No. T-28/59/2026-iGOT
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Wing)
*****

Block- IV, Old JNU Campus
New Delhi - 110067
Dated: 05.10.2026

OFFICE MEMORANDUM

Subject: Consumption of iGOT Marketplace courses on reimbursement basis from respective Ministries /Departments /Organisations (MDOs) - reg.

National Programme for Civil Services Capacity Building (NPCSCB) – Mission Karmayogi, aims to revolutionize civil services capacity building across India by transitioning administrative governance from a traditional "rule-based" mechanism to an agile, competency-driven "role-based" framework. Through the continuous expansion of the digital iGOT-Karmayogi platform, enriched with over 6,500 courses across domain, functional, and behavioural competencies, the initiative has empowered over 1.7 crore registered officials with anytime-anywhere learning, creating a highly skilled, technology-enabled, and citizen-centric workforce dedicated to efficient public service delivery.

2. Further augmenting this digital learning ecosystem, the iGOT Marketplace has been launched on 26th December, 2025 with the aim to democratize access to top-tier, advanced courses from premier national and international academic institutions. The iGOT Marketplace currently hosts courses catering to the behavioural and functional learning needs of government functionaries, from field-level staff to senior executives.

3. Considering the encouraging response to this pilot phase of iGOT Marketplace and with a view to train the Government workforce at par with global standards, DoPT, through the iGOT platform, intends to fully operationalize the iGOT Marketplace. This will allow MDOs to select premium role relevant learning content for their employees from the best national and international universities and institutions. While a wide range of courses on the Marketplace will continue to be available completely free of cost, **select courses will be offered on a pay-and-reimburse basis**.

4. Under this arrangement, the employee of a given MDO in the Government of India will be able to select role-relevant paid course(s) published on the iGOT Marketplace and pay upfront for the consumption of the course(s). Once the employee completes the course and obtains course completion certificate, he/she will be able to raise a claim for reimbursement of the entire course fee (already paid by him/her) with his/her MDO. The MDO will, upon the receipt of a completed claim, reimburse the course fee to the employee concerned. Officials consuming eligible paid courses may claim reimbursement from their respective MDOs upon successful course completion, on an annual basis, **subject to an upper ceiling of ₹6,000/- (Rupees Six Thousand only) per employee per annum.**

5. MDOs are encouraged to actively incorporate role-relevant iGOT Marketplace

courses, including paid courses, within their Annual Capacity Building Plans (ACBPs) as a strategic investment in building a future-ready workforce.

6. The detailed guidelines and the step-by-step procedure for availing this reimbursement facility, along with an **illustrative flow chart,** are attached as Annexure, for ready reference and ease of implementation by all stakeholders.

7. Once paid courses become available on the iGOT Marketplace, MDOs are requested to select courses aligning with their requirements from the iGOT Marketplace, and give wide publicity to the above opportunity among eligible employees.

8. This issues with the approval of the Competent Authority.

Encl: Annexure

Digitally signed by Gaurav Anand
Date: 05-10-2026 10:43:33

(Gaurav Anand)
Under Secretary to the Government of India
Tele: 011-26706377

To:

1. Secretaries of all Ministries/Departments of Government of India.
2. All Cadre Controlling Authorities (CCAs) of All India Services.
3. Chief Executive Officer, SPV-Karmayogi Bharat.
4. Secretary, Capacity Building Commission (CBC), New Delhi.
5. NIC, DoPT for uploading the O.M. on DoPT's website.

ANNEXURE

Guidelines and Procedure for Availing Reimbursement of Fee for Premium Courses on the iGOT Marketplace

A. Illustrative Flow Chart for Claiming Reimbursement

STEP 1 Identify Course- MDOs identifies a premium/paid course on the iGOT Marketplace aligning to the requirement of organization and map the same in MDO's Capacity Building Plan (CBP).

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STEP 2 Enrol & Complete- Official enrols for the course on the iGOT platform, pays the applicable course fee, and completes the course.

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STEP 3 Download Certificate- Official downloads the course completion certificate and fee payment receipt.

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STEP 4 Submit Claim- Official submits the reimbursement claim, along with the certificate and receipt, to the MDO's Nodal/Training Officer.

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STEP 5 Verification- Nodal/Training Officer verifies course-CBP mapping and completion status through the iGOT Analytics Dashboard.

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STEP 6 Sanction of Claim- MDO processes and sanctions the claim, subject to the annual ceiling of ₹6,000/- per official.

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STEP 7 Disbursement - Reimbursement amount is credited to the official's account from the MDO's annual training budget allocation.

B. Detailed Terms and Guidelines

(i) Annual Reimbursement Ceiling: A standardized reimbursement of up to a maximum of ₹6,000/- (Rupees Six Thousand only) per employee per annum shall be admissible for consumption of premium courses on the iGOT Marketplace.

(ii) Linkage to Capacity Building Plans (CBPs): Reimbursement under this scheme is restricted to courses that are selected by respective MDO's aligning to the organisation’s functional needs and domain competency requirements.

(iii) Completion-Linked Disbursement: Reimbursement shall be strictly conditional upon successful course completion and submission of the official completion certificate. MDOs shall verify completion through the iGOT analytics dashboard before processing claims.

(iv) Documents Required: Course completion certificate, fee payment receipt/invoice generatedand a simple claim form (as prescribed by the MDO) duly forwarded through the Nodal/Training Officer.

(v) Timeline for Claims: Officials are encouraged to submit their reimbursement claims within 30 days of course completion, to enable timely processing and closure of accounts within the financial year.

(vii) Funding Source: Expenditure incurred towards reimbursement shall be met by the respective Ministries /Departments /Organisations from their existing annual training budget allocations.