

डॉ. एम. सुब्रमण्यम, भा.रा.से.
प्रधान महानिदेशक

Dr. M. SUBRAMANYAM, I.R.S.
Principal Director General



भारत सरकार,
वित्त मंत्रालय,
राजस्व विभाग,
राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर
एवं नार्कोटिक्स अकादमी,
नासिन, पालसमुद्रम -515241

Government of India,
Ministry of Finance,
Department of Revenue,
National Academy of Customs,
Indirect Taxes & Narcotics,
NACIN, Palasamudram- 515241
ईमेल/E-mail: dg-nacinpsm@gov.in

D.O. F.No. Pr.DG/NACIN/PSM/36/2026

Date: 03.02.2026

Dear *colleague,*

My warm greetings from NACIN, Palasamudram.

I am pleased to inform you that the **Comprehensive Assessment Programme** under the **Annual Training Plan on iGOT Karmayogi for CBIC officers** has been made live on the iGOT Karmayogi platform. This initiative is as per the Training Plan on iGOT as mandated in the DoPT OM dated 04.07.2025 and is a significant step towards aligning CBIC's training framework with **Mission Karmayogi's** role-based capacity building across the department.

2. The Comprehensive Assessment is intended to evaluate competencies acquired through prescribed iGOT courses and to confirm completion of mandatory learning requirements for the reporting year 2025-26. **Passing the assessment is mandatory.** From the 2025-26 reporting period, successful completion will be automatically reflected in the APAR as mandated in the DoPT OM dated 04.07.2025 thereby linking learning with performance appraisal and enhancing work efficiency.

3. The mandatory courses and **courses prescribed for the Comprehensive Assessment** for CBIC officers at all levels designation-wise are enclosed in **Annexure A of the DG NACIN DO letter dated 10.09.2025.** The comprehensive assessment comprises three courses covering domain, functional, and behavioural competencies, which will be visible on the iGOT dashboard of the concerned officers. All officers are required to enrol and complete the prescribed assessment **by 31st March 2026** on iGOT. A sample screenshot of the dashboard is enclosed for reference. For effective implementation of the Annual Training Plan, it is essential that all officers

and staff complete the Comprehensive Assessment within the stipulated timeline.

4. Additionally, vide OM dated 20th January, 2026 (enclosed) DoPT has mandated completion of the iGOT course titled "Improving Outreach and Communication for Viksit Bharat" for all officers of level of Deputy Secretary to Special Secretary to Govt of India for the APAR cycle 2025-26. Accordingly, the course has been added to the mandatory courses on iGOT for the Training Plan for all officers above the level of Deputy Secretary/Joint Commissioner and they have to complete this course on iGOT before 31st March 2026.

5. I would, therefore, request you to **sensitise officers under your charge** and ensure that they log in to the iGOT Karmayogi portal and complete the mandatory courses and comprehensive assessment as prescribed. I seek your personal intervention in monitoring this activity and ensuring timely compliance in your jurisdiction.

With *regards,*

Yours *sincerely*

M. Subramanyam
(Dr. M. SUBRAMANYAM)

Encl:

- 1) DG NACIN DO letter dated 10.09.2025 alongwith Annexures.
- 2) Sample Screenshot of iGOT Dashboard.
- 3) DoPT OM dated 20th January, 2026.

To

- 1) All the Pr. Chief Commissioners/ Chief Commissioners, CBIC.
- 2) All the Pr. Director Generals/ Director Generals, CBIC.

डॉ. एम. सुब्रमण्यम, भा.रा.से.
महानिदेशक

Dr.M. SUBRAMANYAM, I.R.S.
Director General



भारत सरकार,
वित्त मंत्रालय,
राजस्व विभाग,
राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर
एवं नार्कोटिक्स अकादमी,
नासिन, पालसमुद्रम -515251

Government of India,
Ministry of Finance,
Department of Revenue,
National Academy of Customs,
Indirect Taxes & Narcotics,
NACIN, Palasamudram- 515251
ईमेल/E-mail: dg-nacinpsm@gov.in

F. No. NACIN/TRNG/979/2024-IST-NACIN-PALASAMUDRAM Date:10-09-2025

D.O.F. No.DG/NACIN/PSM/95/2025

Dear *Colleague,*

My warm Greetings from NACIN, Palasamudram!

I am pleased to inform you that the Training Plan on iGOT for CBIC officers as per the DoPT OM dated 04th July, 2025 has now been made live on the **iGOT Karmayogi platform**. This marks an important milestone in aligning our training initiatives with the **Mission Karmayogi framework** as well as for ensuring structured and need-based capacity building of officers and staff across the CBIC.

2. The Training Plan for officers of CBIC at all levels, is enclosed in Annexure A. The Plan proposes 6 courses, which are a combination of domain, functional and behavioral competencies. All officers are mandated to complete 6 courses by 31.03.2026. The same will be visible on the 'My iGOT' section of the iGOT dashboard for all users. Further, comprehensive assessment of 3 courses (out of the 6) will be live on iGOT from 15.10.2025.

3. For effective implementation of Training Plan and role relevant training through iGOT courses, it is essential that **all officers and staff across the department, update their profiles on the iGOT portal**, at the earliest. At present 40%(25,314 officers) iGOT users of CBIC have updated their profiles. For the Training Plan to be visible on iGOT, it is necessary that the Group and correct Designation is updated in the iGOT profile. It is pertinent to mention that the Training Plan on iGOT is linked to the APAR for the year 2025-26 and non-updation of designation would result in non-completion of the Training Plan which will be reflected adversely in the APAR.

4. I would, therefore, request you to **sensitize all officers under your charge** and ensure that they:

- Register and log in to the iGOT Karmayogi portal.
- Update their profiles on iGOT with the correct designation (as per designations mentioned in Annexure B).
- Update their gov.in email ids in iGOT profile (for users who are accessing iGOT using private email ids) for linking with APAR.

5. I seek your personal intervention in monitoring this activity and ensuring iGOT **profile updation** and completion of the Training Plan courses by officers in your jurisdiction.

With *regards,*

Yours *sincerely*

M. Subramanyam
(Dr. M. SUBRAMANYAM)

Encl:

- 1) Annexure A- Annual Training Plan
- 2) Annexure B- Designations available on iGOT

To

1. All the Pr. Chief Commissioners/ Chief Commissioners, CBIC
2. All the Pr. Director Generals/ Director Generals, CBIC

ANNUAL TRAINING PLAN on iGOT

The Training Plan prescribes 6 mandated courses for each designation which is live on iGOT and 3 courses for which Comprehensive Assessment will be done as per the DoPT OM vide No.T-28/27/2025-iGOT dated 04/7/2025. The last date for completion of the mandated courses and the Comprehensive Assessment is **31.03.2026**. The Comprehensive Assessment will go live on iGOT by **15.10.2025**.

Role	Competency	Mandated Course Name	Courses prescribed for Comprehensive Assessment
Commissioner and Above (JS & Above)	Functional	Data Driven Decision Making for Government by CBC/Wadhvani Institute of Technology and Policy	Data Driven Decision Making for Government by CBC/Wadhvani Institute of Technology and Policy
	Functional	Purpose Driven Leadership by ISB Hyderabad	Purpose Driven Leadership by ISB Hyderabad
	Behavioral	Indian Knowledge System-Perspective on Public Administration by IIM Bangalore	Indian Knowledge System-Perspective on Public Administration by IIM Bangalore
	Behavioral	Nation Branding by ISB Hyderabad	
	Domain	Prosecution in Customs by NACIN	
	Functional	Cybersecurity by Upgrad	

For ADC/JC level officers in GST field formations (CC Zones, DGGI, DG Anti-Profitteering, DGARM and officers mainly involved in GST related roles)

Additional/Joint Commissioner (CGST)	Domain	Adjudication in GST by NACIN	Adjudication in GST by NACIN
	Functional	Negotiation by ISB Hyderabad	Negotiation by ISB Hyderabad
	Behavioral	Design Thinking by CBC	Design Thinking by CBC
	Domain	Time of Supply under GST by NACIN	
	Behavioral	Workplace Wellbeing by Harappa Education	
	Domain	Digital Forensic Handling Digital Evidence SOP and CoC by NeGD (MeitY)	

For ADC/JC in field formations (Custom Zones, DRI, DG Valuation, DG Export Promotion, DIC, DGARM-NCTC and officers mainly involved in Customs related roles)

Additional/Joint Commissioner (Customs)	Domain	Prosecution in Customs by NACIN	Prosecution in Customs by NACIN
	Functional	Negotiation by ISB Hyderabad	Negotiation by ISB Hyderabad
	Behavioral	Design Thinking by CBC	Design Thinking by CBC
	Domain	Classification of Goods by NACIN	
	Behavioral	Workplace Wellbeing by Harappa Education	
	Domain	Digital Forensic Handling Digital Evidence SOP and CoC by NeGD (MeitY)	

For ADC/JC in DGHRD, DGPM, DG Systems, DDM, DGoV, DLA, DoL, CRCL, NACIN or any deputation outside CBIC.

Additional/Joint Commissioner (Director & DS)	Domain	Adjudication in GST by NACIN	Adjudication in GST by NACIN
	Functional	Negotiation by ISB Hyderabad	Negotiation by ISB Hyderabad
	Behavioral	Design Thinking by CBC	Design Thinking by CBC
	Domain	Classification of Goods by NACIN	
	Behavioral	Workplace Wellbeing by Harappa Education	
	Domain	Digital Forensic Handling Digital Evidence SOP and CoC by NeGD (MeitY)	

For DC/AC in GST field formations (CC Zones, DGGI, DG Anti-Profiteering, DGARM and officers mainly involved in GST related roles)

Deputy/Assistant Commissioner (CGST)	Domain	Know Your Department-CBIC by NACIN/CBIC	Know Your Department-CBIC by NACIN
	Domain	Demands under CGST Act, 2017 by NACIN by NACIN	Demands under CGST Act, 2017 by NACIN
	Domain	Input Tax Credit (ITC) Mechanism by NACIN	Input Tax Credit (ITC) Mechanism by NACIN
	Functional	GenAI for everyone by Fractal	

	Domain	Refunds in GST by NACIN	
	Functional	AI for Presentations by APNA	

For DC/AC in field formations (Custom Zones, DRI, DG Valuation, DG Export Promotion, DIC, DGARM-NCTC and officers mainly involved in Customs related roles)

Deputy/Assistant Commissioner (Customs)	Domain	Know Your Department-CBIC by NACIN/CBIC	Know Your Department-CBIC by NACIN
	Domain	Search, Seizure and Arrest under The Customs Act, 1962 by NACIN	Search, Seizure and Arrest under The Customs Act, 1962 by NACIN
	Domain	Prosecution in Customs by NACIN	Prosecution in Customs by NACIN
	Functional	GenAI for everyone by Fractal	
	Domain	Record Keeping in Customs Formations	
	Functional	AI for Presentations by APNA	

For DC/AC in DGHRD, DGPM, DG Systems, DDM, DGoV, DLA, DoL, NACIN or any deputation outside CBIC.

Deputy/Assistant Commissioner (US level)	Domain	Know Your Department-CBIC by NACIN/CBIC	Know Your Department-CBIC by NACIN
	Functional	GenAI for Everyone by Fractal	GenAI for Everyone by Fractal
	Behavioral	Leading with Clarity: Svadharma in Public Service by CBC	Leading with Clarity: Svadharma in Public Service by CBC
	Functional	Cyber Security (Intermediate level) by IIT Madras	
	Functional	AI for Presentations by APNA	
	Behavioral	Human Decision Making and its Biases by Fractal	

For Superintendent and Inspector in GST field formations (CC Zones, DGGI, DG Anti-Profitteering, DGARM and officers mainly involved in GST related roles)

Superintendent and Inspector (CGST)	Domain	Classification of Goods and Services in GST by NACIN	Classification of Goods and Services in GST by NACIN
	Domain	Demands under CGST Act, 2017 by NACIN	Demands under CGST Act, 2017 by NACIN
	Functional	Noting and Drafting by ISTM	Noting and Drafting by ISTM
	Domain	Assessment in Goods and Services Tax (GST) by NACIN	
	Domain	Input Tax Credit (ITC) Mechanism by NACIN	
	Behavioral	Basics of Communication by IIMC	

For Appraiser, Superintendent, Preventive Officers, Examiners and Inspectors in field formations (Custom Zones, DRI, DG Valuation, DG Export Promotion, DIC, DGARM-NCTC and officers mainly involved in Customs related roles)

Appraiser, Superintendent, Preventive Officers, Examiners and Inspectors (Customs)	Domain	Classification of Goods by NACIN	Classification of Goods by NACIN
	Domain	Time Release Study by NACIN	Time Release Study by NACIN
	Domain	Record Keeping in Customs Formations by NACIN	Record Keeping in Customs Formations by NACIN
	Functional	Noting and Drafting by ISTM	
	Behavioral	Workplace Wellbeing by Harappa Education	
	Functional	AI for Presentations by APNA	

For Superintendent and Inspector and SO/ASO level officers in DGHRD, DGPM, DG Systems, DDM, DGoV, DLA, DoL, CRCL, NACIN or any deputation outside CBIC.

Superintendent and Inspector and SO/ASO level	Domain	Know Your Department-CBIC by NACIN/CBIC	Know Your Department-CBIC by NACIN
	Functional	GenAI for Everyone by Fractal	GenAI for Everyone by Fractal
	Behavioral	Time Management by ISTM	Time Management by ISTM
	Functional	E-office Learning Resources 2025 by NIC	
	Functional	Vigilance Clearance by ISTM	

	Behavioral	Training Design by ISTM	
--	------------	-------------------------	--

DD/AD (OL), Sr. PS/PS, Senior/Junior Translator, Steno-I,II	Domain	Know Your Department-CBIC by NACIN/CBIC	Know Your Department-CBIC by NACIN
	Functional	Noting and Drafting by ISTM	Noting and Drafting by ISTM
	Functional	Jan Bhagidari (Hindi) by Illumine Knowledge Resource	Jan Bhagidari (Hindi) by Illumine Knowledge Resource
	Behavioral	Basics of Communication by IIMC	
	Behavioral	Responsible Data Management by DataDotOrg	
	Functional	Cyber Security Basics by Microsoft	

CAO, PAO, AO, TA and EA	Domain	Know Your Department-CBIC by NACIN/CBIC	Know Your Department-CBIC by NACIN
	Functional	Modified Assured Career Progression Scheme (MACPS) by ISTM	Modified Assured Career Progression Scheme (MACPS) by ISTM
	Functional	Government E Marketplace by ISTM	Government E Marketplace by ISTM
	Domain	Procurement of Goods and Services by ISTM	
	Behavioral	Responsible Data Management by DataDotOrg	
	Functional	Cyber Security Basics by Microsoft	

LDC, Head Havaldar, Havaldar, Driver and MTS	Domain	Know Your Department-CBIC by NACIN/CBIC	Know Your Department-CBIC by NACIN
	Behavioral	Do's and Dont's for Government Employees by ISTM	Do's and Dont's for Government Employees by ISTM
	Behavioral	Physical Fitness by CRPF	Physical Fitness by CRPF
	Behavioral	Anger Management at Work Place by SSB	
	Functional	MS Word for Beginners by Microsoft	
	Functional	Leave Rules- Updated by ISTM	

Annexure B

Designations available on iGOT

It is kindly requested that each level of officer update their designation on iGOT portal as per Column B below. If exact designation is not available in the drop-down menu in iGOT, kindly select the closest equivalent designation based on designations available in Column B of the table below. The Training Plan for 13 roles (Column A in table below) are currently live on iGOT. It is important to note that if Designation (as mentioned in Column B in table below) is not updated in iGOT portal by the user, then the user will not be able to see the Training Plan. Since the iGOT courses for each role is linked to the APAR for 2025-26, non-updation would result in non-completion of the Training Plan which will be reflected in the APAR.

S.No	Role/Level as per Training Plan (Column A)	Designation available on iGOT portal for CBIC users (Column B)
1.	Commissioner and above	1. Principal Chief Commissioner 2. Principal Director General 3. Director General 4. Chief Commissioner 5. Principal Commissioner 6. Principal Additional Director General 7. Commissioner 8. Additional Director General
2.	Additional/Joint Commissioner (CGST) <u>For ADC/JC level officers in GST field formations (CC Zones, DGGL, DG Anti-Profitteering, DGARM and officers mainly involved in GST related roles)</u>	1. Additional Commissioner (Central Goods and Services Tax - CGST) 2. Joint Commissioner (Central Goods and Services Tax - CGST)
3.	Additional/Joint Commissioner (Customs) <u>For ADC/JC in field formations (Custom Zones, DRI, DG Valuation, DG Export Promotion, DIC, DGARM-NCTC and officers mainly involved in Customs related roles)</u>	1. Additional Commissioner (Customs) 2. Joint Commissioner (Customs)

4.	<p>Additional/Joint Commissioner (Director & DS)</p> <p><u>For ADC/JC in DGHRD, DGPM, DG Systems, DDM, DGoV, DLA, DoL, CRCL,NACIN or any deputation outside CBIC.</u></p>	<p>1. Additional Commissioner 2. Joint Commissioner</p>
5.	<p>Deputy/Assistant Commissioner (CGST)</p> <p><u>For DC/AC in GST field formations (CC Zones, DGGL, DG Anti-Profitteering, DGARM and officers mainly involved in GST related roles)</u></p>	<p>1. Deputy Commissioner (Central Goods and Services Tax - CGST) 2. Assistant Commissioner (Central Goods and Services Tax - CGST)</p>
6.	<p>Deputy/Assistant Commissioner (Customs)</p> <p><u>For DC/AC in field formations (Custom Zones, DRI, DG Valuation, DG Export Promotion, DIC, DGARM-NCTC and officers mainly involved in Customs related roles)</u></p>	<p>1. Deputy Commissioner (Customs) 2. Assistant Commissioner (Customs)</p>
7.	<p>Deputy/Assistant Commissioner (US level)</p> <p><u>For DC/AC in DGHRD, DGPM, DG Systems, DDM, DGoV, DLA, DoL, NACIN or any deputation outside CBIC.</u></p>	<p>1. Deputy Commissioner 2. Assistant Commissioner 3. Assistant Commissioner/Assistant Director</p>
8.	<p>Superintendent and Inspector (CGST)</p> <p><u>For Superintendent and Inspector in GST field formations (CC Zones, DGGL, DG Anti-Profitteering, DGARM and officers mainly</u></p>	<p>1. Superintendent (CGST) 2. Inspector (Central Goods and Services Tax - CGST)</p>

	<u>involved in GST related roles)</u>	
9.	<p>Appraiser, Superintendent, Preventive Officers, Examiners and Inspectors (Customs)</p> <p><u>For Appraiser, Superintendent, Preventive Officers, Examiners and Inspectors in field formations (Custom Zones, DRI, DG Valuation, DG Export Promotion, DIC, DGARM-NCTC and officers mainly involved in Customs related roles)</u></p>	<ol style="list-style-type: none"> 1. Preventive Officer 2. Examiner 3. Appraiser (Customs) 4. Inspector (Customs) 5. Superintendent of Customs
10.	<p>Superintendent and Inspector and SO/ASO level</p> <p><u>For Superintendent and Inspector and SO/ASO level officers in DGHRD, DGPM, DG Systems, DDM, DGoV, DLA, DoL, CRCL, NACIN or any deputation outside CBIC.</u></p>	<ol style="list-style-type: none"> 1. Superintendent 2. Additional Assistant Director 3. Inspector 4. Chemical Examiner
11.	<p>DD/AD (OL), Sr. PS/PS, Senior/Junior Translator, Steno-I,II</p>	<ol style="list-style-type: none"> 1. Assistant Director - Official Language 2. Deputy Director (Official Language) 3. Junior Translator 4. Senior Translator 5. Officer (Official Language) 6. Private Secretary 7. Senior Private Secretary 8. Stenographer Grade I 9. Stenographer Grade II

<p>12.</p>	<p>CAO, PAO, AO, TA and EA</p>	<ol style="list-style-type: none"> 1. Chief Accounts Officer 2. Pay and Accounts Officer 3. Administrative Officer 4. Tax Assistant 5. Executive Assistant 6. Admin Officer 7. Cost Accountant 8. Accounts Officer
<p>13.</p>	<p>LDC, Head Havaldar, Havaldar, Driver and MTS</p>	<ol style="list-style-type: none"> 1. Upper Division Clerk 2. Lower Division Clerk 3. Head Havaldar 4. Havaldar 5. Multi Tasking Staff

Explore Content >

Learn

Discuss

Amrit Gyaan Kosh

Events

Network

More

My Space

My IGOT

IGOT AI

Trending across department

APAR

Upcoming

Overdue

Completed

All

Show all >

31 Mar, 2026 APAR



2h 18m

Course Intermediate

Human Decision Making and its Biases

By Karmayogi Bharat
★ 4.5

31 Mar, 2026 APAR



49m 13s

Course Beginner

AI for Presentations

By Karmayogi Bharat
★ 4.4

31 Mar, 2026 APAR



1h 25m

Course Intermediate

Cyber Security (Intermediate level)

By Karmayogi Bharat
★ 4.4



In Progress: 26
Certificate: 31
Learning hours: 45h 43m

Karma Points: 250
Leaderboard: 143rd rank
Weekly Claps: 1 weeks

Show my activities

Scheduled Assessments



Comprehensiv... Intermediate

Comprehensive Assessment for Deputy/Assistant Commissioner

By Central Board of Indirect Taxes and Customs(CBIC)

Program ends on

Resume Program

31 Mar 2026

The IGOT Marketplace

Providers

IGOT Classroom

Show all >



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.