

	DELHI JAL BOARD: GOVT OF NCT OF DELHI OFFICE OF THE DIRECTOR (F&A) VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI	

No.F. e-office-358409/DJB/AO(F&G)/IGoT/Accounts/2026/ 174

Date:- 28-04-2026

Order

In order to enhance efficiency, update professional skills, and strengthen overall institutional capacity by way of capacity building of Accounting Functionaries of Delhi Jal Board, it has been decided that all the Sr. Accounts Officers/Accounts Officers/Assistant Accounts Officers shall complete the following training courses on IGoT Platform:-

Sr. No.	Name of the Course	Content duration	Prepared on IGoT Platform
1	Understanding of double entry system	00:20:00	National Institute of Communication Finance
2	General Financial Rules	02:53:00	National Academy of Direct Taxes
3	Procurement of Works	01:09:00	Department of Expenditure
4	Procurement of Goods and Services	01:10:00	Institute of Secretariat Training and Management
5	CCS, Conduct Rules	01:22:00	Institute of Secretariat Training and Management
6	Government e-Marketplace	02:00:00	Department of Expenditure
7	Office Procedure	02:17:00	Institute of Secretariat Training and Management
8	Noting and Drafting	02:00:00	Institute of Secretariat Training and Management
9	Prevention of Sexual Harassment of woman at workplace	01:51:00	Institute of Secretariat Training and Management
10	Microsoft Excel Advanced	03:49:00	Microsoft

Therefore, all concerned are directed to complete their training on any of the above five topics in first schedule on the iGoT platform on or before 30-06-2026 and 2nd schedule on or before 31-08-2026.

Upon completion of the courses, all concerned officers shall submit a compliance report along with copy of their training certificate to this office without delay via e-mail <ao.fg.412@gmail.com>.

Non-compliance or delay in completion of the prescribed training will be viewed seriously.

This issues with the approval of the competent authority.

Encl:-Guide to Register on IGoT


 (Arvind Chawla)
 Dy. Director(F&A)-II

All Sr. AOs/AOs/AAOs

Copy for kind information to:-

1. P.S. to CEO, DJB
2. P.S. to Member (Admin.)/Member(Fin.)/CVO/Addl. CEO
3. DD(IT) with the request to please upload the same on the official website of DJB
4. Order register

Dy. Director (IT)
Delhi Jal Board, GNCTD

Dy. No. 782 dt 29/4/2026

Reg I
 29/4/2026


 (Arvind Chawla)
 Dy. Director(F&A)-II

Guide to Register on IGoT

To register for the iGOT Karmayogi portal, visit the official website (<https://igotkarmayogi.gov.in/>), click "Register," and fill in your details including full name, work email (dvc.gov.in/similar), mobile number, and Ministry/Department/Organization (MDO). Verify via OTP, agree to terms, and click "Sign Up" to create your profile.