

A-43011/9/2024-Admin.1/(E-27970)
Government of India
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Animal Husbandry and Dairying

Krishi Bhawan, New Delhi-110001
Dated, the 27th October, 2025

OFFICE MEMORANDUM

Subject: Mandatory completion of prescribed courses by IAS officers on iGOT Karmayogi Portal — regarding.

The undersigned is directed to inform that the Department of Personnel & Training (DoPT) has advised that all officers of the All India Services (AIS), including IAS officers, are required to complete prescribed courses available on the iGOT Karmayogi Portal (<https://igotkarmayogi.gov.in>) every year. The completion of these courses will also be reflected in the officers' Annual Performance Appraisal Reports (APARs).

2. A list of role-specific courses has been prescribed by DoPT based on the length of service (copy enclosed). All IAS officers posted in this Department are requested to complete the relevant courses at the earliest, in accordance with these directions.

This issues with the approval of the competent authority.

Encl: As above


27/10/2025

(Pankaj Kumar Sinha)
Under Secretary to the Government of India
Tel: 011-23382779

To

1. All the concerned IAS officers, DAHD
2. NIC for uploading on the E-office Notice Board of the Department

Copy for information to:

PA to JS(Admin), DAHD

No. 11059/03/2025-AIS-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Kartavya Bhawan - 3, New Delhi
Dated the 16th October, 2025

To,

Chief Secretaries of all the State / UT Governments,

Subject: Mandatory Course Completion by IAS officers on iGOT Karmayogi portal

Sir / Ma'am

I am directed to refer to communication dated 04.07.2025 (copy enclosed) of Training Division, DoP&T, on the subject noted above and letter dated 03.09.2025 (copy enclosed) vide which it was, inter-alia, communicated that in order to ensure continuous, role-specific capacity building, it was decided that all officers of the All India Services (AIS) will be required to complete prescribed courses on iGOT annually and that this will also be reflected in their Annual Performance Appraisal Reports (APARs).

2. Accordingly, a list of courses, available on iGOT Portal (<https://igotkarmayogi.gov.in>) for consumption of IAS officers is prescribed herewith for each level of officers based on their length of Service:

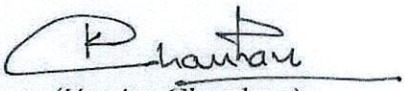
S.No.	Course Name	Remarks
Course prescribed for IAS officers with 0-9 year of Service		
1.	AIS (Conduct) Rules, 1968	Mandatory
2.	GenAI for Everyone	Mandatory
3.	Introduction to 3 New Criminal Laws	Mandatory
4.	Basics of Disaster Management	Optional
5.	Data Driven Decision Making for Government	Optional
6.	Evidence-based Policy Making	Optional
7.	Prevention of Sexual Harassment of Women at Workplace	Optional
Course prescribed for IAS officers with above 9 to 16 years of Service		
1.	Noting and Drafting	Mandatory
2.	Public Policy Writing	Mandatory

3.	GenAI for Everyone	Mandatory
4.	Preparation of Cabinet Notes	Optional
5.	Cybersecurity	Optional
6.	Evidence in Public Policy	Optional
Course prescribed for IAS officers with above 16 to 25 years of Service		
1.	Managing and Leading Teams	Mandatory
2.	Structured Approach to Problem Solving	Mandatory
3.	Introduction to Emerging Technologies	Mandatory
4.	Effective Techniques To Manage Stress	Optional
5.	AI Policies and Governance in India	Optional
6.	PM Gatishakti	Optional
7.	Nation Branding	Optional
Course prescribed for IAS officers with above 25 years of Service		
1.	Purpose-Driven Leadership	Mandatory
2.	PM Gatishakti	Mandatory
3.	Introduction to Emerging Technologies	Mandatory
4.	Effective Communication: The Cornerstone of Great Leadership	Optional
5.	AI Policies and Governance in India	Optional
6.	Structured Approach to Problem Solving	Optional

3. This issues with the approval of Competent Authority.

Encl: As stated.

Yours' faithfully,


(Kavita Chauhan)

Under Secretary to the Government of India

Tele: 011-23093479

Copy to:

1. Secretaries to all the Ministries/Departments of the Government of India
2. Ms. Shampa Ghosh, Under Secretary, iGOT, Training Division, DoP&T, Block-IV, Old JNU Campus, New Delhi.

No.T-28/27/2025-iGOT
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Training Wing

Block-IV, Old JNU Campus,
New Delhi -110067
Dated: 04 July, 2025

Office Memorandum

Subject: Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi portal – reg.

The undersigned is directed to say that the National Programme for Civil Services Capacity Building (NPCSCB) – *Mission Karmayogi*, approved by the Union Cabinet on 2nd September 2020, aims to build a citizen-centric and future-ready civil service through a role-based capacity building approach. Competency-driven capacity building in government employees is being facilitated by way of the iGOT-Karmayogi digital learning platform. The platform offers anytime, anywhere learning on key domain, behavioral, and functional competencies.

2. In order to further underscore the need for continuous, role-specific capacity building, it has now been decided that all Central Government employees and officers of the All India Services (AIS) will be required to complete prescribed courses on iGOT annually and that this will also be reflected in their Annual Performance Appraisal Reports (APARs). **The courses for the Central Government employees and the officers of the All India Services (AIS) on Central Deputation shall be prescribed by their respective Ministries/ Departments/Organisations (MDOs) and for all other officers of the AIS, the same shall be prescribed by their respective Cadre Controlling Authorities (CCAs).**

3. Accordingly, the following instructions are hereby issued to all MDOs and the CCAs of the AIS.

- i. In the case of Central Government employees and the AIS officers under Central Deputation, all MDOs of Government of India shall identify relevant courses on the iGOT

Karmayogi Platform for employees at each level as the annual target. As an illustration, a minimum of 6 courses could be selected for each of the following levels - MTS, SO/ASO & equivalent, US & equivalent, DS/Director, JS and above.

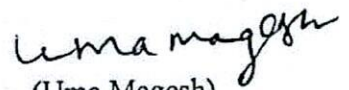
- ii. In the case of AIS officers not on Central Deputation and the CCS officers not working with any MDO of the Govt of India, the CCAs shall identify relevant courses on the iGOT Karmayogi Platform for employees at each level as the annual target. As an illustration, the respective CCAs could select a minimum of 6 courses for each of the following levels - upto 9 years of service, above 9 and upto 16 years of service, above 16 and upto 25 years of service, 25 years and above of service.
- iii. These courses shall be added by the MDO Admin/CCA as "Training Plan" for each of the positions/designations/levels on the iGOT portal.
- iv. Once the "Training Plans" get added, these courses will get reflected as targets in the "My iGOT" section of iGOT profile of the respective users. This, however, will be possible only once the employee has updated her/his profile on iGOT so as to correctly reflect her/his current role/position/designation in the Ministry/Department/Organization the employee is serving in. AIS officers serving in the states/UTs must update their iGOT profiles to correctly reflect their service and batch such that they are mapped to the correct CCA and level (based on years of service).
- v. All employees shall complete at least 50% of the courses prescribed by the MDO/CCA for the year.
- vi. The status of course completion for mandated courses will be directly fetched from iGOT and reflected in the Annual Performance Appraisal Reports (APARs) from the reporting period 2025-26 (corresponding to the APAR cycle of 2026-27).
- vii. The information will be captured in a new sub-table under the existing "Training Programs Attended" section in Part-I of the APAR.

4. It has also been decided to roll out a Comprehensive Assessment Framework from the reporting period 2025-26 (corresponding to the APAR cycle of 2026-27). As per the framework, competency attainment will be evaluated through standalone assessments based on courses identified by the MDOs (or the CCAs as the case may be) for employees at each level. All central government employees and all officers of the AIS will have to pass the assessment

mandated for them during the course of the reporting year and the successful completion of the assessment will also be reported in the APAR by fetching relevant data from iGOT.

5. All MDOs are requested to ensure strict adherence and compliance with the aforementioned guidelines and to take active steps for their time-bound implementation in accordance with the timelines specified in Annexure A. The respective CCAs are requested to spearhead the implementation for AIS officers who are not on Central Deputation.

6. Detailed instructions regarding the roll out of comprehensive assessment will be issued separately. Necessary instructions regarding the modification of the APAR form will also be subsequently issued by the concerned CCAs.


(Uma Magesh)

Under Secretary to the Government of India
Tele: 26706310

To

- (i) Secretaries to all the Ministries/Departments of the Government of India
- (ii) All Cadre Controlling Authorities

Copy to:

- (i) Chief Secretaries of all State Governments /UT Administrations
- (ii) PSO to Secretary (P)
- (iii) Secretary, Capacity Building Commission
- (iv) CEO, Karmayogi Bharat
- (v) Director (IT), NIC
- (vi) Deputy Secretary /Director AIS Division, DoPT
- (vii) Deputy Secretary /Director, PP Division, DoPT

Annexure A

The following timelines shall be adhered to for the implementation of the guidelines outlined in this Office Memorandum:

Sl. No.	Items	Deadline
1.	Orientation workshop for the heads of Capacity Building Units (AS/JS level) of all Ministries/Departments and the Cadre Controlling AS/JS of the AIS, along with hands on session for Dir/DS/US level officers responsible for the implementation to guide them on the process of uploading Annual Targets for employees at each level.	by 31.07.2025
2.	Identification of relevant courses on iGOT Karmayogi portal for employees at each level as the annual target by MDOs and CCAs and their addition as "Training Plan" for each role/position/designation/level on iGOT.	by 31.08.2025
3.	Integration of SPARROW and iGOT enabling the status of course completion for mandated courses to be directly fetched from iGOT and reflected in the APARs.	by 31.08.2025
4.	Creation of Question Banks for the Comprehensive Assessment by all MDOs and CCAs.	by 15.10.2025
5.	Comprehensive assessments for employees at each level to be made live on iGOT.	by 15.11.2025
6.	Employees to complete at least 50% of the courses prescribed by the MDO/CCA for the year, and complete the prescribed Comprehensive Assessment.	by 31.03.2026

No.T-28/27/2025-iGOT
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Training Wing

Block-IV, Old JNU Campus,
New Delhi -110067
Date:19th August, 2025

Corrigendum

Subject: Modification in APAR for Recording Mandatory iGOT Karmayogi Courses - Issuance of Corrigendum.

In continuation of this Department's O.M. of even number dated 04.07.2025 on the subject cited above (copy enclosed), attention is invited to Para 3(vii) thereof, which inter alia states that the information regarding completion of mandatory iGOT Karmayogi courses will be captured in a new sub-table under the existing "Training Programs Attended" section in **Part-1** of the APAR.

2. It has now been decided that the said information as well as the status of completion of the comprehensive assessment shall, instead, be captured in the appropriate section of **Part-2** (Self appraisal) of the APAR.

3. All Ministries/Departments/Organizations are, therefore, requested to take note of this modification and ensure necessary action accordingly.

Encl: as stated.

Digitally signed by
Shampa Ghosh
Date: 19-08-2025 16:21:03

(Shampa Ghosh)

Under Secretary to the Government of India

Tele: 26706377

To

(i) Secretaries to all the Ministries/Departments of the Government of India

(ii) All Cadre Controlling Authorities

Copy to:

- (i) Chief Secretaries of all State Governments /UT Administrations
- (ii) PSO to Secretary (P)
- (iii) Secretary, Capacity Building Commission
- (iv) CEO, Karmayogi Bharat
- (v) Director (IT), NIC
- (vi) Deputy Secretary /Director AIS Division, DoPT
- (vii) Deputy Secretary /Director, PP Division, DoPT

No. 11059/03/2025-AIS-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Kartavya Bhawan - 3, New Delhi
Dated the 3rd September, 2025

To,

Chief Secretaries of all the State Governments,

Subject: Comprehensive assessment of AIS officers – Updation of profile on iGOT Karmayogi Portal.

Sir / Ma'am

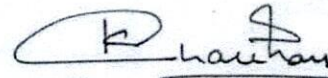
I am directed to refer to communication dated 04.07.2025 (copy enclosed) of Training Division, DoP&T, on the subject noted above. In order to further underscore the need for continuous, role-specific capacity building, it has now been decided that all Central Government employees and officers of the All India Services (AIS) will be required to complete prescribed courses on iGOT annually and that this will also be reflected in their Annual Performance Appraisal Reports (APARs).

2. Accordingly, it is requested to ensure that all members of the All India Service working with State Governments / Ministry / Department of Government of India have registered themselves on the iGOT Portal ([www.https://igotkarmayogi.gov.in](https://igotkarmayogi.gov.in)). If already registered, to update their profile (designation and batch) on it, to correctly reflect the service details and batch etc. such that they are mapped to the Cadre Controlling Authorities (CCA) and level (based on years of service) correctly.

3. This may kindly be brought to the notice of all members of the All India Services.

4. This issues with the approval of Competent Authority.

Yours' faithfully,



(Kavita Chauhan)

Under Secretary to the Government of India
Tele: 011-23093479

Copy to:

1. Secretaries to all the Ministries/Departments of the Government of India
2. The Home Secretary, MHA, North Block, New Delhi – being the CCA in respect of IPS officers.
3. The Secretary, Ministry of Environment, Forest & Climate Change, New Delhi – being the CCA in respect of IFS officers.
4. The Joint Secretary, (UTS - I), Ministry of Home Affairs, North Block, New Delhi.
5. Ms. Shampa Ghosh, Under Secretary, iGOT, Training Division, DoP&T, Block-IV, Old JNU Campus, New Delhi.