



भारत सरकार/ GOVERNMENT OF INDIA  
केंद्रीय प्रत्यक्ष कर बोर्ड/ CENTRAL BOARD OF DIRECT TAXES  
प्रशिक्षण निदेशालय/ DIRECTORATE OF TRAINING  
डी ब्लॉक, एसपीएम सिविक सेंटर,/ D BLOCK SPM CIVIC CENTRE,  
नई दिल्ली-110002/ NEW DELHI-110002

F.No. Pr.DG(Trg.)/Mandatory Training Hours Policy/2024-25/131 Date: 06 May 2024

To,

All Pr. Chief Commissioners of Income Tax  
All Pr. Director Generals of Income Tax  
All Director Generals of Income Tax (Inv.)  
All Director Generals of Income Tax  
All Chief Commissioners of Income Tax  
All Joint Secretary/CsIT CBDT  
All attached Directorates of CBDT

**Sub: Mandatory Annual Training Hours for the officers & Officials-reg.**

Ref: e-office File No. T-11/22/2024-NADT

Please refer to the above.

2. Keeping in view the need for creating a professional and well-trained workforce within the Income Tax Department, it has been decided with the approval of competent authority that all officers and officials of the department would complete mandatory training from Reporting Period -2024-25 and onwards subject to the following guidelines.

(a) Every officer and official posted in the department is required to complete 50 hours of Mandatory Training in a reporting year. However, this is not applicable in the cases of the officers serving as Pr. CCIT/Pr. DGIT and above, and to those officers/officials having less than one-year residual service on the 1st April of the applicable reporting year. The policy would also not apply to officers/officials who work for a period of less than 3 months in any reporting year on account of deputation, study leave, medical leave etc.

(b) For officers/ officials who work in the Department for less than a year but more than 3 months, the Mandatory Training Hours would be calculated on pro-rata basis.



- (c) Training hours attributable to Induction/Orientation/Mid-Career Training Program attended by an officer/official in a reporting year are included for the purpose of calculating the Mandatory Training Hours.
- (d) The training hours arising from attending the Offline/Online courses conducted by the training institutes under Directorate of Training, jurisdictional Pr. CCIT/Pr. DGIT, CCIT/DGIT, Pr. CIT/CIT and Pr.DIT/DIT; Central Training Institutes; other Institutions/Organizations (both domestic and foreign); and Online courses available within department and outside the department including iGOT platform and approved Massive Online Open Courses (MOOCs), are considered for the purpose of calculating the Mandatory Training Hours in a reporting year.
- (e) One full day of offline/online training would be counted as equivalent to 6 training hours.
- (f) In respect of the courses completed on online platforms of iGOT & private digital learning platforms (MOOCs), completed training hours is equivalent to the duration specified in the course details.
- (g) A suggestive list of courses on technical, behavioural and functional competencies available on iGOT platform is indicated for various ranks for the purpose of fulfilling the Mandatory Training Hours requirement.
- (h) The Reporting officer is required to certify the completion of Mandatory Training Hours after the end of the reporting period and make necessary mention in the Appraisal report (APAR).
- (i) After the completion of training, the officer/official has to log the particulars on the NADT website so that a ledger of training for each officer is maintained;
- (j) Any officer/official willing to impart training (classroom/online etc.) or to provide training material in any manner (video/PPT/Write-up) and on any subject relating to domain, functional areas may also do so. The willingness may be logged on the NADT website.
- (k) The Pr. DG (Trg.) is vested with the powers to issue clarification/carry out modification in these guidelines in consultation with the Board.

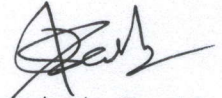


PS: (i) Required facility to implement the action points contained in Sl. No. (i) & (j) of the guidelines is under preparation. Till such time, individual officer/official may submit the information to Directorate of Training through e-mail [directoratofttraining.incometax@gmail.com](mailto:directoratofttraining.incometax@gmail.com) .

(ii) The suggestive list of courses are shared on designated official e-mail IDs of Officers/Officials also.

4. For any clarification on the guidelines on Mandatory Training Hours, officer/official may contact the Directorate of Training, Delhi at [deputy.director.trg1@incometax.gov.in](mailto:deputy.director.trg1@incometax.gov.in).

Yours faithfully,



(Simanchala Dash)  
Pr. Director General (Training)  
Directorate of Training, Delhi.

Copy to:

1. The Chairman, CBDT & all Members, CBDT
2. Pr. Commissioner of Income Tax (Media & TP) and official spokesperson, CBDT New Delhi
3. ADG (PR, P&P) for necessary action.
4. JCIT, Database cell, with a request to upload the policy guidelines on the website [www.irsofficersonline.gov.in](http://www.irsofficersonline.gov.in) .
5. Web Manager, O/o DGIT (Systems) with a request to upload the policy guidelines on the website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) .
6. The Guard File.

(K.M. Mahesh)  
Addl. Director General  
(Training & Collaboration)  
Directorate of Training, Delhi.

## SUGGESTIVE COURSES AVAILABLE ON iGOT FOR VARIOUS RANKS

RANK	RECCOMENDED COURSES	PUBLISHED BY	DURATION
1	CCIT / DGIT		
	A Simple stretch to stretch your life	SSB	0:21:28
	ADVANCED ADMINISTRATIVE LAW	National Institute of Communication Finance	1:00:01
	Annual Performance Appraisal Report (Hindi)	ISTM	1:04:00
	Art of Storytelling	Capacity Building Commission	1:51:00
	Artificial Intelligence Powered Grievance Handling Application	National Academy Of Defence Financial Management (NADFM)	0:16:32
	Consolidated Instructions on Suspension	Institute of Secretariat Training and Management	1:02:00
	Health and Wellbeing Perspective of Naturopathy	National institute of Health and Family Welfare	0:28:10
	Health and Wellbeing Prospective of Yoga	National institute of Health and Family Welfare	1:00:00
	Implementation and Change Management	Genpact	1:12:00
	Implications of internal security in India	Ministry of Power	2:22:00
	Increasing your Emotional Quotient	The Art of Living	1:07:01
	Interpersonal Skills	Institute of Secretariat Training and Management	1:37:41
	Introduction to Emerging Technologies	Capacity Building Commission	2:20:32
	Introduction to E-Office	Bharat Sanchar Nigam Limited(BSNL)	0:18:24
	Judicial Review and reading a judgement	nstitute of Secretariat Training and Management	0:25:00
	Leadership	Department of Personnel and Training DoPT	1:35:00
	Lower Backache and its prevention	Sashastra Seema Bal (SSB)	0:26:41
	Maintenance of Land and Building Assets	Bharat Sanchar Nigam Limited(BSNL)	2:14:20
	Managing Personal Relationships	The Art of Living	0:41:33
	Nation Branding	Capacity Building Commission	3:06:02
	Problem Solving and Decision Making	Department of Personnel and Trainiung DoPT	1:45:00
	Public Governance Models	Capacity Building Commission	0:58:36
	Public Policy and Volatility; Uncertainty; Complexity and Ambiguity (VUCA) world	Indian Institute of Public Administration	2:07:00
	Purpose-driven Leadership	Capacity Building Commission	1:55:00
	Yoga: Pranayama	Morarji Desai National Institute of Yoga (MDNIY)	0:35:46
	सामान्य योग अभ्यासक्रम	Morarji Desai National Institute of Yoga (MDNIY)	0:54:53
	Gender Equality and Development – Overview	World Bank	1:58:47
	Gender Sensitivity	Ministry of Power	0:59:00
	Government Process Re-engineering	National E-Governance Division (NEGD) DeitY Govt. of India	15:15:00
	Handling CAT Cases	Institute of Secretariat Training and Management	2:34:00
	Critical Thinking	Capacity building commission	1:51:00
	Digital safety essentials	Microsoft	1:15:00
	Negotiation	Capacity building commission	3:45:00
	Orientation Module on Mission LIFE	Ministry of Environment Forest and Climate Change	0:22:59
	Personal and Organisational values	Department of Personnel and Training DoPT	0:55:00
	Personal and Professional effectiveness	Department of Personnel and Training DoPT	1:35:00
	Post Graduate Diploma programme in public policy and management IIM-B		0:15:00
	Pre-hospital protocols in case of a Cardiac arrest	Sashastra Seema Bal (SSB)	1:31:00
	Preparation of Cabinet notes	Institute of Secretariat Training and Management	5:10:00
	Prevention of Sexual harassment of women at workplace	Institute of Secretariat Training and Management	1:51:59
Preventive vigilance	Steel Ministry of Steel	1:33:00	
Pr.CIT / Pr.ADG / 2 CIT/ADG			
	A Simple stretch to stretch your life	SSB	0:21:28
	ADVANCED ADMINISTRATIVE LAW	National Institute of Communication Finance	1:00:01
	Annual Performance Appraisal Report (Hindi)	ISTM	1:04:00
	Art of Storytelling	Capacity Building Commission	1:51:00
	Artificial Intelligence Powered Grievance Handling Application	National Academy Of Defence Financial Management (NADFM)	0:16:32
	Blockchain for Secure and Trusted Records	Capacity Building Commission	2:40:00
	Consolidated Instructions on Suspension	Institute of Secretariat Training and Management	1:02:00
	Constitutional Provisions at workplace	Institute of Secretariat Training and Management	2:00:00
	Consultation with CVC in Disciplinary Cases	Institute of Secretariat Training and Management	0:45:00
	Health and Wellbeing Perspective of Naturopathy	National institute of Health and Family Welfare	0:28:10
	Health and Wellbeing Prospective of Yoga	National institute of Health and Family Welfare	1:00:00
	Implementation and Change Management	Genpact	1:12:00
	Implications of internal security in India	Ministry of Power	2:22:00
	Increasing your Emotional Quotient	The Art of Living	1:07:01
	Interpersonal Skills	Institute of Secretariat Training and Management	1:37:41
	Introduction to Emerging Technologies	Capacity Building Commission	2:20:32
	Introduction to E-Office	Bharat Sanchar Nigam Limited(BSNL)	0:18:24
	Judicial Review and reading a judgement	nstitute of Secretariat Training and Management	0:25:00
	Leadership	Department of Personnel and Training DoPT	1:35:00
	Lower Backache and its prevention	Sashastra Seema Bal (SSB)	0:26:41
	Maintenance of Land and Building Assets	Bharat Sanchar Nigam Limited(BSNL)	2:14:20
	Managing Personal Relationships	The Art of Living	0:41:33
	Problem Solving and Decision Making	Department of Personnel and Training DoPT	1:45:00
	Project Management	Indian Institute of Public Administration	1:59:28
	Public Governance Models	Capacity Building Commission	0:58:36
	Public Policy and Volatility; Uncertainty; Complexity and Ambiguity (VUCA) world	Indian Institute of Public Administration	2:07:00
	Purpose-driven Leadership	Capacity Building Commission	1:55:00
	Right to Information Act – Part I and II	Institute of Secretariat Training and Management	2:17:00
	Six Sigma Fundamentals	Genpact	4:05:00
	Stay Safe in Cyber Space	Indian Cybercrime Coordination Centre - I4C	1:16:41
	Stress Management	Department of Personnel and Training DoPT	1:15:00
	Yoga: Pranayama	Morarji Desai National Institute of Yoga (MDNIY)	0:35:46
	सामान्य योग अभ्यासक्रम	Morarji Desai National Institute of Yoga (MDNIY)	0:54:53
	Gender Equality and Development – Overview	World Bank	1:58:47
	Gender Sensitivity	Ministry of Power	0:59:00
	Government Process Re-engineering	National E-Governance Division (NEGD) DeitY Govt. of India	15:15:00
	Handling CAT Cases	Institute of Secretariat Training and Management	2:34:00
	Negotiation	Capacity building commission	3:45:00
	Orientation Module on Mission LIFE	Ministry of Environment Forest and Climate Change	0:22:59
	Personal and Organisational values	Department of Personnel and Training DoPT	0:55:00
Personal and Professional effectiveness	Department of Personnel and Training DoPT	1:35:00	

	Pre-hospital protocols in case of a Cardiac arrest	Sashastra Seema Bal (SSB)	1:31:00
	Preparation of Cabinet notes	Institute of Secretariat Training and Management	5:10:00
	Prevention of Sexual harassment of women at workplace	Institute of Secretariat Training and Management	1:51:59
	Preventive vigilance	Steel Ministry of Steel	1:33:00
	Critical thinking	Capacity building commission	1:51:00
	Digital safety essentials	Microsoft	1:15:00
<b>3 ADDL / JCIT</b>	A Simple stretch to stretch your life	SSB	0:21:28
	Annual Performance Appraisal Report (Hindi)	ISTM	1:04:00
	Art of Storytelling	Capacity Building Commission	1:51:00
	Artificial Intelligence Powered Grievance Handling Application	National Academy Of Defence Financial Management (NADFM)	0:16:32
	Blockchain for Secure and Trusted Records	Capacity Building Commissio	2:40:00
	Central Deputation and Foreign Services	Institute of Secretariat Training and Management	0:55:00
	Change Management	National E-Governance Division (NEGD) DeitY Govt. of India	8:15:00
	Common Yoga Protocol English	Morarji Desai National Institute of Yoga (MDNIY)	0:54:44
	Conduct of Enquiry in Disciplinary Matters	Institute of Secretariat Training and Management	42:00:00
	Consolidated Instructions on Suspension	Institute of Secretariat Training and Management	1:02:00
	Constitutional Provisions at workplace	Institute of Secretariat Training and Management	2:00:00
	Consultation with CVC in Disciplinary Cases	Institute of Secretariat Training and Management	0:45:00
	Health and Wellbeing Perspective of Naturopathy	National institute of Health and Family Welfare	0:28:10
	Health and Wellbeing Prospective of Yoga	National institute of Health and Family Welfare	1:00:00
	Implementation and Change Management	Genpact	1:12:00
	Increasing your Emotional Quotient	The Art of Living	1:07:01
	Insights from Data for Policy	Indian School of Business	5:19:30
	Intellectual Property Rights	Central Board of Indirect Taxes and Customs(CBIC)	1:35:00
	Interpersonal Skills	Institute of Secretariat Training and Management	1:37:41
	Introduction to Emerging Technologies	Capacity Building Commission	2:20:32
	Introduction to E-Office	Bharat Sanchar Nigam Limited(BSNL)	0:18:24
	Judicial Review and reading a judgement	nstitute of Secretariat Training and Management	0:25:00
	Landmark Judgments- RTI Act, 2005	Institute of Secretariat Training and Management	1:10:00
	Leadership	Department of Personnel and Training DoPT	1:35:00
	Lower Backache and its prevention	Sashastra Seema Bal (SSB)	0:26:41
	Maintenance of Land and Building Assets	Bharat Sanchar Nigam Limited(BSNL)	2:14:20
	Making Decisions	Harappa Education	4:54:00
	Managing and Leading Teams	Capacity Building Commission	1:40:00
	Managing Personal Relationships	The Art of Living	0:41:33
	Motivation	DoPT	1:05:00
	National Pension System (NPS) (Prarambh)	Department of Posts	0:25:05
	Problem Solving and Decision Making	Department of Personnel and Training DoPT	1:45:00
	Project Management	Indian Institute of Public Administration	1:59:28
	Right to Information Act – Part I and II	Institute of Secretariat Training and Management	2:17:00
	Securing End User Devices in Govt. Departments	Securing End User Devices in Government Departments	1:17:00
	Six Sigma Fundamentals	Genpact	4:05:00
	Statistical Tools and Data Visualization	By National Telecommunications Institute for Policy Research, Innovation and Training	2:05:00
	Stay Safe in Cyber Space	Indian Cybercrime Coordination Centre - I4C	1:16:41
	Stress Management	Department of Personnel and Training DoPT	1:15:00
	Team Building	Institute of Secretariat Training and Management	1:25:00
	Yoga: Pranayama	Morarji Desai National Institute of Yoga (MDNIY)	0:35:46
	Critical thinking	Capacity building commission	1:51:00
	Digital safety essentials	Microsoft	1:15:00
	Disciplinary proceedings in government	National Academy of Defence Financial Management	3:57:00
	Drive smart- A guide to safe and efficient vehicle driving	Sashastra Seema Bal (SSB)	0:51:36
	Emotional intelligence	Department of Personnel and Training DoPT	1:05:00
	Orientation Module on Mission LIFE	Ministry of Environment Forest and Climate Change	0:22:59
	Personal and Organisational values	Department of Personnel and Training DoPT	0:55:00
	Personal and Professional effectiveness	Department of Personnel and Training DoPT	1:35:00
	Pre-hospital protocols in case of a Cardiac arrest	Sashastra Seema Bal (SSB)	1:31:00
	Preparation of Cabinet notes	Institute of Secretariat Training and Management	5:10:00
	Prevention of Sexual harassment of women at workplace	Institute of Secretariat Training and Management	1:51:59
	Preventive vigilance	Steel Ministry of Steel	1:33:00
	Gender Sensitivity	Ministry of Power	0:59:00
	Government Process Re-engineering	National E-Governance Division (NEGD) DeitY Govt. of India	15:15:00
	Handling CAT Cases	Institute of Secretariat Training and Management	2:34:00
<b>4 DCIT / ACIT</b>	A Simple stretch to stretch your life	SSB	0:21:28
	AI for Digital Transformation: Machine Learning and Deep Learning	Wadhvani institute of Tech.	1:30:00
	Annual Performance Appraisal Report (Hindi)	ISTM	1:04:00
	Artificial Intelligence Powered Grievance Handling Application	National Academy Of Defence Financial Management (NADFM)	0:16:32
	Artificial Intelligence_L2	UpGrad	4:58:00
	Basics of Administrative Law	LBSNAA	0:43:47
	Blockchain for Secure and Trusted Records	Capacity Building Commission	2:40:00
	Cash Book and Bank Book	National Academy of Direct Taxes NADT	2:29:00
	Central Deputation and Foreign Services	Institute of Secretariat Training and Management	0:55:00
	Change Management	National E-Governance Division (NEGD) DeitY Govt. of India	8:15:00
	Conflict Resolution and Negotiation	Department of Personnel and Training DoPT	1:35:00
	Constitutional Provisions at workplace	Institute of Secretariat Training and Management	2:00:00
	Contract Management	National E-Governance Division (NEGD) DeitY Govt. of India	12:15:00
	Health and Wellbeing Perspective of Naturopathy	National institute of Health and Family Welfare	0:28:10
	Health and Wellbeing Prospective of Yoga	National institute of Health and Family Welfare	1:00:00
	How to develop content for iGOT Karmayogi platform	Department of Personnel and Training DoPT	2:42:40
	Increasing your Emotional Quotient	The Art of Living	1:07:01
	Interpersonal Skills	Institute of Secretariat Training and Management	1:37:41
	Introduction to Emerging Technologies	Capacity Building Commission	2:20:32
	Introduction to E-Office	Bharat Sanchar Nigam Limited(BSNL)	0:18:24
	Introduction to GeM for Buyers	Government e Market Place(GeM)	1:02:00
	Judicial Review and reading a judgement	nstitute of Secretariat Training and Management	0:25:00
	Landmark Judgments- RTI Act, 2005	Institute of Secretariat Training and Management	1:10:00
	Leadership	Department of Personnel and Training DoPT	1:35:00
	Level-III CSSS Course to Develop Behavior Competencies	Institute of Secretariat Training and Management	2:18:27
	Lower Backache and its prevention	Sashastra Seema Bal (SSB)	0:26:41

	Managing Personal Relationships	The Art of Living	0:41:33
	Motivation	DoPT	1:05:00
	National Pension System (NPS) (Prarambh)	Department of Posts	0:25:05
	Overview of Internet of Things	National Telecommunications Institute for Policy Research, Innovation and Training (NTIPRIT)	0:42:00
	Problem Solving and Decision Making	Department of Personnel and Training DoPT	1:45:00
	Procurement of Works	Department of Expenditure	1:09:00
	Procurement Process	Government e-Market Place	3:06:44
	Procurement Services (Consultancy / Non-Consultancy)	Department of Expenditure	2:08:00
	Project Management	Indian Institute of Public Administration	1:59:28
	Public Grievance Handling and CPGRAM 7.0	Institute of Secretariat Training and Management	2:00:00
	Right to Information Act – Part I and II	Institute of Secretariat Training and Management	2:17:00
	Role of Inquiry Officer in Disciplinary Proceedings (Hindi)	Institute of Secretariat Training and Management	0:55:00
	Secretariat Functioning in File	Institute of Secretariat Training and Management	0:53:00
	Securing End User Devices in Govt. Departments	Securing End User Devices in Government Departments	1:17:00
	Speaking Effectively	Harappa Education	5:14:00
	Statistical Tools and Data Visualization	By National Telecommunications Institute for Policy Research, Innovation and Training	2:05:00
	Stay Safe in Cyber Space	Indian Cybercrime Coordination Centre - I4C	1:16:41
	Stress Management	Department of Personnel and Training DoPT	1:15:00
	Team Building	Department of Personnel and Training DoPT	1:25:00
	Unleashing Excellence: The Path to Outstanding Performance	Steel Authority of India Ltd	1:15:00
	Vigilance Clearance	Defence Headquarters Training Institute (DHTI)	0:12:10
	Ways of enhancing presentation skills	Ministry of Mines	1:25:00
	Yoga break	Morarji Desai National Institute of Yoga (MDNIY)	0:23:53
	Orientation Module on Mission LIFE	Ministry of Environment Forest and Climate Change	0:22:59
	Personal and Organisational values	Department of Personnel and Training DoPT	0:55:00
	Personal and Professional effectiveness	Department of Personnel and Training DoPT	1:35:00
	Pre-hospital protocols in case of a Cardiac arrest	Sashastra Seema Bal (SSB)	1:31:00
	Preparation of Cabinet notes	Institute of Secretariat Training and Management	5:10:00
	Prevention of Sexual harassment of women at workplace	Institute of Secretariat Training and Management	1:51:59
	Preventive vigilance	Steel Ministry of Steel	1:33:00
	Deputation and absorption	Institute of Secretariat Training and Management	0:35:00
	Digital safety essentials	Microsoft	1:15:00
	Disciplinary proceedings in government	National Academy of Defence Financial Management	3:57:00
	Drive smart- A guide to safe and efficient vehicle driving	Sashastra Seema Bal (SSB)	0:51:36
	Emotional intelligence	Department of Personnel and Training DoPT	1:05:00
	Finance and Accounts	Department of Personnel and Training DoPT	1:35:00
	Finance for Non-finance professionals (FNFP)	NSE Academy Ltd	0:55:00
	Financial Effects of Penalties	Institute of Secretariat Training and Management	0:22:00
	Financial Insights:Trading,Profit and Loss and Balance Sheet	National Institute of Communication Finance	0:46:07
	Formalities of Joining Service	Institute of Secretariat Training and Management	1:05:00
	Formulation of Public Policies	Institute of Secretariat Training and Management	1:15:00
	Gender Sensitivity	Ministry of Power	0:59:00
	Government Process Re-engineering	National E-Governance Division (NEGD) DeitY Govt. of India	15:15:00
	Handling CAT Cases	Institute of Secretariat Training and Management	2:34:00
	Evaluation of evidence	Institute of Secretariat Training and Management	1:32:00
	Filing of APAR and AIPR through SPARROW	National Institute of Communication Finance	0:50:00
5 ITO	A Simple stretch to stretch your life	SSB	0:21:28
	AI for Digital Transformation: Machine Learning and Deep Learning	Wadhvani institute of Tech.	1:30:00
	Annual Performance Appraisal Report (Hindi)	ISTM	1:04:00
	Basics of Administrative Law	LBSNAA	0:43:47
	BASICS OF FINANCIAL ACCOUNTING	National Institute of Communication Finance	0:25:00
	Blockchain for Secure and Trusted Records	Capacity Building Commission	2:40:00
	Buyer Dashboard	Government e Market Place(GeM)	1:28:00
	Cash Book and Bank Book	National Academy of Direct Taxes NADT	2:29:00
	Cash Flow Statement	National Institute of Communication Finance	0:32:32
	Conduct of Enquiry in Disciplinary Matters	Institute of Secretariat Training and Management	42:00:00
	Conflict Resolution and Negotiation	Department of Personnel and Training DoPT	1:35:00
	Constitutional Provisions at workplace	Institute of Secretariat Training and Management	2:00:00
	Contract Management	National E-Governance Division (NEGD) DeitY Govt. of India	12:15:00
	Government E Marketplace	Institute of Secretariat Training and Management	1:09:00
	Health and Wellbeing Perspective of Naturopathy	National institute of Health and Family Welfare	0:28:10
	Health and Wellbeing Prospective of Yoga	National institute of Health and Family Welfare	1:00:00
	Increasing your Emotional Quotient	The Art of Living	1:07:01
	Indian Partnership Act, 1932	National Academy of Direct Taxes NADT	2:53:00
	Interpersonal Skills	Institute of Secretariat Training and Management	1:37:41
	Introduction to Emerging Technologies	Capacity Building Commission	2:20:32
	Introduction to E-Office	Bharat Sanchar Nigam Limited(BSNL)	0:18:24
	Introduction to GeM for Buyers	Government e Market Place(GeM)	1:02:00
	Landmark Judgments- RTI Act, 2005	Institute of Secretariat Training and Management	1:10:00
	Leave Rules	Institute of Secretariat Training and Management	0:55:00
	Leave Travel Concession	Institute of Secretariat Training and Management	1:07:00
	Lower Backache and its prevention	Sashastra Seema Bal (SSB)	0:26:41
	Management Fundamentals in Government Services	Institute of Secretariat Training and Management	1:00:00
	Managing Personal Relationships	The Art of Living	0:41:33
	Microsoft Excel for Beginners	Microsoft	7:03:55
	Microsoft One Drive	Microsoft	1:22:32
	Microsoft Outlook	Microsoft	2:03:17
	Microsoft PowerPoint Advance	Microsoft	2:28:48
	Microsoft PowerPoint Beginners	Microsoft	3:17:16
	Microsoft SharePoint	Microsoft	1:29:15
	Microsoft Teams	Microsoft	2:24:24
	Microsoft Word Advanced	Microsoft	2:49:05
	Microsoft Word Beginners	Microsoft	2:56:06
	Mode of Procurement (Product)	overnment e Market Place(GeM)	3:51:37
	Mode of Procurement (Service)	overnment e Market Place(GeM)	1:40:36
	Problem Solving and Decision Making	Department of Personnel and Training DoPT	1:45:00
	Procurement of Services, Works and Contract Management	Ministry of Rural Development	20:00:31
	Procurement of Works	Department of Expenditure	1:09:00

	Procurement Process	Government e-Market Place	3:06:44
	Procurement Services (Consultancy / Non-Consultancy)	Department of Expenditure	2:08:00
	Public Grievance Handling and CPGRAM 7.0	Institute of Secretariat Training and Management	2:00:00
	Public Procurement Framework of GOI	Department of Expenditure	1:55:00
	Public Procurement Framework of GOI	Department of Expenditure	1:55:00
	Registration of Buyers	Government e-Marketplace	1:38:00
	Reservation Policy - Reservation in Service	Institute of Secretariat Training and Management	2:55:00
	Retirement Planning for Government Employees	Department of Telecommunications DOT	1:49:47
	Right to Information Act – Part I and II	Institute of Secretariat Training and Management	2:17:00
	Securing End User Devices in Govt. Departments	Securing End User Devices in Government Departments	1:17:00
	Self Leadership	The Art of Living	1:26:43
	Speaking Effectively	Harappa Education	5:14:00
	Statistical Tools and Data Visualization	By National Telecommunications Institute for Policy Research, Innovation and Training	2:05:00
	Stay Safe in Cyber Space	Indian Cybercrime Coordination Centre - I4C	1:16:41
	Stress Management	Department of Personnel and Training DoPT	1:15:00
	Team Building	Morarji Desai National Institute of Yoga (MDNIY)	1:25:00
	Understanding of Cash Book	National Institute of Communication Finance	0:22:04
	Virtual Private Network (VPN) Overview	Bharat Sanchar Nigam Limited(BSNL)	0:41:54
	Ways of enhancing presentation skills	Ministry of Mines	1:25:00
	Women Self-defense techniques course	Central Reserve Police Force (CRPF)	0:22:40
	Yoga break	Morarji Desai National Institute of Yoga (MDNIY)	0:23:53
	वेदन निर्धारण	Institute of Secretariat Training and Management	1:26:00
	सामान्य योग अभ्यासक्रम	Morarji Desai National Institute of Yoga (MDNIY)	0:54:53
	सूचना का अधिकार अधिनियम, 2005 – भाग 1	Institute of Secretariat Training and Management	1:42:00
	सूचना का अधिकार अधिनियम, 2005 – भाग 2	Institute of Secretariat Training and Management	1:36:00
	Orientation Module on Mission LIFE	Ministry of Environment Forest and Climate Change	0:22:59
	Personal and Organisational values	Department of Personnel and Training DoPT	0:55:00
	Personal and Professional effectiveness	Department of Personnel and Training DoPT	1:35:00
	Pre-hospital protocols in case of a Cardiac arrest	Institute of Secretariat Training and Management	1:31:00
	Prevention of Sexual harassment of women at workplace	Steel Ministry of Steel	1:51:59
	Preventive vigilance	Steel Ministry of Steel	1:33:00
	Decision making	Institute of Secretariat Training and Management	0:35:00
	Deputation and absorption	Institute of Secretariat Training and Management	0:35:00
	Digital safety essentials	Microsoft	1:15:00
	Direct purchase on GeM	BSNL	0:38:11
	Disciplinary proceedings in government	National Academy of Defence and Financial Management	3:57:00
	Drive smart- A guide to safe and efficient vehicle driving	Sashastra Seema Bal (SSB)	0:51:36
	Evaluation of evidence	Institute of Secretariat Training and Management	1:32:00
	Filling of APAR and AIPR through SPARROW	National Institute of Communication Finance	0:50:00
	Finance and Accounts	Department of Personnel and Training DoPT	1:35:00
	Finance for Non-finance professionals (FNFP)	NSE Academy Ltd	0:55:00
	Financial Effects of Penalties	Institute of Secretariat Training and Management	0:22:00
	Financial Insights:Trading,Profit and Loss and Balance Sheet	National Institute of Communication Finance	0:46:07
	Formalities of Joining Service	Institute of Secretariat Training and Management	1:05:00
	Formulation of Public Policies	Institute of Secretariat Training and Management	1:15:00
	Foundation Course on Cyber Security	Centre for Development of Advanced Computing (C-DAC)	24:00:00
	Gender Sensitivity	Ministry of Power	0:59:00
	Generative AI for Digital Transformation like ChatGPT, Bard, etc.	Capacity Building Commission/ Wadhvani Institute of Technology and Policy	1:25:10
	Getting Along with the Boss	Institute of Secretariat Training and Management	0:31:07
	Goal Setting	Department of Personnel and Training DoPT	0:50:00
	Government Accommodations - Hindi	Institute of Secretariat Training and Management	0:22:00
	Government Process Re-engineering	National E-Governance Division (NEGD) DeitY Govt. of India	15:15:00
	Handling CAT Cases	Institute of Secretariat Training and Management	2:34:00
6 ITI	A Simple stretch to stretch your life	SSB	0:21:28
	Annual Performance Appraisal Report (APAR)	ISTM	0:38:00
	Annual Performance Appraisal Report (Hindi)	ISTM	1:04:00
	Basics of Administrative Law	LBSNAA	0:43:47
	BASICS OF FINANCIAL ACCOUNTING	National Institute of Communication Finance	0:25:00
	Blockchain for Secure and Trusted Records	Capacity Building Commission	2:40:00
	Buyer Dashboard	Government e Market Place(GeM)	1:28:00
	Cash Book and Bank Book	National Academy of Direct Taxes NADT	2:29:00
	Cash Flow Statement	National Institute of Communication Finance	0:32:32
	CCS LTC Rules 1988	National Academy Of Defence Financial Management (NADFM)	0:52:16
	Central Government Employees Group Insurance Scheme (CGEGIS)	Institute of Secretariat Training and Management	0:12:00
	Code of Conduct for Government Employees	Institute of Secretariat Training and Management	0:35:00
	Communication for Citizen Centricity	Department of Personnel and Training DoPT	1:35:00
	Conduct of Enquiry in Disciplinary Matters	Institute of Secretariat Training and Management	42:00:00
	Conflict Resolution and Negotiation	Department of Personnel and Training DoPT	1:35:00
	Constitutional Provisions at workplace	Institute of Secretariat Training and Management	2:00:00
	Government E Marketplace	Institute of Secretariat Training and Management	1:09:00
	Health and Wellbeing Perspective of Naturopathy	National institute of Health and Family Welfare	0:28:10
	Health and Wellbeing Prospective of Yoga	National institute of Health and Family Welfare	1:00:00
	Indian Partnership Act, 1932	National Academy of Direct Taxes NADT	2:53:00
	Introduction to E-Office	Bharat Sanchar Nigam Limited(BSNL)	0:18:24
	Invoicing and payment Process	Government e Market Place(GeM)	0:17:53
	Joining Time on Transfer	Institute of Secretariat Training and Management	0:38:00
	Landmark Judgments- RTI Act, 2005	Institute of Secretariat Training and Management	1:10:00
	Leave Rules	Institute of Secretariat Training and Management	0:55:00
	Leave Travel Concession	Institute of Secretariat Training and Management	1:07:00
	Managing Personal Relationships	The Art of Living	0:41:33
	Matters relating to Pay Module	Institute of Secretariat Training and Management	0:35:00
	Microsoft Excel for Beginners	Microsoft	7:03:55
	Microsoft One Drive	Microsoft	1:22:32
	Microsoft Outlook	Microsoft	2:03:17
	Microsoft PowerPoint Advance	Microsoft	2:28:48
	Microsoft PowerPoint Beginners	Microsoft	3:17:16
	Microsoft SharePoint	Microsoft	1:29:15

	Microsoft Teams	Microsoft	2:24:24
	Microsoft Word Advanced	Microsoft	2:49:05
	Microsoft Word Beginners	Microsoft	2:56:06
	Mode of Procurement (Product)	overnment e Market Place(GeM)	3:51:37
	Mode of Procurement (Service)	overnment e Market Place(GeM)	1:40:36
	Problem Solving	Institute of Secretariat Training and Management	0:35:00
	Problem Solving and Decision Making	Department of Personnel and Training DoPT	1:45:00
	Procurement of Services, Works and Contract Management	Ministry of Rural Development	20:00:31
	Procurement Services (Consultancy / Non-Consultancy)	Department of Expenditure	2:08:00
	Rajbhasha Hindi	Food Corporation of India (FCI)	0:23:32
	Registration of Buyers	Government e-Marketplace	1:38:00
	Reservation Policy - Reservation in Service	Institute of Secretariat Training and Management	2:55:00
	Right to Information Act – Part I and II	Institute of Secretariat Training and Management	2:17:00
	Right To Information Act, 2005	National Academy Of Defence Financial Management (NADFM)	0:47:00
	Statistical Tools and Data Visualization	National Telecommunications Institute for Policy Research, Innovation and Training	2:05:00
	Stay Safe in Cyber Space	Indian Cybercrime Coordination Centre - I4C	1:16:41
	Swachhata - DoP	Department of Post	1:09:00
	Travelling Allowance	Institute of Secretariat Training and Management	0:55:00
	Understanding of Cash Book	National Institute of Communication Finance	0:22:04
	UNDERSTANDING THE FORMAT OF FINANCIAL STATEMENTS	National Institute of Communication Finance	1:13:00
	Virtual Private Network (VPN) Overview	Bharat Sanchar Nigam Limited(BSNL)	0:41:54
	Ways of enhancing presentation skills	Ministry of Mines	1:25:00
	Women Self-defense techniques course	Central Reserve Police Force (CRPF)	0:22:40
	Yoga break	Morarji Desai National Institute of Yoga (MDNIY)	0:23:53
	निलंबन पर समेकित निर्देश	Institute of Secretariat Training and Management	1:50:00
	पेंशन हितलाभ	Institute of Secretariat Training and Management	1:28:00
	वेतन निर्धारण	Institute of Secretariat Training and Management	1:26:00
	सरकारी आवास	Institute of Secretariat Training and Management	0:22:00
	Noting and drafting	Institute of Secretariat Training and Management	2:00:00
	Orientation Module on Mission LIFE	Ministry of Environment Forest and Climate Change	0:22:59
	Personal and Organisational values	Department of Personnel and Training DoPT	0:55:00
	Personal and Professional effectiveness	Department of Personnel and Training DoPT	1:35:00
	Pre-hospital protocols in case of a Cardiac arrest	Sashastra Seema Bal (SSB)	1:31:00
	Prevention of Sexual harassment of women at workplace	Institute of Secretariat Training and Management	1:51:59
	Preventive vigilance	Steel Ministry of Steel	1:33:00
	Data driven decision making for government	Wadhvani Institute of Technology and Policy	2:30:00
	Decision making	Institute of Secretariat Training and Management	0:35:00
	Deputation and absorption	Institute of Secretariat Training and Management	0:35:00
	Digital safety essentials	Microsoft	1:15:00
	Direct purchase on GeM	BSNL	0:38:11
	Disciplinary proceedings in government	National Academy of Defence and Financial Management	3:57:00
	Drive smart- A guide to safe and efficient vehicle driving	SSB	0:51:36
	Do's and Don'ts of government employees- Hindi	Institute of Secretariat Training and Management	0:54:00
	Embracing change	Harappa Education	2:53:00
	Family pension under NPS	Defence Headquarters Training Institute	0:09:34
	Finance and Accounts	Department of Personnel and Training DoPT	1:35:00
	Finance for Non-finance professionals (FNFP)	NSE Academy Ltd	0:55:00
	Financial Effects of Penalties	Institute of Secretariat Training and Management	0:22:00
	Financial Insights:Trading,Profit and Loss and Balance Sheet	National Institute of Communication Finance	0:46:07
	Formalities of Joining Service	Institute of Secretariat Training and Management	1:05:00
	Formulation of Public Policies	Institute of Secretariat Training and Management	1:15:00
	Foundation Course on Cyber Security	Centre for Development of Advanced Computing (C-DAC)	24:00:00
	FRSR Part I - General Rules	Department of Expenditure	5:20:00
	FRSR Part II Travelling Allowances Rules	Department of Expenditure	3:10:00
	Gender Sensitivity	Ministry of Power	0:59:00
	Generative AI for Digital Transformation like ChatGPT, Bard, etc.	Capacity Building Commission/ Wadhvani Institute of Technology and Policy	1:25:10
	Getting Along with the Boss	Institute of Secretariat Training and Management	0:31:07
	Goal Setting	Department of Personnel and Training DoPT	0:50:00
	Government Accommodations - Hindi	Institute of Secretariat Training and Management	0:22:00
	GST Applicability on Government related activities	National Institute of Communication Finance	0:38:56
	Handling CAT Cases	Institute of Secretariat Training and Management	2:34:00
<b>7 AO</b>	A Simple stretch to stretch your life	SSB	0:21:28
	Annual Performance Appraisal Report (Hindi)	ISTM	1:04:00
	Basics of Administrative Law	LBSNAA	0:43:47
	CCS LTC Rules 1988	National Academy Of Defence Financial Management (NADFM)	0:52:16
	Central Civil Services (Conduct) Rules 1964	National Academy Of Defence Financial Management (NADFM)	0:46:01
	Government E Marketplace	Institute of Secretariat Training and Management	1:09:00
	Health and Wellbeing Perspective of Naturopathy	National institute of Health and Family Welfare	0:28:10
	Health and Wellbeing Prospective of Yoga	National institute of Health and Family Welfare	1:00:00
	Managing Personal Relationships	The Art of Living	0:41:33
	Problem Solving and Decision Making	Department of Personnel and Training DoPT	1:45:00
	Swachhata - DoP	Department of Post	1:09:00
	Yoga break	Morarji Desai National Institute of Yoga (MDNIY)	0:23:53
	Noting and drafting	Institute of Secretariat Training and Management	2:00:00
	Orientation module on mission LIFE	Ministry of Environment Forest and Climate Change	0:22:59
	Pay fixation	Institute of Secretariat Training and Management	1:26:00
	Payment process for buyers	Government e- market Palce(GeM)	2:07:11
	Pensionary benefits	Institute of Secretariat Training and Management	0:55:00
	Personal and organizational values	Sashastra Seema Bal (SSB)	0:55:00
	Personal and professional effectiveness	Institute of Secretariat Training and Management	1:35:00
	Pre-hospital protocols in case of a Cardiac arrest	Sashastra Seema Bal (SSB)	1:31:00
	Prevention of Sexual harassment of women at workplace	Institute of Secretariat Training and Management	1:51:59
	Preventive vigilance	Steel Ministry of Steel	1:33:00
	Decision making	Institute of Secretariat Training and Management	0:35:00
	Digital safety essentials	Microsoft	1:15:00
	Direct purchase on GeM	BSNL	0:38:11
	Disciplinary proceedings in government	National Academy of Defence Financial Management	3:57:00



	Drive smart- A guide to safe and efficient vehicle driving	SSB	0:51:36
	Finance and Accounts	Department of Personnel and Training DoPT	1:35:00
	Finance for Non-finance professionals (FNFP)	NSE Academy Ltd	0:55:00
	Financial Effects of Penalties	Institute of Secretariat Training and Management	0:22:00
	Financial Insights:Trading,Profit and Loss and Balance Sheet	National Institute of Communication Finance	0:46:07
	Formalities of Joining Service	Institute of Secretariat Training and Management	1:05:00
	Formulation of Public Policies	Institute of Secretariat Training and Management	1:15:00
	Foundation Course on Cyber Security	Centre for Development of Advanced Computing (C-DAC)	24:00:00
	FRSR Part I - General Rules	Department of Expenditure	5:20:00
	FRSR Part II Travelling Allowances Rules	Department of Expenditure	3:10:00
	FRSR Part IV - Dearness Allowance (DA) and Dearness Relief (DR) Rules	Department of Expenditure	2:25:00
	FRSR Part V - House Rent Allowances and Other Allowances	Department of Expenditure	3:45:00
	Fundamental Rules (FR) and Supplementary Rules (SR)	Institute of Secretariat Training and Management	0:50:00
	Fundamental Rules and Supplementary Rules	Institute of Secretariat Training and Management	0:50:00
	Gender Sensitivity	Ministry of Power	0:59:00
	Generative AI for Digital Transformation like ChatGPT, Bard, etc.	Capacity Building Commission/ Wadhvani Institute of Technology and Policy	1:25:10
	Getting Along with the Boss	Institute of Secretariat Training and Management	0:31:07
	Goal Setting	Department of Personnel and Training DoPT	0:50:00
	Government Accommodations - Hindi	Institute of Secretariat Training and Management	0:22:00
	Government e-Marketplace	Department of Expenditure	2:00:00
	Govt. accounting system	National Academy Of Defence Financial Management (NADFM)	0:54:10
	GST Applicability on Government related activities	National Institute of Communication Finance	0:38:56
	Handling CAT Cases	Institute of Secretariat Training and Management	2:34:00
<b>8 OS / Sr TA / TA</b>	A Simple stretch to stretch your life	SSB	0:21:28
	Annual Performance Appraisal Report (APAR)	ISTM	0:38:00
	Annual Performance Appraisal Report (Hindi)	ISTM	1:04:00
	Basic Course on Cyber Security Awareness	Centre for Development of Advanced Computing (C-DAC)	17:02:00
	Basics of Administrative Law	LBSNAA	0:43:47
	Code of Conduct for Government Employees	Institute of Secretariat Training and Management	0:35:00
	Communication for Citizen Centricity	Department of Personnel and Training DoPT	1:35:00
	Conflict Resolution and Negotiation	Department of Personnel and Training DoPT	1:35:00
	Constitutional Provisions at workplace	Institute of Secretariat Training and Management	2:00:00
	Government E Marketplace	Institute of Secretariat Training and Management	1:09:00
	Health and Well Being Perspective of Naturopathy	National institute of Health and Family Welfare	0:28:10
	Health and Well Being Prospective of Yoga	National institute of Health and Family Welfare	1:00:00
	Indian Partnership Act, 1932	National Academy of Direct Taxes NADT	2:53:00
	Invoicing and payment Process	Government e Market Place(GeM)	0:17:53
	Joining Time on Transfer	Institute of Secretariat Training and Management	0:38:00
	Leave Rules	Institute of Secretariat Training and Management	0:55:00
	Leave Travel Concession	Institute of Secretariat Training and Management	1:07:00
	Lifestyle for Environmentt - LIFE Prarambh Module	Department of Posts	1:42:08
	Managing Personal Relationships	The Art of Living	0:41:33
	Matters relating to Pay Module	Institute of Secretariat Training and Management	0:35:00
	Microsoft Excel for Beginners	Microsoft	7:03:55
	Microsoft One Drive	Microsoft	1:22:32
	Microsoft Outlook	Microsoft	2:03:17
	Microsoft PowerPoint Advance	Microsoft	2:28:48
	Microsoft PowerPoint Beginners	Microsoft	3:17:16
	Microsoft SharePoint	Microsoft	1:29:15
	Microsoft Teams	Microsoft	2:24:24
	Microsoft Word Advanced	Microsoft	2:49:05
	Microsoft Word Beginners	Microsoft	2:56:06
	Mode of Procurement (Product)	Government e Market Place(GeM)	3:51:37
	Mode of Procurement (Service)	Government e Market Place(GeM)	1:40:36
	Modified Assured Career Progression Scheme (MACPS)	Institute of Secretariat Training and Management	1:00:00
	Problem Solving	Institute of Secretariat Training and Management	0:35:00
	Problem Solving and Decision Making	Department of Personnel and Training DoPT	1:45:00
	Procurement of Services, Works and Contract Management	Ministry of Rural Development	20:00:31
	Procurement Process	Government e-Market Place	3:06:44
	Rajbhasha Hindi	Food Corporation of India (FCI)	0:23:32
	Reservation Policy - Reservation in Service	Institute of Secretariat Training and Management	2:55:00
	Right to Information (RTI)	Bharat Sanchar Nigam Limited	2:15:00
	Stay Safe in Cyber Space	Indian Cybercrime Coordination Centre - I4C	1:16:41
	Swachhata - DoP	Department of Post	1:09:00
	Travelling Allowance	Institute of Secretariat Training and Management	0:55:00
	UNDERSTANDING THE FORMAT OF FINANCIAL STATEMENTS	National Institute of Communication Finance	1:13:00
	Virtual Private Network (VPN) Overview	Bharat Sanchar Nigam Limited(BSNL)	0:41:54
	Women Self-defense techniques course	Central Reserve Police Force (CRPF)	0:22:40
	Yoga break	MDNIY	0:23:53
	केंद्र सरकार स्वास्थ्य योजना (सीजीएचएस) और केंद्रीय सेवारं (एमए) नियम	Institute of Secretariat Training and Management	1:36:00
	जिखन पर सडडकित नरदश	Institute of Secretariat Training and Management	1:50:00
	डशन हलतडड	Institute of Secretariat Training and Management	1:28:00
	डतन नरधररण	Institute of Secretariat Training and Management	1:26:00
	सरकरी डडड	Institute of Secretariat Training and Management	0:22:00
	Finance and Accounts	Department of Personnel and Training DoPT	1:35:00
	Finance for Non-finance professionals (FNFP)	NSE Academy Ltd	0:55:00
	Financial Effects of Penalties	Institute of Secretariat Training and Management	0:22:00
	Financial Insights:Trading,Profit and Loss and Balance Sheet	National Institute of Communication Finance	0:46:07
	Formalities of Joining Service	Institute of Secretariat Training and Management	1:05:00
	Formulation of Public Policies	Institute of Secretariat Training and Management	1:15:00
	Foundation Course on Cyber Security	Centre for Development of Advanced Computing (C-DAC)	24:00:00
	FRSR Part I - General Rules	Department of Expenditure	5:20:00
	FRSR Part II Travelling Allowances Rules	Department of Expenditure	3:10:00
	FRSR Part IV - Dearness Allowance (DA) and Dearness Relief (DR) Rules	Department of Expenditure	2:25:00
	FRSR Part V - House Rent Allowances and Other Allowances	Department of Expenditure	3:45:00
	Fundamental Rules (FR) and Supplementary Rules (SR)	Institute of Secretariat Training and Management	0:50:00
	Fundamental Rules and Supplementary Rules	Institute of Secretariat Training and Management	0:50:00

	Gender Sensitivity	Ministry of Power	0:59:00
	Generative AI for Digital Transformation like ChatGPT, Bard, etc.	Capacity Building Commission/ Wadhvani Institute of Technology and Policy	1:25:10
	Getting Along with the Boss	Institute of Secretariat Training and Management	0:31:07
	Goal Setting	Department of Personnel and Training DoPT	0:50:00
	Government Accommodations - Hindi	Institute of Secretariat Training and Management	0:22:00
	Government e-Marketplace	Department of Expenditure	2:00:00
	Govt. accounting system	National Academy Of Defence Financial Management (NADFM)	0:54:10
	Grievance Redressal Mechanism	National Academy Of Defence Financial Management (NADFM)	0:54:10
	Handling CAT Cases	Institute of Secretariat Training and Management	2:34:00
	Noting and drafting	Institute of Secretariat Training and Management	2:00:00
	Orientation module on mission LIFE	Ministry of Environment Forest and Climate Change	0:22:59
	Pay fixation	Institute of Secretariat Training and Management	1:26:00
	Payment process for buyers	Government e- market Palce(GeM)	2:07:11
	Personal and organizational values	Sashastra Seema Bal (SSB)	0:55:00
	Personal and professional effectiveness	Institute of Secretariat Training and Management	1:35:00
	Pre-hospital protocols in case of a Cardiac arrest	Sashastra Seema Bal (SSB)	1:31:00
	Prevention of Sexual harassment of women at workplace	Institute of Secretariat Training and Management	1:51:59
	Preventive vigilance	Ministry of Steel	1:33:00
	Cyber security and strategy	Indian Institute of Public Administration	0:38:22
	Data driven decision making for government	Wadhvani Institute of Technology and policy	2:30:00
	Decision making	Institute of Secretariat Training and Management	0:35:00
	Digital safety essentials	Microsoft	1:15:00
	Direct purchase on GeM	BSNL	0:38:11
	Disciplinary proceedings in government	National Academy of Defence Financial Management	3:57:00
	Drive smart- A guide to safe and efficient vehicle driving	SSB	0:51:36
	Do's and Don'ts of government employees- Hindi	Institute of Secretariat Training and Management	0:54:00
	Embracing change	Harappa Education	2:53:00
	Family pension under NPS	Defence Headquarters Training Institute	0:09:34
<b>9 PS / STENO</b>	A Simple stretch to stretch your life	SSB	0:21:28
	Annual Performance Appraisal Report (Hindi)	ISTM	1:04:00
	Basic Course on Cyber Security Awareness	Centre for Development of Advanced Computing (C-DAC)	17:02:00
	Basics of Administrative Law	LBSNAA	0:43:47
	Communication for Citizen Centricity	Department of Personnel and Training DoPT	1:35:00
	Health and Well Being Perspective of Naturopathy	National institute of Health and Family Welfare	0:28:10
	Health and Well Being Prospective of Yoga	National institute of Health and Family Welfare	1:00:00
	Managing Personal Relationships	The Art of Living	0:41:33
	Problem Solving and Decision Making	Department of Personnel and Training DoPT	1:45:00
	Swachhata - DoP	Department of Post	1:09:00
	Yoga break	MDNIY	0:23:53
	Finance and Accounts	Department of Personnel and Training DoPT	1:35:00
	Finance for Non-finance professionals (FNFP)	NSE Academy Ltd	0:55:00
	Financial Effects of Penalties	Institute of Secretariat Training and Management	0:22:00
	Financial Insights:Trading,Profit and Loss and Balance Sheet	National Institute of Communication Finance	0:46:07
	Formalities of Joining Service	Institute of Secretariat Training and Management	1:05:00
	Formulation of Public Policies	Institute of Secretariat Training and Management	1:15:00
	Foundation Course on Cyber Security	Centre for Development of Advanced Computing (C-DAC)	24:00:00
	FRSR Part I - General Rules	Department of Expenditure	5:20:00
	FRSR Part II Travelling Allowances Rules	Department of Expenditure	3:10:00
	FRSR Part IV - Dearness Allowance (DA) and Dearness Relief (DR) Rules	Department of Expenditure	2:25:00
	FRSR Part V - House Rent Allowances and Other Allowances	Department of Expenditure	3:45:00
	Fundamental Rules (FR) and Supplementary Rules (SR)	Institute of Secretariat Training and Management	0:50:00
	Fundamental Rules and Supplementary Rules	Institute of Secretariat Training and Management	0:50:00
	Gender Sensitivity	Ministry of Power	0:59:00
	Generative AI for Digital Transformation like ChatGPT, Bard, etc.	Capacity Building Commission/ Wadhvani Institute of Technology and Policy	1:25:10
	Getting Along with the Boss	Institute of Secretariat Training and Management	0:31:07
	Goal Setting	Department of Personnel and Training DoPT	0:50:00
	Government Accommodations - Hindi	Institute of Secretariat Training and Management	0:22:00
	Grievance Redressal Mechanism	Central Board of Direct Taxes (CBDT)	1:58:00
	Handling CAT Cases	Institute of Secretariat Training and Management	2:34:00
	Cyber security and strategy	Indian Institute of Public Administration	0:38:22
	Data driven decision making for government	Wadhvani Institute of Technology and policy	2:30:00
	Decision making	Institute of Secretariat Training and Management	0:35:00
	Digital safety essentials	Microsoft	1:15:00
	Disciplinary proceedings in government	National Academy of Defence Financial Management	3:57:00
	Drive smart- A guide to safe and efficient vehicle driving	SSB	0:51:36
	Do's and don'ts for government employee- HINDI	Institute of Secretariat Training and Management	0:54:00
	Duties and responsibilities of PS	Institute of Secretariat Training and Management	0:13:55
	Embracing change	Harappa Education	2:53:00
	Family pension under NPS	Defence Headquarters Training Institute	0:09:34
	Noting and drafting	Institute of Secretariat Training and Management	2:00:00
	Orientation module on mission LIFE	Ministry of Environment Forest and Climate Change	0:22:59
	Pay fixation	Institute of Secretariat Training and Management	1:26:00
	Payment process for buyers	Government e- market Palce(GeM)	2:07:11
	Personal and organizational values	Sashastra Seema Bal (SSB)	0:55:00
	Personal and professional effectiveness	Institute of Secretariat Training and Management	1:35:00
	Pre-hospital protocols in case of a Cardiac arrest	Sashastra Seema Bal (SSB)	1:31:00
	Prevention of Sexual harassment of women at workplace	Institute of Secretariat Training and Management	1:51:59
	Preventive vigilance	Steel Ministry of Steel	1:33:00
<b>10 MTS</b>	Annual Performance Appraisal Report (APAR)	ISTM	0:38:00
	Annual Performance Appraisal Report (Hindi)	ISTM	1:04:00
	Basic Course on Cyber Security Awareness	Centre for Development of Advanced Computing (C-DAC)	17:02:00
	Basics of Administrative Law	LBSNAA	0:43:47
	Code of Conduct for Government Employees	Institute of Secretariat Training and Management	0:35:00
	Communication for Citizen Centricity	Department of Personnel and Training DoPT	1:35:00
	Conduct Rules	Institute of Secretariat Training and Management	1:22:17

Constitutional Provisions at workplace	Institute of Secretariat Training and Management	2:00:00
Health and Well Being Perspective of Naturopathy	National institute of Health and Family Welfare	0:28:10
Health and Well Being Prospective of Yoga	National institute of Health and Family Welfare	1:00:00
Joining Time on Transfer	Institute of Secretariat Training and Management	0:38:00
Leave Rules	Institute of Secretariat Training and Management	0:55:00
Leave Travel Concession	Institute of Secretariat Training and Management	1:07:00
Lifestyle for Environmentt - LIFE Prarambh Module	Department of Posts	1:42:08
Managing Personal Relationships	The Art of Living	0:41:33
Microsoft Excel for Beginners	Microsoft	7:03:55
Microsoft One Drive	Microsoft	1:22:32
Microsoft Outlook	Microsoft	2:03:17
Microsoft PowerPoint Beginners	Microsoft	3:17:16
Microsoft SharePoint	Microsoft	1:29:15
Microsoft Teams	Microsoft	2:24:24
Microsoft Word Beginners	Microsoft	2:56:06
Modified Assured Career Progression Scheme (MACPS)	Institute of Secretariat Training and Management	1:00:00
Problem Solving	Institute of Secretariat Training and Management	0:35:00
Rajbhasha Hindi	Food Corporation of India (FCI)	0:23:32
Swachhata - DoP	Department of Post	1:09:00
Travelling Allowance	Institute of Secretariat Training and Management	0:55:00
UNDERSTANDING THE FORMAT OF FINANCIAL STATEMENTS	National Institute of Communication Finance	1:13:00
Virtual Private Network (VPN) Overview	BSNL	0:41:54
Women Self-defense techniques course	Central Reserve Police Force (CRPF)	0:22:40
Yoga break	MDNIY	0:23:53
केंद्र सरकार स्वास्थ्य योजना (सीजीएचएस) और केंद्रीय सेवारं (एमए) नियम	Institute of Secretariat Training and Management	1:36:00
नितंबन पर समेकित निर्देश	Institute of Secretariat Training and Management	1:50:00
पेंशन हितलाभ	Institute of Secretariat Training and Management	1:28:00
वेतन निर्धारण	Institute of Secretariat Training and Management	1:26:00
सरकारी आवास	Institute of Secretariat Training and Management	0:22:00
Finance and Accounts	Department of Personnel and Training DoPT	1:35:00
Finance for Non-finance professionals (FNFP)	NSE Academy Ltd	0:55:00
Financial Effects of Penalties	Institute of Secretariat Training and Management	0:22:00
Financial Insights:Trading,Profit and Loss and Balance Sheet	National Institute of Communication Finance	0:46:07
Formalities of Joining Service	Institute of Secretariat Training and Management	1:05:00
Formulation of Public Policies	Institute of Secretariat Training and Management	1:15:00
Foundation Course on Cyber Security	Centre for Development of Advanced Computing (C-DAC)	24:00:00
FRSR Part I - General Rules	Department of Expenditure	5:20:00
FRSR Part II Travelling Allowances Rules	Department of Expenditure	3:10:00
FRSR Part IV - Dearness Allowance (DA) and Dearness Relief (DR) Rules	Department of Expenditure	2:25:00
FRSR Part V - House Rent Allowances and Other Allowances	Department of Expenditure	3:45:00
Fundamental Rules (FR) and Supplementary Rules (SR)	Institute of Secretariat Training and Management	0:50:00
Fundamental Rules and Supplementary Rules	Institute of Secretariat Training and Management	0:50:00
Gender Sensitivity	Ministry of Power	0:59:00
Generative AI for Digital Transformation like ChatGPT, Bard, etc.	Capacity Building Commission/ Wadhvani Institute of Technology and Policy	1:25:10
Getting Along with the Boss	Institute of Secretariat Training and Management	0:31:07
Goal Setting	Department of Personnel and Training DoPT	0:50:00
Government Accommodations - Hindi	Institute of Secretariat Training and Management	0:22:00
Grievance Redressal Mechanism	Central Board of Direct Taxes (CBDT)	1:58:00
Handling CAT Cases	Institute of Secretariat Training and Management	2:34:00
Noting and drafting	Institute of Secretariat Training and Management	2:00:00
Orientation module on mission LIFE	Ministry of Environment Forest and Climate Change	0:22:59
Personal and organizational values	Sashastra Seema Bal (SSB)	0:55:00
Personal and professional effectiveness	Institute of Secretariat Training and Management	1:35:00
Pre-hospital protocols in case of a Cardiac arrest	Sashastra Seema Bal (SSB)	1:31:00
Prevention of Sexual harassment of women at workplace	Institute of Secretariat Training and Management	1:51:59
Preventive vigilance	Steel Ministry of Steel	1:33:00
Cyber security and strategy	Indian Institute of Public Administration	0:38:22
Data driven decision making for government	Wadhvani Institute of Technology and Policy	2:30:00
Decision making	Institute of Secretariat Training and Management	0:35:00
Digital safety essentials	Microsoft	1:15:00
Direct purchase on GeM	BSNL	0:38:11
Drive smart- A guide to safe and efficient vehicle driving	SSB	0:51:36
Embracing change	Harappa Education	2:53:00