

**iGOT Karmayogi Platform**  
**Suggested Courses for SO/ASO -DAKSHTA module**

- a. Leave Rules
- b. Noting and Drafting
- c. Office Procedure
- d. Government e-Marketplace
- e. Right to Information Act-Part-1
- f. Right to Information Act-Part-2
- g. Code of Conduct for government employees
- h. Public procurement framework
- i. Parliamentary Procedures
- j. Pay Fixation
- k. Annual Performance Appraisal Report