

अनिता सिन्हा, भा.रा.से.
प्रधान आयकर महानिदेशक (प्रशिक्षण)
प्रशिक्षण महानिदेशालय, नई दिल्ली



ANITA SINHA, I.R.S.
Pr. Director General of Income Tax (Training)
Directorate of Training, New Delhi

F.No.Pr.DGIT(Training)/DO/2025-26/836

Date: 24.02.2026

Dear *Colleague*

I write this letter in reference to the Directorate of Training's earlier communications dated 09.10.2025 and 15.12.2025, wherein the Government of India's directive was conveyed that officers/officials at all levels are required to complete three (3) online courses, along with a comprehensive assessment, on the iGOT portal. These courses are prescribed separately for each hierarchical level.

2.The successful completion of these three courses and the associated assessment will be reflected in the Annual Performance Appraisal Reports (APARs) of officers/officials for the year 2025-26.

3.Subsequently, **DoPT has added three more mandatory courses on iGOT for various levels** and accorded them mandatory status for the APAR cycle 2025-26. These include:

- (i) "Improving Outreach and Communication for Viksit Bharat" for all officers/officials in the rank of JCIT and above.
- (ii) One course on Artificial Intelligence (AI) (from the prescribed list) for all levels.
- (iii) One course on Cyber Security (from the prescribed list) for all levels.

4. The above courses would be reflected for each officer/official when they login onto their iGoT portal and would be linked to their APAR. The updated list of mandatory courses to be completed by officers/officials of various levels for APAR 2025-26 is enclosed as **Annexure-1 for reference**.

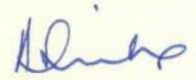
5. As a matter of abundant caution, field formations may also kindly be advised once again to use only name-based income tax domain email ids for their login on i-GoT and must choose/update the designation correctly so that mandatory courses are correctly displayed as per their designation and compliance is smooth for purpose of 2025-26 APAR cycle. A list of available designations on iGoT portal is attached for reference as **Annexure- 2**

6. All Pr.CCITs/Cadre Controlling Authorities are requested to ensure compliance of this mandatory completion of courses as prescribed above.

With warm regards,

Yours sincerely,

Encl: As above


(Anita Sinha)

All Pr. Chief Commissioner of Income Tax (CCA)
All Pr. Director General of Income Tax
PPS to Chairman, CBDT (For kind information)

कार्यालय: कमरा नं. जी-5, भू-तल, डी-ब्लॉक, सिविक सेन्टर, मिंटो रोड, नई दिल्ली-110002
Office: Room No. G-5, Ground Floor, D-Block, Civic Centre, Minto Road, New Delhi-110002
दूरभाष/Phone : 011- 23210086, ई-मेल/E-mail : pdgit.training@incometax.gov.in

Mandatory Courses on i-GoT for APAR Cycle 2025-26**Annexure I**

Sl. No	Designation/Level	Course Name	Content Provider	Remarks
1.	CIT & Above	1.Evidence-based Policy Making	1.ISB Hyderabad	Mandatory completion and Assessment
		2.Effective Communication: The Cornerstone of Great Leadership	2.The Art of Living	
		3.Design Thinking	3.Wadhvani Institute of Technology and Policy	
		4.Improving Outreach and Communication for Viksit Bharat	4.Ministry of Information & Broadcasting	Mandatory completion
		5. Courses on AI: i) Artificial Intelligence for Public Governance ii) Large Language Models: Concepts and applications iii) Deep Tech and India iv) Advanced Prompt Engineering for everyone v) Build and Execute an Organizational AI Strategy	i) Kyndryl & data Security Council of India ii) IIT Hyderabad iii) ORF iv) Vanderbilt University v) Coursera	Mandatory completion of any one course on AI
		6. Courses on Cybersecurity: i) Cybersecurity ii) Foundations of Cybersecurity iii) Cybersecurity Fundamentals for Leaders	i) upGrad ii) Google iii) NeGD	Mandatory completion of any one course on Cybersecurity
		1.Stay Safe in Cyber Space	1.I4C	Mandatory completion and Assessment
		2.Managing and Leading Teams	2.ISB Hyderabad	
2.	Addl.CIT/JCIT	3. Data Driven Decision Making for Government	3.Wadhvani Institute of Technology and Policy	
		4. Improving Outreach and Communication for Viksit Bharat	4.Ministry of Information & Broadcasting	Mandatory completion

		5. Courses on AI: i) Artificial Intelligence for Public Governance ii) AI in Government: Transforming Public Service Delivery iii) Build and Execute an Organizational AI Strategy iv) Core Areas of Artificial Intelligence v) Advanced Prompt Engineering for Everyone	i) Kyndryl & Data Security Council of India ii) Indian Institute of Science (IISc) Bengaluru iii) Coursera iv) Indian Institute of Technology (IIT) Madras v) Vanderbilt University	Mandatory completion of any one course on AI
		6. Courses on Cybersecurity: i) Cybersecurity ii) Foundations of Cybersecurity iii) Cybersecurity (Intermediate Level)	i) upGrad ii) Google iii) IIT Madras	Mandatory completion of any one course on Cybersecurity
3.	DCIT/ACIT	1. Yoga Break at Workplace	1.MDNIY	Mandatory completion and Assessment
		2. Critical Thinking	2.ISB Hyderabad	
		3. Introduction to Emerging Technologies	3.Wadhvani Institute of Technology and Policy	
		4. Courses on AI: i) YUVA AI for All ii) Artificial Intelligence for Public Governance iii) Responsible AI in the Generative AI Era iv) Fundamentals of Generative Artificial Intelligence v) AI in Government: Transforming Public Service Delivery	i) India AI Mission ii) Kyndryl & Data Security Council of India iii) Fractal iv) Indian Institute of Technology (IIT) Madras v) Indian Institute of Science (IISc) Bengaluru	Mandatory completion of any one course on AI
		5. Courses on Cybersecurity: i) Emerging Technologies and Security ii) CERT- In and Fundamentals of Cyber Hygiene iii) Cybersecurity (Intermediate Level)	i) IIT Madras ii) NeGD iii) IIT Madras	Mandatory completion of any one course on Cybersecurity

4. ITO/AO/DDO/Sr.PS	1. Yoga Break at Workplace 2. Prevention of Sexual Harassment of Women at Workplace 3. Stay Safe in Cyber Space 4.Courses in AI: i) YUVA AI for All ii) Responsible AI in the Generative AI Era iii) Gen AI for Everyone iv) Introduction to Artificial Intelligence v) AI applications in Government 5.Courses in Cybersecurity: i) Emerging Technologies and Security ii) Cybersecurity (Basic Level) iii) CERT- In and Fundamentals of Cyber Hygiene	1.MDNIY 2.ISTM 3.I4C i) Indian AI Mission ii) Fractal iii) Fractal iv) Indian Institute of Technology (IIT) Madras v) NeGD i) IIT Madras ii) IIT Madras iii) NeGD	Mandatory completion and Assessment Mandatory completion of any one course on AI Mandatory completion of any one course on Cybersecurity
5. PS/ITI/OS	1.Do's and Don'ts for Government Employees- Hindi 2.Annual Performance Appraisal Report (APAR) - Updated 3.तनावबंधन 4.Courses in AI: i) YUVA AI for All ii) Responsible AI in the Generative AI Era iii) Gen AI for Everyone iv) Introduction to Artificial Intelligence v) AI applications in Government 5.Courses in Cybersecurity: i) Emerging Technologies and Security ii) Cybersecurity (Basic Level)	1.ISTM 2.ISTM 3.DoPT i) Indian AI Mission ii) Fractal iii) Fractal iv) Indian Institute of Technology (IIT) Madras v) NeGD i) IIT Madras ii) IIT Madras iii) NeGD	Mandatory completion and Assessment Mandatory completion of any one course on AI Mandatory completion of any one course on

	iii) CERT- In and Fundamentals of Cyber Hygiene		Cybersecurity
6. Steno/ TA	1.DO's and Don't's for government Employees-Hindi 2. Annual performance Appraisal Report (APAR) – Updated 3. तनाव बंधन	1.ISTM 2.ISTM 3.DoPT	Mandatory completion and Assessment
	4.Courses on AI: i) YUVA AI for All ii) इमर्जिंग टेक्नोलॉजीज से परिचय iii) Artificial Intelligence(AI) in Hindi iv) आर्टिफिशियल इंटेलिजेंस की मूल बातें: सीखना, अनुप्रयोग और नैतिकता v) आर्टिफिशियल इंटेलिजेंस का भविष्य	i) Indian AI Mission ii) Wadhvani Foundation iii) Microsoft iv) Microsoft v) RCVP Noronha Academy, MP	Mandatory completion of any one course on AI
	5.Courses in Cybersecurity: i) Cybersecurity (Basic Level) ii) Staying Safe in Cyberspace iii) Cyber Hygiene Essentials	i) IIT Madras ii) CRPF iii) JRRPF Academy	Mandatory completion of any one course on Cybersecurity
6. NS/MTS	1.Leave Rules (Hindi) 2. योग प्राणायाम 3.Rajbhasha Hindi	1. ISTM 2.MDNIY 3.FCI	Mandatory completion and Assessment
	4.Courses on AI: i) YUVA AI for All ii) इमर्जिंग टेक्नोलॉजीज से परिचय iii) Artificial Intelligence(AI) in Hindi iv) आर्टिफिशियल इंटेलिजेंस की मूल बातें: सीखना, अनुप्रयोग और नैतिकता v) आर्टिफिशियल इंटेलिजेंस का भविष्य	i) Indian AI Mission ii) Wadhvani Foundation iii) Microsoft iv) Microsoft v) RCVP Noronha Academy, MP	Mandatory completion of any one course on AI
	5.Courses in Cybersecurity: i) Cybersecurity (Basic Level) ii) Staying Safe in Cyberspace iii) Cyber Hygiene Essentials	i) IIT Madras ii) CRPF iii) JRRPF Academy	Mandatory completion of any one course on Cybersecurity

Annexure -II

1. Administrative Officer
2. Multi Tasking Staff
3. Private Secretary
4. Principal Additional Director General
5. Additional Director General
6. Stenographer
7. Office Suprintendant / Office Superintendent
8. Senior Tax Assistant
9. Tax Assistant
10. Notice Server
11. Drawing and Disbursing Officer
12. Senior Private Secretary
13. Principal Director General of Income Tax
14. Director General of Income Tax
15. Chief Commissioner of Income Tax
16. Assistant Director of Income Tax
17. Director of Income Tax
18. Principal Director of Income Tax
19. Deputy Commissioner of Income Tax
20. Income Tax Officer
21. Income Tax Inspector
22. Additional Director of Income Tax
23. Principal Commissioner of Income Tax
24. Principal Chief Commissioner of Income Tax
25. Commissioner of Income Tax
26. Joint Director of Income Tax
27. Joint Commissioner of Income Tax
28. Additional Commissioner of Income Tax
29. Deputy Director of Income Tax
30. Assistant Commissioner of Income Tax

F.No A-33019/1/2026-CBU-DOR
Government of India
Ministry of Finance
Department of Revenue
Capacity Building Unit

Room No 14106, Kartavya Bhavan, New Delhi
Dated 11th February, 2026

OFFICE MEMORANDUM

Sub: Completion of one course each on Artificial Intelligence (AI) and Cyber security by 31.03.2026 - reg.

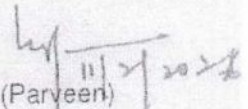
The undersigned is directed to forward a copy of the DO letter of CEO, Karmayogi and to say that recently Karmayogi Bharat has launched the iGOT Marketplace, with top quality, advance courses provided by eminent national and international universities, available free of cost for iGOT users. The list of courses arranged theme-wise is available in **Annexure-1** and all officers/officials of the CBDT/CBIC and attached officers are requested to take these courses which can be accessed on iGOT platform as per the links given in **Annexure-1**

2. Karmayogi Bharat has also communicated that in view of rapidly evolving technology and emerging governance challenges, Artificial Intelligence (AI) and Cyber security have assumed critical importance. It is important that all government officers/officials are adequately sensitized to contemporary developments, risks, and responsible application of AI and Cyber Security in public administration.

3. All officers/officials are requested to take at least 1 course each on Artificial Intelligence (AI) and Cyber security by **31st March 2026**, relevant to their respective roles and levels, from the list enclosed at **Annexure-2**.

4. This issues with the approval of the Competent Authority.

Encl: As above.


(Parveen)

Under Secretary to the Govt. of India
Tel: 011-24012591
E Mail id: praveen.05@gov.in

To

- (i) The Chairman(CBDT)
- (ii) The Chairman(CBIC)
- (iii) The Commissioner(Coord.), CBDT
- (iv) The Commissioner(Coord.), CBIC
- (v) All the attached/subordinate offices of DoR (as per the attached list).

ANNEXURE - 2

Recommended Artificial Intelligence (AI) courses on iGOT

Role & Level	S. No.	Course Name	Course Provider	Duration
JS & Above	1	Artificial Intelligence for Public Governance	Kyndryl & Data Security Council of India	2h 42 mins
	2	Large Language Models: Concepts and Applications	IIT Hyderabad	1h 31 mins
	3	Deep Tech and India	ORF	53 mins
	4	Advanced Prompt Engineering for Everyone	Vanderbilt University	8h 40 mins
	5	Build and Execute an Organisational AI Strategy	Coursera	5h 52 mins
Directors & Deputy Secretaries	1	Artificial Intelligence for Public Governance	Kyndryl & Data Security Council of India	2h 42 mins
	2	AI in Government: Transforming Public Service Delivery	Indian Institute of Science (IISc) Bengaluru	1h 16 mins
	3	Build and Execute an Organisational AI Strategy	Coursera	5h 52 mins
	4	Core Areas of Artificial Intelligence	Indian Institute of Technology (IIT) Madras	45 mins
	5	Advanced Prompt Engineering for Everyone	Vanderbilt University	8h 40 mins
Under-Secretaries	1	YUVA AI for All	India AI Mission	3h 50 mins
	2	Artificial Intelligence for Public Governance	Kyndryl & Data Security Council of India	2h 42 mins
	3	Responsible AI in the Generative AI Era	Fractal	1h 44 mins

	4	Fundamentals of Generative Artificial Intelligence	Indian Institute of Technology (IIT) Madras	58 mins
	5	AI in Government: Transforming Public Service Delivery	Indian Institute of Science (IISc) Bengaluru	1h 16 mins
SO/ASO	1	YUVA AI for All	India AI Mission	3h 50 mins
	2	Responsible AI in the Generative AI Era	Fractal	1h 44 mins
	3	GenAI for Everyone	Fractal	4h 34 mins
	4	Introduction to Artificial Intelligence	Indian Institute of Technology (IIT) Madras	1h 2 mins
	5	AI Applications in Government	NeGD	1h 8 mins
MTS & Others	1	YUVA AI for All	India AI Mission	3h 50 mins
	2	इमर्जिंग टेक्नोलॉजीज से परिचय	Wadhvani Foundation	1h 22 mins
	3	Artificial Intelligence (AI) - Hindi	Microsoft	1h 35 mins
	4	आर्टिफिशियल इंटेलिजेंस की मूल बातें: सीखना अनुप्रयोग और नैतिकता	Microsoft	1h 34 mins
	5	आर्टिफिशियल इंटेलिजेंस का भविष्य	RCVP Noronha Academy, MP	1h 7 mins

Recommended Cybersecurity Courses on iGOT

Role & Level	S.No	Course Name	Course Provider	Duration
JS & Above	1	Cybersecurity	upGrad	2h 56 mins
	2	Foundations of Cybersecurity	Google	10h 10 mins
	3	Cybersecurity Fundamentals for Leaders	NeGD	51 mins
	1	Cybersecurity	upGrad	2h 56 mins
Directors & Deputy Secretaries	2	Foundations of Cybersecurity	Google	10h 10 mins
	3	Cybersecurity (Intermediate Level)	IIT Madras	1h 25 mins
Under-Secretaries	1	Emerging Technologies and Security	IIT Madras	44 mins
	2	CERT-In and Fundamentals of Cyber Hygiene	NeGD	1h 10 mins
	3	Cybersecurity (Intermediate Level)	IIT Madras	1h 25 mins
SO/ASO	1	Emerging Technologies and Security	IIT Madras	44 mins
	2	Cybersecurity (Basic Level)	IIT Madras	1h 24 mins
	3	CERT-In and Fundamentals of Cyber Hygiene	NeGD	1h 10 mins
MTS & Others	1	Cybersecurity (Basic Level)	IIT Madras	1h 24 mins
	2	Staying Safe in Cyberspace	CRPF	2h 10 mins
	3	Cyber Hygiene Essentials	JRRPF Academy	1h 53 mins

No. T-28/27/2025-iGOT-Part (3)
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: 20th January, 2026

OFFICE MEMORANDUM

Subject: Mandatory completion of "Outreach & Communication for Viksit Bharat" Course, on iGOT, for the APAR Cycle 2025-26, by DS and above level officers - reg.

Reference is drawn to this Department O.M. dated 04.07.2025 vide which it was mandated for all Central Government employees and officers of the All India Services (AIS) to complete courses, as prescribed by the respective Ministries/Departments/Cadre Controlling Authorities, on iGOT annually and that this will also be reflected in their Annual Performance Appraisal Reports (APARs). In continuation of the same and in compliance of the Cabinet Secretary's D.O. letter dated 31.10.2025, the undersigned is directed to state that a course titled **"Improving Outreach and Communication for Viksit Bharat"** has been accorded mandatory status for the APAR Cycle 2025-26 for all officers of level of Deputy Secretary to Special Secretary to Govt of India posted in Central Ministries/Departments/Organisations (MDOs).

2. The course has been developed by Ministry of Information & Broadcasting and is available on the iGOT Karmayogi platform. It highlights the pivotal role of strategic communication in augmenting governance, transparency, and public trust by elucidating how effective messaging on policies and schemes enhances citizen understanding and facilitates implementation. It underscores the need of citizen-centric, structured communication going beyond routine announcements, with a pronounced emphasis on digital media, visual storytelling, and audience-specific outreach.

3. This course may be added to the Training Plan already created for officers of the levels mentioned above by their MDOs for the purpose of the 2025-26 APAR Cycle, and must be consumed by the officers before 31.03.2026. All Ministries/Departments are requested to ensure compliance of this OM.

Digitally signed by
Gaurav Anand

Date: 20-01-2026
12:41:33 (Gaurav Anand)

Under Secretary to the Government of India
Tele: 011-26706377

To

1. The Secretaries of all the Ministries/Departments of Govt. of India
2. The CBU Heads of all the Ministries/Departments of Govt. of India
3. The CEO, Karmayogi Bharat with request to make necessary arrangements to reflect the said course as mandatory APAR course for all the eligible officers on iGOT Platform.
4. All officers concerned.
5. NIC, DoPT with request to upload the circular on DoPT's website.