

	“हर काम देश के नाम” रक्षा लेखा महानियंत्रक कार्यालय CONTROLLER GENERAL OF DEFENCE ACCOUNTS प्रशिक्षण अनुभाग TRAINING DIVISION उलान बटार रोड, दिल्ली छावनी - 110010 ULAN BATAR ROAD, DELHI CANTT.-110010 Ph : 011- 25665597, E-mail :trgdiv-brar.cgda@nic.in	
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No.TD/ 3498/iGoT/2.0/ 2026-27

Date:01.09.2026

To,

All the PCsDA/PIFAs/CsDA/IFAs
(Through CGDA website / WAN)

Subject : iGOT Mandatory Courses & Comprehensive Assessment for APAR Cycle 2026-27

Reference : (i) DoP&T DO No. T-28/61/2026-i GOT dated 10.08.2026 and MoD, Department of Defence, D (Capacity Building Unit) OM No. 1/5/2026-D(CBU) dated 21.08.2026 (copy enclosed)

(ii) Training Division, CGDA letter of even No. dated 25.08.2026

In continuation to this office letter dated 25.08.2026, it is informed that DOP&T vide their OM No. T-28/27/2025-iGOT dated 04.07.2025 and corrigendum bearing even No. dated 19.08.2025 has laid down the mandatory requirement for identification of minimum 06 (Six) courses available on iGOT Karmayogi portal for each level as annual targets (copy enclosed).

2. Further, Ministry of Defence, Department of Defence, D (Capacity Building Unit) vide their Office Memorandum No. 1/5/2026-D (CBU) dated 21.08.2026 has forwarded a copy of DoP&T DO No. T-28/61/2026-iGOT dated 10.08.2026 and informed MDOs to create the training plan for APAR tagged courses and comprehensive assessments (reporting period 2026-27) and to review the Capacity Building Plans (CBPs).

3. The HQrs Office has identified 06 (Six) mandatory courses available on iGOT Karmayogi platform, for IDAS Officers and officials at each level in the Defence Accounts Department, for completion and comprehensive assessment, as their Annual Targets for the APAR Cycle 2026-27. The same are attached as Annexure-A and Annexure-B respectively. Further, out of the 06 (Six) courses identified for the APAR Cycle 2026-27, minimum 03 (Three) courses needs to be completed before 31st December, 2026.

4. Accordingly, all the PCsDA/PIFAs/CsDA/IFAs and MDOs are requested to take necessary action on MoD, Department of Defence, D (Capacity Building Unit) Office Memorandum No. 1/5/2026-D (CBU) dated 21.08.2026 to ensure compliance of the above instructions at the earliest.



(Rahul Eknath Karale)
Sr. Dy. CGDA (Training)

Copy to :

Admin I & Admin XIII Section (Local) :	For information and further necessary action related to integration of Sparrow and iGOT enabling the status of completion of the courses and its reflection in the APARs. DoP&T / Department of Defence may be consulted, if required, for ensuring compliance with these guidelines in respect of para 2 of MoD, Department of Defence, D (Capacity Building Unit) Office Memorandum No. 1/5/2026-D (CBU) dated 21.08.2026.
(a) NADFM Pune (b) RTC Bengaluru	Requested to create question banks for comprehensive assessment (category wise) by 30 th September, 2026.
IT&S Wing (Local) :	For uploading on the CGDA website



(Rahul Eknath Karale)
Sr. Dy. CGDA (Training)

(i) For JTS & STS level :

Rank/Level	Course Name	Conducting / Hosting Organization
JTS & STS (ACDA/DCDA)	Procurement of Goods and Services	Institute of Secretariat Training and Management
	Advance Government Account	Department of Expenditure
	CCS and CCA Rules-Part II	Institute of Secretariat Training and Management
	Introduction to Cybersecurity Incident Response	National E-Governance Division (NEGD), MeitY, Govt of India
	Generative AI in Public Policy and Governance	Birla Institute of Technology and Science, Pilani (BITS Pilani)
	Universal Human Values Ethics and Indian Knowledge System	National Academy of Defence Production (NADP) Nagpur

(ii) For JAG & NFSG level :

Rank/Level	Course Name	Conducting / Hosting Organization
JAG & NFSG (JCDA/Addl.CDA)	Departmental Inquiry Procedure	CBI
	Public Leadership	ISB Hyderabad
	Digital Transformation : Effective Procurement and Project Management	National E-Governance Division (NEGD), MeitY, Govt of India
	Team Building and Team Management	Institute of Secretariat Training and Management
	Cybersecurity for Critical Information Infrastructure	National E-Governance Division (NEGD), MeitY, Govt of India
	DoPT IST 2024-25 : Ethics in Public Service	Department of Personnel and Training (DoP&T)

(iii) For SAG & HAG level :

Rank/Level	Course Name	Conducting / Hosting Organization
SAG & HAG (CDA /IFA / PCDA / PIFA)	Indian Knowledge System: Perspectives on Public Administration	Indian Institute of Management, Bangalore
	Purpose Driven Leadership	ISB Hyderabad
	AI for Digital Transformation : Machine Learning and Deep Learning	Wadhwani Institute of Technology and Policy
	Beyond Concurrence : A Guide To Practical Financial Advisory	Department of Personnel and Training (DoP&T)
	Conflict Resolution and Negotiation	Department of Personnel and Training (DoP&T)
	Ethics and Decentralization in Governance and Public Administration	National Academy of Defence Production (NADP) Nagpur

(iv) For HAG+ & Above level :

Rank/Level	Course Name	Conducting / Hosting Organization
HAG+ & Above (Addl. CGDA & Above)	Decolonization: Economic Policies Inspired by The Arthashastra	National Academy of Defence Production (NADP) Nagpur
	Mastering Feedback : A Leadership Tool	Indian Institute and Management, Ahmedabad
	AI Ethics for Governance	Wadhwani Foundation
	Dispute Resolution in International Contracts	Karmayogi Bharat
	Problem Solving and Decision Making	Department of Personnel and Training (DoP&T)
	Improving Outreach and Communication for Viksit Bharat	Ministry of Information and Broadcasting

(i) Courses for SAO and equivalent level :

Sl. No.	Name of Mandatory Course	Duration	Course Creator
1.	Defence Works Procedure- 2020 an overview	51 min	DAD
2.	GFR 2017 - Procurement	1 hr 25 min	DAD
3.	Problem solving and decision making	51 min	DoP&T
4.	Consultation with CVC in disciplinary cases	32 min	ISTM
5.	Indic reasoning for modern governance	1 hr 22 min	CBC
6.	Operation Secure Bharat: Responding to a Cyber Crisis	41 min	NEGD

(ii) Courses for AAO and equivalent level :

Sl. No.	Name of Mandatory Course	Duration	Course Creator
1.	Pay fixation for re-employed ex-servicemen	33 min	DAD
2.	Responsible social media use in public service	37 min	DOT
3.	Sovereign artificial intelligence models for India	56 min	NEGD
4.	CCS(CCA) Rules 1965	52 min	DAD
5.	Leading the future- managing Gen Z	49 min	NADP
6.	Govt. Accounting System	54 min	DAD

(iii) Courses for Sr. Auditor / Auditor / Clerk and equivalent level :

Sl. No.	Name of Mandatory Course	Duration	Course Creator
1.	Suspense Accounts in Defence	54 min	DAD
2.	MRO	34 min	DAD
3.	Receipt and Payment Rules	48 min	DAD
4.	Randomization of 3rd party bills	25 min	DAD
5.	Understanding the Right to Information Act and Good Governance	46 min	NADP
6.	Cyber security phising and pharming – protect yourself	50 min	DOO

(iv) Courses for MTS and equivalent level :

Sl. No.	Name of Mandatory Course	Duration	Course Creator
1.	Manners and etiquettes	26 min	IRITM
2.	Office procedure and Dak management	47 min	Deptt of Post
3.	Fundamentals of Govt office procedures and communication	27 min	IRITM
4.	Swach Bharat Mission an overview	45 min	ISTM
5.	Disaster management for natural and man made disasters	35 min	NTPC
6.	Conduct Rules	1 hr 22 min	ISTM

Office Memorandum

Subject: iGOT Mandatory Courses & Comprehensive Assessment for APAR Cycle 2026-27 – reg.

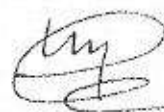
The undersigned is directed to inform that DoPT vide D.O. No. T-28/61/2026-iGOT dated 10.08.2026 has directed the Ministries/Departments/Organisations (MDOs) to create the training plan for APAR tagged courses and comprehensive assessment and to review the Capacity Building Plans (CBPs) (copy enclosed).

2. In pursuance of DoPT's directives in the ibid D.O. letter, following steps may kindly be taken by all organisations under Department of Defence (DoD):

- i. It may be ensured that Training Plans with APAR tagged courses and comprehensive assessments (reporting period 2026-27) are created, for your Ministry/Department/Organisations on the iGOT Portal by August 31, 2026.
- ii. Employees may be encouraged to update their profiles on iGOT to correctly reflect their current role/position/designation/service and batch details, so that they are mapped to their role specific courses and assessments.
- iii. A comprehensive review of the Capacity Building Plans (CBPs) of your Ministry/Department including all organisations may be carried out. This will enable selection of role-relevant courses and improve the quality of CBPs. The AI-based CBP tool developed by Karmayogi Bharat may be used to update the CBPs.

3. In view of above, all the concerned Additional Secretaries and Joint Secretaries are kindly requested to direct the heads of all organizations under their respective administrative control to comply with the directives of DoPT.

Enclosed: As above



21/08/26

(Chetan Dass)

Under Secretary to the Govt. of India

Tele: 011-23012317

Email: uscbu-mod@gov.in

To

AS (M) (DoD) – DGAFMS, AFT
AS (R) (DoD) – BRO, DGDE, MES
JS (Coord./Trg.) – DGNCC, SSS
JS (AF) – ICG, CSD, HMI, NIM, JIM & WS, NIMAS
JS & Addl. FA (IGT) – DAD (CGDA)
JS & CAO – For AFHQ

र. शाह, भा.प्र.से.

सचिव

Rachna Shah, IAS

Secretary



सत्यमेव जयते

भारत सरकार

कार्मिक और प्रशिक्षण विभाग

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

Government of India

Department of Personnel & Training

Ministry of Personnel, Public

Grievances and Pensions

D. O. No. T-28/61/2026-IGOT

10th August, 2026

Dear Colleague,

As you are aware, the Department of Personnel & Training, vide O.M. No. T-28/27/2025-IGOT, dated 4th July, 2025 issued instructions regarding requirement for all Central Government employees and the officers of the All India Services to mandatorily complete prescribed courses and Comprehensive Assessment on iGOT Karmayogi portal. Their completion status would also be recorded in the Annual Performance Appraisal Reports (APARs) from reporting year 2025-26 onwards.

2. I am glad to note that during the APAR cycle 2025-26, more than 75% out of over 20 lakh employees who had their APAR Training Plans published on iGOT, have completed all mandatory APAR-tagged courses, with overall consumption of more than 82 lakh courses. I take this opportunity to place on record my sincere appreciation for your leadership and support in ensuring smooth implementation of this significant capacity-building initiative under Mission Karmayogi. The success of this exercise would not have been possible without the personal attention given by the Capacity Building Units and the Nodal Officers concerned.

3. As we now move into the next APAR cycle (reporting period 2026-27), it is requested that the following steps may kindly be taken:

- i. It may be ensured that Training Plans with APAR tagged courses and Comprehensive Assessments are created, for your Ministry/Department/ Organisations on the iGOT Portal by August 31, 2026.
- ii. Employees may be encouraged to update their profiles on iGOT to correctly reflect their current role/position/designation/service and batch details, so that they are mapped to their role-specific courses and assessments.
- iii. A comprehensive review of the Capacity Building Plans (CBPs) of your Ministry/ Department including all organisations may be carried out. This will enable selection of role-relevant courses and improve the quality of CBPs. The AI-based CBP tool developed by Karmayogi Bharat may be used to update the CBPs.

4. I am confident that with your continued support and cooperation, we will be able to further strengthen the competency-driven human resource management ecosystem envisaged under Mission Karmayogi.

Best regards,

Yours sincerely,

Rachna

(Rachna Shah)

All Secretaries to the Ministries/Departments of the Government of India
All Cadre Controlling Authorities

No.T-28/27/2025-iGOT

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel & Training

Training Wing

Block-IV, Old JNU Campus,

New Delhi - 110067

Dated: 04 July, 2025

Office Memorandum

Subject: Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi portal – reg.

The undersigned is directed to say that the National Programme for Civil Services Capacity Building (NPCSCB) – *Mission Karmayogi*, approved by the Union Cabinet on 2nd September 2020, aims to build a citizen-centric and future-ready civil service through a role-based capacity building approach. Competency-driven capacity building in government employees is being facilitated by way of the iGOT-Karmayogi digital learning platform. The platform offers anytime, anywhere learning on key domain, behavioral, and functional competencies.

2. In order to further underscore the need for continuous, role-specific capacity building, it has now been decided that all Central Government employees and officers of the All India Services (AIS) will be required to complete prescribed courses on iGOT annually and that this will also be reflected in their Annual Performance Appraisal Reports (APARs). The courses for the Central Government employees and the officers of the All India Services (AIS) on Central Deputation shall be prescribed by their respective Ministries/ Departments/Organisations (MDOs) and for all other officers of the AIS, the same shall be prescribed by their respective Cadre Controlling Authorities (CCAs).

3. Accordingly, the following instructions are hereby issued to all MDOs and the CCAs of the AIS.

- i. In the case of Central Government employees and the AIS officers under Central Deputation, all MDOs of Government of India shall identify relevant courses on the iGOT

Karmayogi Platform for employees at each level as the annual target. As an illustration, a minimum of 6 courses could be selected for each of the following levels - MTS, SO/ASO & equivalent, US & equivalent, DS/Director, JS and above.

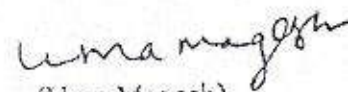
- ii. In the case of AIS officers not on Central Deputation and the CCS officers not working with any MDO of the Govt of India, the CCAs shall identify relevant courses on the iGOT Karmayogi Platform for employees at each level as the annual target. As an illustration, the respective CCAs could select a minimum of 6 courses for each of the following levels - upto 9 years of service, above 9 and upto 16 years of service, above 16 and upto 25 years of service, 25 years and above of service.
- iii. These courses shall be added by the MDO Admin/CCA as "Training Plan" for each of the positions/designations/levels on the iGOT portal.
- iv. Once the "Training Plans" get added, these courses will get reflected as targets in the "My iGOT" section of iGOT profile of the respective users. This, however, will be possible only once the employee has updated her/his profile on iGOT so as to correctly reflect her/his current role/position/designation in the Ministry/Department/Organization the employee is serving in. AIS officers serving in the states/UTs must update their iGOT profiles to correctly reflect their service and batch such that they are mapped to the correct CCA and level (based on years of service).
- v. All employees shall complete at least 50% of the courses prescribed by the MDO/CCA for the year.
- vi. The status of course completion for mandated courses will be directly fetched from iGOT and reflected in the Annual Performance Appraisal Reports (APARs) from the reporting period 2025-26 (corresponding to the APAR cycle of 2026-27).
- vii. The information will be captured in a new sub-table under the existing "Training Programs Attended" section in Part-I of the APAR.

4. It has also been decided to roll out a Comprehensive Assessment Framework from the reporting period 2025-26 (corresponding to the APAR cycle of 2026-27). As per the framework, competency attainment will be evaluated through standalone assessments based on courses identified by the MDOs (or the CCAs as the case may be) for employees at each level. All central government employees and all officers of the AIS will have to pass the assessment

mandated for them during the course of the reporting year and the successful completion of the assessment will also be reported in the APAR by fetching relevant data from iGOT.

5. All MDOs are requested to ensure strict adherence and compliance with the aforementioned guidelines and to take active steps for their time-bound implementation in accordance with the timelines specified in Annexure A. The respective CCAs are requested to spearhead the implementation for AIS officers who are not on Central Deputation.

6. Detailed instructions regarding the roll out of comprehensive assessment will be issued separately. Necessary instructions regarding the modification of the APAR form will also be subsequently issued by the concerned CCAs.


(Uma Magesh)

Under Secretary to the Government of India
Tele: 26706310

To

- (i) Secretaries to all the Ministries/Departments of the Government of India
- (ii) All Cadre Controlling Authorities

Copy to:

- (i) Chief Secretaries of all State Governments /UT Administrations
- (ii) PSO to Secretary (P)
- (iii) Secretary, Capacity Building Commission
- (iv) CEO, Karmayogi Bharat
- (v) Director (IT), NIC
- (vi) Deputy Secretary /Director AIS Division, DoPT
- (vii) Deputy Secretary /Director, PP Division, DoPT

No.T-28/27/2025-iGOT
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Training Wing

Block-IV, Old JNU Campus,
New Delhi -110067
Date:19th August, 2025

Corrigendum

Subject: Modification in APAR for Recording Mandatory iGOT Karmayogi Courses - Issuance of Corrigendum.

In continuation of this Department's O.M. of even number dated 04.07.2025 on the subject cited above (copy enclosed), attention is invited to Para 3(vii) thereof, which inter alia states that the information regarding completion of mandatory iGOT Karmayogi courses will be captured in a new sub-table under the existing "Training Programs Attended" section in **Part-1** of the APAR.

2. It has now been decided that the said information as well as the status of completion of the comprehensive assessment shall, instead, be captured in the appropriate section of **Part-2** (Self appraisal) of the APAR.

3. All Ministries/Departments/Organizations are, therefore, requested to take note of this modification and ensure necessary action accordingly.

Encl: as stated.

Digitally signed by
Shampa Ghosh
Date: 19-08-2025 16:21:03

(Shampa Ghosh)
Under Secretary to the Government of India
Tele: 26706377

To

(i) Secretaries to all the Ministries/Departments of the Government of India

(ii) All Cadre Controlling Authorities

Copy to:

- (i) Chief Secretaries of all State Governments /UT Administrations
- (ii) PSO to Secretary (P)
- (iii) Secretary, Capacity Building Commission
- (iv) CEO, Karmayogi Bharat
- (v) Director (IT), NIC
- (vi) Deputy Secretary /Director AIS Division, DoPT
- (vii) Deputy Secretary /Director, PP Division, DoPT