

Government of India
Ministry of Finance, Department of Expenditure
O/o Controller General of Accounts
Mahalekha Niyantak Bhawan
Block-E, G.P.O. Complex, INA, New Delhi-110023

Dated: 17.01.2025

OFFICE MEMORANDUM

Subject: Online training courses on iGoT Karmayogi Platform-regarding.

INGAF recently developed 10 courses on Budget and Accounts, which got published on iGoT portal in the month of December, 2024. All these courses have been received well by the learners and have got excellent rating (above 4). CBC data reflects that around 50,000 learners have enrolled for these courses and more than 15,000 have completed the courses.

2. As a capacity building effort, office of CGA encourages all ICAS officers to undertake the courses available on iGoT portal, and in this regard an indicative list of courses on iGoT platform was circulated vide office memorandum dated 31.07.2024 (copy enclosed). The list of recently developed 10 courses on Budget and Accounts is also annexed.

3. In view of the above, all officers are requested to undertake the courses available on iGoT portal, to enhance their functional competencies. All the Pr.CCAs/ CCAs/ CC(P)/ CFC/ Joint CGA Admin. (O/o CGA/ PFMS)/ CAs (with independent charge) are requested to send the status report in this regard positively by 03.02.2025 to HR-1 O/o CGA.

This issues with the approval of Competent Authority.



(Stuti Ghildiyal)

Deputy Controller General of Accounts (HR-1)

To

1. Pr. CCA, Ministry of Home Affairs/ Director General (INGAF)/ Pr.CCA, Ministry of PSW&RTH/ Additional CGA(PFMS)/ Pr. CCA, Ministry of External Affairs/ Pr.CCA, CBDT.
2. All Chief Controller of Accounts of Central Civil Ministries/Departments.
3. Chief Controller (Pension) CPAO.
4. Chief Financial Controller, Ministry of Civil Aviation.
5. All ICAS Officers (by placing on CGA's website).
6. Senior Accouns Officer (ITD) for uploading on CGA's website.

NAME OF COURSES ON ACCOUNTING AND BUDGET

S.No	Name of Courses
<u>GOVERNMENT ACCOUNTING</u>	
1	Principles, Structure and Classification of Government Accounting.
2	Compilation of Monthly, Appropriation and Finance Accounts.
3	Recording, Reconciliation, suspense Balance and Banking arrangements.
4	Accounting Procedure of Advanced Accounting Processes.
5	Accounting Standards- Concept and International Best Practices- IPSAS.
<u>BUDGET</u>	
6	Budget execution and Monitoring.
7	Concept of Budget and Constitutional Framework.
8	Budget Formulation in Government of India.
9	Budget documents, Presentation and Passing of Budget.
10	Fiscal Responsibility and Budget Management Act 2003

F.No. A-33025(16111)/4/2024-Group A-CGA/1248
Government of India
Ministry of Finance, Department of Expenditure
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Mahalekha Niyantarak Bhawan
Block-E, G.P.O. Complex, INA, New Delhi-110023

Dated: 31.07.2024

OFFICE MEMORANDUM

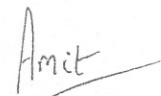
Subject: Online training courses on iGoT Karmayogi Platform-regarding.

The role of Civil Services range from steering formulation of public policies to devising and operating the mechanisms that deliver on the ground to its citizens hence is essential that they be equipped with the right attitudes, skills, knowledge and competencies aligned to the demands and expectations of rapidly growing economy and its increasingly aspirational citizens. The digital learning framework (iGoT Karmayogi i.e. Integrated Government Online Training Karmayogi Platform) provides anytime-anywhere learning opportunities for all civil servants.

The institutional training interventions in complementarity with online capacity building interventions on iGoT would facilitate the overall objective of shift from rule-based system to a role-based Human Resource Management in Government. CGA office has already taken initiatives under Mission Karmayogi and has encouraged the officers to undertake the online courses, relevant to the functional competencies like FRSR (I to V), developed by Institute of Government Accounts and Finance (INGAF) besides three New Criminal Laws hosted by iGoT Mission Karmayogi Platform.

The availability and relevance of online courses on iGoT Platform have further been reviewed and an indicative list of courses have been shortlisted for Indian Civil Accounts Service (ICAS) Officers and Senior Accounts Officers (Sr.AOs) / Asstt. Accounts Officers (AAOs). The list of courses is annexed [Annexure I, II & III] with the request that ICAS & ICAO officers should undertake these self paced online courses. However, officers may decide to undertake the courses, if found of interest to them, even if the same are included for other category of officers. After completion of the courses, the certificate generated may be shared with concerned HR sections for updating the training profile of officers. ICAS Officers may share the certificate on email ID: groupa-cga@gov.in and Sr. AOs & AAOs on email ID: groupbsec-cga@gov.in

This issues with the approval of Controller General of Accounts.



(Amit Malhan)

Deputy Controller General of Accounts (HR-1)

1. All ICAS & ICAO Officers.
2. Senior Accounts Officer (ITD) for uploading the same on CGA's website.

E: 154998

COURSES TO BE UNDERTAKEN BY ALL OFFICERS

S.No.	Name Of Course	Duration	Created By
1.	FRSR Part I - General Rules	5h 20	Department of Expenditure
2.	FRSR Part II - Travelling Allowances Rules	3h 10m	Department of Expenditure
3.	FRSR Part III - Leave Rules	3h 50m	Department of Expenditure
4.	FRSR Part IV - DA and DR Rules	2h 25m	Department of Expenditure
5.	FRSR Part V - House Rent Allowances and Other Allowances	3h 45m	Department of Expenditure
6.	Public Procurement Framework of GOI	1h 55m	Department of Expenditure
7.	Public Procurement of Goods	1h 7m	Department of Expenditure
8.	Government e-Marketplace	2h	Department of Expenditure
9.	Procurement Services (Consultancy / Non-Consultancy)	2h 8m	Department of Expenditure
10.	Procurement of Works	1h 9m	Department of Expenditure
11.	Introduction to 3 new criminal laws	2h 30m	Karmayogi Bharat
12.	Introduction To Bharatiya Nyaya Sanhita, 2023	52m	Karmayogi Bharat
13.	Introduction to Bharatiya Sakshya Adhinyam, 2023	15m	Karmayogi Bharat
14.	Introduction to Bharatiya Nagarik Suraksha Sanhita, 2023	1h 22m	Karmayogi Bharat

COURSES TO BE UNDERTAKEN BY ICAS OFFICERS

S.No.	Name Of Course	Duration	Created By
1.	Formulation of Public Policies	1h 15m	Institute of Secretariat Training and Management
2.	Geographical Information System	10h 15m	Department of Space
3.	Self Leadership	1h 26m	The Art of Living
4.	Swachh Bharat Mission :An Overview	45m	Institute of Secretariat Training and Management
5.	Basics of e-Governance & Digital India	1h 35m	Ministry of Railways
6.	Data Driven Decision Making For Government	2h 30m	Capacity Building Commission
7.	Public Policy and the VUCA World	2h 7m	Indian Institute of Public Administration
8.	Service Delivery Management	3h 11m	Indian Institute of Public Administration
9.	PM Gatishakti	2h 9m	Department for Promotion of Industry and Internal Trade
10.	Managing Personal Relationships	41m 33s	The Art of Living
11.	Decision Making	35m	Institute of Secretariat Training and Management
12.	Basics of Public Policy Research	2h 48m	Indian Institute of Public Administration
13.	Increasing your Emotional Quotient	1h 07m	The Art of Living
15.	Disciplinary Proceedings in Government	3h 57m	National Academy Of Defence Financial Management (NADFM)
16.	Budget	1h 40m	Institute of Secretariat Training and Management
17.	Stay Safe in Cyber Space	1h 16m	Indian Cybercrime Coordination Centre - I4C
18.	Data Analysis and Visualization	3h 19m	UpGrad
19.	Digital Personal Data Protection Act, 2023: An Overview	1h 12m	Karmayogi Bharat
20.	Managing and Leading Teams	1h 40m	ISB Hyderabad
21.	Effective Communication	5h 34m	IIMB
22.	Office Procedure	1h 35m	DoPT
23.	Noting and Drafting	2h	Institute of Secretariat Training and Management

COURSES TO BE UNDERTAKEN BY SR. ACCOUNTS OFFICERS/ ASSTT. ACCOUNTS OFFICERS

S.No.	Name Of Course	Duration	Created By
1.	Office Procedure	2h 17m	Institute of Secretariat Training and Management
2.	General Financial Rules	2h 53m	National Academy of Direct Taxes NADT
3.	Yoga Break at Workplace	27m	Morarji Desai National Institute of Yoga (MDNIY)
4.	Prevention of Sexual Harassment of Women at Workplace	1h 51m	Institute of Secretariat Training and Management
5.	Introduction to Emerging Technologies	2h 20m	Capacity Building Commission
6.	Orientation Module on Mission LIFE	22m	Ministry of Environment, Forest and Climate Change
7.	Stay Safe in Cyber Space	1h 16m	Indian Cybercrime Coordination Centre - I4C
8.	Code of Conduct for Government Employees	35m	Institute of Secretariat Training and Management
9.	Basics of Public Policy Research	2h 48m	Indian Institute of Public Administration
10.	Social Legislations	1h 29m	SVPNPA
11.	Service Delivery Management	3h 11m	Indian Institute of Public Administration
12.	Basics of e-Governance & Digital India	1h 35m	Ministry of Railways
13.	Ethics and Values	50m	Department of Personnel and Training DoPT
14.	Gender Sensitization	1h 15m	Institute of Secretariat Training and Management
15.	Noting and Drafting	2h	Institute of Secretariat Training and Management
16.	Finance and Accounts	1h 35m	Department of Personnel and Training DoPT
17.	Time Management	1h 15m	Department of Personnel and Training DoPT
18.	Ways of Enhancing Presentation Skills	1h 25m	Ministry of Mines
19.	Pensionary Benefits	55m	Institute of Secretariat Training and Management
20.	Stress Management	1h 54m	Indian Institute of Public Administration
21.	Annual Performance Appraisal Report (APAR)	38m	Institute of Secretariat Training and Management
22.	Right to Information (RTI)	2h 15m	Department of Personnel and Training DoPT
23.	TDS for DDOs	1h 46m	National Academy of Direct Taxes NADT