

**Registration of all Officers on iGot Portal - Reg****From :** zabprcco chennaicgst2024 <zabprcco.chennaicgst2024@gmail.com> Wed, Oct 09, 2024 01:11 PM**Subject :** Registration of all Officers on iGot Portal - Reg

4 attachments

**To :** COMMISSIONER CHENNAI ONE <commr-cexchn1@nic.in>, Commissioner Chennai South <commr-gstsouth@gov.in>, Commissioner Chennai South <commr-gstsouth@nic.in>, chsoutheb@gmail.com, GST Chennai Outer <gst.chennaiouter@gov.in>, GST Chennai Outer <gst.chennaiouter@nic.in>, outerchennaihqrs@gmail.com, Mehala Ezhilarasi <hqrs-pycgst@gov.in>, CGST Coimbatore <cexcoimb@nic.in>, cbecommr cex <cbecommr-cex@nic.in>, Salem Central Excise <salem@nic.in>, GST and Central Excise <cextrich@excise.nic.in>, aaddohqrstrichy23@gmail.com, centralexcisemadurai <cexmadurai24@nic.in>, cexmduadm@gmail.com, Audit I Commissionerate Chennai <centraltax-audit1@gov.in>, chennaiexciseaudit1admn@gmail.com, AUDIT-IICHENNAI AUDIT-IICHENNAI <commradt2-cexchn@nic.in>, stcauditestt@gmail.com, cbeauditbills@gmail.com, A.V.T. BHARATHI DHASAN <cbeaudit-hqrs@gov.in>, appeals1admn@gmail.com, Office of the Commissioner Appeals Chennai <commrappl1-cexchn@nic.in>, appeals2ctchn@gmail.com, Appeals II Commissionerate Chennai <commrappl2.chn-rev@gov.in>, ddoappealscbe@gmail.com, gstchennainortheastt@gmail.com, CEX-2@gmail.com, chennaisouthestt@gmail.com, SURENDRA MUPPALLA <chsouth-estt@gov.in>, chennaiouter admn <chennaiouter.admn@gmail.com>, GOMATHY H <admin-pycgst@gov.in>, admnhqrsceexcoimbatore@gmail.com, JAYAMOHANRAJ <esttcoimbatore-cgst@gov.in>, GST POLICY CBE <cbehqrsstpolicy-cex@nic.in>, cexmdueestablish@gmail.com, cexmdutraining@gmail.com, salembillsection@gmail.com, Trichy GST Commissionerate <trichy-cgst@gov.in>, aocehqrsrichy@gmail.com, gstadt1pro@gmail.com, proaudit2@gmail.com, rasection108@gmail.com, GST and Central Excise Puducherry Commte <estt@pondycentralexcise.gov.in>, SESHADRI SURENDRAN <admnhqrs-cbecgst@gov.in>, salemestthqrs@gmail.com, chennaiouteradmn@gmail.com

Sir / Madam,

Please Find Attachments regarding the above subject.

Regards,

Zonal Admin Section

Pr. CCO, Chennai

 **CCO letter - Registration on igot.pdf**  
164 KB

 **Registration of all Officers on iGot Portal- FM letter.pdf**  
784 KB

 **Action plan for completion of e-learning courses on iGoT Karmayogi.pdf**  
229 KB

 **CCO letter.pdf**  
130 KB

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 	<p>माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क प्रधान मुख्य आयुक्त कार्यालय  <b>Office of the Principal Chief Commissioner of GST &amp; Central Excise</b>  तमिलनाडु एवं पुदुच्चेरी, चेन्नई अंचल  <b>Tamil Nadu &amp; Puducherry, Chennai Zone</b>  जी एस टी भवन, सं. 26/1, महात्मा गांधी रोड, चेन्नई – 600 034  <b>GST Bhawan, No.26/1, Mahatma Gandhi Road, Chennai –600 034</b>  ई-मेल / <b>Email: <a href="mailto:budget-prcco@gov.in">budget-prcco@gov.in</a> / <a href="mailto:zonalbudgetprcco@gmail.com">zonalbudgetprcco@gmail.com</a></b>  दूरभाष / <b>Ph: 28335007 / 28335011</b> फैक्स / <b>Fax: 044-28331050 / 1015</b></p>	  
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GCCO/I/22/10/2023-ADMN-O/o Pr CC-CGST-ZONE-CHENNAI

09-10-2024

सेवा में /To

The Principal Commissioner/ Commissioner of GST & C. Ex,  
Chennai North/ South/ Outer/ Puducherry/ Coimbatore/ Salem/ Trichy/ Madurai/  
Ch. Audit-I/ Ch. Audit – II/CBE Audit/Ch. Appeals- I/Ch. Appeals-II/ CBE Appeals

महोदय / Sir,

विषय/ Sub: **Registration of all Officers on iGot Portal - Reg**

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Please find enclosed the letter dated 20.09.2024 issued by the Additional Director General, IGoT & Mission Karmayogi Cell of NACIN, Palasamudram forwarding the directions of Hon'ble Minister of Finance & Corporate Affairs vide letter Dy. No. 3917380/FM/FMP/2024 dated 29.08.2024 on the above subject.

2. It is directed by the Hon'ble Finance Minister that all the officers in the Ministry of Finance and Corporate Affairs have to register on iGOT Karmayogi platform immediately and complete the courses in the portal and obtain the course certification. Further, **it is also instructed by the Hon'ble FM that officers will be required to indicate the status of courses completed at the time of submission of Annual Performance Appraisal Reports (APAR).**

3. Accordingly, all the officers of Chennai CGST Zone, who are not registered on iGOT portal, are requested to register immediately. The **report on the registration of officers in iGOT platform must be updated in the google sheet.**

(<https://docs.google.com/spreadsheets/d/1giMaHXCq3E0qKRHPazAwE8NctoxHZbSEyAvSgSzJwaVU/edit?usp=sharing>)

4. Reference is also invited to this office letter dated 25.07.2024 on the Action Plan for completion of e- learning courses on IGoT Karmayogi platform for the year 2024-25.

5. Vide the Action Plan, Board has directed all the officers of CBIC to complete **minimum of 20 courses (which are relevant to their role) during the Financial Year**

**2024-25 in a phased manner such that 10 courses be completed by the end of September 2024 and the remaining 10 courses by the end of March 2025.** It is also mentioned that among the 20 courses, at-least 8 courses should be of domain competence (domain competence can be in GST, Customs or other miscellaneous areas of public policy and administration), 3 should be of functional competence and 2 should be of behavioural competence.

6 . Report for the first phase of the iGOT Course completion may be updated in the google sheet **latest by 14.10.2024.**

(<https://docs.google.com/spreadsheets/d/1SE4AkGE31dcf-OvG7MTDj7vEaKMTjjokdzVsUTp-qvE/edit?usp=sharing>)

Signed by

C Thiyagarajan

Date: 09-10-2024 11:20:54

भवदीय /Yours faithfully,

**C THIYAGARAJAN**

**ADDITIONAL COMMISSIONER**

प्रतिलिपि/ **Copy to:**

1. The officers of Pr. CCO, Chennai
2. The Superintendent (ACL Admin), Pr. CCO, Chennai – To display the letters on the Zonal Website

## Email

## Pr CCO CHENNAI GST ZONE

**From :** IGOT Cell NACIN <nacin-igot@nic.in>

Fri, Sep 20, 2024 02:15 PM

**Subject :** Registration of all Officers on iGot Portal

2 attachments

**To :** CCU CGST Ahmedabad Zone <ccu-cexamd@nic.in>, PCCO Central Taxes Bengaluru Zone <ccbz-excise@nic.in>, ChiefCommissionersUnitofCentralExciseBangalore <ccu-cexblr@nic.in>, CCU CGST Bhopal Zone <ccu-cexbpl@nic.in>, CCU CGST Bhubaneswar Zone <ccu-cexbbr@nic.in>, Chief Commissioners Unit Chandigarh <ccu-cexchd@nic.in>, Pr CCO CHENNAI GST ZONE <ccu-cexchn@nic.in>, CCU CGST DELHI ZONE <ccu-cexdel@nic.in>, cco guwahati <cco-cgstguwahati@nic.in>, CCO Hyderabad GST Zone <ccu-cexhyd@nic.in>, CCU CGST Jaipur Zone <ccu-cexjpr@nic.in>, CCU CGST Kolkata Zone <ccu-cexkoa@nic.in>, CCU CGST Lucknow Zone <ccu-cexlko@nic.in>, CCU CGST Meerut Zone <ccu-cexmeerut@nic.in>, CCU CGST Nagpur Zone <ccu-cexngpr@nic.in>, CCO Panchkula <ccu-gstpkl@gov.in>, CCU CGST Pune Zone <ccu-cexpune@nic.in>, CCU CGST Ranchi Zone <ccu-cexranchi@nic.in>, CC Office, Cochin <cccocoin@excise.nic.in>, CCU CGST Thiruvananthapuram Zone <ccu-cexcok@nic.in>, CCU CGST Vadodara Zone <ccu-cexvdr@nic.in>, CCU CGST Visakhapatnam Zone <ccu-cexvzg@nic.in>, Chief Commissioner GST CEX AND CUSTOMS Chief Commissioners Unit <commr-cexvzg@nic.in>, Chief Commissioner Customs, Ahmedabad <ccoahm-guj@nic.in>, customhouse customhouse <cus-ahmd-guj@nic.in>, CCU Customs Bengaluru Zone <ccu-cusblr@nic.in>, CC, Chennai Customs <ccchennaizone.tn@nic.in>, CCU Customs Chennai Zone <ccu-cuschn@nic.in>, CCU Customs Delhi Zone <ccu-cusdel@nic.in>, CCU Customs Prev. Delhi Zone <cccpdz-cbec@nic.in>, Chief Commissioners Unit K CustomsPreventiveDZ <ccuprev-cusdel@nic.in>, CCU Customs Kolkata Zone <ccu-cuskoa@nic.in>, CCU Customs Mumbai Zone I <ccu-cusmum1@nic.in>, Principal Commissioner of Customs <Commrap-cus1mum-3@nic.in>, Chief Commissioner JNCH <chiefcom@jawaharcustoms.gov.in>, CCU Customs Preventive Patna Zone <ccu-cuspatna@nic.in>, CCU Customs Prev. Trichy Zone <ccuprev-custrichy@nic.in>

**Cc :** Sudha Koka <sudha.koka@gov.in>, Manjunath A N <manjunath.an@gov.in>, MAYANK SHARMA <mayank.sharma91@gov.in>, Sreeparvathy S L <sreeparvathy.sl@gov.in>

**Reply To :** IGOT Cell NACIN <nacin-igot@nic.in>

Respected Madam/Sir,

Greetings from NACIN!!

Please find enclosed the letter issued by Additional Director General, Mission Karmayogi, NACIN Palasamudram regarding registration of all Officers on iGoT Portal.

2. This office has received the instructions issued by the Hon'ble Finance Minister (copy enclosed) to all the officers of Ministry of Finance to register on iGoT portal immediately and complete the courses and obtain course certification. Further, it is instructed by the Hon'ble FM that APAR indicate the number of courses completed by the officers.

3. In view of the above directions of the Hon'ble FM, you are kindly requested to suitably direct all officers under your charge to register under iGoT portal and comply with the instructions of the Hon'ble FM. A report certifying that all officers under your charge are registered with iGoT portal may be sent to this office at nacin-igot@gov.in by

30.09.2024.

This issues with the approval of Pr. Director General, NACIN.

Thanks and Regards

Mayank Sharma

Deputy Director

#9654814767

Mission Karmayogi and iGoT Section

National Academy for Customs, Indirect taxes and Narcotics Palasamudram



**letter to FF.pdf**

93 KB



**IGoT progress monitoring.pdf**

612 KB

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राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नारकोटिक्स अकादमी,  
पाल समुद्रम, एन एच - 44, गोरंटला मंडल, श्री सत्य साई जिला, आंध्र प्रदेश - 515241  
**NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS**  
**PALASAMUDRAM, NH-44, GORANTLA MANDAL,**  
**SRI SARTHYA SAI DISTRICT, ANDHRA PRADESH- 515241**

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Date:- As Approved

To,

All Pr. Director Generals/Director Generals, CBIC.

All Pr. Chief Commissioners/Chief Commissioners, CBIC.

Madam/Sir,

**Sub- Registration of all Officers on iGot Portal - reg**

This office has received the instructions issued by the Hon'ble Finance Minister (copy enclosed) to all the officers of Ministry of Finance to register on iGoT portal immediately and complete the courses and obtain course certification. Further, it is instructed by the Hon'ble FM that APAR indicate the number of courses completed by the officers.

2. In view of the above directions of the Hon'ble FM, you are kindly requested to suitably direct all officers under your charge to register under iGoT portal and comply with the instructions of the Hon'ble FM. A report certifying that all officers under your charge are registered with iGoT portal may be sent to this office at [nacin-igot@gov.in](mailto:nacin-igot@gov.in) by 30.09.2024.

This issues with the approval of Pr. Director General, NACIN.

Encl: - As above

Copy to:-

1. Member (Admin), North Block, New Delhi 110001

Yours faithfully,

**Signed by Sudha Koka**

**Date: 20-09-2024 10:30:21**

(Sudha Koka)  
Additional Director General  
iGoT & Mission Karmayogi  
NACIN, Palasamudram



ADG/2024  
ADG (Admin)  
4/0 to ADG Subra Koka  
for n/a

Office of Minister of Finance and Corporate Affairs  
North Block, New Delhi.

....

The Government of India launched Digital Learning Framework (iGOT-Karmayogi) under the National Programme for Civil Services Capacity Building (NPCSCB) - **Mission Karmayogi** with an objective of anytime, anywhere, any-device learning for Civil Service officials to enhance their overall competency. It is desired that all the officers in Ministry of Finance and in Ministry of Corporate Affairs may be directed to register themselves with the iGOT Portal immediately and to take up the courses on the Portal in the coming months and get the certification for the courses completed. The officers will be required to indicate the status of courses completed at the time of submission of Annual Performance Appraisal Reports.

Hon'ble Ministers of State in Ministry of Finance and in Ministry of Corporate Affairs may review the progress of the courses completed by the officers from time to time and suitably apprise me of the progress.

(Nirmala Sitharaman)

Minister of Finance and Corporate Affairs  
29.08.2024

1. Hon'ble Minister of State for Finance
2. Hon'ble Minister of State for Corporate Affairs

Copy to:

1. Secretary, DoE
2. Secretary, DEA
3. Secretary, DoR
4. Secretary, DIPAM
5. Secretary, DPE
6. Secretary, DFS
7. Secretary, Ministry of Corporate Affairs

Ch. CEO  
Ch. CEO  
ASR  
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Member (ex)

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Sh. Harish  
4/9/24

Email

Pr CCO CHENNAI GST ZONE

**From :** IGOT Cell NACIN <nacin-igot@nic.in>

Tue, Jul 23, 2024 12:02 PM

**Subject :** Re: Action plan for completion of e-learning courses on iGoT Karmayogi platform by officers of CBIC for the year 2024-25

1 attachment

**To :** CCU CGST Ahmedabad Zone <ccu-cexamd@nic.in>, PCCO Central Taxes Bengaluru Zone <ccbz-excise@nic.in>, ChiefCommissionersUnitofCentralExciseBangalore <ccu-cexblr@nic.in>, CCU CGST Bhopal Zone <ccu-cexbpl@nic.in>, CCU CGST Bhubaneswar Zone <ccu-cexbbr@nic.in>, Chief Commissioners Unit Chandigarh <ccu-cexchd@nic.in>, Pr CCO CHENNAI GST ZONE <ccu-cexchn@nic.in>, CCU CGST DELHI ZONE <ccu-cexdel@nic.in>, cco guwahati <cco-cgstguwahati@nic.in>, CCO Hyderabad GST Zone <ccu-cexhyd@nic.in>, CCU CGST Jaipur Zone <ccu-cexjpr@nic.in>, CCU CGST Kolkata Zone <ccu-cexkoa@nic.in>, CCU CGST Lucknow Zone <ccu-cexlko@nic.in>, CCU CGST Meerut Zone <ccu-cexmeerut@nic.in>, CCU CGST Nagpur Zone <ccu-cexngpr@nic.in>, CCO Panchkula <ccu-gstpkl@gov.in>, CCU CGST Pune Zone <ccu-cexpune@nic.in>, CCU CGST Ranchi Zone <ccu-cexranchi@nic.in>, CC Office, Cochin <cccocoin@excise.nic.in>, CCU CGST Thiruvananthapuram Zone <ccu-cexcok@nic.in>, CCU CGST Vadodara Zone <ccu-cexvdr@nic.in>, CCU CGST Visakhapatnam Zone <ccu-cexvzg@nic.in>, Chief Commissioner GST CEX AND CUSTOMS Chief Commissioners Unit <commr-cexvzg@nic.in>, Chief Commissioner Customs, Ahmedabad <ccoahm-guj@nic.in>, customhouse customhouse <cus-ahmd-guj@nic.in>, CCU Customs Bengaluru Zone <ccu-cusblr@nic.in>, CC, Chennai Customs <ccchennaizone.tn@nic.in>, CCU Customs Chennai Zone <ccu-cuschn@nic.in>, CCU Customs Delhi Zone <ccu-cusdel@nic.in>, CCU Customs Prev. Delhi Zone <cccpdz-cbec@nic.in>, Chief Commissioners Unit K CustomsPreventiveDZ <ccuprev-cusdel@nic.in>, CCU Customs Kolkata Zone <ccu-cuskoa@nic.in>, CCU Customs Mumbai Zone I <ccu-cusmum1@nic.in>, Principal Commissioner of Customs <Commrap-cus1mum-3@nic.in>, Chief Commissioner JNCH <chiefcom@jawaharcustoms.gov.in>, CCU Customs Preventive Patna Zone <ccu-cuspatna@nic.in>, CCU Customs Prev. Trichy Zone <ccuprev-custrichy@nic.in>

**Cc :** Sudha Koka <sudha.koka@gov.in>, Manjunath A N <manjunath.an@gov.in>

**Reply To :** IGOT Cell NACIN <nacin-igot@nic.in>

Respected Madam/Sir,

Please refer to this office email dated 08.07.2024 on the subject mentioned above.

In this regard, it is once again requested that a nodal officer not below the rank of JC /ADC /JD /ADD shall be nominated by respective Chief Commissioner at each CCO of GST and Customs zone and at each office of Directorate. The nodal officer shall provide a fortnightly report on courses completed by officers in their respective zone/directorate to NACIN iGoT Cell at the email ID: [ <mailto:nacin-igot@gov.in> | [nacin-igot@gov.in](mailto:nacin-igot@gov.in) ] .

Thanks and Regards  
Mission Karmayogi and iGoT CELL  
NACIN Faridabad

From: "IGOT Cell NACIN" <nacin-igot@nic.in>  
To: "CCU CGST Ahmedabad Zone" <ccu-cexamd@nic.in>, "PCCO Central Taxes Bengaluru Zone" <ccbz-excise@nic.in>, "ChiefCommissionersUnitofCentralExciseBangalore" <ccu-cexblr@nic.in>, "CCU CGST Bhopal Zone" <ccu-cexbpl@nic.in>, "CCU CGST Bhubaneswar Zone" <ccu-cexbbr@nic.in>, "Chief Commissioners Unit Chandigarh" <ccu-cexchd@nic.in>, "Pr CCO CHENNAI GST ZONE" <ccu-cexchn@nic.in>, "CCU CGST DELHI ZONE" <ccu-cexdel@nic.in>, "cco guwahati" <cco-cgstguwahati@nic.in>, "CCO Hyderabad GST Zone" <ccu-cexhyd@nic.in>, "CCU CGST Jaipur Zone" <ccu-cexjpr@nic.in>, "CCU CGST Kolkata Zone" <ccu-cexkoa@nic.in>, "CCU CGST Lucknow Zone" <ccu-cexlko@nic.in>, "CCU CGST Meerut Zone" <ccu-cexmeerut@nic.in>,"

"CCU CGST Nagpur Zone" <ccu-cexngpr@nic.in>, "CCO Panchkula" <ccu-gstpkl@gov.in>, "CCU CGST Pune Zone" <ccu-cexpune@nic.in>, "CCU CGST Ranchi Zone" <ccu-cexranchi@nic.in>, "CC Office, Cochin" <cccocochin@excise.nic.in>, "CCU CGST Thiruvananthapuram Zone" <ccu-cexcok@nic.in>, "CCU CGST Vadodara Zone" <ccu-cexvdr@nic.in>, "CCU CGST Visakhapatnam Zone" <ccu-cexvzg@nic.in>, "Chief Commissioner GST CEX AND CUSTOMS Chief Commissioners Unit" <commr-cexvzg@nic.in>, "Chief Commissioner Customs, Ahmedabad" <ccoahm-guj@nic.in>, "customhouse customhouse" <cus-ahmd-guj@nic.in>, "CCU Customs Bengaluru Zone" <ccu-cusblr@nic.in>, "CC, Chennai Customs" <cccchennaizone.tn@nic.in>, "CCU Customs Chennai Zone" <ccu-cuschn@nic.in>, "CCU Customs Delhi Zone" <ccu-cusdel@nic.in>, "CCU Customs Prev. Delhi Zone" <cccpdz-cbec@nic.in>, "Chief Commissioners Unit K Customs Preventive DZ" <ccuprev-cusdel@nic.in>, "CCU Customs Kolkata Zone" <ccu-cuskoa@nic.in>, "CCU Customs Mumbai Zone I" <ccu-cusmum1@nic.in>, "Principal Commissioner of Customs" <Commrapp-cus1mum-3@nic.in>, "Chief Commissioner JNCH" <chiefcom@jawaharcustoms.gov.in>, "CCU Customs Preventive Patna Zone" <ccu-cuspatna@nic.in>, "CCU Customs Prev. Trichy Zone" <ccuprev-custrichy@nic.in>

Cc: "Sudha Koka" <sudha.koka@gov.in>, "Manjunath A N" <manjunath.an@gov.in>

Sent: Monday, July 8, 2024 4:29:04 PM

Subject: Action plan for completion of e-learning courses on iGoT Karmayogi platform by officers of CBIC for the year 2024-25

Respected Madam/Sir,

Greetings from NACIN!!

Please find enclosed the Action plan for completion of e-learning courses on iGoT Karmayogi platform by officers of CBIC for the year 2024-25 for necessary compliance please.

2. Mandatory Courses: - All officers in the field formations of CBIC were directed to complete the following six mandatory courses on i-GoT platform (as communicated vide this office e-mails) -

1. Introduction to Emerging Technology (Opportunities and challenges for governance)
2. Prevention of Sexual Harassment of Women at Workplace
3. Code of Conduct for Government Employees
4. Y-Break Yoga at Workplace
5. Orientation Module on Mission LIFE
6. Stay safe in Cyber Space

These mandatory courses were required to be completed by all officers in the all the field formations by 25.04.2024 and a compliance report in this regard was required to be submitted to CX-9, Board.

3. Minimum courses to be completed in the year 2024-2025:- As detailed in the enclosed action plan.

4. CBIC developed courses on the platform:- Apart from 21 courses mentioned in the Action Plan, CBIC has added the following courses on iGoT Platform as on date. These courses also fall under domain category and may also be completed.

Sl. No

Name of Course

1

Advance course on GST registration

2

New Customs Initiatives

3

IGST and Place of Supply of Goods and Services

4

Meaning & Scope of Supply of Goods and Services in GST

5. In view of the approved action plan, it is requested that Officers under your charge may be suitably directed to complete the required courses within the stipulated time frame in accordance with the action plan.

Thanks and Regards

Mission Karmayogi and iGoT Section  
National Academy for Customs, Indirect taxes and Narcotics



**Action Plan 2024-25 1.pdf**

126 KB

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## **Action plan for completion of e-learning courses on iGoT Karmayogi platform by officers of CBIC for the year 2024-25**

### **Background**

The National Programme for Civil Services and Capacity Building (NPCSCB) - Mission Karmayogi has been designed to enhance the capacity and quality of civil servants in India. The institutional framework for NPCSB *inter alia* includes the Prime Minister's Public Human Resource Council, Cabinet Secretariat Coordination Unit, Capacity Building Commission. Under the umbrella of the NPCSB, an online learning platform, iGoT -Karmayogi, has been developed as an integral part of the Digital India stack for capacity building of all government employees. It aims to provide anytime-anywhere-any device learning to train about 2.0 crores users which was hitherto not achievable through traditional measures.

The e-learning courses on the i-GoT Karmayogi platform are intended to build domain competency (in the specific domain of the officers, like taxation, through courses that build knowledge related to the work domain of the department), functional competency (in topics that improve the efficiency of officers in their daily functioning, like courses on digital safety and emerging technologies) and behavioural competency (in topics that are targeted to align the behaviour of the officers with citizen friendly governance).

The Importance of this platform and its significance can be gauged from the fact that the status of completion of these e-learning courses on iGoT Karmayogi platform by officers of CBIC is monitored by the Secretary (Revenue). Vide letter dated 12.03.2024, Member (GST /CX & ST) CBIC directed that an Action Plan be chalked out for ensuring that officers of CBIC are continuously upgrading their knowledge by completing courses on the said platform.

### **Mandatory Courses**

Vide O M dated 24.11.2023, all officers in the field formations of CBIC were directed to complete the following six mandatory courses on i-GoT platform –

1. Introduction to Emerging Technology (Opportunities and challenges for governance)
2. Prevention of Sexual Harassment of Women at Workplace

3. Code of Conduct for Government Employees
4. Y-Break Yoga at Workplace
5. Orientation Module on Mission LIFE
6. Stay safe in Cyber Space

These mandatory courses are required to be completed by all officers in the all the field formations.

### **Minimum courses to be completed in the year 2024-2025**

In addition to the six mandatory courses, a minimum of 20 courses shall be completed by every officer of CBIC during the Financial year 2024-2025 in a phased manner such that 10 courses be completed by end of September 2024 and the remaining 10 courses by the end of March 2025.

In the 20 courses, at least 8 should be of domain competence (domain competence can be in GST, Customs or other miscellaneous areas of public policy and administration), 3 should be of functional competence and 2 should be of behavioural competence.

### **CBIC developed courses on the platform**

CBIC has developed 21 courses which are available on the portal. The list of these 21 courses is as follows –

Sl No	Course
1	विदेशीय डाकघर के माध्यम से माल का आयात एवं निर्यात
2	Adjudication in GST
3	Advance Ruling in Customs
4	Advance Ruling under CGST Act, 2017
5	Cancellation and Revocation of GST Registration
6	Composition Scheme under Goods and Services Tax
7	Demands under CGST Act, 2017
8	E-way Bill System under GST Law - Part 1
9	E-way Bill System under GST Law - Part 2
10	E-way Bill System under GST Law - Part 3
11	Import Export through Foreign Post Office
12	Input Tax Credit (ITC) Mechanism
13	Intellectual Property Rights
14	Preventive Detention under COFEPOSA
15	Refunds in GST
16	Registration under GST Law
17	Return Filing under GST
18	Role of CBIC in PM Gati Shakti for Logistics Efficiency
19	Export controls and their Enforcement



20	Duty Drawback Scheme
21	Treatment of Imports and Exports in GST

These courses fall under the “domain competence” category. Officers must mandatorily complete courses among these which are relevant to their role. Illustrative courses relevant to certain officers are listed in the Table below –

SI No.	Name of Course	Relevant for
1	Adjudication in GST	All adjudicating authorities in GST zones from Supdt to ADC
2	Cancellation and Revocation of GST Registration	All Divisional AC/DCs, Officers posted in divisions, ranges and preventive formations
3	Demands under CGST Act, 2017	All Divisional AC/DCs, Officers posted in divisions, ranges, audit and preventive formations
4	Input Tax Credit (ITC) Mechanism	All Divisional AC/DCs, Officers posted in divisions, ranges, audit and preventive formations
5	Refunds in GST	All Divisional AC/DCs, Supdts in divisions and ranges
6	Registration under GST Law	All officers posted in CPCs and ranges/divisions in charge of registration
7	Return Filing under GST	Officers posted in divisions, ranges, and audit formations
8	Import Export through Foreign Post Office	All officers posted in FPOs
9	Preventive Detention under COFEPOSA	All officers posted in DRI, SIIB and Customs preventive formations.

All officers who are mandated to complete the courses - “Adjudication in GST” and “Refunds in GST” shall complete the same by the end of April 2024 and the compliance in this regard be communicated.

#### **Nodal Officer at Zonal/Directorate level**

A nodal officer not below the rank of JC /ADC /JD /ADD shall be nominated by respective Chief Commissioner at each CCO of GST and Customs zone and at each office of Directorate. The nodal officer shall provide a fortnightly report on courses completed

by officers in their respective zone/directorate to NACIN iGoT Cell at the email ID: [nacin-igot@gov.in](mailto:nacin-igot@gov.in).

It is reiterated that the purpose of this exercise is to improve domain competence as well as functional and Behavioural skills. Hence officers may be encouraged to complete as many courses as possible so that this exercise results in tangible gains and leads to creation of a happy and healthy workforce imbued with a positive attitude.



 	<p>माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क प्रधान मुख्य आयुक्त कार्यालय  <b>Office of the Principal Chief Commissioner of GST &amp; Central Excise</b>  तमिलनाडु एवं पुदुच्चेरी, चेन्नई अंचल  <b>Tamilnadu &amp; Puducherry, Chennai Zone</b>  जी एस टी भवन, सं. 26/1, महात्मा गांधी रोड, चेन्नई – 600 034  <b>GST Bhawan, No.26/1, Mahatma Gandhi Road, Chennai –600 034</b>  ई-मेल / <b>Email: <a href="mailto:budgetprcco@gov.in">budgetprcco@gov.in</a> / <a href="mailto:zonalbudgetprcco@gmail.com">zonalbudgetprcco@gmail.com</a></b>  दूरभाष / <b>Ph: 28335007 / 28335053</b> फैक्स / <b>Fax: 044-28331050 / 1015</b></p>	 
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जीसीसीओ/ GCCO/I/22/10/2023-ADMN-O/o Pr CC-CGST-ZONE-CHENNAI दिनांक /Date: .07.2024

सेवा में /To

The Principal Commissioner/ Commissioner of GST & C. Ex,  
Chennai North/ South/ Outer/ Puducherry/ Coimbatore/ Salem/ Trichy/ Madurai/  
Ch. Audit-I/ Ch. Audit – II/CBE Audit/Ch. Appeals- I/Ch. Appeals-II/ CBE Appeals

महोदय / महोदया,  
Sir/Madam,

विषय/ Sub: **Action plan for completion of e-learning courses on iGoT Karmayogi platform by officers of CBIC for the year 2024-25 - Reg.**

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Please find attached the copy of email dated 23.07.2024 received from IGoT Cell, NACIN, Faridabad enclosing the Action Plan for completion of e- learning courses on IGoT Karmayogi platform by the officers of CBIC for the year 2024-25.

2. It is mentioned in the Action Plan that all the officers of CBIC are directed to complete the following six mandatory courses on i-GoT platform.

- Introduction to Emerging Technology (Opportunities and challenges for governance)
- Prevention of Sexual Harassment of Women at Work Place
- Code of Conduct for Government Employees
- Y-Break Yoga at Workplace
- Orientation Module on Mission LIFE
- Stay safe in Cyber Space

- In this regard, all the HoDs are requested to ensure that all officers under your charge have completed six mandatory courses.

3. In addition to the six mandatory courses, Board has also directed **all the officers of CBIC to complete a minimum of 20 courses (which are relevant to their role) during the Financial Year 2024-25 in a phased manner such that 10 courses be completed by the end of September 2024 and the remaining 10 courses by the end of March 2025.** It is mentioned that among the 20 courses, at-least 8 courses should be of domain competence (domain competence can be in GST, Customs or other miscellaneous areas of public policy and administration), 3 should be of functional competence and 2 should be of behavioural

competence.

4. The list of the 21 courses which falls under the “domain competence” category, available on the portal is given below.

Sl. No	Name of the Course
1	विदेशीय डाकघर के माध्यम से माल का आयात एवं की नयात
2	Adjudication in GST
3	Advance Ruling in Customs
4	Advance Ruling under CGST Act, 2017
5	Cancellation and Revocation of GST Registration
6	Composition Scheme under Goods and Services Tax
7	Demands under CGST Act, 2017
8	E-way Bill System under GST Law - Part 1
9	E-way Bill System under GST Law - Part 2
10	E-way Bill System under GST Law - Part 3
11	Import Export through Foreign Post Office
12	Input Tax Credit (ITC) Mechanism
13	Intellectual Property Rights
14	Preventive Detention under COFEPOSA
15	Refunds in GST
16	Registration under GST Law
17	Return Filing under GST
18	Role of CBIC in PM Gati Shakti for Logistics Efficiency
19	Export controls and their Enforcement
20	Duty Drawback Scheme
21	Treatment of Imports and Exports in GST

- o Illustrative courses relevant to the officers is mentioned in the Action plan enclosed.

5. Accordingly, all the HoDs are requested to instruct the officers under their charge to follow the directions of the Board. Compliance report on the subject matter has to be submitted to this office **in 2 phases on 05.10.2024 and 05.04.2025** by email to [budget-prcco@gov.in](mailto:budget-prcco@gov.in) or [zabprcco.chennaicgst2024@gmail.com](mailto:zabprcco.chennaicgst2024@gmail.com).

6. With regard to the courses on “**Adjudication in GST & Refunds in GST**”, all the officials concerned (as mentioned in the illustration table in the Action plan), have to

complete the courses immediately and a compliance report in this regard shall be submitted to this office latest by 31.07.2024 by email to budget-prcco@gov.in or zabprcco.chennaicgst2024@gmail.com.

संलग्न / Encl: यथोक्त / As above

भवदीय /Yours faithfully,

**Signed by Sreedhar**

**Balaraman Kasturi**

**Date: 25-07-2024 15:18:01**

(बी. के. श्रीधर/ B. K. SREEDHAR)

मुख्य लेखा अधिकारी/ CHIEF ACCOUNTS OFFICER