



OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E), JHARKHAND, P.O. DORANDA, RANCHI 834 002

O.O.No WM-I./LMS Courses / 50

Dated- 16.10.2023

OFFICE ORDER

In pursuance of Headquarter Office guidelines, all Sr.DAOs/DAOs/DAs/DA(P)s are directed to complete two courses on "Prevention of Sexual harassment" of Women at Workplace" and "Disciplinary proceedings in IA&AD" through e-Learning Mode by logging into Sai Training Portal. The instruction manual received in this regard is attached as Annexure (A)

The salient features of the e-Learning Module are as follows:-

1. This module can be accessed by logging into Sai Training Portal at <https://training.cag.gov.in/Login.aspx> through cag.gov.in email.id. Learning Management System appears in the Menu. Then enrol for both the course under General Courses. The main menu consists of three parts: _

- (a) Introduction,
- (b) 3 segments
- (c) End course evaluation

After completion of each segment, there is a module exam. On completion of all segments, an End Course evaluation has to be taken. If the learner passes the end course evaluation test, the course completion certificate is issued to the learner. A printout of the certificate is to be taken out and submitted to AAO/DAG (Works) Secretariat through Sr.AO/WM.

In case of any difficulties faced, Shri Pramod Munda, AAO/DAG (Works) Secretariat may be contacted.

- 2. The successful completion of this training is compulsory for all Sr.DAOs/DAOs/DAs/DA(P)s.
- 3. The completion certificate is a compulsory part of the APAR to be submitted for the year 2023-2024 onwards.
- 4. For new recruits, completion of this course is mandatory for completion of probation period.
- 5. All are advised to submit the Completion Certificate of both courses by 31 December 2023.
- 6. Those who have not yet applied for cag.gov.in email id should do so immediately in the attached format (Annexure-B)

Sd/-

Sr. Accounts Officer/WM

No. WM-I/ LMS Courses/2023-24/ 710-711

Dated- 16.10.23

Copy forwarded to: _

(i) PA to DAG (Works)

(ii) Shri Pramod Ohdar, DAO-I, General Secretary, Jharkhand DAO/DA Association, RDD (RWA) Works Division, Lohardaga for information and wide circulation.


Sr. Accounts Officer/WM

PERSONAL DETAILS FOR CREATION OF CAG MAIL ID

NAME IN ENGLISH-

NAME IN HINDI-

ID Card No.	Designation	First Name	Middle Name	Last Name	Mobile No. (Only one)	Pay Level & Pay	Date of Birth (DD-MM-YYYY)	Date of Superannuation (DD-MM-YYYY)	Personal E-mail Address

Signature with date.....

Name of Division.....

ANN-A

Trg. & Exam / CAG / By No 113 dt 09/02/23
ag-all-offices] Reg. e-Learning Module on 'Prevention of Sexual Harassment of Women at Workplace



From : ASHWANI KUMAR RAINA <sao1disc@cag.gov.in>
Subject : [Cag-all-offices] Reg. e-Learning Module on 'Prevention of Sexual Harassment of Women at Workplace
To : cag-all-offices <cag-all-offices@ismgr.nic.in>, PD HQRS <pdhqr@cag.gov.in>, PS PD COMM <pspdcomm@cag.gov.in>
Cc : Nilesh Patil <patilnp@cag.gov.in>, Sandeep Kumar <sandeepk.cag@cag.gov.in>, SANJANA SARMA <sa01disc@cag.gov.in>

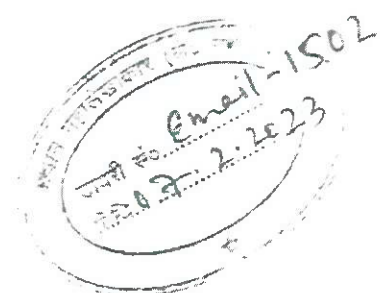
Mon, Feb 06, 2023 10:47 AM
2 attachments

IMPORTANT

Sir/Madam
Please find attached a copy of letter no. 297/Staff Disc-1/03-2021 dated 03.02.2023 on the subject cited above for information and n a

सादर/Regards
अश्वनी कुमार रेना /Ashwani Kumar Raina
वरिष्ठ प्रशासनिक अधिकारी/ Sr. Administrative Officer
स्टाफ(अनु.-1)/Staff(Disc.-I)
भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय, O/o the CAG of India,
नई दिल्ली-110 124/New Delhi-110 124

इसकी प्रतिलिपि (अनु. 1) को सं. 297/Staff Disc-1/03-2021/11/600
दिनांक 06/02/23



CAG-ALL-OFFICES mailing list -- cag-all-offices@ismgr.nic.in
To unsubscribe send an email to cag-all-offices-leave@ismgr.nic.in

- S H training.pdf 513 KB
- INSTRUCTION MANUAL FOR eLM on Prev. of Sexual Haras. of women.pdf 650 KB

Handwritten notes and stamps at the bottom right, including 'CAE JIS' and 'Date: 07.02.23'.

Sr. DAG (A)
mht/2

Sr. AO (WMI)
26/9/23

Sr. AO/T&E
Sr. AO/C.C.

By Email

No. 297/Staff (Disc. I)/03-2021

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



OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEEN DAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 03.02.2023

To

1. The Heads of Department in IA&AD (As per list enclosed)
2. Director General (Headquarters)
3. Director General (Commercial)-II

Subject: Reg. e-Learning Module on 'Prevention of Sexual Harassment of Women at Workplace'.

Sir/Madam,

As per the discussions in meeting of Central Training Advisory Committee in April, 2022, iCISA had taken up the initiative of preparation of e-Learning modules (eLM) on various topics out of which one topic about the prevention of sexual harassment at work place had been considered as relevant for creation of e-learning content considering its utility for all the offices of IAAD.

2. The e-LM on 'Prevention of Sexual Harassment of Women at Workplace', which is a self-learning module, has now been prepared by iCISA and has been hosted on the SAI Training Portal. An instruction manual of the eLM has also been prepared and attached as Annexure for better understanding of the learners. A certificate will be generated on completion of this training module.

3. It is requested to give wider publicity and encourage optimum use of the eLM in the SAI Training Portal amongst all the officials serving in your office (including branch office) and ensure completion of the eLM by all staff in a planned/phased manner so that all the Staff gets this training by March-2024 positively. For this purpose, the completion certificate can be made a compulsory part of target set for staff during the exercise of finalizing Macro profile review.

4. For new recruits, completion of this course may be made compulsory during the probation period.

5. The completion certificate generated on successful completion of the eLM may be collected by the Office Administration from all employees for record and reference.

Encl: as above.

Yours faithfully,


(Dhresh Patil)

Asstt. Comptroller & Auditor General (N)-I

INSTRUCTION MANUAL FOR eLM

on

"Prevention of Sexual Harassment of Women at Workplace"

1. **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 email id and password.

2. **Enrollment of eLM :**

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.

Home

EJP Courses General Courses

Small Performance Appraisal Report Recording Online Window (SPARROW)

Prevention of Sexual Harassment

Prevention of Sexual Harassment

Prevention of Sexual Harassment

Enroll to Course

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3. Main Menu of the e-Learning Module:

The Main menu consists of Introduction, 3 segments, and end-course evaluation, with brief description of each segment.

Course Detail

Prevention of Sexual Harassment
Prevention of Sexual Harassment of women at workplace

Modules

Introduction of the e-Learning Module

Welcome and Introduction to the e-Learning Module
Features of the course, objectives & segments of e-learning Module

Segment 1: Brief History & Background of Sexual Harassment Laws in India

Brief description of the concepts of Gender Inequality & Sexuality, Global Initiatives to prevent Sexual Harassment and National Level Landmarks in the Prevention of Sexual Harassment at Workplace

Segment 2: Basic Concepts & Issues of Sexual Harassment

Understanding basic concepts and issues of Sexual Harassment; Important definitions, forms & examples; effects of Sexual Harassment; Myths & realities etc.

Segment 3: Prevention, Prohibition & Redressal of Sexual Harassment of Women at Workplace

This segment contains prevention & prohibition type of Sexual Harassment at workplace, complaint mechanism, basic features & functioning of Internal Complaint Committee

End-course Evaluation

1. Prevention of Sexual Harassment

Prevention of Sexual Harassment of women at workplace

4. **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.

Module Detail

Segment 1: Brief History & Background of Sexual Harassment Laws in India
Brief description of the concepts of Gender Inequality & Sexuality, Global Initiatives to prevent Sexual Harassment and National Level Landmarks in the Prevention of Sexual Harassment at Workplace

Topics

1. Brief history and background

Brief history and background of sexual harassment laws in India

Module Exam

1. Segment 1: Brief History & Background of Sexual Harassment Laws in India

Brief description of the concepts of Gender inequality & Sexuality, Global Initiatives to prevent Sexual Harassment and National Level Landmarks in the Prevention of Sexual Harassment at Workplace

End-course Evaluation

Introduction of the e-Learning Module

Welcome and introduction to the e-Learning Module
It consists of an overview, objective & segments of e-learning Module

Question 1: What is the purpose of this module?

Your answer is Correct!

- A. Equip HRD staff with awareness on sexual harassment
- B. Help reporting of sexual harassment at workplace
- C. Both A and B
- D. None of these



Questions



Your Score



5. End-course evaluation Test:

After the completion of all the segments of the eLM, the learner has to undertake an end-course evaluation test, consisting of 30 MCQs. This evaluation test is mandatory for the completion of eLM and issue of Certificate of completion.

Evaluation

Prevention of Sexual Harassment

Prevention of Sexual Harassment of women at workplace

Question 1: Which of the following comments/remarks are gender-biased?

Your answer is Correct!

- A. Making an endearment as "Oh it's alright you are a girl!"
- B. Making a remark "girls aren't good with numbers" even though she is a girl or had as her only colleague.
- C. Making a disparaging remark to a girl stating "Some studies have it easy"
- D. All of the above



Questions



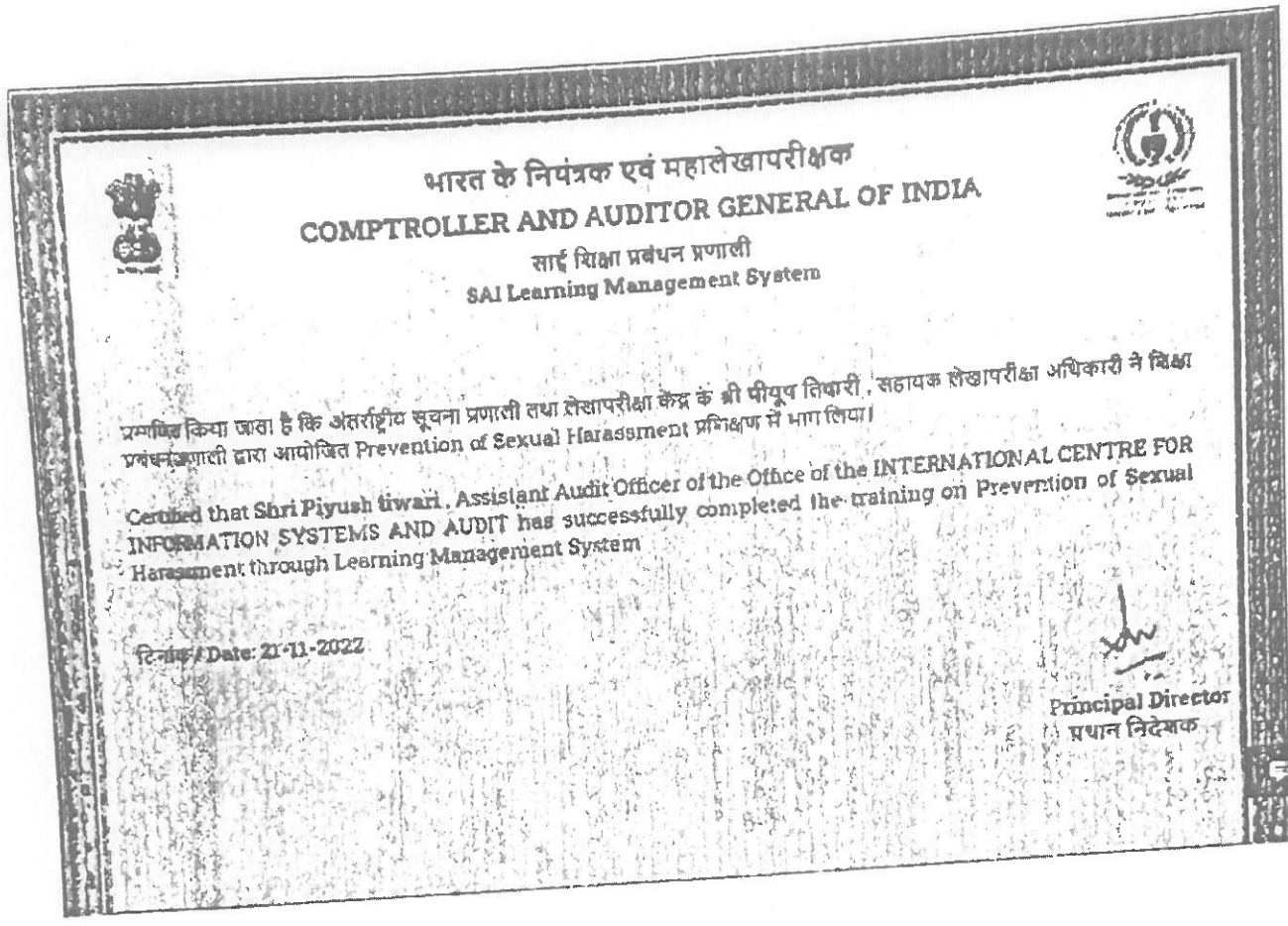
Your Score



6. Course Completion Certificate:

If the learner satisfied the evaluation criteria and passes the end-course evaluation test, then the ELM course completion certificate is issued to the learner. The learner can take printout of the certificate.

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A



7. eLM Feedback form:
The learner can submit the eLM course feedback in the form with ratings from 0 to 5.

Course Feedback

The objectives of the course were met

Select

Topics covered were relevant

Select

Coverage of topics was adequate

Select

Sequencing of the topics was appropriate

Select

Extent of learning

Select

The objectives of the course were clearly defined

Select

Grade your level of satisfaction with this course

Select

Overall Feedback

Save Cancel

Email

Email

Trg & Exam / CAG, / Dy. No - 17 dt 01/01/23.

AG AE Jharkhand Ranchi

[Cag-all-offices] e-Learning Module on 'Disciplinary proceedings in IA&AD' on SAI Training portal; reg

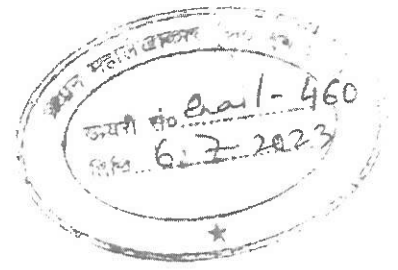
EDP | e mail / e mail / 10/11/160
Dt - 05/07/23

From : ASHWANI KUMAR RAINA <sao1disc@cag.gov.in> Wed, Jul 05, 2023 05:34 PM
Subject : [Cag-all-offices] e-Learning Module on 'Disciplinary proceedings in IA&AD' on SAI Training portal; reg 1 attachment
To : cag-all-offices <cag-all-offices@lsmgr.nic.in>, PD HQRS <pdhqr@cag.gov.in>
Cc : Prakash Reema (Ms) <prakashR@cag.gov.in>, Bhatia Ritika (Ms) <bhatiaR@cag.gov.in>, Inamdar Jahangirbadshah Rasul <inamdarJ@cag.gov.in>, Nilesh Patil <patilnp@cag.gov.in>

Sir/Madam,
 I am directed to enclose Headquarters Letter no. No. 91/Staff (Disc . I)03-2021 dated 04.07.2023 regarding e-Learning Module on 'Disciplinary proceedings in IA&AD' which has been hosted on SAI Training portal. It is further stated that module has been uploaded on LMS platform and can be accessed through the following url: https://training.cag.gov.in/lms_login.aspx.

सादर/Regards
 अश्वनी कुमार रैना /Ashwani Kumar Raina
 वरिष्ठ प्रशासनिक अधिकारी/Sr. Administrative Officer
 स्टाफ(अनु.-1)/Staff(Disc.-I)
 भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय, O/o the CAG of India,
 नई दिल्ली-110 124/New Delhi-110 124

Handwritten signature/initials



व० उप-महालेखाकार (प्रशा०) का सचिवालय
 बायरी संख्या. CAH. 187
 दिनांक 06.07.23
 भारत 2023 INDIAN
 एक ही धरती • एक ही परिवार • एक ही भविष्य
 ONE EARTH • ONE FAMILY • ONE FUTURE

CAG-ALL-OFFICES mailing list -- cag-all-offices@lsmgr.nic.in
 To unsubscribe send an email to cag-all-offices-leave@lsmgr.nic.in

eLM Disc.pdf
 624 KB

Handwritten note: Sr. Ad/T&E

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



OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

DATE / DATE 04.07.2023

To

1. All Heads of Department in IA&AD
2. Director General (Headquarters)

Subject: Reg. e-Learning Module on 'Disciplinary proceedings in IA&AD' on SAI Training portal.

Sir/Madam,

A user interactive and self-paced e-Learning Module (e-LM) on '**Disciplinary proceedings in IA&AD**', which is a self-learning module, has been developed by Research wing, iCISA and has been hosted on the SAI Training Portal. A certificate will be generated on completion of this training module. An instruction manual of the eLM has also been prepared and attached alongwith for better understanding of the learners.

2. It is requested to give wider publicity and encourage optimum use of the e-LM in the SAI Training Portal amongst all the officials serving in your office (including branch office) which can also be utilized for training officials to act as Inquiry Officer/ Presenting Officer. It is, further, requested to ensure completion of the eLM by all staff in a planned/phased manner so that everyone gets this training by December, 2024 positively/ For this purpose, the completion certificate can be made a compulsory part of target set for staff during the exercise of finalizing Macro profile review.

3. The completion certificate generated on successful completion of the e-LM may be collected by the Office Administration from all employees for record and reference.

4. It is pertinent to mention here that the e-LM on '**Disciplinary proceedings in IA&AD**' is comprehensive and not exhaustive. For details, CCS (CCA) Rules, 1965, CCS (Conduct) Rules, 1965 and other relevant rules, provisions, court orders, etc. should be referred.

Yours faithfully,

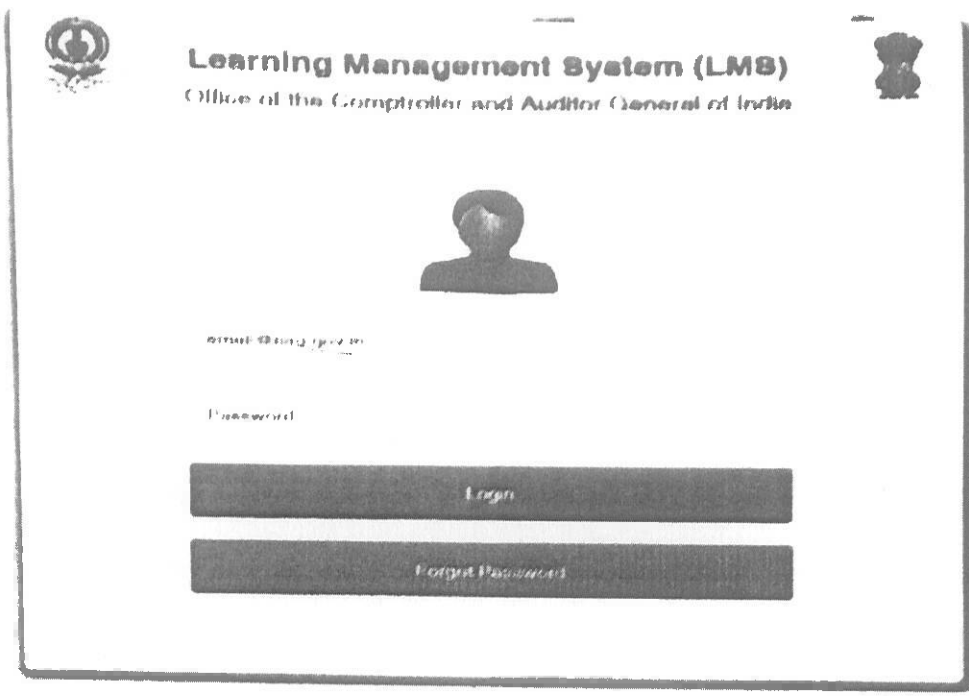
Encl: As above.


(Nitesh Patil)

Asstt. Comptroller & Auditor General (N)

IN IA&AD

1. **Login to Learning Management System (LMS) of SAI :** The Learner can login to LMS portal by entering their .gov.in email id and default password is regd Mobile number in the SAI portal.



2. **Enrollment of eLM**
The learner needs to enrol for the ELM under the "General Course" tab, by clicking on tick mark of "Disciplinary Proceedings in IA&AD", and then press "Enroll for course" tab.
3. **Main Menu of the e-Learning Module on SAI Portal:**
The Main menu consists of Introduction, 3 segments, and end-course evaluation headings, with brief description of each heading.
4. **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)
5. **End-course evaluation Test:**
After the completion of all the segments of the eLM, the learner has to undertake an end-course evaluation test, consisting of 30 MCQs.
6. **Course Completion Certificate:**
If the learner satisfied the evaluation criteria and passes the end-course evaluation test, then the ELM course completion certificate is issued to the learner. The learner can take printout of the certificate.
7. **eLM Feedback form:** The learner can submit the eLM course feedback in the form with ratings from 0 to 5.