

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN, 2, RAFI MARG, NEW DELHI - 110001**

No. 16-1(56)/2025-CCOACR

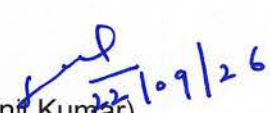
Dated: 22.09.2026

OFFICE MEMORANDUM

Sub: Annual Capacity Building Plan (CBP) for CSIR Non-Technical Cadre for the Financial Year 2026–27 – reg.

Kind attention is invited to DO letter No. CEO/Karmayogi/2026/1409-1 dated 14.09.2026 and DSIR O.M. No. A-33025/1/2023-ESTT-DSIR-Part(I) dated 12.08.2026 regarding the completion of the courses on iGOT.

2. DoPT, vide O.M. No. T-28/5/2026-iGOT-Part(1) dated 11.02.2026, has advised Ministries/Departments to revise their respective Capacity Building Plans. The revised Capacity Building Plans are intended to facilitate structured and role-based capacity building of Government officials.
3. DoPT has further emphasized that officials may be encouraged to undertake the prescribed learning interventions, including the Comprehensive Assessment and designated courses, as part of the Annual Performance Assessment Report (APAR) process, wherever applicable.
4. In pursuance of the aforesaid instructions, DSIR has identified designation-wise courses for different designations/cadres. The DG, CSIR has approved adoption of the designation-wise courses identified by DSIR for the concerned cadres in CSIR.
5. Accordingly, all concerned officials are required to undertake and complete the prescribed designation-wise courses available on the iGOT Karmayogi platform during the Financial Year 2026–27. For systematic and continuous learning, all concerned officers/officials shall **undertake a minimum of one hour of learning every month** on the iGOT Karmayogi platform.
6. All concerned are advised to regularly access their iGOT Karmayogi accounts, verify the courses assigned to them as per their designation, and complete the prescribed courses within the Financial Year 2026–27.


(Sunil Kumar)
Deputy Secretary

Encl.: Designation-wise courses

Copy to:-

1. All concerned officials
2. Directors/Heads of all CSIR Labs/institutes/Centre/Units
3. Head, HRDC, CSIR – for information and necessary action, as applicable.
4. O/o of DG, CSIR
5. O/o of JS (Admn.), CSIR
6. O/o of AS&FA, CSIR

7. O/o of CVO, CSIR
8. LA, CSIR
9. Sr. DS (CO)
10. IT Division - with the request to host this OM on CSIR website
11. Office copy

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Council of Scientific and Industrial Research (CSIR)

Capacity Building Plan*Designation-wise Recommended Courses***1. Additional Secretary & Financial Adviser**

S.No.	Course Name	Course Provider	Competency Type	Duration
1	Financial Administration	Institute of Secretariat Training and Management	Functional	1h 10m
2	General Financial Rules	National Academy of Direct Taxes (NADT)	Functional	2h 53m
3	Audit Follow Up and Parliamentary Oversight	Department of Expenditure	Domain	20m
4	Public - Private Partnership	ISB Hyderabad	Domain	1h 50m 58s
5	Public Procurement of Goods	Department of Expenditure	Functional	1h 7m
6	Understanding Ethical Leadership	iGOT	Behavioural	2h 12m 28s
7	Evidence Based Policy Making	ISB Hyderabad	Functional	1h 38m 9s
8	Budget Documents, Presentation and Passing of Budget	Department of Expenditure	Functional	43m
9	Time Management	Institute of Secretariat Training and Management	Behavioral	1h 15m
10	Data Driven Decision Making For Government	Capacity Building Commission	Functional	2h 30m 1s
11	Fundamentals of Contract Management	Administrative Staff College of India	Functional	36m 37s
12	The Concept of Disinvestment Policies and Processes	Arun Jaitley National Institute of Financial Management, Faridabad	Domain	57m 32s

2. Joint Secretary

S.No.	Course Name	Course Provider	Competency Type	Duration
1	Formulation of Public Policies	Institute of Secretariat Training and Management	Functional	1h 15m
2	AI in Government: Transforming Public Service Delivery	Indian Institute of Science (IISc) Bengaluru	Functional	1h 16m 22s
3	Data Governance and Compliance: IT Act 2000 and DPDP Act 2023	National E-Governance Division (NEGD), MeitY	Functional	45m 9s
4	Delegation of Power in Day-to-Day Administration	Institute of Secretariat Training and Management	Functional	1h 25m
5	Introduction to Emerging Technologies	Capacity Building Commission	Functional	2h 20m 32s
6	Public Policy Writing	Indian School of Public Policy	Functional	2h 45m 49s
7	Deep Tech and India	Observer Research Foundation (ORF)	Domain	53m 35s
8	Public Private Partnership	ISB Hyderabad	Domain	1h 50m 58s
9	Artificial Intelligence for Public Governance	Kyndryl	Functional	2h 42m 17s
10	Basics of Public Policy Research	Indian Institute of Public Administration	Functional	2h 48m 28s
11	Data Driven Decision Making For Government	Capacity Building Commission	Functional	2h 30m 1s



S.No.	Course Name	Course Provider	Competency Type	Duration
12	Preparation of Cabinet Notes	Institute of Secretariat Training and Management	Functional	5h 10m

3. Sr. Deputy Secretary/Sr. Controller of Administration/Sr. Dy. Financial Adviser/Sr. Controller of Finance and Accounts/Sr. Controller of Store and Purchase

S.No.	Course Name	Course Provider	Competency Type	Duration
1	Data Analysis and Visualization	UpGrad	Functional	3h 19m 29s
2	Basics of Public Policy Research	Indian Institute of Public Administration	Functional	2h 48m 28s
3	Conduct of Inquiry in Disciplinary Matters	Institute of Secretariat Training and Management	Functional	42m 47s
4	Data Governance and Compliance: IT Act 2000 and DPDP Act 2023	National E-Governance Division (NEGD), MeitY	Functional	45m 9s
5	Handling CAT Cases	Institute of Secretariat Training and Management	Functional	2h 34m
6	Role of Liaison Officer in Reservation	Institute of Secretariat Training and Management	Functional	45m
7	ITR Filing for Salaried Individuals	National Academy of Direct Taxes (NADT)	Domain	36m 15s
8	Project Management	Institute of Secretariat Training and Management	Functional	15m
9	Handling of Complaints	Institute of Secretariat Training and Management	Functional	1h
10	Pensionary Benefits	Institute of Secretariat Training and Management	Functional	55m
11	Dos and Don'ts of Social Media	Indian Institute of Mass Communication (IIMC)	Functional	1h 10m
12	Chargesheet under CCS(CCA) Rules 1965	Institute of Secretariat Training and Management	Functional	23m

4. Deputy Secretary/Controller of Administration/ Dy. Financial Adviser /Controller of Finance and Accounts/Controller of Store and Purchase

S.No.	Course Name	Course Provider	Competency Type	Duration
1	Roles and Competencies of Branch Officers	Institute of Secretariat Training and Management	Behavioral	55m
2	Public Grievance Handling and CPGRAM 7.0	iGOT	Functional	2h
3	Artificial Intelligence for Karmayogis	Karmayogi Bharat	Functional	1h 34m 27s
4	Departmental Inquiry Procedure	Central Bureau of Investigation (CBI)	Functional	1h 43m
5	General Financial Rules	National Academy of Direct Taxes (NADT)	Functional	2h 53m
6	Public Procurement of Goods	Department of Expenditure	Functional	1h 7m
7	Time Management	Institute of Secretariat Training and Management	Behavioral	1h 15m
8	Personal Finance	Zerodha	Domain	58m 34s

S.No.	Course Name	Course Provider	Competency Type	Duration
9	Understanding and Managing Stress	XLRI - Xavier School of Management	Behavioral	50m 32s
10	Financial Administration	Institute of Secretariat Training and Management	Functional	1h 10m
11	Consultation with CVC in Disciplinary Cases	Institute of Secretariat Training and Management	Functional	45m
12	Team Building and Team Management	iGOT	Behavioral	1h 25m

5. Under Secretary/ Administrative Officer/ Finance and Accounts Officer/Store and Purchase Officer

S.No.	Course Name	Course Provider	Competency Type	Duration
1	Pay Fixation - Updated	Institute of Secretariat Training and Management	Functional	47m
2	Artificial Intelligence for Karmyogis	Karmyogi Bharat	Functional	1h 34m 27s
3	Formulation of Public Policies	Institute of Secretariat Training and Management	Functional	1h 15m
4	Government E Marketplace	Institute of Secretariat Training and Management	Functional	1h 9m 5s
5	Handling CAT Cases	Institute of Secretariat Training and Management	Functional	2h 34m
6	Roles and Competencies of Branch Officers	Institute of Secretariat Training and Management	Behavioral	55m
7	Time Management	Institute of Secretariat Training and Management	Behavioral	1h 15m
8	Open Data for Policy Makers	World Bank	Domain	1h 30m
9	Vigilance Clearance	Institute of Secretariat Training and Management	Functional	12m 10s
10	Basics of Public Policy Research	Indian Institute of Public Administration	Functional	2h 48m 28s
11	Data Driven Decision Making For Government	Capacity Building Commission	Functional	2h 30m 1s
12	Personal Finance	Zerodha	Domain	58m 34s

6. Section Officer (Gen/F&A/S&P)

S.No.	Course Name	Course Provider	Competency Type	Duration
1	Roles of Secretarial Staff in Central Secretariat	Institute of Secretariat Training and Management	Functional	1h 30m
2	Effective Communication: The Cornerstone of Great Leadership	The Art of Living	Behavioral	49m 48s
3	AI Applications in Governance	National E-Governance Division (NEGD), MeitY	Functional	1h 30m 21s
4	ChatGPT and Generative AI tools for Government Officials	Wadhvani Foundation	Functional	1h
5	Anger Management	Central Reserve Police Force (CRPF)	Behavioral	32m 42s
6	Handling CAT Cases	Institute of Secretariat Training and Management	Functional	2h 34m

S.No.	Course Name	Course Provider	Competency Type	Duration
7	Understanding and Managing Stress	XLRI - Xavier School of Management	Behavioral	50m 32s
8	Noting and Drafting	Institute of Secretariat Training and Management	Functional	2h
9	Office Procedures	Dept. of Personnel and Training (DoPT)	Functional	1h 35m
10	Ethical Artificial Intelligence in Practice	DataDotOrg	Functional	2h 35m
11	Formulation of Public Policies	Institute of Secretariat Training and Management	Functional	1h 15m
12	GenAI for Everyone	Fractal	Functional	4h 34m 25s

7. Assistant Section Officer (Gen/F&A/S&P)

S.No.	Course Name	Course Provider	Competency Type	Duration
1	Central Secretariat Functionaries - Role of an ASO	Institute of Secretariat Training and Management	Functional	32m
2	Office Procedure	iGOT	Functional	2h 17m
3	eOffice Learning Resources 2025	iGOT	Functional	3h 30m 14s
4	ChatGPT and Generative AI tools for Government Officials	Wadhvani Foundation	Functional	1h
5	Artificial Intelligence Integration in Microsoft Office 365	Microsoft	Functional	1h 13m 16s
6	AI Powered Grievance Handling Application	National Academy of Defence Financial Management	Functional	16m 32s
7	Large Language Models: Concepts and Applications	IIT Hyderabad	Domain	1h 31m 49s
8	NotebookLM	National Academy of Defence Production (NADP) Nagpur	Functional	1h 55m
9	Parliamentary Procedures	iGoT	Functional	2h
10	Artificial Intelligence and Digital Public Infrastructure Stack	National E-Governance Division (NEGD), MeitY	Domain	57m 26s
11	The Fundamentals of Fintech	Ministry of Communications - Dept. of Telecom	Domain	1h 42m 30s
12	Artificial Intelligence Chatbots and Agentic AI	National E-Governance Division (NEGD), MeitY	Functional	4h 4m

8. Senior Secretariat Assistant (Gen/F&A/S&P)

S.No.	Course Name	Course Provider	Competency Type	Duration
1	Office Procedure - Updated	iGOT	Functional	2h 17m
2	Training Programme on eOffice	iGOT	Functional	52m 39s
3	Conduct Rules	iGOT	Functional	1h 22m 17s
4	Secretariat Functioning in File	iGOT	Functional	53m
5	Key Components of E-Office	iGOT	Functional	34m 6s
6	Office Procedures	iGOT	Functional	1h 35m

S.No.	Course Name	Course Provider	Competency Type	Duration
7	Fundamentals of Government Office Procedures and Communication	iGOT	Functional	27m 18s
8	Office Procedure and Dak Managements	iGOT	Domain	47m 16s
9	Leave Rules - Updated	iGOT	Functional	55m
10	Microsoft Excel Advanced	Microsoft	Functional	3h 49m 1s
11	Processing Medical Reimbursement Claims for Central Govt Employees	iGOT	Functional	N/A
12	Central Civil Services (Conduct) Rules 1964	iGOT	Functional	46m 1s

9. Junior Secretariat Assistant (Gen/F&A/S&P)

S.No.	Course Name	Course Provider	Competency Type	Duration
1	Roles of Secretarial Staff in Central Secretariat	iGOT	Functional	1h 30m
2	Fundamentals of Government Office Procedures and Communication	iGOT	Functional	27m 18s
3	Office Procedure - Updated	iGOT	Functional	2h 17m
4	Secretariat Functioning in File	iGOT	Functional	53m
5	Key Components of E-Office	iGOT	Functional	34m 6s
6	Office Procedure and Dak Managements	iGOT	Domain	47m 16s
7	eOffice Learning Resources 2025	iGOT	Functional	3h 30m 14s
8	Records Management	iGOT	Functional	1h
9	Conduct Rules	iGOT	Functional	1h 22m 17s
10	Code of Conduct for Government Employees	iGOT	Functional	35m
11	Personal and Professional Effectiveness	iGOT	Behavioral	1h 35m
12	Training Programme on eOffice	iGOT	Functional	52m 39s

10. Senior Principal Private Secretary (Sr. PPS)

S.No.	Course Name	Course Provider	Competency Type	Duration
1	Getting Along with the Boss	iGOT	Behavioral	31m 7s
2	Official Meeting - Role of Personal Staff	iGOT	Functional	15m 52s
3	Key Components of E-Office	iGOT	Functional	34m 6s
4	Office Procedure - Updated	iGOT	Functional	2h 17m
5	Level-III Training Programme to Develop Functional Competencies	iGOT	Functional	16h 40m 37s
6	Artificial Intelligence for Government Officers	iGOT	Functional	N/A
7	Leave Rules - Updated	iGOT	Functional	55m
8	Personal and Professional Effectiveness	iGOT	Behavioral	1h 35m
9	Parliamentary Procedures	iGOT	Functional	2h
10	Essential Tools for Monitoring and Management for Everyone	iGOT	Functional	5h 42m 39s
11	STRESS MANAGEMENT	iGOT	Behavioral	25m

S.No.	Course Name	Course Provider	Competency Type	Duration
12	Duties and Responsibilities of Personal Assistant	iGOT	Functional	13m 55s

11. Principal Private Secretary (PPS)

S.No.	Course Name	Course Provider	Competency Type	Duration
1	Duties and Responsibilities of Personal Assistant	iGOT	Functional	13m 55s
2	Official Meeting - Role of Personal Staff	iGOT	Functional	15m 52s
3	eOffice Learning Resources 2025	iGOT	Functional	3h 30m 14s
4	Thriving in the Fast Lane And Lifestyle Management	iGOT	Behavioral	1h 3m
5	Office Procedure and Dak Managements	iGOT	Domain	47m 16s
6	Artificial Intelligence for Government Officers	iGOT	Functional	N/A
7	Roles of Secretarial Staff in Central Secretariat	iGOT	Functional	1h 30m
8	Training Programme on eOffice	iGOT	Functional	52m 39s
9	Fundamentals of Government Office Procedures and Communication	iGOT	Functional	27m 18s
10	Office Procedure - Updated	iGOT	Functional	2h 17m
11	Records Management	iGOT	Functional	1h
12	Microsoft Teams	iGOT	Functional	2h 24m 24s

12. Private Secretary (PS)

S.No.	Course Name	Course Provider	Competency Type	Duration
1	Duties and Responsibilities of Personal Assistant	iGOT	Functional	13m 55s
2	Official Meeting - Role of Personal Staff	iGOT	Functional	15m 52s
3	eOffice Learning Resources 2025	iGOT	Functional	3h 30m 14s
4	Getting Along with the Boss	iGOT	Behavioral	31m 7s
5	Roles of Secretarial Staff in Central Secretariat	iGOT	Functional	1h 30m
6	Beyond Words: Mastering Listening and Nonverbal Communication	iGOT	Behavioral	50m
7	Level-II CSSS Course to Develop Domain Competencies	iGOT	Functional	2h 20m 53s
8	Training Programme on eOffice	iGOT	Functional	52m 39s
9	Records Management	iGOT	Functional	1h
10	Code of Conduct for Government Employees	iGOT	Functional	35m
11	Leave Rules - Updated	iGOT	Functional	55m
12	Office Procedure - Updated	iGOT	Functional	2h 17m

13. Senior Stenographer

S.No.	Course Name	Course Provider	Competency Type	Duration
1	Duties and Responsibilities of Personal Assistant	iGOT	Functional	13m 55s
2	Official Meeting - Role of Personal Staff	iGOT	Functional	15m 52s
3	Getting Along with the Boss	iGOT	Behavioral	31m 7s
4	Office Procedure	iGOT	Functional	2h 17m
5	AI for Presentations	APNA	Functional	49m 13s
6	ChatGPT and Generative AI Tools for Government Officials	Wadhvani Foundation	Functional	1h
7	Manners and Etiquette	iGOT	Behavioral	26m 54s
8	STRESS MANAGEMENT	iGOT	Behavioral	25m
9	Effective Communication	iGOT	Behavioral	5h 34m 16s
10	Level-II CSSS Course to Develop Domain Competencies	iGOT	Functional	2h 20m 53s
11	Personal and Professional Effectiveness	iGOT	Behavioral	1h 35m
12	Time Management	iGOT	Behavioral	1h 15m

14. Junior Stenographer

S.No.	Course Name	Course Provider	Competency Type	Duration
1	Duties and Responsibilities of Personal Assistant	iGOT	Functional	13m 55s
2	निजी सहायक के कर्तव्य और जिम्मेदारियां	iGOT	Functional	25m
3	Fundamentals of Government Office Procedures and Communication	iGOT	Functional	27m 18s
4	Office Procedures	iGOT	Functional	1h 35m
5	Roles of Secretarial Staff in Central Secretariat	iGOT	Functional	1h 30m
6	Office Procedure and Dak Managements	iGOT	Domain	47m 16s
7	Secretariat Functioning in File	iGOT	Functional	53m
8	Noting and Drafting	iGOT	Functional	2h
9	Microsoft Word Beginners	iGOT	Functional	2h 56m 6s
10	Manners and Etiquette	iGOT	Behavioral	26m 54s
11	Getting Along with the Boss	iGOT	Behavioral	31m 7s
12	Level-I CSSS Course to Develop Domain Competencies (Part-I)	iGOT	Functional	1h 34m 48s

15. Senior Hindi Translator (SHT)

S.No.	Course Name	Course Provider	Competency Type	Duration
1	राजभाषा टिप्पण एवं आलेखन	iGOT	Functional	5h 53m
2	राजभाषा नीति	iGOT	Functional	1h 10m

S.No.	Course Name	Course Provider	Competency Type	Duration
3	माइक्रोसॉफ्ट ऑफिस 365 में AI की एकीकरण	iGOT	Functional	1h 23m 2s
4	राजभाषा- राजभाषा नीति	iGOT	Functional	5h 2m 30s
5	एआई द्वारा सामाजिक क्षेत्र में परिवर्तन	Wadhvani Foundation	Functional	1h 16m 38s
6	कार्य नैतिकता	Indian Railway Institute of Transport Management	Behavioral	27m 11s
7	Do's and Dont's for Government Employees - Hindi	Institute of Secretariat Training and Management	Functional	54m
8	जिओफेन्स डिजिटल पारदर्शिता हेतु एकीकृत प्रणाली	Public Works Department.,UP	Domain	N/A
9	Role of Official Languages Wing in Legislative Drafting	iGOT	Domain	N/A
10	Rajbhasha Hindi	iGOT	Functional	23m 32s
11	Annual Performance Appraisal Report (Hindi)	Institute of Secretariat Training and Management	Functional	1h 4m
12	राजभाषा अनुवाद	iGOT	Functional	2h 26m 17s

16. Junior Hindi Translator (JHT)

S.No.	Course Name	Course Provider	Competency Type	Duration
1	राजभाषा : अनुवाद	iGOT	Functional	2h 26m 17s
2	राजभाषा - टिप्पण एवं आलेखन	iGOT	Functional	5h 53m
3	Rajbhasha Hindi	iGOT	Functional	23m 32s
4	आर्टिफिशियल इंटेलिजेंस के साथ नवाचार	Microsoft	Functional	49m 57s
5	एआई द्वारा सामाजिक क्षेत्र में परिवर्तन	Wadhvani Foundation	Functional	1h 16m 38s
6	गहन प्रौद्योगिकी और भारत	Karmayogi Bharat	Domain	N/A
7	युवा एआई फॉर ऑल	India AI	Functional	3h 50m 3s
8	वृत्त भाषा मॉडल अवधारणाएँ एवं अनुप्रयोग	Karmayogi Bharat	Functional	N/A
9	शासन में कृत्रिम बुद्धिमत्ता के प्रयोग	Karmayogi Bharat	Functional	N/A
10	हिंदी शब्द परिचय (Introduction to Hindi Words)	iGOT	Functional	7h 9m
11	राजभाषा नीति	iGOT	Functional	1h 10m
12	हिंदी टाइपिंग का परिचय	iGOT	Functional	N/A

17. Multi-Tasking Staff (MTS)

S.No.	Course Name	Course Provider	Competency Type	Duration
1	Records Management	iGOT	Functional	1h

S.No.	Course Name	Course Provider	Competency Type	Duration
2	Office Procedure and Dak Managements	iGOT	Domain	47m 16s
3	Time Management	iGOT	Behavioral	1h 15m
4	Swachhata - DoP	iGOT	Domain	1h 19m 15s
5	Developing Effective Soft Skills	iGOT	Behavioral	39m 59s
6	Do's and Dont's for Government Employees - Hindi	iGOT	Functional	54m
7	Office Procedure - Updated	iGOT	Functional	2h 17m
8	Digital Safety for Women Employees	iGOT	Functional	36m 9s
9	Digital Literacy	iGOT	Functional	2h 6m 35s
10	Personal and Professional Effectiveness	iGOT	Behavioral	1h 35m
11	Multi Tasking Karmayogi - Prarambh	iGOT	Domain	3h 40m 32s
12	Leave Rules - Updated	iGOT	Functional	55m

18. Staff Car Driver

S.No.	Course Name	Course Provider	Competency Type	Duration
1	Road Safety Scenario and Road Accidents Mitigation Measures by MoRTH	Indian Academy of Highway Engineers (IAHE)	Domain	3h
2	Drive Smart: A Guide to Safe and Efficient Vehicle Driving	Sashastra Seema Bal (SSB)	Domain	51m 36s
3	Code of Conduct for Government Employees	Institute of Secretariat Training and Management	Functional	35m
4	Electric Vehicle Basics	CEP IIT-Delhi	Domain	1h 1m 41s
5	Stress Management	IIT (Indian School of Mines) Dhanbad	Behavioral	25m
6	मोटर वाहन अधिनियम 1988 तथा संशोधित 2019: परिचय एवं प्रमुख प्रावधान	Police Department Haryana	Domain	50m 32s
7	Time Management	Institute of Secretariat Training and Management	Behavioral	1h 15m
8	Preferential Traffic Schedule Operations	South East Central Railway (SECR)	Domain	45m 45s
9	Road Traffic Signs and Pavement Markings	Ministry of Road Transport and Highways (MoRTH)	Domain	N/A
10	Rules and Regulations of Road Safety (Hindi)	National Thermal Power Corporation (NTPC) Limited	Domain	37m 10s
11	Anger Management at Work Place	Sashastra Seema Bal (SSB)	Behavioral	43m 1s
12	Hill Road Safety and Design Fundamentals	Ministry of Road Transport and Highways (MoRTH)	Domain	N/A