



भारत सरकार | रक्षा मंत्रालय  
GOVERNMENT OF INDIA | MINISTRY OF DEFENCE

रक्षा लेखा महानियंत्रक कार्यालय  
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
प्रशिक्षण प्रभाग (Training Division)

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No. TD/3498/iGoT/2025-26

Date: 04 February 2026

**CIRCULAR**

To,

**All PCsDA/CsDA including Director, NADFM Pune**

**Subject:** Mandatory completion of "Improving Outreach and Communication for Viksit Bharat" course on iGOT for APAR Cycle 2025-26 – reg.

The undersigned is directed to invite reference to HQrs office letter **No. TD/3498/iGoT/2025-26 dated 31.10.2025**, wherein six mandatory courses have been identified for each level of officers/employees in accordance with DoP&T guidelines. In this connection a copy of DOP&T (Training Wing) **O.M. No. T-28/27/2025-IGOT-Part (3) dated 20.01.2026** is enclosed for information and compliance by all concerned.

2. **DoP&T vide their O.M. dated 20.01.2026**, have accorded mandatory status to a course titled "**Improving Outreach and Communication for Viksit Bharat**", available on the iGOT Karmayogi platform, **for the APAR Cycle 2025-26** for all officers of the level of **Deputy Secretary to Special Secretary to the Government of India** posted in Central Ministries/Departments/Organisations (MDOs).

3. The said course, developed by the **Ministry of Information & Broadcasting**, is required to be **completed before 31.03.2026**. DoP&T has directed all Ministries/Departments/MDOs to ensure strict compliance with the instructions.

**Sandeep Lakhanpal)**  
**Sr. ACGDA (Trg)**

**No. T-28/27/2025-iGOT-Part (3)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel & Training**  
**(Training Wing)**

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**Block IV, Old JNU Campus,**  
**New Delhi - 110067**

**Dated: 20th January, 2026**

**OFFICE MEMORANDUM**

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**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.

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 the Department O.M. dated 04.04.2025 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/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 31.10.2024, the undersigned is directed to state that a course titled "Improving Outreach and Communication for Viksit Bharat" has been recorded 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, sustained 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 O.M.

Digitally signed by

Gaurav Anand

Date: 20-03-2025

(Gaurav Anand)

Under Secretary to the Government of India

Tel: 011-26303377