

महालेखाकार (लेखापरीक्षा-प्रथम) का कार्यालय, मध्य प्रदेश
ऑडिट भवन, झांसी रोड, ग्वालियर

No./Admin/LC/Trg/Swayam&iGOT/2025-26/

दिनांक: - 23
20.03.2026

कार्यालय आदेश- 110

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय, नई दिल्ली के पत्र दिनांक 25.09.2026 के अनुपालन में यह निर्देशित किया जाता है कि iGOT कर्मयोगी पोर्टल पर उपलब्ध निर्धारित पाठ्यक्रमों को सभी अधिकारियों/कर्मचारियों द्वारा अनिवार्य रूप से पूर्ण किया जाए।

2. इस संबंध में यह भी अवगत कराया जाता है कि वर्ष 2025-26 से iGOT पोर्टल पर पाठ्यक्रम पूर्णता की स्थिति संबंधित अधिकारियों/कर्मचारियों के वार्षिक गोपनीय प्रतिवेदन (APAR) में परिलक्षित की जाएगी।

3. सभी अधिकारियों/कर्मचारियों को निर्देशित किया जाता है कि वे:

- अपने iGOT प्रोफाइल को अद्यतन करें।
- निर्धारित पाठ्यक्रमों में से न्यूनतम 50% (कम से कम 03 पाठ्यक्रम) पूर्ण करें। (अनुलग्नक 'I' के अनुसार)

4. सभी समूह अधिकारी यह पाठ्यक्रम दिनांक 25.04.2026 तक पूर्ण किया जाना सुनिश्चित करें। साथ ही समूह/अनुभाग से अनुरोध है किया जाता है कि अपने समूह/अनुभाग से सम्बंधित अधिकारियों/कर्मचारियों का प्रशिक्षण उपरांत प्रमाण पत्र संकलित कर दिनांक 26.03.2026 तक अनुभाग eCell & Training की ईमेल आई डी. 'ecell.mp1.au@cag.gov.in' को प्रेषित किया जाना सुनिश्चित करें।

In compliance with the instructions received from the Office of the Comptroller & Auditor General of India, New Delhi, it is hereby ordered that all officers/officials shall mandatorily complete the prescribed courses available on the iGOT Karmayogi portal.

2. It is further informed that from the year **2025-26** onwards, the status of course completion on iGOT shall be **reflected in the Annual Performance Appraisal Reports (APARs) of the concerned officers/officials.**

3. All officers/officials are directed to:

- Update their iGOT profiles.
- Complete at least **50%** (minimum **3** courses) of the prescribed courses (as per Annexure)

4. All Group Officers should ensure that this course is completed by **25.04.2026**. Groups/Sections are also requested to collect post-training certificates of the officers/employees related to their Group/Section and send via email to e-Cell 'ecell.mp1.au@cag.gov.in' after compiling by **26.03.2026**.

संलग्नक- उपर्युक्तानुसार

नोट- सभी अधिकारी/कर्मचारी अपने समूह/अनुभाग के माध्यम से प्रशिक्षण प्रमाण पत्र प्रेषित करें।

हस्ता/-

उप महालेखाकार/प्रशासन

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु:-

1. सचिव, प्रधान महालेखाकार
2. उप महालेखाकार/ एएमजी - 1, एएमजी - 2, एएमजी - 3, एएमजी - 4, एएमजी - 5 व प्रशासन
3. सचिव उप महालेखाकार/एएमजी - 1, एएमजी - 2, एएमजी - 3, एएमजी - 4, एएमजी - 5 व प्रशासन
4. वरिष्ठ लेखापरीक्षा अधिकारी/ प्रशा. 11,12,13,14, सामान्य अनुभाग, रिपोर्ट -1, रिपोर्ट-2, रिपोर्ट पी ए सी, गोपनीय कक्ष, आई टी ए , फाप, फास -एम, कार्यपालन शाखा, हिंदी कक्ष, आई एस विंग, ए.पी. एवं एसएमयू
5. वरिष्ठ लेखापरीक्षा अधिकारी/IS Wing - कृपया उक्त कार्यलय आदेश को इंटरनेट एवं इंटरनेट पर अपलोड करने का कष्ट करें
6. श्री उत्कर्ष यादव, स.ले.प.अ.- कृपया इंटरनेट व इंटरनेट पर अपलोड किया जाना सुनिश्चित करें
7. सम्बंधित अधिकारियों को अनुपालनार्थ
8. सूचना पटल


वरिष्ठ लेखापरीक्षा अधिकारी/आई एस. विंग

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



संख्या- 742-स्टाफ (हक)-2/53-2025
OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE **25 SEP 2025**

To

**All Heads of Department (IA&AD),
Dy. Director (Capacity Building),**

**Sub: Mandatory Course Completion and Comprehensive Assessment on the
iGOT Karmayogi Portal-Reg**

महोदय/महोदया,

I am directed to refer to the Department of Personnel and Training (DoPT) Office Memorandum No. T-28/27/2025-iGOT dated 04 July, 2025 (copy enclosed), regarding mandatory completion of prescribed courses on the IGOT Karmayogi portal by all Central Government employees, to be reflected in their respective APARs from the reporting period 2025-26 onwards.

2 In compliance with the aforesaid DoPT instructions, the Knowledge and Capacity Building (K&CB) Wing has shortlisted relevant courses available on the IGOT platform for IA&AD cadres (copy enclosed as Annexure-1)

3. Accordingly, the following annual targets for 2025-26 have been prescribed by this office (as MDO) and will be added as Training Plans on the iGOT portal for the respective cadre levels:

- Senior Audit Officers (Sr.AOs)/Assistant Audit Officers (AAOs): All 6 shortlisted courses (details in Annexure-I); complete at least 3 courses (50%).
- Cadres below AAOS: All 6 shortlisted courses (details in Annexure-I); complete at least 3 courses (50%).
- Multi-Tasking Staff (MTS): All 6 shortlisted courses (details in Annexure-I), complete at least 3 courses (50%).

4. All employees/officers shall update their iGOT profiles to reflect their current role/position/designation, ensuring the targets appear in their "My iGOT" section. They must complete at least 50% of the prescribed courses as specified above annually, along with the mandated Comprehensive Assessment (to be rolled out as per DoPT guidelines). The completion status will be directly fetched from IGOT and reflected in APARS.

5. All Heads of Department are requested to ensure wide dissemination of this circular among all employees, facilitate iGOT profile updates, monitor course and assessment completion, and submit a compliance report to this office by 31 March, 2026 for the 2025-26 cycle. Any issues in implementation may be reported to this wing or K&CB Wing promptly.

This issue with the approval of Competent Authority.

भवदीय,

संगलन : यथोपरी



(सुमीत कुमार)

स.नि.म.ले.प.(अ)

Annexure-I

Sr. AO/AAO (Level 8 above)

Sl.No	Content Name	Content Provider Name	Competency Area	Content Duration	Competency Sub Theme
1	Introduction to Emerging Technologies	Capacity Building Commission	Functional	02:20:32	Digital Service Design
2	Roles and Responsibilities in Data Protection and Privacy in Design by National E-Governance Division (NEGD) Meity Govt of India	National E-Governance Division (NEGD) Meity	Domain	01:09:28	Cyber Security
3	A Course on Environmental Social and Governance	Ministry of Power	Domain	01:21:54	Environment and Social Governance, Sustainable Development
4	GFR 2017- Procurement	Defence Accounts Department (DAD)	Domain	01:25:09	Procurement, Public Procurement of Goods, Public Procurement of Works
5	Introduction to Cyber Security	Power Finance Corporation Ltd	Functional	02:02:53	Project Implementation
6	UNDERSTANDING THE FORMAT OF FINANCIAL STATEMENTS	National Institute of Communication Finance	Domain	01:13:21	Financial Statements Analysis, Financial Statements Review

Below AAOs

Sl. No	Content Name	Content Provider Name	Competency Area	Content Duration	Competency Sub Theme
1	Grievance Redressal Mechanism	Central Board of Direct Taxes (CBDT)	Domain	01:58:51	Tax Controversy Management
2	Finance and Accounts	Department of Personnel and Training DoPT	Functional	01:35:00	Government accounts
3	General Financial Rules	National Academy of Direct Taxes NADT	Functional	02:53:00	Procurement Mgmt. through GeM, Procurement of Services / Goods / Works

4	UNDERSTANDING THE FORMAT OF FINANCIAL STATEMENTS	National Institute of Communication Finance	Domain	01:13:21	Financial Statements Analysis, Financial Statements Review
5	Govt. Accounting System	Defence Accounts Department (DAD)	Domain	00:54:10	Budgeting, Cash Flow, Reporting, Financial Acumen.
6	Debt Management	Institute of Secretariat Training and Management	Functional	01:00:00	Financial Management

MTS

Sl.No	Content Name	Content Provider Name	Competency Area	Content Duration	Competency Sub Theme
1	Gender Sensitivity	Ministry of Power and Office Productivity Tools by National Institute of Electronics and Information Technology-NIELIT	Behavioural	00:59:00	Diversity & Inclusion, Empathy, Responsiveness
2	Labour Laws in a Nutshell	XLRI- Xavier School of Management	Domain	01:27:21	Employee Relationship Management, Regulatory Compliance, Regulatory Policy
3	Developing Effective Soft Skills	Central Reserve Police Force (CRPF)	Behavioural	00:39:59	Inspiring others
4	Conduct Rules	Institute of Secretariat Training and Management	Functional	01:22:17	Conduct Rules
5	Basic Finance	Zerodha	Behavioural, Domain	01:27:11	Self-Analysis, Self-Learning, Logical Reasoning, Sound Judgement, Financial Management, Financial Planning
6	Right to Information (RTI)	Department of Personnel and Training DoPT	Functional	02:15:00	RTI Responsiveness

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.

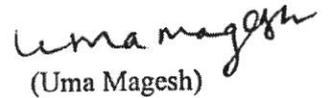
- ii. In the case of AIS officers not on Central Deputation and the CCS officers not working with any MDO of the Govt of India, the CCAs shall identify relevant courses on the iGOT Karmayogi Platform for employees at each level as the annual target. As an illustration, the respective CCAs could select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