

**OFFICE OF THE COMPTROLLER & AUDITOR GENERAL OF INDIA  
9, DEEN DAYAL UPADHYAYA MARG, NEW DELHI- 110 124.**

**No. 563/24/GE-I/2021**

**Date: 09.04.2025**

**To**

- 1. All IA&AS Officers**
- 2. All Principal Accountants General / Director Generals of Audit**
- 3. All Accountants General/Principal Directors of Audit**
- 4. Director General (iCISA)/ Director General ( NAAA)/ Director General (iCED)/  
Director General (iCAL)**

**Subject: Guidelines on grant of incentive for acquiring certification courses under SWAYAM/iGOT portal as identified & circulated by K&CB wing of Headquarters.**

1. The Competent Authority has approved guidelines effective from the date of issue of this circular for grant of incentives after completion of SWAYAM/iGOT courses, as below:

- (i) Every Quarter in a year, courses may be reviewed and circulated by K&CB wing of Headquarters office.
- (ii) An Officer/Staff is permitted to pursue a maximum of 2 courses in a calendar year.
- (iii) The incentive regarding courses of SWAYAM/iGOT, for IA&AS Officers may be sanctioned through PD (P) wing, for Officer/Staff of field offices may be sanctioned by concerned HoD and for Officer/Staff of headquarters office may be sanctioned through Director (P) Wing of headquarters office.
- (iv) If an Officer/Staff requires certificate for courses (as identified by K&CB wing of headquarters), the Officer/Staff needs to register and write the exam at any of the designated exam centre and pay a nominal fee. One time TA/DA is to be reimbursed to the concerned employee for appearing in examination only after passing the exam.
- (v) Incentive may be granted, if the relevant certificate is produced within 3 months from the date of acquiring the pass certificate. The incentive for passing the courses may be as under:-

<b>Sl. No</b>	<b>Duration of course</b>	<b>Incentive amount (in Rs.)</b>
1	Less than 4 weeks	2,000
2	Equal to and more than 4 Weeks and less than 6 weeks	4,000
3	Equal to and more than 6 Weeks and less than 8 weeks	6,000
4	Equal to and more than 8 Weeks and less than 12 weeks	8,000
5	Equal to and more than 12 weeks	10,000

2. (i) The following course is a department sponsored course through MoU signed with IIT Madras. After passing the exam and obtaining the pass certificate, Officers/Staff are eligible for incentive within 3 months of acquiring the certificate:-

<b>Duration of course</b>	<b>Incentive amount (in Rs.)</b>
Certification course on Data Science, AI and Cybersecurity for IT Audit	25000

- (ii) This course is an online course from IIT Madras and exam will be conducted online after completion of course. The Officer/Staff can enrol in this course through department only.

3. **Procedure for claiming Incentive:**

- A. **IA&AS Officers posted in Headquarters:** Submission of proposal to PD (P) Wing and after verification may be forwarded to Director (P) wing for payment.
- B. **IA&AS Officers posted in field offices:** Submission of proposal to PD (P) Wing and after verification may be forwarded to concerned HoD/PAO for payment.
- C. **Officers/Staff other than IA&AS officers posted in Headquarters office:** Submission/processing/verification and payment may be processed through Staff wing/Director (P) wing.
- D. **Officers/Staff other than IA&AS officers posted in field offices:** Submission/processing/verification and payment may be granted through concerned HoD only.

*Swati Pandey*

(Swati Pandey)  
Principal Director (Personnel)