



“हर काम देश के नाम”
रक्षा लेखा महानियंत्रक कार्यालय
प्रशिक्षण अनुभाग

उत्तान बटार रोड, दिल्ली छावनी - 110010

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सं. टी.डी./3498/iGoT/2025-26

दिनांक: 31.10.2025

सेवा में,

सभी PCsDA/PIFAs/CsDA/IFAs/Training Establishments
(केवल CGDA वेबसाइट के माध्यम से)

विषय: iGoT पोर्टल पर अनिवार्य पाठ्यक्रम के संबंध में।

सन्दर्भ : प्रशिक्षण प्रभाग का पत्र सं. TD/3498/IGOT 2.0/2025-26 दिनांक: 27/08/2025।

उद्धृत पत्र के संदर्भ में क्रमागत अधोहस्ताक्षरी को यह कहने का निर्देश प्राप्त हुआ है कि कार्मिक एवं प्रशिक्षण विभाग (DoP&T) द्वारा जारी दिशानिर्देशों के अनुसार प्रत्येक स्तर के अधिकारियों/कर्मचारियों के लिए निर्धारित छह अनिवार्य पाठ्यक्रमों को सक्षम प्राधिकारी द्वारा अनुमोदित किया गया है। अनुमोदित पाठ्यक्रमों की सूची इस पत्र के संलग्नक 'अ' के रूप में संलग्न है तथा यह उपर्युक्त संदर्भित पत्र के संलग्नक 'ग' & 'घ' में दर्शाए गए पाठ्यक्रमों का स्थान लेगी।

In continuation of the letter cited under reference, the undersigned is directed to state that the six mandatory courses identified for each level of officers/employees, in accordance with the guidelines issued by the DoP&T, have been approved by the Competent Authority. The approved list of courses is enclosed as Annexure 'A' to this letter and shall replace the courses indicated at Annexure 'C' & 'D' of the letter referred to above.

2. अतः आपसे अनुरोध है कि इस संबंध में सन्दर्भित पत्र के माध्यम से जारी पूर्ववर्ती निर्देशानुसार कार्रवाई करने हेतु प्रत्येक स्तर के अधिकारी/ कर्मचारी को आवश्यक दिशा निर्देश जारी करने की कृपा करें।

2. Therefore, you are requested to kindly issue the necessary instructions to each level of officers/employees to take action as per the previous instructions issued through the referenced letter.

संलग्न: उपरोक्त अनुसार।

संदीप लखनपाल
31.10.2025
(संदीप लखनपाल)

रक्षा लेखा वरिष्ठ सहायक महानियंत्रक (प्रशिक्षण)

प्रतिलिपि:

प्रभारी अधिकारी, प्रशासन-I & XIII (स्थानीय)	कृपया आगे की आवश्यक कार्रवाई के लिए सूचनार्थ।
IT & S Wing (स्थानीय)	CGDA वेबसाइट पर अपलोड करने के लिए।

संदीप लखनपाल
31.10.2025
(संदीप लखनपाल)

रक्षा लेखा वरिष्ठ सहायक महानियंत्रक (प्रशिक्षण)

Addl. CGDA and Above Level:

Sl. No.	Course Category	Name of Identified Course
1.	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) Change Management by Department of Posts
2.	Behavioural Competency	(v) Happiness in Seva-Bhava: Lessons from Bhagavad Gita by Xavier School of Management XLRI
3.	Functional Competency	(vi) Introduction of Emerging Technologies by Wadhvani Institute of Technology and Policy

CDA/PCDA Level:

Sl. No.	Course Category	Name of Identified Course
1.	Domain Competency	(i) Defence Industrial Base Optimization by National Academy of Defence Production (NADP) Nagpur (ii) Finance: Learning Beyond the Basics for Directors by Department of Public Enterprises (DPE) (iii) The Indian Contracts Act, 1872 by National Academy of Direct Taxes NADT (iv) Pensionary Benefits by Institute of Secretariat Training and Management Behavioural Competency.
2.	Behavioural Competency	(v) Developing a Positive Work Culture by Ministry of Communications Department of Telecommunications
3.	Functional Competency	(vi) Public Policy Writing by Indian School of Public Policy

Jt. CDA/Addl. CDA Level:

Sl.No.	Course Category	Name of Identified Course
1.	Domain Competency	(i) Budget execution and Monitoring by Department of Expenditure (ii) Risk Based Internal Audit by National Institute of Communication Finance (iii) Common Mistakes during Internal Audit by Ministry of Mines (iv) Compilation of Monthly, Appropriation and Finance Accounts by Department of Expenditure
2.	Behavioural Competency	(v) Time Management by Institute of Secretariat Training and Management
3.	Functional Competency	(vi) Cyber Security by UpGrad

IDAS (P)/ACDA/DCDA Level:

Sl.No	Course Category	Name of Identified Course
1.	Domain Competency	(ii) Receipt and Payment Rules by DAD

		(ii) Delegation of Financial Powers to Defence Services-2021 by DAD (iii) Advanced Course on Revenue Procurement in Defence by NADFM (iv) Ministry of Defence – Know Your Ministry by Department of Defence
2.	Behavioural Competency	(v) Developing a Positive Work Culture by Ministry of Communications - Department of Telecommunications
3.	Functional Competency	(vi) Conduct Rules by Institute of Secretariat Training and Management (ISTM)

SAO Level:

S.No.	Name of Identified Course
1.	Public Procurement Framework of GOI
2.	Public Procurement of Goods
3.	Procurement Services (Consultancy/ Non Consultancy)
4.	Basics of Revenue and Procurement and Role of IFA in Defence
5.	Price Bench marking and Negotiations in Public Procurement
6.	Contract Management

AAO Level:

Sl. No.	Name of Identified Course
1.	FRSR Part-I – General Rules
2.	FRSR Part-II – TA Rules
3.	Handling Central Administrative Tribunal (CAT) Cases
4.	Internal Audit in Defence
5.	Procurement Services (Consultancy/Non-Consultancy)
6.	Preventive Vigilance

Sr. Auditor/Auditor/Clerk Level:

Sl. No.	Name of Identified Course
1.	Finance and Accounts
2.	TDS on GST
3.	Noting and Drafting
4.	Work Ethics
5.	Right to Information Act 2005
6.	CCS LTC Rules 1988

MTS Level:

S.No.	Name of Identified Course
1.	Introduction to Fire Safety
2.	Community Based Health and First Aid – Disaster Response Training
3.	Wound Management
4.	Record Management
5.	Karmayogi Prarambh
6.	Work Ethics