

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

No. 563/24/GE-I/2021

Date: 09.04.2025

To

- 1. All IA&AS Officers**
- 2. All Principal Accountants General / Director Generals of Audit**
- 3. All Accountants General/Principal Directors of Audit**
- 4. Director General (iCISA)/ Director General (NAAA)/ Director General (iCED)/ Director General (iCAL)**

Subject: Guidelines on grant of incentive for acquiring certification courses under SWAYAM/iGOT portal as identified & circulated by K&CB wing of Headquarters.

1. The Competent Authority has approved guidelines effective from the date of issue of this circular for grant of incentives after completion of SWAYAM/iGOT courses, as below:

- (i) Every Quarter in a year, courses may be reviewed and circulated by K&CB wing of Headquarters office.
- (ii) An Officer/Staff is permitted to pursue a maximum of 2 courses in a calendar year.
- (iii) The incentive regarding courses of SWAYAM/iGOT, for IA&AS Officers may be sanctioned through PD (P) wing, for Officer/Staff of field offices may be sanctioned by concerned HoD and for Officer/Staff of headquarters office may be sanctioned through Director (P) Wing of headquarters office.
- (iv) If an Officer/Staff requires certificate for courses (as identified by K&CB wing of headquarters), the Officer/Staff needs to register and write the exam at any of the designated exam centre and pay a nominal fee. One time TA/DA is to be reimbursed to the concerned employee for appearing in examination only after passing the exam.
- (v) Incentive may be granted, if the relevant certificate is produced within 3 months from the date of acquiring the pass certificate. The incentive for passing the courses may be as under:-

Sl. No	Duration of course	Incentive amount (in Rs.)
1	Less than 4 weeks	2,000
2	Equal to and more than 4 Weeks and less than 6 weeks	4,000
3	Equal to and more than 6 Weeks and less than 8 weeks	6,000
4	Equal to and more than 8 Weeks and less than 12 weeks	8,000
5	Equal to and more than 12 weeks	10,000

2. (i) The following course is a department sponsored course through MoU signed with IIT Madras. After passing the exam and obtaining the pass certificate, Officers/Staff are eligible for incentive within 3 months of acquiring the certificate:-

Duration of course	Incentive amount (in Rs.)
Certification course on Data Science, AI and Cybersecurity for IT Audit	25000

(ii) This course is an online course from IIT Madras and exam will be conducted online after completion of course. The Officer/Staff can enrol in this course through department only.

3. **Procedure for claiming Incentive:**
- A. **IA&AS Officers posted in Headquarters:** Submission of proposal to PD (P) Wing and after verification may be forwarded to Director (P) wing for payment.
 - B. **IA&AS Officers posted in field offices:** Submission of proposal to PD (P) Wing and after verification may be forwarded to concerned HoD/PAO for payment.
 - C. **Officers/Staff other than IA&AS officers posted in Headquarters office:** Submission/processing/verification and payment may be processed through Staff wing/Director (P) wing.
 - D. **Officers/Staff other than IA&AS officers posted in field offices:** Submission/processing/verification and payment may be granted through concerned HoD only.

Swati Pandey

(Swati Pandey)
Principal Director (Personnel)