

**Office of the Director General of Audit  
(Ordnance Factories),  
10-A, S. K. Bose Road, 8<sup>th</sup> Floor, Kolkata-700 001  
Circular**

**Sub:** Grant of Incentives - Online Courses on iGOT Karmayogi and SWAYAM/SWAYAM Plus Portals for capacity building of officers/officials of IA&AD – reg.

As per the directions of the competent authority and Headquarters guideline circulated vide letter dated 19.01.2026 and 09.01.2026 (copy enclosed) the consolidated guidelines regarding grant of incentives for completion of Online Courses on iGOT Karmayogi and SWAYAM/SWAYAM Plus Portals for capacity building of officers/officials of IA&AD as follows:

1. The list of courses shortlisted for capacity building in iGOT Karmayogi portal and SWAYAM/SWAYAM Plus Portals respectively are listed in Annexure – I. Every Quarter in a year, courses may be reviewed and circulated by K&CB wing of Headquarters office and the same will be circulated as and when received.

2. The listed Coursera courses are proposed to be undertaken online through the iGOT Karmayogi portal, subject to availability of licenses and prevailing administrative instructions of iGOT Karmayogi. For Group 'A' and Group 'B' officers, the courses are available without restriction. For other categories of officials, availability shall be subject to fulfillment of eligibility conditions of Karmayogi iGOT.

3. The guidelines for admissibility of incentives are as follows (copy enclosed):

- I. An officer/official may pursue a maximum of **two courses** in a calendar year for the purpose of availing incentives.
- II. The sanctioning authority for grant of incentives in respect of IA&AS Officers shall be PD (P) wing and in respect of officers/officials of this office and offices under its administrative control shall be the Head of the Department.
- III. Wherever certification is required, the officers/staff shall register and appear for the examination at designated centres on payment of the prescribed fee. One-time TA/DA incurred for appearing in the examination shall be reimbursed after successful completion of the course.
- IV. Incentives shall be admissible on submission of the relevant pass certificate within three months from the date of issue of the certificate, as per the duration of the course, detailed below:

| Sl. No. | Duration of course                                    | Incentive amount (in ₹) |
|---------|---|-------------------------|
| 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                  |

4. The officers/officials are encouraged to complete the said courses.

**Encl:** i. Annexure – I – List of courses

ii. Hqrs letter dtd 09.04.2025, 09.01.2026 and 19.01.2026

*Sdt*

(Prince Kumar)

Sr. Audit Officer, Defence Services,

Kolkata

No. **488** /E-2/B/Training/Misc/2025-26 Dt **09/02/2026**

Copy to: -

1. All Officers/Officials of this office and All BOs
2. Notice Board
3. Office Copy
4. PDA (OF), Secretariat/DDA (HQR) & DDA (OF), Secretariat
5. IT Section for uploading on website

*Prince Kumar*

(Prince Kumar)

Sr. Audit Officer, Defence Services,

Kolkata

**iGOT Courses**

| Sr No. | Course Name  | Institute   | Duration     | Link  |
|--------|--|---|--------------|---|
| 1      | Foundations of Cybersecurity                                 | Google  | 10 hr 10 mnt | <a href="https://portal.igotkarmayogi.gov.in/app/toc/ext/ext_114471827688087552171">https://portal.igotkarmayogi.gov.in/app/toc/ext/ext_114471827688087552171</a> |
| 2      | Assisting Public Sector Decision Makers with Policy Analysis | University of Michigan                            | 16 hr 20 mnt | <a href="https://portal.igotkarmayogi.gov.in/app/toc/ext/ext_114471817246326784120">https://portal.igotkarmayogi.gov.in/app/toc/ext/ext_114471817246326784120</a> |
| 3      | Digital Governance   | Erasmus University Rotterdam, University of Leeds | 27 hr 38 mnt | <a href="https://portal.igotkarmayogi.gov.in/app/toc/ext/ext_114471814462136320125">https://portal.igotkarmayogi.gov.in/app/toc/ext/ext_114471814462136320125</a> |
| 4      | Digital Transformation                                       | Illinois Tech                                     | 44 hr 17 mnt | <a href="https://portal.igotkarmayogi.gov.in/app/toc/ext/ext_114471828378181632178">https://portal.igotkarmayogi.gov.in/app/toc/ext/ext_114471828378181632178</a> |
| 5      | Law, Governance, and Public Policy                           | O.P. Jindal Global University                     | 18 hr 37 mnt | <a href="https://portal.igotkarmayogi.gov.in/app/toc/ext/ext_114471817693544448133">https://portal.igotkarmayogi.gov.in/app/toc/ext/ext_114471817693544448133</a> |
| 6      | Advanced Analytics with Power BI                             | Edureka   | 9 hr 53 mnt  | <a href="https://portal.igotkarmayogi.gov.in/app/toc/ext/ext_114471836168110080166">https://portal.igotkarmayogi.gov.in/app/toc/ext/ext_114471836168110080166</a> |
| 7      | Advanced Data Analysis with Generative AI                    | Microsoft   | 16 hr 41 mnt | <a href="https://portal.igotkarmayogi.gov.in/app/toc/ext/ext_11447180740585881619">https://portal.igotkarmayogi.gov.in/app/toc/ext/ext_11447180740585881619</a>   |
| 8      | Build and Execute an Organisational AI Strategy              | Coursera  | 5 hr 52 mnt  | <a href="https://portal.igotkarmayogi.gov.in/app/toc/ext/ext_114471818487185408124">https://portal.igotkarmayogi.gov.in/app/toc/ext/ext_114471818487185408124</a> |
| 9      | Central Banks and Monetary Policy                            | University of Illinois Urbana-Champaign           | 16 hr 59 mnt | <a href="https://portal.igotkarmayogi.gov.in/app/toc/ext/ext_114471815450279936116">https://portal.igotkarmayogi.gov.in/app/toc/ext/ext_114471815450279936116</a> |
| 10     | Change Leadership: Developing Strategic Gap Analysis in Miro | Coursera  | 2 hr 24 mnt  | <a href="https://portal.igotkarmayogi.gov.in/app/toc/ext/ext_114471844362747904197">https://portal.igotkarmayogi.gov.in/app/toc/ext/ext_114471844362747904197</a> |
| 11     | Green Building Assessment & Certification                    | L&T EduTech                                       | 10 hr 45 mnt | <a href="https://portal.igotkarmayogi.gov.in/app/toc/ext/ext_114471835853316096191">https://portal.igotkarmayogi.gov.in/app/toc/ext/ext_114471835853316096191</a> |
| 12     | Climate Resilience and Urban Sustainability                  | University of Colorado Boulder                    | 17 hr 33 mnt | <a href="https://portal.igotkarmayogi.gov.in/app/toc/ext/ext_114471826721120256169">https://portal.igotkarmayogi.gov.in/app/toc/ext/ext_114471826721120256169</a> |
| 13     | Measuring and Modeling Impact in Evaluations                 | By Johns Hopkins University                       | 14 hr 4 mnt  | <a href="https://portal.igotkarmayogi.gov.in/app/toc/ext/ext_114471817489793024122">https://portal.igotkarmayogi.gov.in/app/toc/ext/ext_114471817489793024122</a> |
| 14     | Program Design & Evaluation for Health Systems Stre          | By Johns Hopkins University                       | 7 hr 48 mnt  | <a href="https://portal.igotkarmayogi.gov.in/app/toc/ext/ext_114471812506476544118">https://portal.igotkarmayogi.gov.in/app/toc/ext/ext_114471812506476544118</a> |

**SWAYAM/SWAYAM plus Courses**

| Sl. No. | Course Name  | Institute  | Duration                              | Link  |
|---------|--|--|---------------------------------------|---|
| 1       | Understanding Data – Practical Foundations for Non-tech Learners                     | IGNOU  | 6 weeks (01 Jan 2026 to 30 Apr 2026)  | <a href="https://onlinecourses.swayam2.ac.in/nou26_ge59/preview">https://onlinecourses.swayam2.ac.in/nou26_ge59/preview</a>                                   |
| 2       | Auditing and Corporate Governance  | CEC, Shri Govind Guru University (SGGU), Godhra  | 16 weeks (05 Jan 2026 to 30 Apr 2026) | <a href="https://onlinecourses.swayam2.ac.in/cec26_cm13/preview">https://onlinecourses.swayam2.ac.in/cec26_cm13/preview</a>                                   |
| 3       | Income Tax Law and Practice  | INI, Banaras Hindu University                    | 12 weeks (26 Jan 2026 to 30 Apr 2026) | <a href="https://onlinecourses.swayam2.ac.in/in26_cm03/preview">https://onlinecourses.swayam2.ac.in/in26_cm03/preview</a>                                     |
| 4       | Python for Data Analytics, Machine Learning and Generative AI: A Comprehensive Guide | IIMB, M S Ramaiah University of Applied Sciences | 10 weeks (12 Jan 2026 to 30 Apr 2026) | <a href="https://onlinecourses.swayam2.ac.in/imb26_mg130/preview">https://onlinecourses.swayam2.ac.in/imb26_mg130/preview</a>                                 |
| 5       | Energy Resources, Economics, and Sustainability                                      | IIT Roorkee                                      | 8 weeks (16 Feb 2026 to 10 Apr 2026)  | <a href="https://onlinecourses.nptel.ac.in/no26_hs115/preview">https://onlinecourses.nptel.ac.in/no26_hs115/preview</a>                                       |
| 6       | AI in Accounting   | Manipal University, Jaipur                       | 10 weeks (12 Jan 2026 to 30 Apr 2026) | <a href="https://onlinecourses.nptel.ac.in/no26_hs115/preview">https://onlinecourses.nptel.ac.in/no26_hs115/preview</a>                                       |
| 7       | Advanced Contracts, Tendering and Public Procurement                                 | NPTEL, National Law School of India University   | 12 weeks (19 Jan 2026 to 10 Apr 2026) | <a href="https://onlinecourses.nptel.ac.in/no26_lw09/preview">https://onlinecourses.nptel.ac.in/no26_lw09/preview</a>   |
| 8       | Financial Accounting   | Devi Ahilya Viswavidyalaya, Indore               | 12 weeks (15 Jan 2026 to 30 Apr 2026) | <a href="https://onlinecourses.swayam2.ac.in/cec26_cm02/preview">https://onlinecourses.swayam2.ac.in/cec26_cm02/preview</a>                                   |
| 9       | Data Analytics and Visualization with MS Power BI                                    | IIMB, Atlas SkillTech University, Mumbai         | 6 weeks (12 Jan 2026 to 30 Apr 2026)  | <a href="https://onlinecourses.swayam2.ac.in/imb26_mg110/preview">https://onlinecourses.swayam2.ac.in/imb26_mg110/preview</a>                                 |
| 10      | Data Base Management System  | IIT Kharagpur                                    | 8 weeks (19 Jan 2026 to 13 Mar 2026)  | <a href="https://onlinecourses.nptel.ac.in/no26_cs39/preview">https://onlinecourses.nptel.ac.in/no26_cs39/preview</a>   |
| 11      | Financial Statement Analysis and Reporting   | IIT Roorkee                                      | 12 weeks (19 Jan 2026 to 10 Apr 2026) | <a href="https://onlinecourses.nptel.ac.in/no26_mg63/preview">https://onlinecourses.nptel.ac.in/no26_mg63/preview</a>   |
| 12      | GST  | IIMB, CHRIST University, Bangalore               | 12 weeks (12 Jan 2026 to 30 Apr 2026) | <a href="https://onlinecourses.swayam2.ac.in/imb26_mg112/preview">https://onlinecourses.swayam2.ac.in/imb26_mg112/preview</a>                                 |
| 13      | HTML Programming for Business: Web Design & Digital Strategy                         | IIMB, Manipal University, Jaipur                 | 10 weeks (12 Jan 2026 to 30 Apr 2026) | <a href="https://onlinecourses.swayam2.ac.in/imb26_mg155/preview">https://onlinecourses.swayam2.ac.in/imb26_mg155/preview</a>                                 |
| 14      | Information Security and Cyber Forensics   | CEC, Devi Ahilya Vishwavidyalaya, Indore         | 12 weeks (15 Jan 2026 to 30 Apr 2026) | <a href="https://onlinecourses.swayam2.ac.in/cec26_ge02/preview">https://onlinecourses.swayam2.ac.in/cec26_ge02/preview</a>                                   |
| 15      | Machine Learning and Pattern Recognition   | NIT Puducherry                                   | 12 weeks (26 Jan 2026 to 30 Apr 2026) | <a href="https://onlinecourses.swayam2.ac.in/ntr26_ed97/preview">https://onlinecourses.swayam2.ac.in/ntr26_ed97/preview</a>                                   |
| 16      | Statistical Foundation for Big Data Analysis   | IIT Kharagpur                                    | 12 weeks (19 Jan 2026 to 10 Apr 2026) | <a href="https://onlinecourses.nptel.ac.in/no26_cs09/preview">https://onlinecourses.nptel.ac.in/no26_cs09/preview</a>   |
| 17      | Investing and Retirement Planning  |  | 6 Hrs                                 | <a href="https://swayam-plus.swayam2.ac.in/courses/course-details?id=F_ARTHNM_10">https://swayam-plus.swayam2.ac.in/courses/course-details?id=F_ARTHNM_10</a> |
| 18      | Online Communication & Data Security   | Wadhvani Foundation                              | 8.5 Hrs                               | <a href="https://swayam-plus.swayam2.ac.in/courses/course-details?id=F_WADHW_14">https://swayam-plus.swayam2.ac.in/courses/course-details?id=F_WADHW_14</a>   |

|    |   |  |                                       |   |
|----|---|--|---------------------------------------|---|
| 19 | SQL Programming: Mastering Data Queries with MySQL      | Lets upgrade   | 10 Hrs                                | <a href="https://swayam-plus.swayam2.ac.in/courses/course-details?id=LEPL-SQL0824-01">https://swayam-plus.swayam2.ac.in/courses/course-details?id=LEPL-SQL0824-01</a>     |
| 20 | Excel Essentials: From Basics to Practical Data Mastery | Lets upgrade   | 5 Hrs                                 | <a href="https://swayam-plus.swayam2.ac.in/courses/course-details?id=LEPL-EXCEL0824-01">https://swayam-plus.swayam2.ac.in/courses/course-details?id=LEPL-EXCEL0824-01</a> |
| 21 | Fundamentals of AI                                      | NITTTR, Chennai.   | 12 weeks (26 Jan 2026 to 30 Apr 2026) | <a href="https://onlinecourses.swayam2.ac.in/ntr26_ed111/preview">https://onlinecourses.swayam2.ac.in/ntr26_ed111/preview</a>   |
| 22 | Public Financial Administration                         | Madras Christian College (Autonomous), Tambaram, Chennai | 12 weeks (09 Jan 2026 to 30 Apr 2026) | <a href="https://onlinecourses.swayam2.ac.in/cec26_hs58/preview">https://onlinecourses.swayam2.ac.in/cec26_hs58/preview</a>   |

**Fwd: [Cag-all-users] Online courses on iGOT Karmayogi and SWAYAM/SWAYAM Plus portals for capacity building of officers/officials of IA&AD**

**Principal Director of Audit Ordnance Factories Kolkata** < pdaof@cag.gov.in >

Fri, 09 Jan 2026 5:41:56 PM +0530

To "Ms Sudha Rajan CAG"<rajans@cag.gov.in>

Cc "BINAYAK Majumder"<majumdarb@cag.gov.in>,"Vinod Rajak"<rajakvinod@cag.gov.in>,"Arup Kumar Saha"<arupkumars.def@cag.gov.in>

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From: Training Division, CAG Office via Cag-all-users < [cag-all-users@ismgr.nic.in](mailto:cag-all-users@ismgr.nic.in) >

To: "cag-all-offices"<[cag-all-offices@ismgr.nic.in](mailto:cag-all-offices@ismgr.nic.in)>,"cag-all-users"<[cag-all-users@ismgr.nic.in](mailto:cag-all-users@ismgr.nic.in)>

Cc: "Jishnu J Raju"<[jishnur@cag.gov.in](mailto:jishnur@cag.gov.in)>,"DirectorP CAG"<[dirp@cag.gov.in](mailto:dirp@cag.gov.in)>,"Joydeep Mukherjee AAO KCB Wing"<[aao3kcb@cag.gov.in](mailto:aao3kcb@cag.gov.in)>,"Hitika Kochar"<[aao1kcb@cag.gov.in](mailto:aao1kcb@cag.gov.in)>,"Mayank Tripathi AAO Training Division"<[aao3trg.cag@cag.gov.in](mailto:aao3trg.cag@cag.gov.in)>,"SANJAY KUMAR"<[sanjaykr2.bng.pdac@cag.gov.in](mailto:sanjaykr2.bng.pdac@cag.gov.in)>,"Pooja Jhirwal"<[poojaj.mp1.ae@cag.gov.in](mailto:poojaj.mp1.ae@cag.gov.in)>,"DE MP Hemantha Kumar"<[saoestablishment@cag.gov.in](mailto:saoestablishment@cag.gov.in)>,"Rohit Raj Kholia"<[aaoestablishment@cag.gov.in](mailto:aaoestablishment@cag.gov.in)>

Date: Fri, 09 Jan 2026 16:58:16 +0530

Subject: [Cag-all-users] Online courses on iGOT Karmayogi and SWAYAM/SWAYAM Plus portals for capacity building of officers/officials of IA&AD

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सर्वकारिय सत्यनिष्ठा  
Dedicated to Truth in Public Interest

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9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली – 110124  
ज्ञान एवं क्षमता निर्माण अनुभाग

ई सं 168/फा सं 433 /के एंड सीबी विंग/2025

Dated: 09.01.2026

To,  
All Heads of Department (As per mailing list)  
Indian Audit & Accounts Department

**Subject: online courses on iGOT Karmayogi and SWAYAM/SWAYAM Plus portals for capacity building of officers/officials of IA&AD – reg.**

Sir/Madam,

Coursera courses, available under the iGOT Karmayogi platform, offer structured online courses relevant to public policy, public finance, data analytics, cybersecurity, digital transformation, infrastructure, and leadership. After a detailed examination of 125 courses available on the Coursera Marketplace through the iGOT portal, 12 courses (list attached) have been identified as desirable for officers/officials working in IA&AD, keeping in view the nature and functional requirements of audit work. All the selected courses have a rating of more than four on the iGOT portal and are of suitable duration (ranging from two hours to three weeks), making them appropriate for in-service capacity building without disruption of regular duties.

The identified Coursera courses are proposed to be undertaken online through the iGOT Karmayogi portal, subject to availability of licenses and prevailing administrative instructions of iGOT Karmayogi. For Group 'A' and Group 'B' officers, the courses are available without restriction. For other categories of officials, availability shall be subject to fulfillment of eligibility conditions of Karmayogi iGOT.

In addition, **22 courses** (list attached) have been identified after a thorough analysis of existing bouquet of courses available on the **SWAYAM and SWAYAM Plus portals**.

The attached list of courses is circulated with a recommendation that officers/officials be encouraged to complete the said courses. Officers/officials completing courses on iGOT and SWAYAM/SWAYAM Plus portals shall be eligible for incentives as per extant guidelines (attached).

This issues with the approval of the competent authority.

सादर / Kind regards,

जिष्णु जे. राजू/ Jishnu J Raju  
उप. निदेशक / Dy. Director  
ज्ञा.क्ष.नि अनुभाग / K&CB Wing  
भारत के नियंत्रक एवं महालेखा परीक्षक के कार्यालय  
O/o the C&AG of India  
9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली  
9, Deen Dayal Upadhyay Marg, New Delhi

Cag-all-users mailing list -- [cag-all-users@ismgr.nic.in](mailto:cag-all-users@ismgr.nic.in)

**2 Attachment(s)**

Guidelines on grant of incentive-...  
635.7 KB

List of iGOT SWAYAM SWAYA...  
15.5 KB

**Fwd: [Cag-all-users] Corrigendum to Online courses on iGOT Karmayogi and SWAYAM/SWAYAM Plus portals for capacity building of officers/officials of IA&AD Dated 09.01.2026**

**Principal Director of Audit Ordnance Factories Kolkata < pdaof@cag.gov.in >**

Mon, 19 Jan 2026 2:35:17 PM +0530

To "Ms Sudha Rajan CAG"<rajans@cag.gov.in>

Cc "BINAYAK Majumder"<majumdarb@cag.gov.in>,"Vinod Rajak"<rajakvinod@cag.gov.in>,"Arup Kumar Saha"<arupkumars.def@cag.gov.in>

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From: Training Division, CAG Office via Cag-all-users <[cag-all-users@ismgr.nic.in](mailto:cag-all-users@ismgr.nic.in)>

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Cc: "Jishnu J Raju"<[jjishnur@cag.gov.in](mailto:jjishnur@cag.gov.in)>,"DirectorP CAG"<[dirp@cag.gov.in](mailto:dirp@cag.gov.in)>,"Joydeep Mukherjee AAO KCB

Wing"<[aao3kcb@cag.gov.in](mailto:aao3kcb@cag.gov.in)>,"Mayank Tripathi AAO Training Division"<[aao2kcb@cag.gov.in](mailto:aao2kcb@cag.gov.in)>,"SANJAY

KUMAR"<[sanjaykr2.bng.pdac@cag.gov.in](mailto:sanjaykr2.bng.pdac@cag.gov.in)>,"Pooja Jhirwal"<[poojaj.mp1.ae@cag.gov.in](mailto:poojaj.mp1.ae@cag.gov.in)>,"Hitika Kochar"<[aao1kcb@cag.gov.in](mailto:aao1kcb@cag.gov.in)>,"DE MP

Hemantha Kumar"<[saoestablishment@cag.gov.in](mailto:saoestablishment@cag.gov.in)>,"Rohit Raj Kholia"<[aaoestablishment@cag.gov.in](mailto:aaoestablishment@cag.gov.in)>

Date: Mon, 19 Jan 2026 10:34:48 +0530

Subject: [Cag-all-users] Corrigendum to Online courses on iGOT Karmayogi and SWAYAM/SWAYAM Plus portals for capacity building of officers/officials of IA&AD Dated 09.01.2026

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लोकहितार्थं सत्यनिष्ठा  
Dedicated to Truth in Public Interest

भारत के नियंत्रक-महालेखापरीक्षक का कार्यालय  
9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली – 110124  
ज्ञान एवं क्षमता निर्माण अनुभाग

ई सं 180/फा सं 433 /के एंड सीबी विंग/2025

Dated: 19.01.2026

To,  
All Heads of Department (As per mailing list)  
Indian Audit & Accounts Department

Sir/Madam,

Subject- Corrigendum to Online courses on iGOT Karmayogi and SWAYAM/SWAYAM Plus portals for capacity building of officers/officials of IA&AD Dated 09.01.2026

In Continuation of the email dated 09-01-2026 regarding Online courses on iGOT Karmayogi and SWAYAM/SWAYAM Plus portals for capacity building of officers/officials of IA&AD, 12 courses (list attached) mentioned in the first paragraph may be read as **14 courses** (list attached)

This issues with the approval of the competent authority.

सादर/ Regards

जिष्णु जे राजू/Jishnu J Raju

उप निदेशक (सीबी)/Dy Director (CB)

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय

O/o the C&AG of India

9 डीडीयू मार्ग नई दिल्ली 110124

9 DDU Marg, New Delhi 110124

Cag-all-users mailing list -- [cag-all-users@ismgr.nic.in](mailto:cag-all-users@ismgr.nic.in)

**2 Attachment(s)**

List of iGOT SWAYAM SWAYA...  
15.5 KB

Guidlines on grant of incentive-...  
635.7 KB

**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)**