

E-16420/ A-33025/6/2024-Group B-CGA/657  
Government of India  
Ministry of Finance  
Department of Expenditure  
O/o Controller General of Accounts of India  
**(HR-2 Section)**  
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E-Block, GPO Complex,  
INA, New Delhi – 110023

Dated: 25.02.2026

OFFICE MEMORANDUM

**Sub: Mandatory Course Completion & Comprehensive Assessment on the iGoT Karmayogi Portal - reg.**

Reference is invited to this office OM dated 02.09.2025 (copy enclosed) regarding Registration and Profile update on the iGoT Karmayogi Portal alongwith the list of identified courses for AAOs/SrAOs.

2. To stress the importance of continuous, role-specific capacity building, it has been decided that all Sr.AOs and AAOs of the CCAS Cadre would be required to complete the prescribed courses on iGOT annually. **Completion of these courses will form part of the APAR of the officer.**
3. **A Comprehensive Assessment Framework from the reporting period 2025-26 (corresponding to the APAR cycle of 2026-27) has been rolled out.** All AAOs/SrAOs 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.
4. A list of approved courses for Sr.AOs and AAOs is attached herewith (Annexure .
5. Further, all AAOs/SrAOs should make sure that their **profiles are updated on the iGOT Karmayogi portal** so as to correctly reflect their current designation in the CGA organization.

This issues with the approval of the Competent Authority.



(Jyoti Vinod)

Senior Accounts Officer

To

1. All Pr.CCAs,CCAs, CAs (I/C) of Ministry/Department.
2. Director(INGAF); ADG(PB); CC(Pensions); CFC(M/o Civil Aviation), Jt.CGA (Admn.), PFMS; Jt.CGA(Admn), O/o CGA; .
3. Senior Accounts Officer (ITD) for uploading on CGA's website.

**Approved Courses for SrAOs :**

No.	Content Name	Content Provider Name	Competency Area	REMARKS
1	Noting and Drafting	Institute of Secretariat Training and Management	Functional	--
2	Team Building and Team Management	Institute of Secretariat Training and Management	Behavioural	<b>Identified for comprehensive level-2 assessment</b>
3	Budget formulation in Government of India	Department of Expenditure	Domain	<b>Identified for comprehensive level-2 assessment</b>
4	Microsoft Excel Advanced	Microsoft	Functional	--
5	Accounting Procedure of Advanced Accounting Processes	Department of Expenditure	Domain	--
6	Public Finance	Arun Jaitley National Institute of Financial Management- Faridabad	Functional	<b>Identified for comprehensive level-2 assessment</b>

**Approved Courses for AAOs :**

No.	Content Name	Content Provider Name	Competency Area	REMARKS
1	Microsoft Excel Advanced	Microsoft	Functional	<b>Identified for comprehensive level-2 assessment</b>
2	Office Procedure	Institute of Secretariat Training and Management	Functional	--
3	Code of Conduct for Government Employees	Institute of Secretariat Training and Management	Functional	--
4	Recording, reconciliation, Suspense balance and Banking arrangement	Department of Expenditure	Domain	--
5	Compilation of Monthly, Appropriation and Finance Accounts	Department of Expenditure	Domain	<b>Identified for comprehensive level-2 assessment</b>
6	Interpersonal Skills	Institute of Secretariat Training and Management	Behavioural	<b>Identified for comprehensive level-2 assessment</b>

E-16420/ A-33025/6/2024-Group B-CGA/249  
 Government of India  
 Ministry of Finance, Department of Expenditure  
 O/o Controller General of Accounts  
 (HR-2 Section)  
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E-Block, GPO Complex,  
 INA, New Delhi – 110023

Dated: 02.09.2025

**OFFICE MEMORANDUM**

**Sub : Mandatory Registration and Profile Update on iGOT Karmayogi Portal- reg.**

Reference is invited to DoPT's OM No.T-28/27/2025-iGOT dated 04.07.2025 regarding the Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi portal.

2. The iGOT-Karmayogi digital learning platform is a key enabler in this mission, offering anytime, anywhere learning across behavioral, and functional Competencies. To stress the importance of continuous, role-specific capacity building, it has been decided that all Sr.AOs and AAOs of the CCAS Cadre are required to complete prescribed courses on iGOT annually. **Completion of these courses will also be considered in their APARs.**

3. **A Comprehensive Assessment Framework from the reporting period 2025-26 shall also be rolled out (corresponding to the APAR cycle of 2026-27).** As per the framework, competency attainment will be evaluated through an assessment based on courses identified by the Office of CGA. All concerned 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.

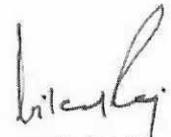
4. A list of courses identified for Sr.AOs and AAOs is attached herewith.

4. It is **mandatory to Register and** update profile on the iGOT Karmayogi portal. It has been observed that a large number of officials of the CCAS Cadre have not yet registered on iGOT Karmayogi Portal. **Therefore, all concerned are directed to register and update their profiles on the iGOT Karmayogi portal without fail, latest by 05.09.2025 POSITIVELY.**

5. For this, the officer will have to update their profile on iGOT (<https://igotkarmayogi.gov.in>) so as to correctly reflect their current position/designation in the CGA organization. This will be reflected in the Annual Performance Appraisal Reports (APARs) from the reporting period 2025-26 (corresponding to the APAR cycle of 2026-27).

All PrAOs are requested to ensure compliance with the updation of profile in respect of their SrAOs and AAOs on iGOT at the earliest.

This issues with the approval of Competent Authority.



( Vikal Raj )

Sr. Accounts Officer

To

- All Pr.CCAs,CCAs, CAs (I/C) of Ministry/Department
- Jt.CGA(Admn.), PFMS; Jt.CGA(Admn), O/o CGA; CC(Pensions), ADG(PB); Director(INGAF); CFC(M/o Civil Aviation).
- Senior Accounts Officer (ITD) for uploading on CGA's website.

Courses for SrAOs :

No.	Content ID	Content Name	Content Provider Name	Competency Area	Content Duration
1	do_1135948071783301121144	Noting and Drafting	Institute of Secretariat Training and Management	Functional	02:00:00
2	do_1140322061367951361227	Team Building and Team Management	Institute of Secretariat Training and Management	Behavioural	01:25:00
3	do_1142084509889495041557	Budget formulation in Government of India	Department of Expenditure	Domain	00:43:00
4	do_11363681497528729611020	Microsoft Excel Advanced	Microsoft	Functional	03:49:01
5	do_114195731073130496146	Accounting Procedure of Advanced Accounting Processes	Department of Expenditure	Domain	00:43:00
6	do_1143229756009922561516	Public Finance	Arun Jaitley National Institute of Financial Management- Faridabad	Functional	01:44:26

Courses for AAOs :

No.	Content ID	Content Name	Content Provider Name	Competency Area	Content Duration
1	do_11363681497528729611020	Microsoft Excel Advanced	Microsoft	Functional	03:49:01
2	do_1135948534007070721153	Office Procedure	Institute of Secretariat Training and Management	Functional	02:17:00
3	do_11359618144357580811	Code of Conduct for Government Employees	Institute of Secretariat Training and Management	Functional	00:35:00
4	do_11417649215229952011	Recording, reconciliation, Suspense balance and Banking arrangement	Department of Expenditure	Domain	00:32:00
5	do_11417652647899136013	Compilation of Monthly, Appropriation and Finance Accounts	Department of Expenditure	Domain	00:47:00
6	do_113829110808387584160	Interpersonal Skills	Institute of Secretariat Training and Management	Behavioural	01:37:41