

**F. No. 13020/1/2022-IES  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
(IES Cadre)**

**North Block, Room No. 59,  
New Delhi Dated: 10.02.2025.**

**OFFICE MEMORANDUM**

**Subject: Online Training Initiative for IES Officers on Research Writing, Research Methodology, and Artificial Intelligence in Research**

The Indian Economic Services Cadre is introducing online training for the officers of the Service with the aim to enable self-paced learning without disrupting work schedules and provide tools to enhance writing, analytical, and research capabilities. These present an opportunity for continuous learning and upskilling with the reimbursement of the training cost. The program is being initiated on a pilot basis for a period of one year to start with.

**2. Structure of the program:**

- Courses on academic writing, research methodology, and the use of artificial intelligence tools in research have been chosen at present. New courses can be considered in the future based on feedback and demand.
- Officers can choose one course from each category of courses offered i.e., Research Writing, Research Methodology, or Artificial Intelligence in Research, with a maximum of two during a year.
- Four calls for registration, with necessary timelines will be issued in January, April, July, and October.
- Officers can register through the links given and inform the cadre of course selection before beginning the course.
- **The chosen course must be completed within the same quarter.**
- After successfully completing the course, officers should promptly submit an application for reimbursement. The cadre will reimburse the costs on the basis of timely completion.

**3. Program for the current quarter:**

**Courses offered:**

<b>Course Category</b>	<b>Title of the Course &amp; link</b>
<b>Academic Writing</b>	How to Write a Successful Research Paper Link: <a href="https://tinyurl.com/4s665kzw">https://tinyurl.com/4s665kzw</a>

<b>Research Methodology</b>	Research Methodology Link: <a href="https://tinyurl.com/bdsj9cbu">https://tinyurl.com/bdsj9cbu</a>
	Introduction to Research Methods Link: <a href="https://tinyurl.com/54kakbzp">https://tinyurl.com/54kakbzp</a>
<b>Artificial Intelligence in Research</b>	Conducting Research with AI: Beginner-Friendly Masterclass Link: <a href="https://tinyurl.com/mr73vuy9">https://tinyurl.com/mr73vuy9</a>
	Introduction to AI Tools for Students & Researchers Link: <a href="https://tinyurl.com/363b2she">https://tinyurl.com/363b2she</a>

**Timelines:**

- Registrations to be done and communicated to the IES Cadre by 20<sup>th</sup> February 2025.
  - Courses to be completed by 31<sup>st</sup> March, 2025.
  - Application as per the format in Annexure I for reimbursement to be submitted latest by 15<sup>th</sup> April, 2025.
4. All correspondence in this regard may be sent to [isha.singh10@gov.in](mailto:isha.singh10@gov.in)
  5. This issues with the approval of the competent authority.

Signed

**(Isha)**  
**Assistant Director (IES)**  
**Tele: 011-23095219**

**To**

All IES Officers via e-mail

**Copy to:**

PS to Adviser (IES)/ Director (IES)/ US (IES)/ DD (IES)/ SO (IES)

**Annexure I**

**Application for reimbursement under the IES Cadre online training initiative**

I ..... of Batch ..... have completed the course.....  
under category..... and paid amount ..... for registration  
of the course. The Payment receipt and Completion certificate of course are enclosed.

**The details are as follows:**

Name of Officer	
Batch	
Category of Course	
Title of Course	
Date of Registration	
Details of Fees Paid	
Date of Completion	
Account Details: (Account No, Branch Name, IFSC Code) Preferably the salary account	

Sign and Stamp