
	<p style="text-align: center;">“हर काम देश के नाम”</p> <p style="text-align: center;">रक्षा लेखा महानियंत्रक कार्यालय</p> <p style="text-align: center;">CONTROLLER GENERAL OF DEFENCE ACCOUNTS</p> <p style="text-align: center;">प्रशिक्षण अनुभाग</p> <p style="text-align: center;">TRAINING DIVISION</p> <p style="text-align: center;">उलान बटार रोड, दिल्ली छावनी - 110010</p> <p style="text-align: center;">ULAN BATAR ROAD, DELHI CANTT.-110010</p> <p style="text-align: center;">Ph : 011- 25665597, E-mail :trgdiv-brar.cgda@nic.in</p>	
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No: TD/3498/iGOT/2025

Date: 27/08/2025

To

**All PCsDA/PIFAs/CsDA/IFAs/Training Establishments
(Through CGDA website)**

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


Reference: DOP&T, Training Wing OM No T-28/27/2025-iGOT dated 4-7-2025 and Corrigendum bearing No T-28/27/2025-iGOT dated 19-8-2025 (copy enclosed)

In continuation to this office letter dated 24/07/2025, it is informed that DOP&T vide their OM dated 4-7-2025 has laid down the mandatory requirement for identification of minimum of 06(six) courses available on iGOT Karmayogi platform for each level as annual targets (Annexure- 'A').

2. In this regard, a SOP devised for necessary guidance about the mandatory course completion and comprehensive assessment on iGOT is also attached as Annexure-B for implementation by all offices.

3. Further, the HQrs office has identified 06 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. The same are attached as Annexure-C and Annexure-D, respectively.

4. All the PCsDA/CsDA/PIFAs/IFAs etc. are requested to take immediate action to ensure compliance of the above instructions at the earliest.


 (Sandeep Lakhanpal)
 Sr. ACGDA (Trg)

Copy to:

The Officer In-charge, : For information and further necessary action please,
Admin-I and XIII Section (Local) related to integration of Sparrow and iGOT enabling the status of completion of the the courses and their reflection in the APARs. DOP&T may be consulted, if required, for ensuring compliance with these guidelines.

IT&S Wing (Local) : For uploading on CGDA website.


 (Sandeep Lakhanpal)
 Sr. ACGDA (Trg)

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

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.

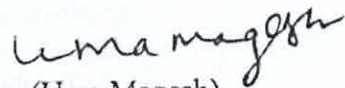
- ii. In the case of AIS officers not on Central Deputation and the CCS officers not working with any MDO of the Govt of India, the CCAs shall identify relevant courses on the iGOT Karmayogi Platform for employees at each level as the annual target. As an illustration, the respective CCAs could select 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

Annexure A

The following timelines shall be adhered to for the implementation of the guidelines outlined in this Office Memorandum:

Sl. No.	Items	Deadline
1.	Orientation workshop for the heads of Capacity Building Units (AS/JS level) of all Ministries/Departments and the Cadre Controlling AS/JS of the AIS, along with hands on session for Dir/DS/US level officers responsible for the implementation to guide them on the process of uploading Annual Targets for employees at each level.	by 31.07.2025
2.	Identification of relevant courses on iGOT Karmayogi portal for employees at each level as the annual target by MDOs and CCAs and their addition as "Training Plan" for each role/position/designation/level on iGOT.	by 31.08.2025
3.	Integration of SPARROW and iGOT enabling the status of course completion for mandated courses to be directly fetched from iGOT and reflected in the APARs.	by 31.08.2025
4.	Creation of Question Banks for the Comprehensive Assessment by all MDOs and CCAs.	by 15.10.2025
5.	Comprehensive assessments for employees at each level to be made live on iGOT.	by 15.11.2025
6.	Employees to complete at least 50% of the courses prescribed by the MDO/CCA for the year, and complete the prescribed Comprehensive Assessment.	by 31.03.2026

Standard Operating Procedure (SOP) for Mandatory Course Completion and Comprehensive Assessment on iGOT Karmayogi Portal

1. Purpose

This SOP defines the process for identifying, monitoring, assessing, and reporting mandatory courses for employees of Defence Accounts Department in compliance with DoPT's OM dated 4 July 2025.

It ensures that employees at all levels complete required training within specified timelines and that outcomes (Number of courses and assessment scores) are integrated into the Annual Performance Appraisal Report (APAR).

It establishes clear roles and responsibilities, reporting mechanisms, and weightages to drive accountability and continuous learning.

2. Scope

This procedure applies to all levels of employees of Defence Accounts Department such as:

- Senior Accounts Officer (SAO)
- Assistant Accounts Officer (AAO)
- Sr. Auditor/ Auditor/Clerk
- Multi Tasking Staff (MTS)

It covers

- The course identification which are mandatory and which are preferable according to the roles and responsibilities of employees at each level.
- Course completion and assessment process
- Monitoring the progress as well as outcome and reporting to Headquarters.
- Timelines and weightage in APAR

3. Definitions

- iGOT Karmayogi Portal: Government's integrated platform for training and assessments.
- Mandatory Courses: Prescribed modules each employee must complete.
- Stand-alone Assessment: Online test administered post-training by the Ministry/Dept.
- KPI: Key Performance Indicator measuring course completion rates.
- APAR: Annual Performance Appraisal Report.

4. Responsibilities

- **Pr. Controller/Controllers/PIFA/IFA**
 - Ensure creation of login and portal access to all the employees.
 - Communicates course assignments
 - Monitors individual compliance
 - Updates APAR inputs

- Monitoring the progress of completion of courses by employees and reporting the same to HQrs
- Reporting the progress to RTC while providing data for TAC and suggest modifications in the courses listed as mandatory at each level of employees.
- Reporting to HQrs duly integrating the same in KPI
- **Employees:**
 - Enroll in assigned courses,
 - Complete training and standalone assessments within deadlines.

5. Procedure

5.1 Identify Mandatory Courses:

Out of the courses listed by HQrs for mandatory linking with APAR, the Pr. Controller/Contrcller/ PIFA/IFA concerned will identify the courses which are compulsorily to be completed (50% of the courses listed by Hqrs) and the remaining courses which are preferable, as per the roles assigned to those officers and staff and create the input in SPARROW accordingly.

A broad guideline for selecting mandatory and other courses is given in the table below:

Employee Level	Course Categories	Mandatory Requirements
SAO	Behavioural Skills, E-Governance, Advanced Domain Expertise	All three categories mandatory
AAO	Rule-Based Governance, Leadership & Communication, Office Efficiency	All three categories mandatory
Auditor	Foundations of Govt Operations & Finance, Departmental Knowledge, Audit & Computer Knowledge, Behavioural	At least one behavioural course plus all foundational ones
MTS	Basic Ethics & Work Culture, File Management, Facility Upkeep, Communication Skills	All three core plus one behavioural communication module

1. Training cell (O&M section) finalizes specific course titles under each category.
2. Courses published on the iGOT portal with assignment deadlines.

5.2 Schedule and Completion Timeline

- First Quarter (Apr–Jun): 50 % of assigned courses completed
- Second Quarter (Jul–Sep): 25 % additional courses completed
- Third & Fourth Quarters (Oct–Mar): Remaining 25 % courses completed

***Note: However, for the current year 2025-26, the targets can be modified as below:*

Third & Fourth quarters (Oct 2025 – Mar 2026) – 50% of assigned courses to be completed so as to achieve the mandatory target for APAR

- O&M section to monitor the progress and report to HQrs through KPI and quarterly reports.

- PAR managers (Admin) to feed the input regarding assessment scores and completed courses.

5.3 Monitoring and Reporting

1. Monthly KPI Report to Headquarters:
 - Total employees per level
 - Number & percentage of courses completed
 - Assessment scores
1. Quarterly Office Report:
 - Section/sub-office break-down details
 - Progress against Quarterly targets
 - Challenges and remedial actions
2. Consolidated Annual Report:
 - Final completion percentages
 - Average assessment scores

5.4 Assessment and APAR Integration

1. Upon course completion, employee takes stand-alone assessment on iGOT.
2. Progress on course completion recorded in monthly and quarterly reports.

(i) For IDAS (P)/ACDA/DCDA level:

Sl. No.	iGOT courses identified
Domain Competency	
(i)	Internal Audit in Defence by NADFM
(ii)	Receipt and Payment Rules by DAD
(iii)	Migration from National Pension Scheme to Unified Pension Scheme by Department of Telecommunications
(iv)	Delegation of Financial Powers to Defence Services-2021 by DAD
(v)	Advanced Course on Revenue Procurement in Defence by NADFM
(vi)	Ministry of Defence - Know Your Ministry by Department of Defence
Behavioural Competency	
(vii)	Developing a Positive Work Culture by Ministry of Communications – Department of Telecommunications
(viii)	Moral thinking for action: An introduction to values and ethics by IIT Kanpur
(ix)	Overview of Gender Sensitization by Department of Posts
Functional Competency	
(x)	Noting and Drafting by Institute of Secretariat Training and Management (ISTM)
(xi)	Right to Information (RTI) by Department of Personal and Training DoPT
(xii)	Conduct Rules by Institute of Secretariat Training and Management (ISTM)

(ii) For JCDA/Addl. CDA level:

Sl. No.	iGOT courses identified
Domain Competency	
(i)	Budget execution and Monitoring by Department of Expenditure
(ii)	Risk Based Internal Audit by National Institute of Communication Finance
(iii)	Course on Finance and Material Management by DAD
(iv)	Defence Offset management by National Academy of Defence Production (NADP) Nagpur
(v)	Common Mistakes during Internal Audit by Ministry of Mines
(vi)	Compilation of Monthly, Appropriation and Finance Accounts by Department of Expenditure
Behavioural Competency	
(vii)	Developing a Positive Work Culture by Ministry of Communications : Department of Telecommunications
(viii)	Work Ethics by Indian Railway Institute of Transport Management (IRITM)
(ix)	Time Management by Institute of Secretariat Training and Management

Functional Competency	
(x)	Cyber Security by UpGrad
(xi)	Design Thinking for Data Professionals by Fractal
(xii)	Project Management by iGOT

(iii) For CDA/PCDA level:

Sl. No.	iGOT courses identified
Domain Competency	
(i)	Multi-Criteria Decision Systems for Prioritizing Factors by National E-Governance Division (NEGD) MeitY Govt of India
(ii)	Defence Industrial Base Optimization by National Academy of Defence Production (NADP) Nagpur
(iii)	Finance: Learning Beyond the Basics for Directors by Department of Public Enterprises (DPE)
(iv)	DoPT IST 2024-25 Fiscal Policy: Governance, Financing and Management by Department of Personnel and Training DoPT
(v)	The Indian Contracts Act, 1872 by National Academy of Direct Taxes NADT
(vi)	Pensionary Benefits by Institute of Secretariat Training and Management
Behavioural Competency	
(vii)	Developing a Positive Work Culture by Ministry of Communications – Department of Telecommunications
(viii)	Work Ethics by Indian Railway Institute of Transport Management (IRITM)
(ix)	Change Management by Department of Posts
Functional Competency	
(x)	Public Policy Writing by Indian School of Public Policy
(xi)	Introduction to Emerging Technologies by Wadhvani Institute of Technology and Policy
(xii)	Evidence-based Policy Making by ISB Hyderabad

(iii) For Addl. CGDA and above level:

Sl. No.	iGOT courses identified
Domain Competency	
(i)	Multi-Criteria Decision Systems for Prioritizing Factors by National E-Governance Division (NEGD) MeitY Govt of India
(ii)	Orientation Course in Defence Finance for Higher Management by NADFM
(iii)	Evidence-based Policy Making by ISB Hyderabad
(iv)	DoPT IST 2024-25 Fiscal Policy: Governance, Financing and Management by Department of Personnel and Training DoPT
(v)	Defence Industrial Base Optimization by National Academy of Defence Production (NADP) Nagpur
(vi)	Change Management by Department of Posts

Behavioural Competency	
(vii)	Yoga Break at Workplace by Morarji Desai National Institute of Yoga (MDNIY)
(viii)	Work Ethics by Indian Railway Institute of Transport Management (IRITM)
(ix)	Happiness in Seva-Bhava: Lessons from Bhagavad Gita by Xavier School of Management XLRI
Functional Competency	
(x)	Public Governance Models by ISB Hyderabad
(xi)	Introduction of Emerging Technologies by Wadhwani Institute of Technology and Policy
(xii)	Essential Tools for Monitoring and Management for Everyone by Department of Rural Development (DRD)

(i) Courses for SAO level:

Area of Focus	Competency Addressed	Alignment with Role
FRSR Modules I-V	Advanced Govt financial /services rules	Governance and HRD
Public Financial Management and Budgeting	Policy-to-practice fiscal conversion	Strategic Budget execution
Leadership and decision making	Behavioral, team governance	Supervision and guidance
Internal Audit and Risk Management	Oversight and control	Strengthen Audit reliability
Policy Analysis and Implementation	Strategic alignment	Support MoD goals
Digital Governance & e-Office workflow	E-Governance literacy	System modernization

(ii) Courses for AAO level:

Area of Focus	Competency Addressed	Alignment with Role
FRSR Modules I-V	Rule-based governance	Financial/Service operation
Internal Audit Techniques	Domain Audit Skills	AAO as audit enabler
Financial advice and stakeholder liaison	Communication and advisory	MoD liaison support
Team Management	Leadership and Supervision	Lead Aud/Clerk teams
Compliance Frameworks	Legal and regulatory insight	Payments/audit clearance
File noting and documentation	Office process efficiency	Support documentation

(iii) Courses for Auditor/Clerks level:

Area of Focus	Competency Addressed	Alignment with Role
FRSR Modules I & II	Foundational Govt. Finance	Rules and Service discipline
Govt. accounting system	Operational knowledge	Posting, vouchers, book entries
Internal audit support	Functional audit skills	Voucher processing compliance
File noting and drafting	Process and communication	Drafts, letters, documentation
Stakeholder Engagement	Interpersonal Skills	Query handling
Office productivity Tools	MS office, TMS, PFMS	Day-to-day work tools

(iv) Courses for MTS level:

Area of Focus	Competency Addressed	Alignment with Role
Karmayogi Prarambh	Orientation	Onboarding learning
Office and facility management	Facility upkeep	Cleanliness, records
Ethics and Office Discipline	Behavioral Ethics	Government office conduct
File movement and record handling	Support system	Assist in workflow
Digital Literacy and Awareness	Basics ICT skills	Digital workplace readiness
Teamwork and Communication	Soft Skills	Interpersonal support