

भारत सरकार
भारतीय लेखा तथा लेखा परीक्षा विभाग
प्रधान महालेखाकार, (लेखा परीक्षा)
हिमाचल प्रदेश, शिमला 171003



Indian Audit and Accounts Department
Pr. Accountant General (Admin.)
Himachal Pradesh, Shimla 171003

क्रमांक: प्रशासन/ले0प0/आर0टी0आई/जम्मू/ 2020-21/2931-33
सेवा में,

दिनांक: 29.06.2020

1. उप-महालेखाकार (राजस्व क्षेत्र) *AM*
2. उप-महालेखाकार (आर्थिक क्षेत्र) *29/6/XX*
3. वरिष्ठ लेखापरीक्षा अधिकारी (विनियोजन प्रतिवेदन) *29/6/20*

विषय: Recommendation of participants for General & IT Courses scheduled at RTI, Jammu- thereof

महोदय/ महोदया,

With reference to the subject cited above, you are requested to kindly recommend the names of suitable officers/officials (alongwith reserves) keeping in view the relevance of the training course and work area for **02 General courses and 01 IT course**, as per course specification and level prescribed (detailed in Annexure), to be conducted by RTI, Jammu during July month of CoTP 2020-21.

The guidelines/ instructions issued by Hqrs. office from time to time regarding selection/nomination of trainees for the training courses briefly detailed below may be kept in view while recommending personnel for training courses.

- i. The makers (i.e. Branch Officers) shall nominate the concerned officers/officials online via System Automation Initiative- Training Application of Office of CAG of India at website - <https://pdr tcb.gov.in/Login.aspx>
The login id – Official e-mail id on @cag.gov.in domain.
Password – Registered Mobile Number
- ii. To avoid non-utilisation of slots due to the inability of the recommended officials to attend, a reserve candidate may also be kept for each slot.
- iii. The knowledge/skills gaps of the personnel with reference to the task to be performed by them should be identified while making recommendation i.e. he/she should be trained in what is most relevant for him/her.
- iv. Every officer/official shall also be covered for training at least once in two to three years. Availability of officers/officials may kindly be ensured prior vis-à-vis audit assignments before recommending them for particular course to avoid last minute replacements. Officers/officials who have attended the training courses may not be repeated.

The names of the recommended participants may kindly be furnished to the Administration section latest by **03.07.2020** positively.

This issue with the approval of Dy. Accountant General (Admn.).

भवदीय,

सलंगन: - उपरोक्त

वसिष्ठ
वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन)
29/06/2020
29/6/20