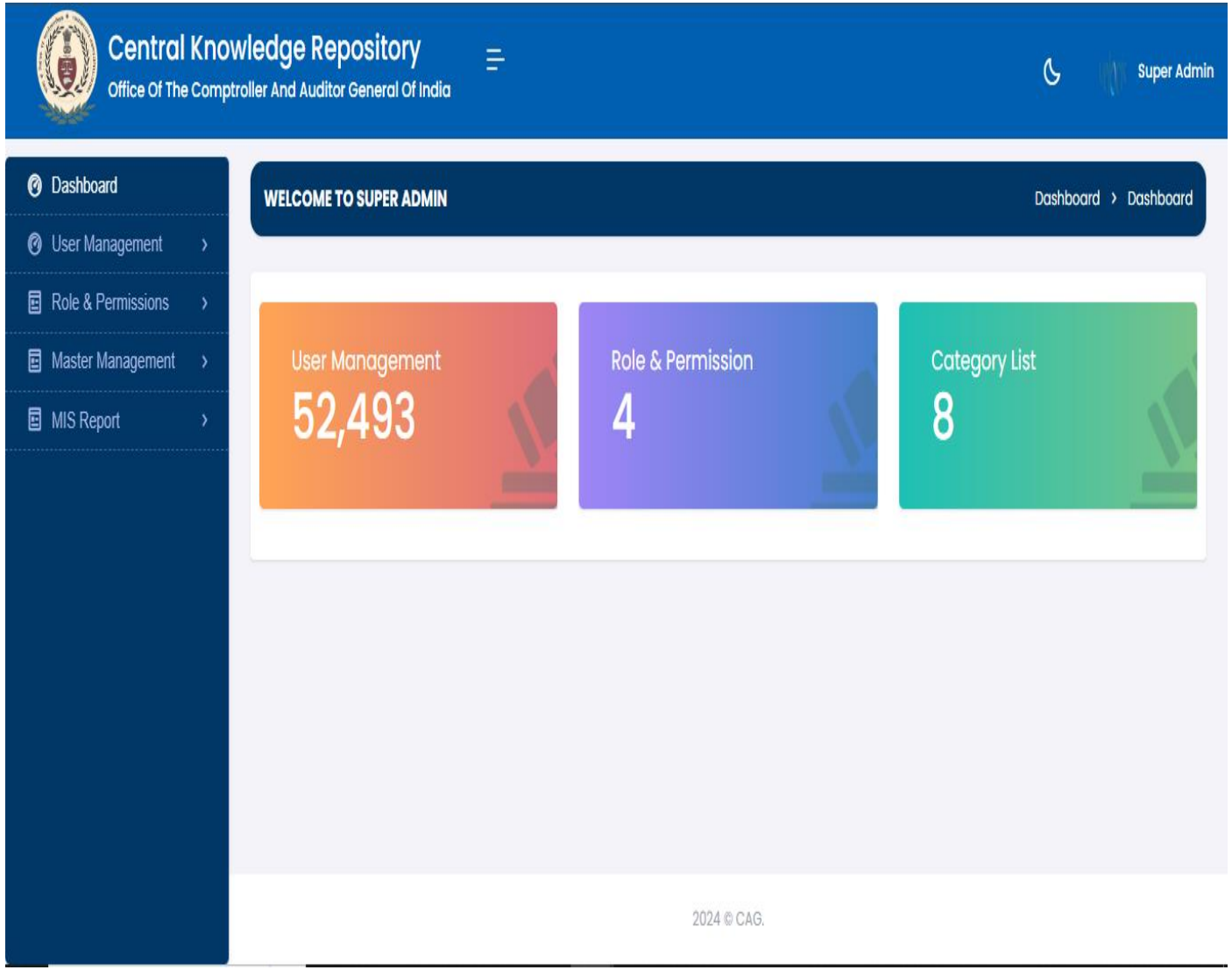
1. Select the role you want to log in with.

2. Submit.



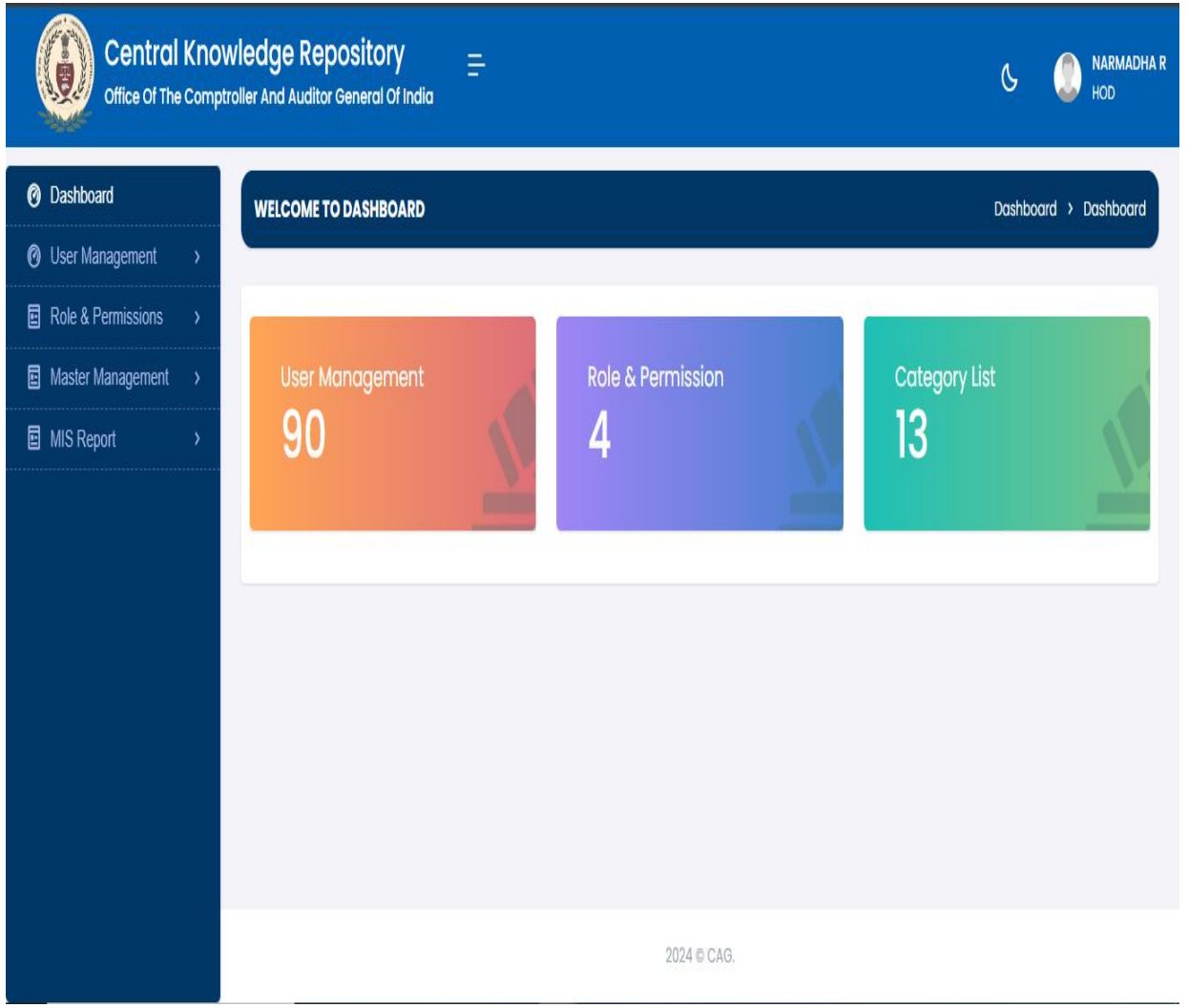
Super Admin Dashboard

Note: The super admin can see all users' data here.

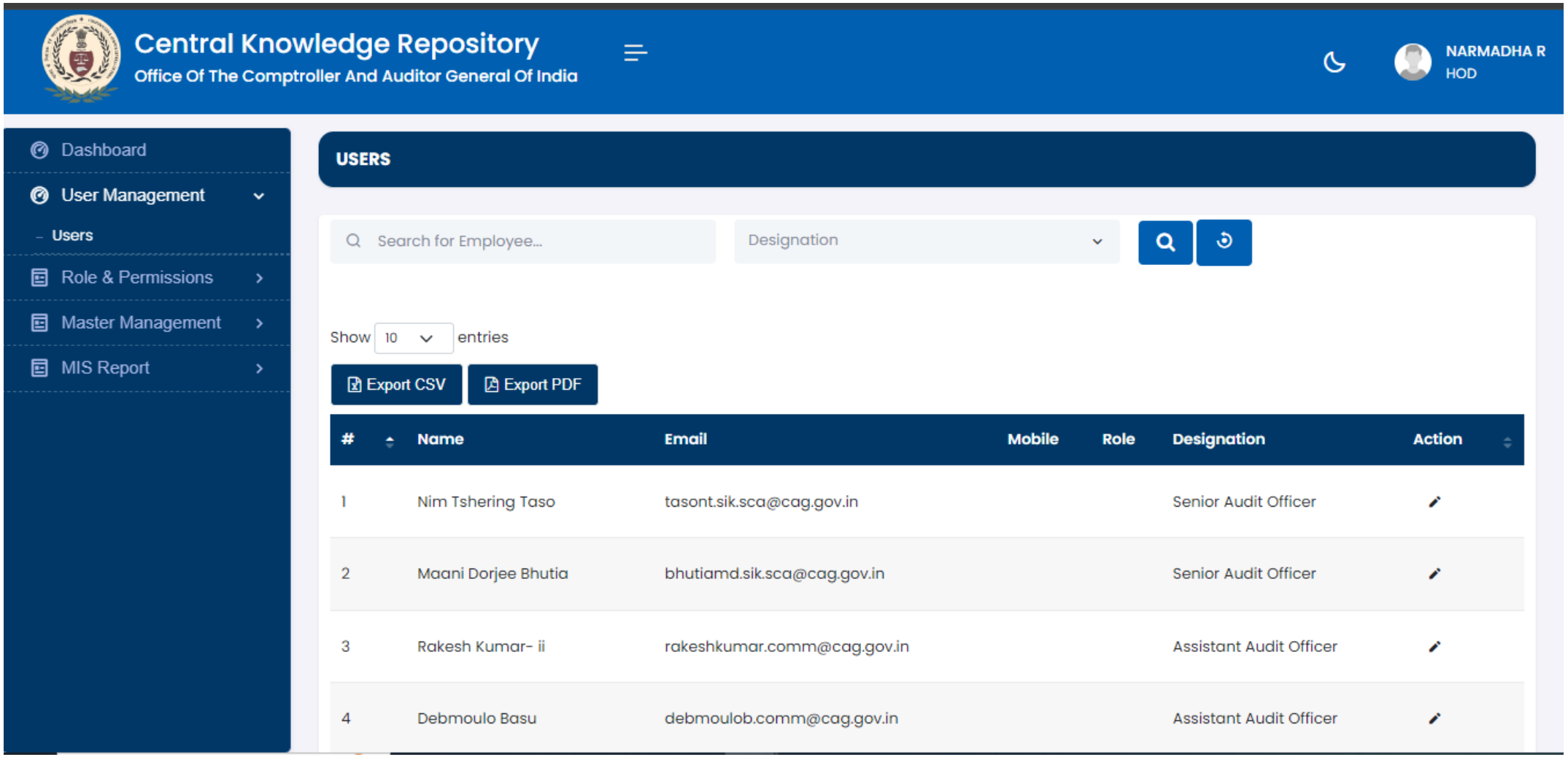


HOD Dashboard

Note: The HOD can see all office-wise user data.

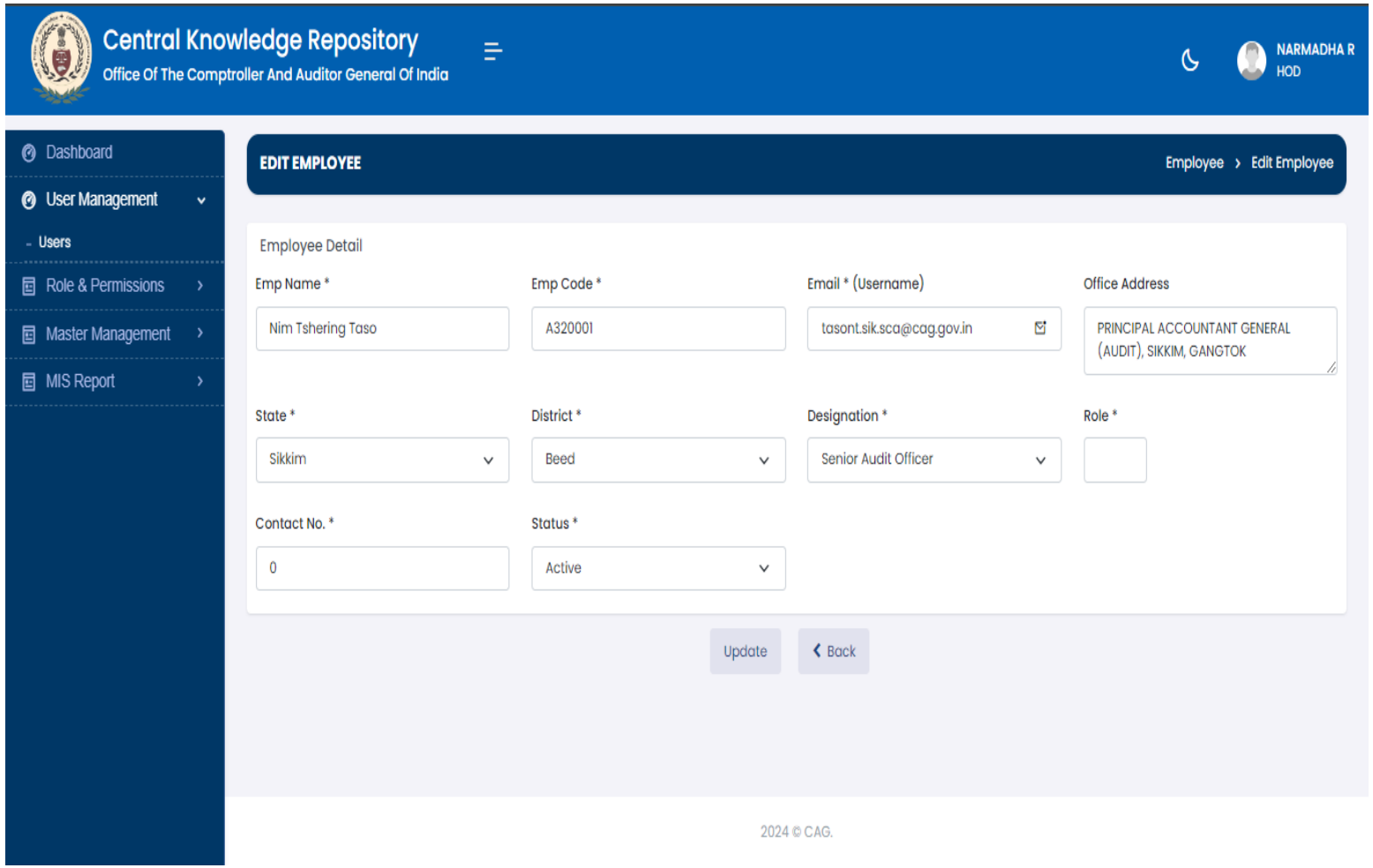


HOD User List



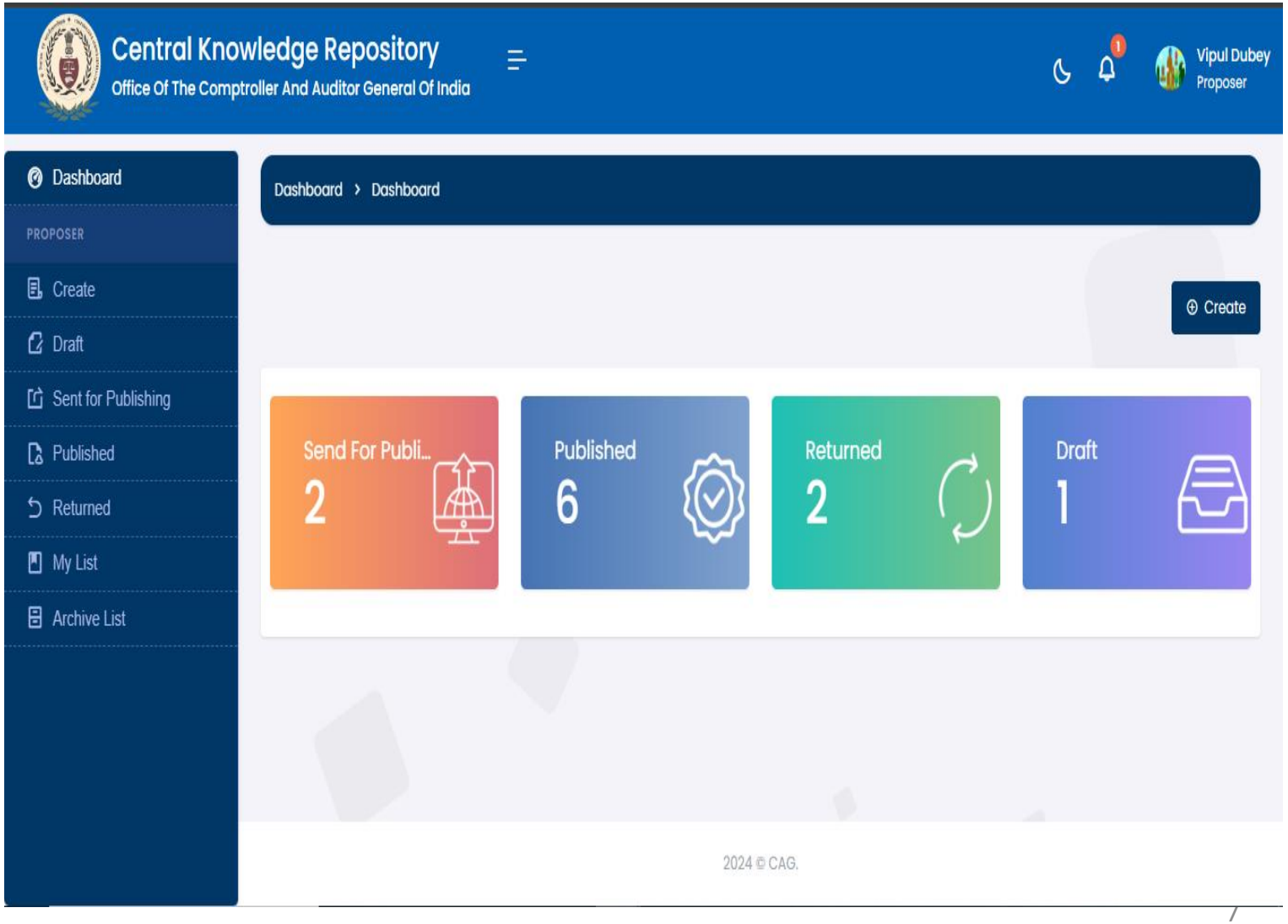
HOD Role Assign for users

Note: The HOD assigns a role by clicking the pencil button, selecting the role, and updating it.



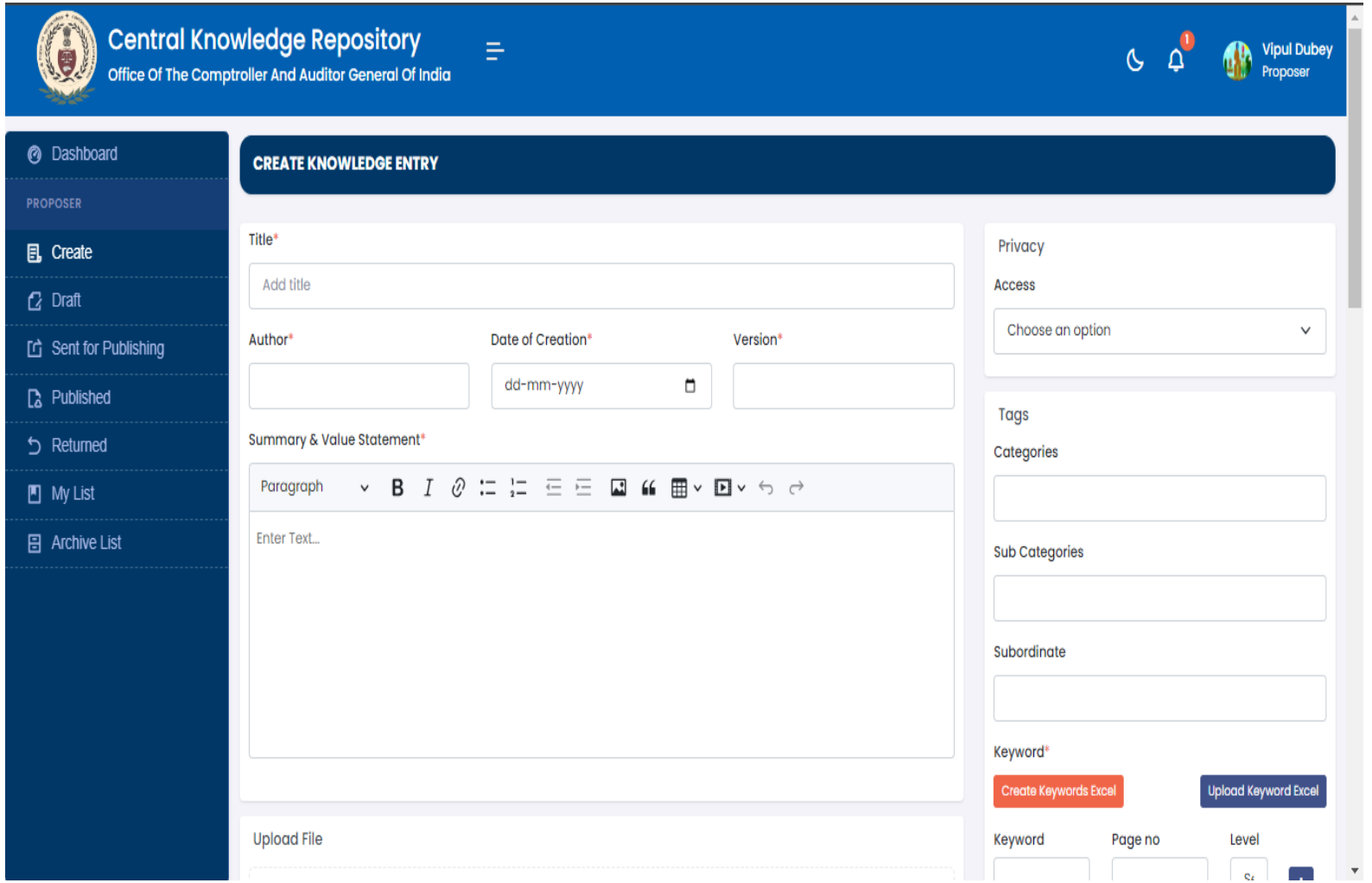
Proposer Dashboard

Note: Click the create button to create KE.



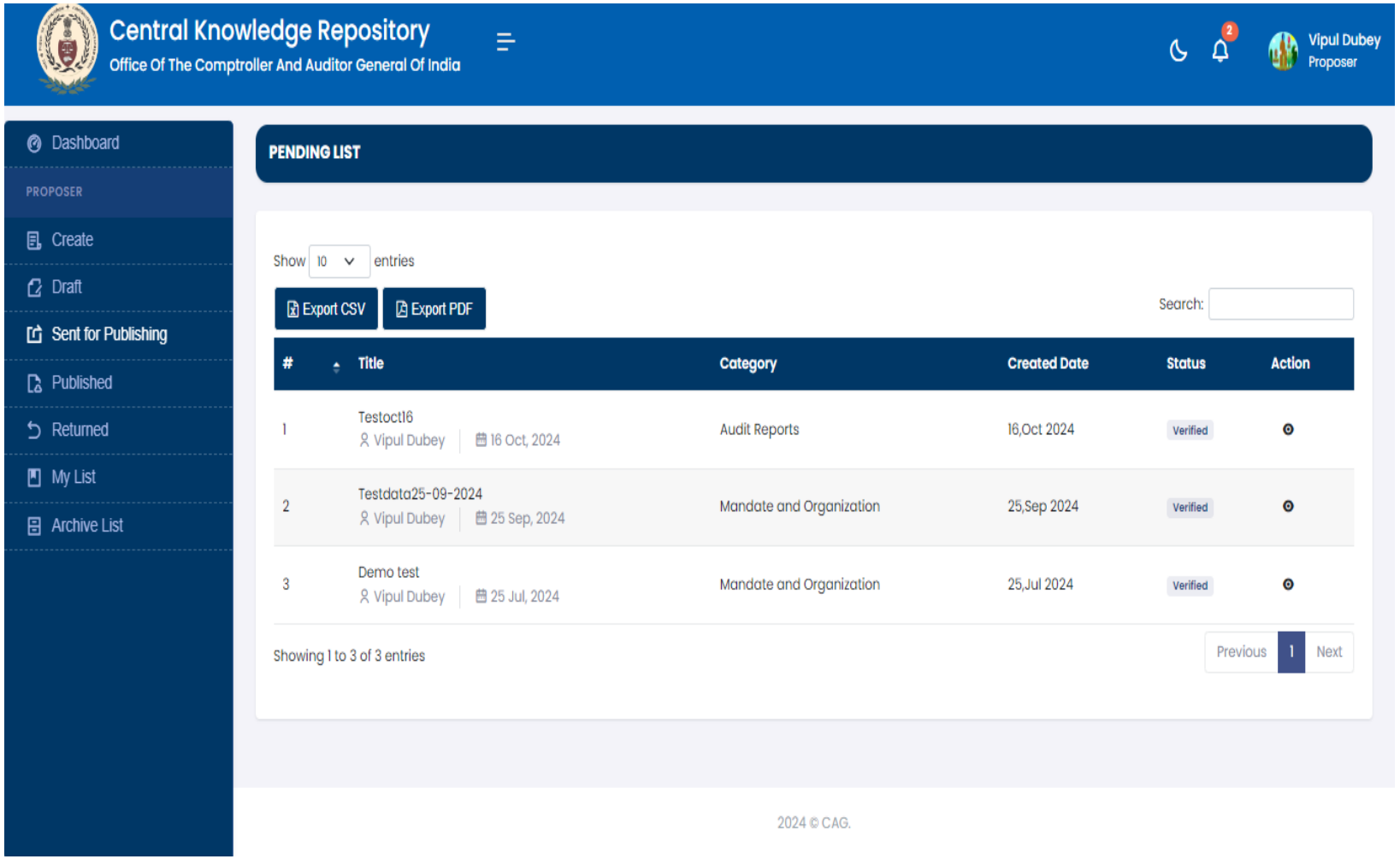
Proposer Create KE

Note: Fill in all input fields as required to submit the KE and click the 'Save As Draft' button for draft mode.
OR Click the 'Send for Publish' button to submit.



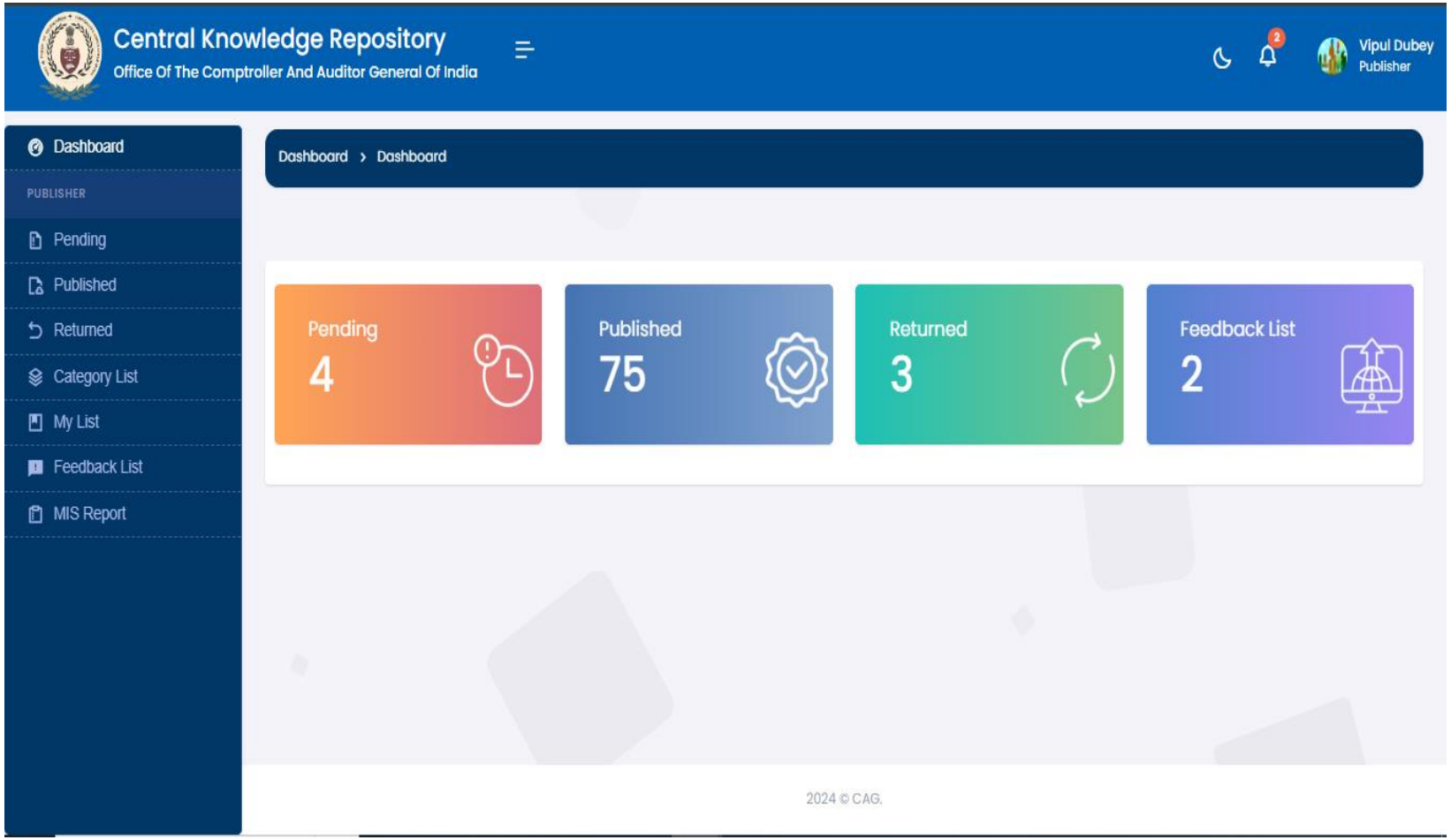
Sent For Publishing KE

Note: After submission, the 'Send for Publish' button will appear in the list.



Publisher Dashboard

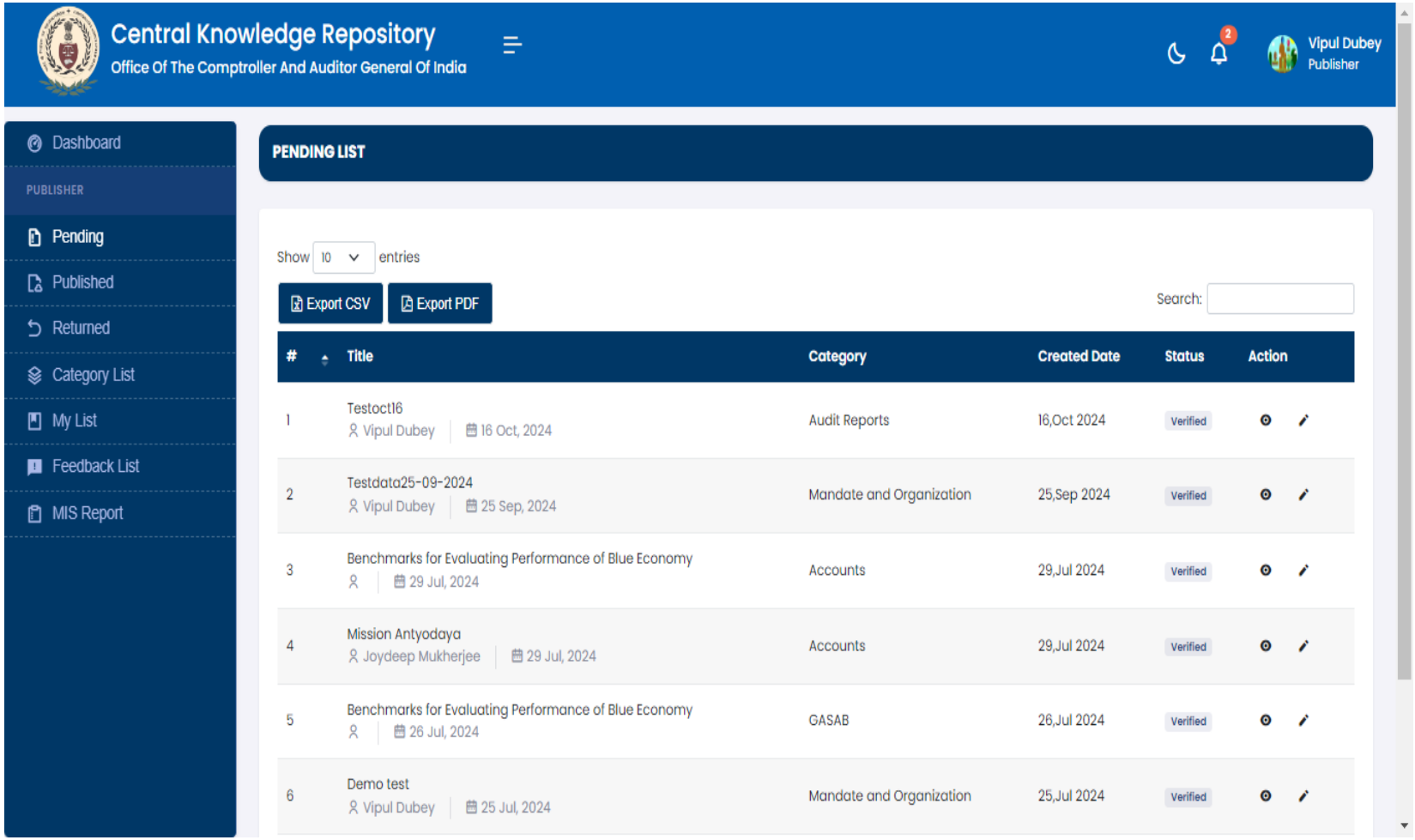
Note: The Publisher dashboard shows the total number of Pending KE, Published KE, Returned KE, Feedback List



Publisher :- Pending List For Published

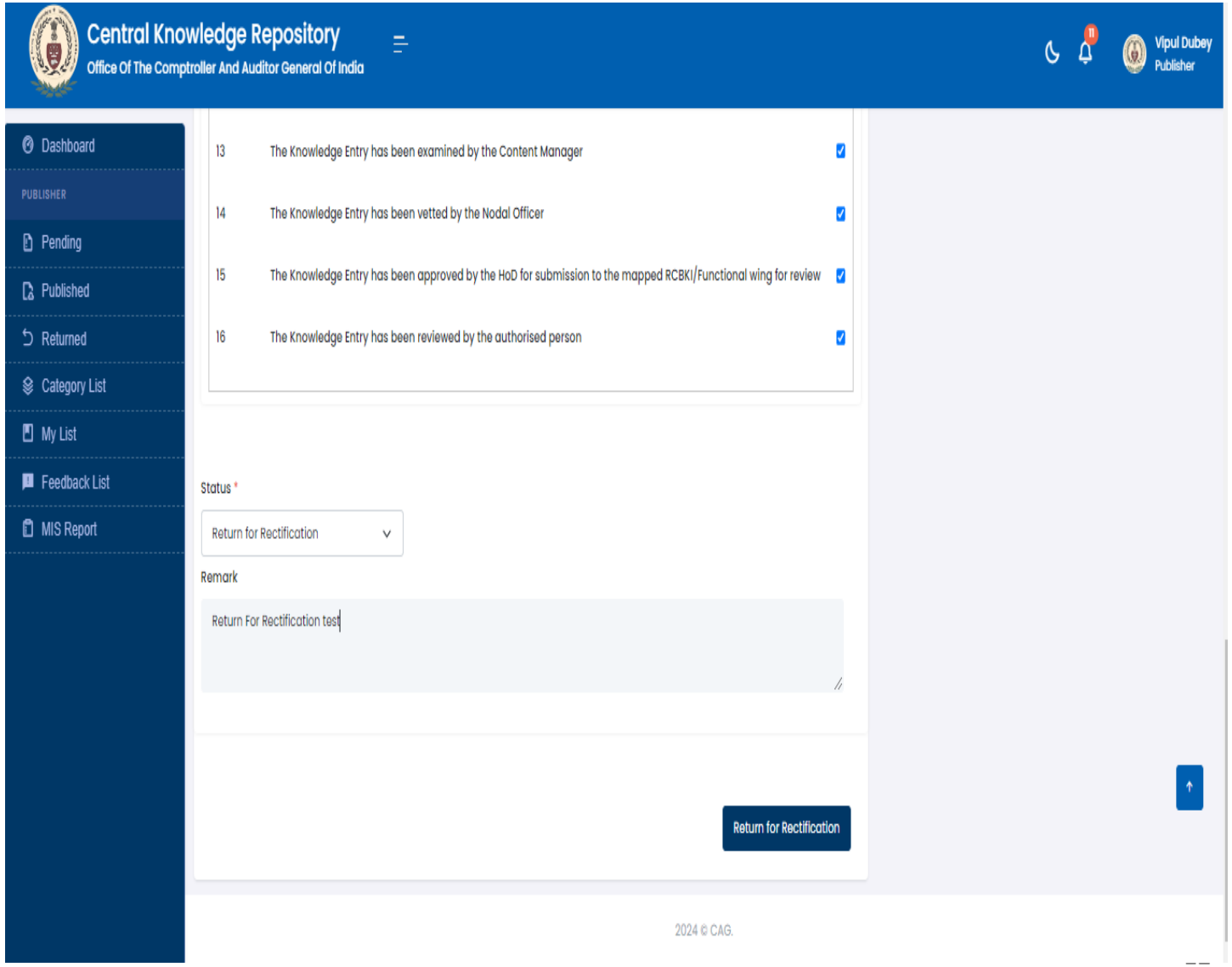
Note: All pending items are displayed, and the publisher must verify the KE details before publishing. There are two buttons in the action section:

- The eye button to view the page.
- The pencil button to publish the KE or return it for rectification.



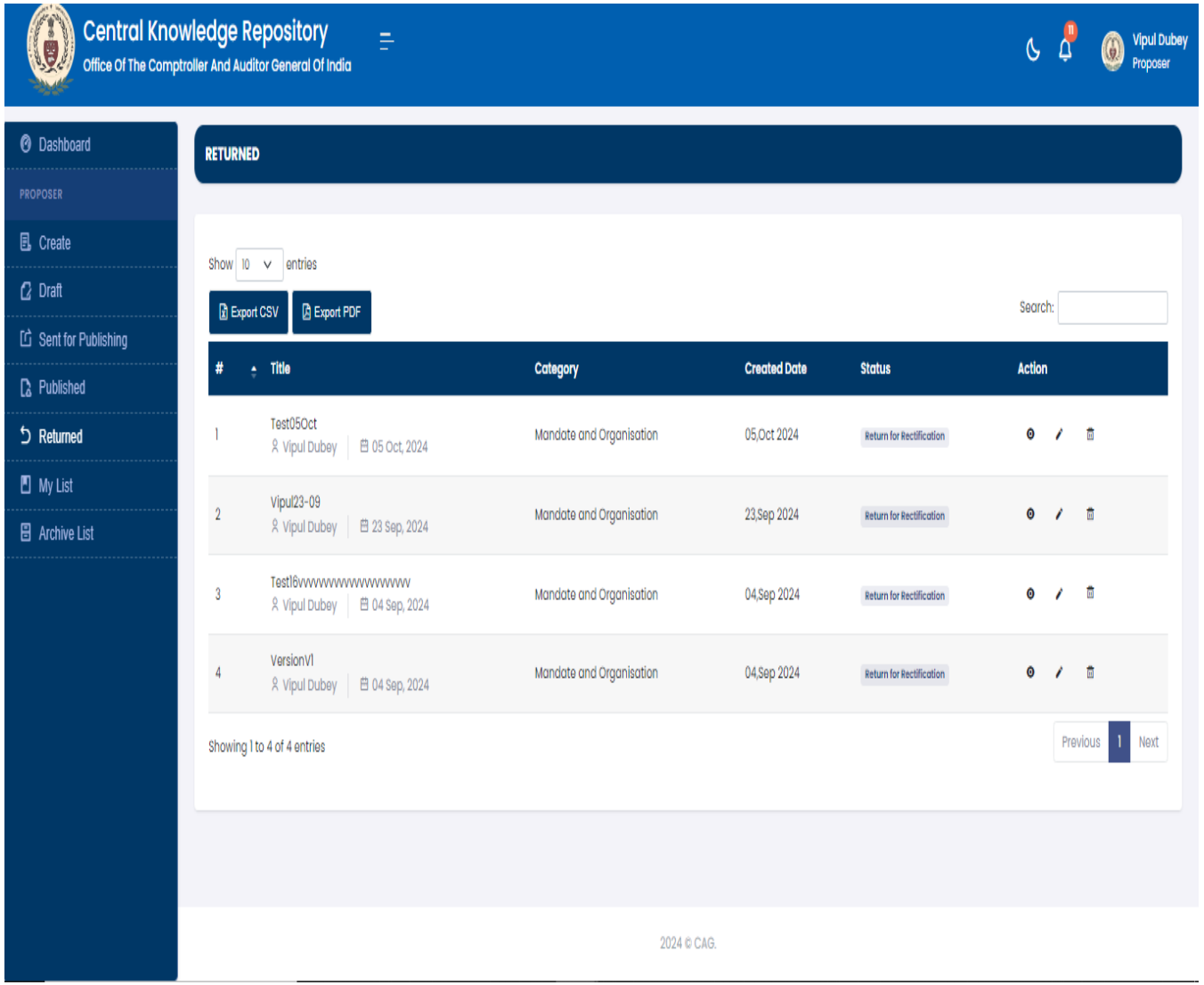
Publisher:- Return For Rectification

Note: Select the status and return it for rectification.



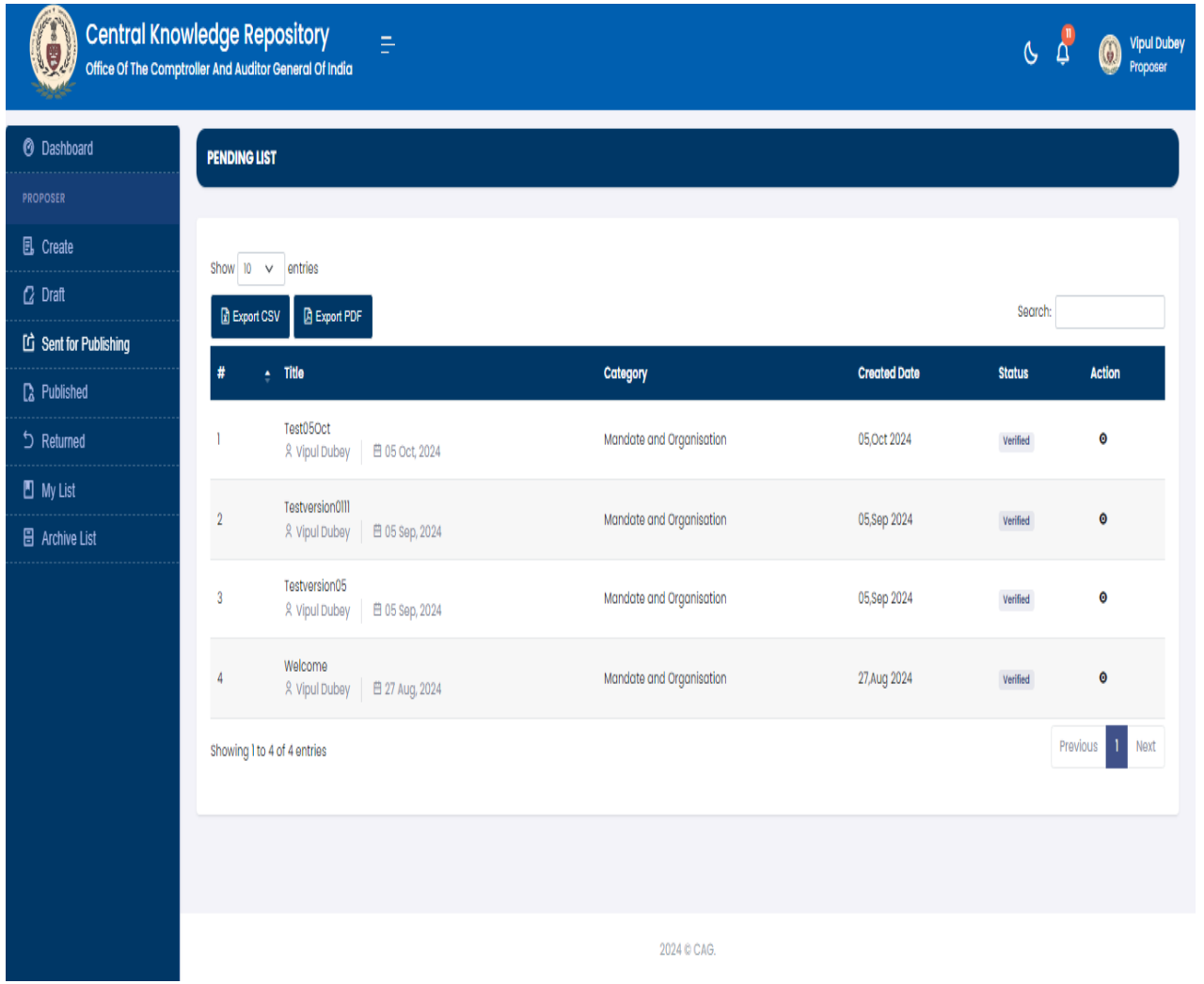
Proposer:-Return For Rectification List

Note: In the Proposer login, all items returned for rectification are shown here.



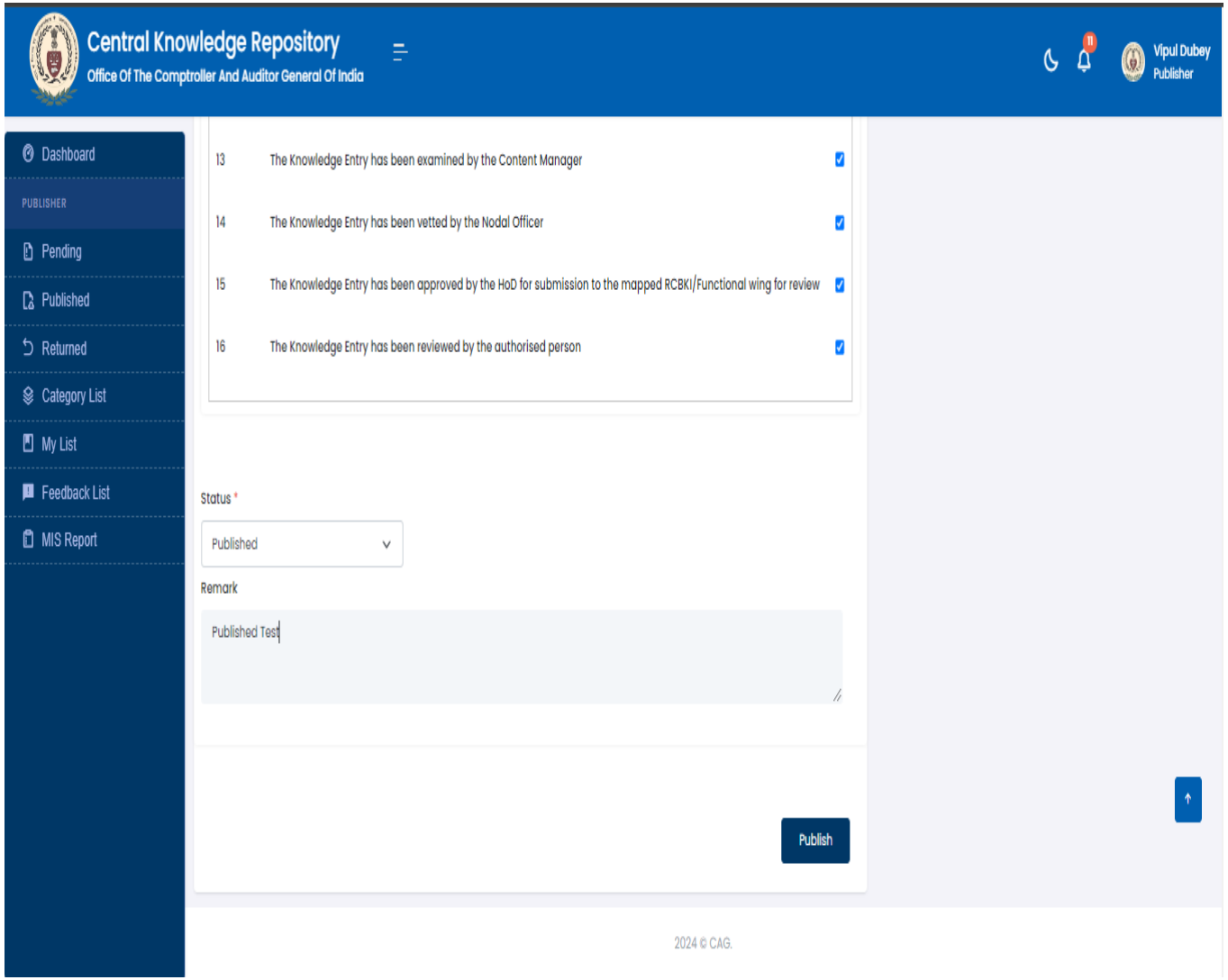
Poposer:- Re-Sent For Publishing KE

Note :Proposer re-sent for publishing KE



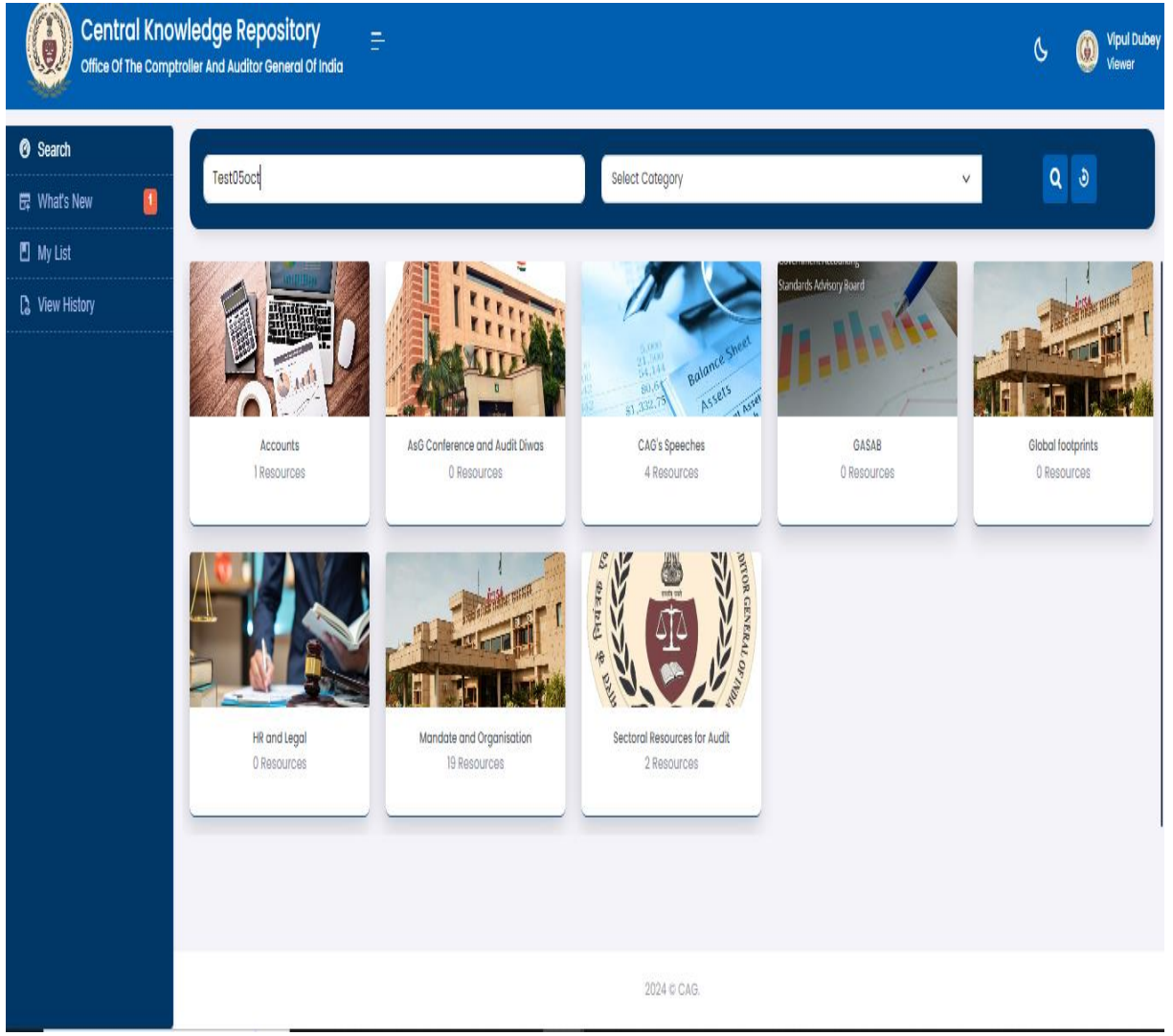
Publisher:- Published KE(Knowledge Entry)

Note: In the Publisher login, the pending list is displayed. Click the pencil button to open the page, fill in the checklist, select the status for publication, and click the publish button.



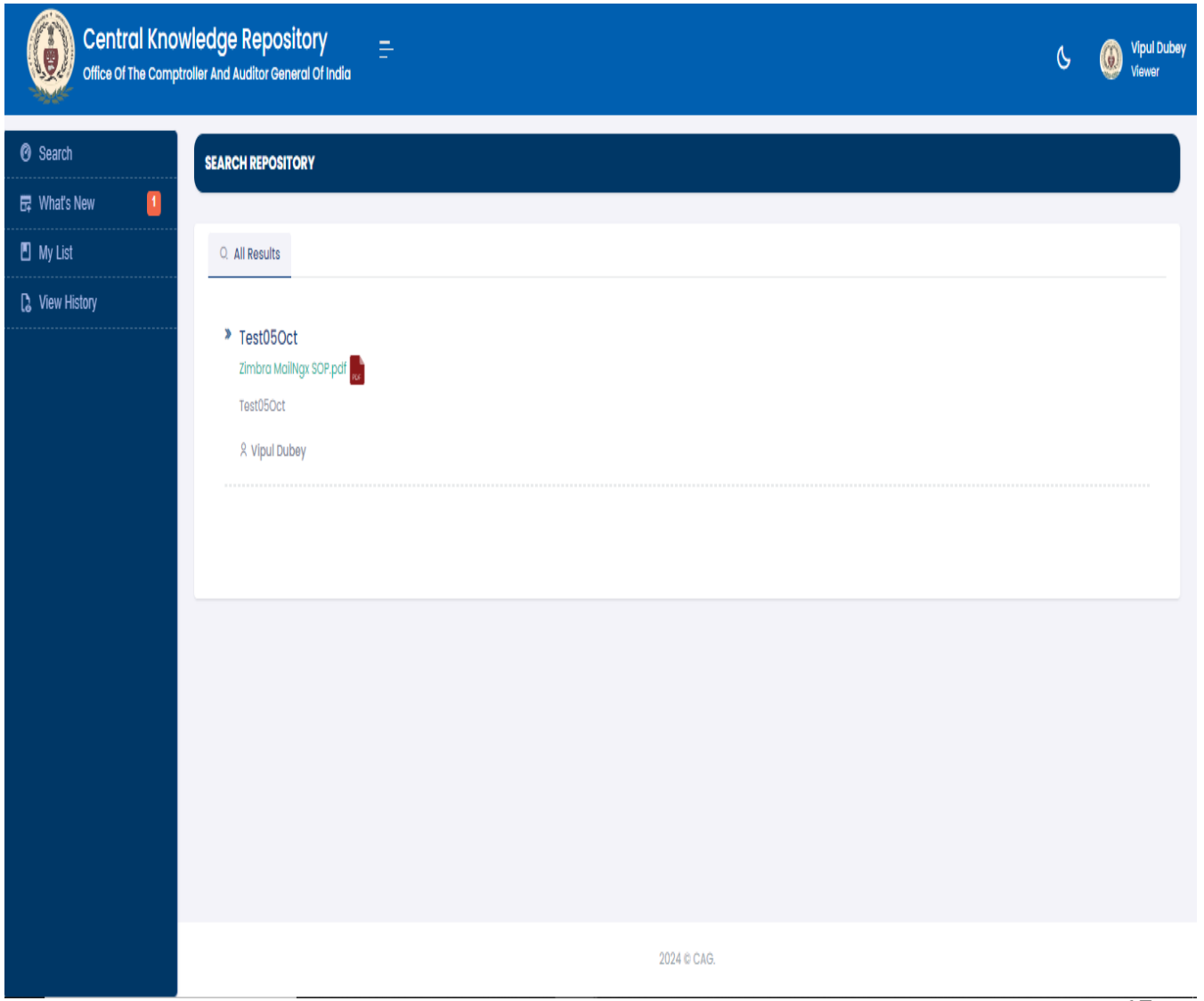
Viewer :Searching Knowledge Entry Using Keyword

Note: Log in as a Viewer to search for KE using keywords or select the category in respective search bars.
Enter the keyword in the input text box and click on the search icon.



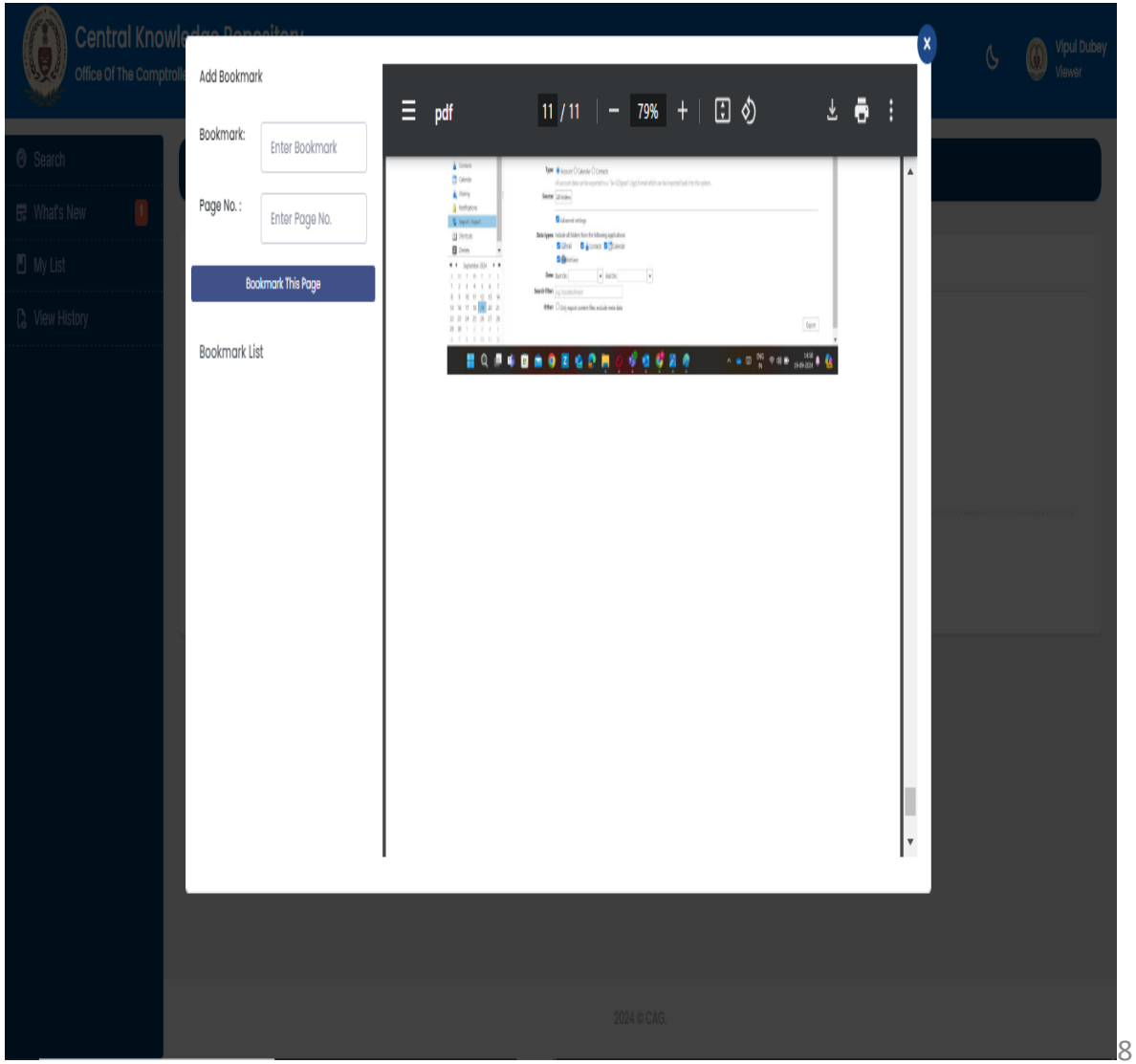
Viewer :Search Repository List

Note: Once you click the search button, all KE items will be displayed according to the search keyword.



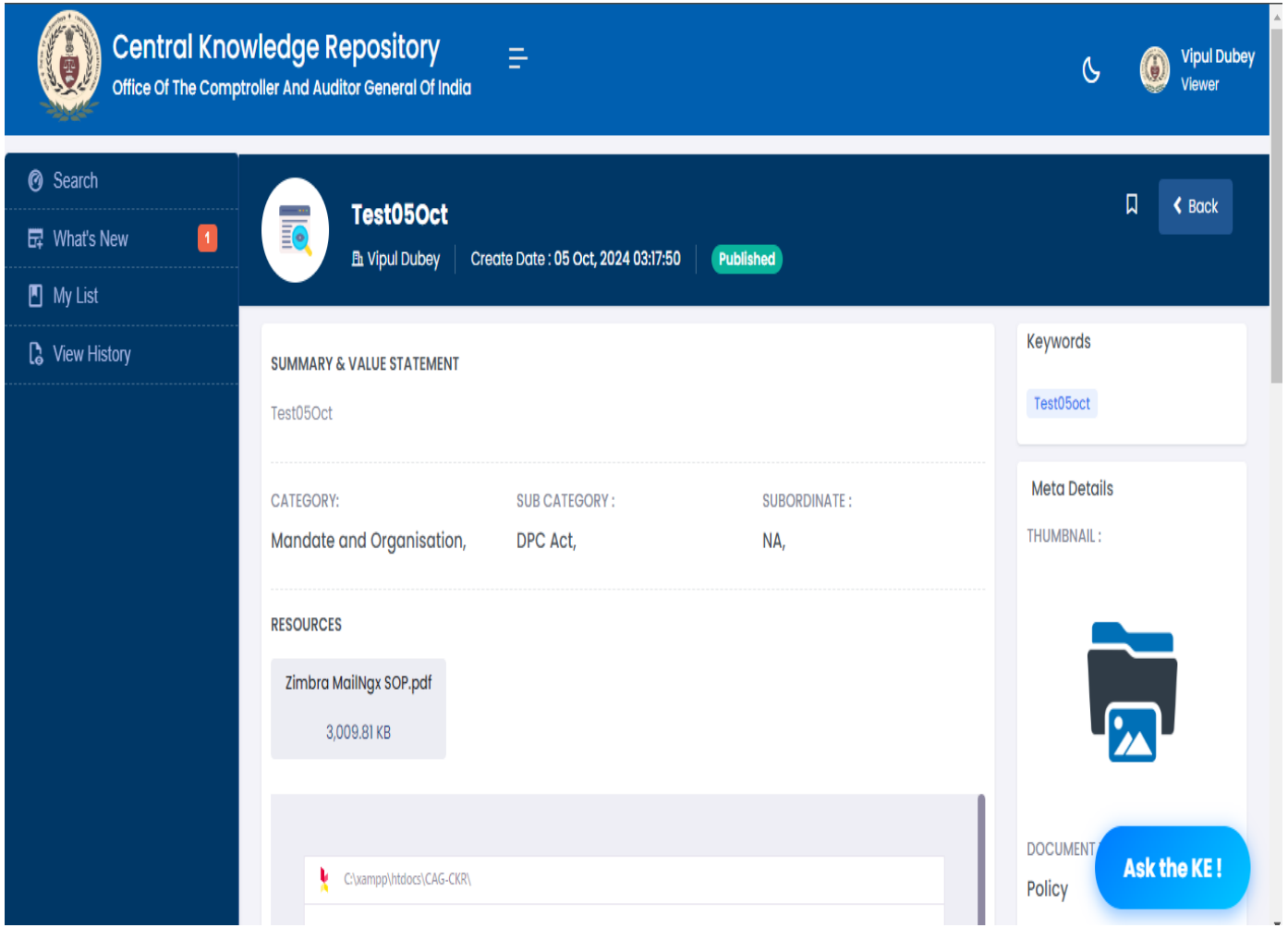
Viewer :Knowledge Entry View

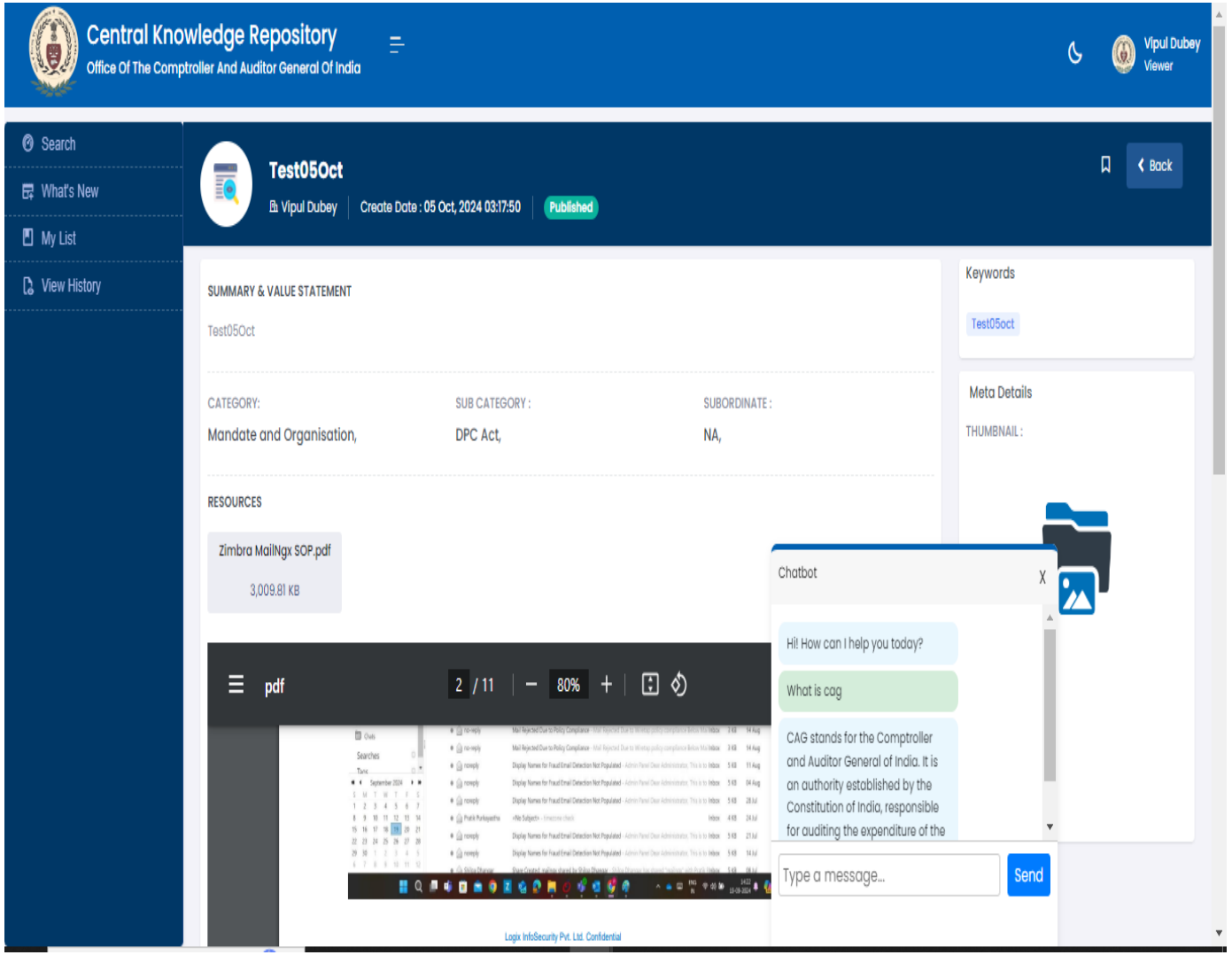
Note: Click the PDF icon to view the KE document. To save a bookmark, enter the bookmark name and page number, then click 'Bookmark This Page.' The list will be shown below.



Viewer :Knowledge Entry Pre-View

Note: Once you click on the KE title, the preview page will open, showing all details along with the KE document.



Viewer :Chatbot

Note: Once you click on 'Ask with KE,' the chat with the KE document will start.