

No. P-I-F007/6/2023-PERS-AP-I
Government of Himachal Pradesh
Department of Personnel (A-I)

From

The Principal Secretary (Personnel) to the
Government of Himachal Pradesh.

To

All the IAS Officers of HP Cadre

Dated Shimla-2 the

27.07.2024.

Subject:- Regarding-In-Service Training Programme
calendar Year 2024-25.

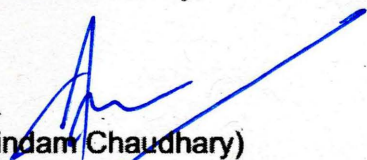
Sir/Madam,

I am directed to refer to the subject cited above and to inform that the Joint Secretary (Training), Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training (Training Division), Government of India, New Delhi vide his letter No T-22012/8/2024-IST/IIPA dated 23.07.2024 (copy enclosed) has issued calendar for One Week In-Service Training Programme (Offline/Physical) and 3-5 days Online In-Service Training Program for the year 2024-25 for the All India Service (IAS,IPS & IFoS) Officers.

You are, requested to send your willingness to participate in the program through <https://igotkarmayogi.gov.in>, as per the instruction contained in enclosed letter under intimation to this department.

Encls : As above

Yours faithfully,


(Arindam Chaudhary)
Special Secretary (Personnel) to the
Government of Himachal Pradesh
E-mail: persbr1-hp@nic.in
Ph. No. 0177-2621873



निला मोहनन, भा.प्र.से.
संयुक्त सचिव (प्रशिक्षण)

Nila Mohanan, IAS
Joint Secretary (Training)

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भारत सरकार
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
कार्मिक और प्रशिक्षण विभाग (प्रशिक्षण प्रभाग)
ब्लॉक-4 पुराना जेएनयू कैम्पस
नया महरौली रोड़ नई दिल्ली-110067
Government of India

Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training (Training Division)
Block-IV, Old JNU Campus
New Mehrauli Road, New Delhi-110067

F.No. T-22012/8/2024-IST/IIPA

Dated: July 23, 2024

Dear Sir/Ma'am,

The Department of Personnel and Training sponsors one week offline/physical and 3-5 day online In-Service Training Programs every year.

2. All AIS (IAS, IPS and IFoS) Officers with minimum 4 years of service as on April 1, 2024 (up to 2019 batch) and up to the rank of Secretary to the Government of India/Chief Secretary of State Governments and equivalent, Group 'A' Officers working under the Central Staffing Scheme in the Government of India and Officers of Central Secretariat Service and Central Secretariat Stenographers Service (Of the level of DS/Sr. PPS and above) are eligible to attend the aforesaid training programs.

3. The calendar for the In-Service Training Programs for 2024-25 has been finalized and uploaded on the website of this Department at <https://dopttrg.nic.in> -- **Circulars** and <https://igotkarmayogi.gov.in>. The calendar for programs from August 2024 onwards is also enclosed as Annexures-I. **It is informed that registration for In-Service Training shall be through iGOT-Karmayogi portal only.** All eligible Officers are required to enroll for In-Service Training Programs through <https://igotkarmayogi.gov.in>. **A step-by-step tutorial for enrolment on iGOT-Karmayogi portal is enclosed as Annexure - 2.**

4. It is requested that Officers may be encouraged to opt for the training programs that are relevant to their current job as well as the assignments they are likely to hold in future.

5. Your kind cooperation is solicited for the successful conduct of the training programs by enabling wide publicity of the same and facilitating the attendance of a large number of officers in these programs.

With Regards,


(Nila Mohanan)

To,

1. Chief Secretaries of all State Governments/UTs (As per DoPT's standard list)
2. Principal Secretary (Home) of all State Governments/UTs
3. Principal Secretary (Forest) of all State Governments/UTs
4. Principal Secretary (GAD) of all State Governments/UTs

Annexure 1: IST Training Calendar (Offline/Physical mode) for the year 2024-25

| S. No. | Name of the Institutes | Programme offered | Date of Programme |
|---------------|--|---|--|
| 1. | Arun Jaitley National Institute of Financial Management, Faridabad | Infrastructure Financing | August 5, 2024 to August 9, 2024 |
| 2. | Administrative Staff College of India, Hyderabad | Land Acquisition, Resettlement & Rehabilitation: Avoiding costly mistakes | August 5, 2024 to August 9, 2024 |
| 3. | R.S. Tolia Uttarakhand Academy of Administration, Nainital | Sustainable Urbanization Solution in Mountainous Regions: The Way Forward | September 2, 2024 to September 6, 2024 |
| 4. | National Institute of Public Finance and Policy, New Delhi | Fiscal Policy: Governance, Financing, and Management of Public Goods & Services | September 9, 2024 to September 13, 2024 |
| 5. | Indian Institute for Human Settlements, Bengaluru | Negotiations in Public Placemaking: Opportunities in Urban Leadership | September 23, 2024 to September 27, 2024 |
| 6. | O.P. Jindal Global University, Haryana | Enhancing Legal Acumen: Executive Education in Law for Civil Servants | October 7, 2024 to October 11, 2024 |
| 7. | Dr. MCR Human Resource Development Institute of Telangana, Hyderabad | Capacity Building on Smart Cities and Urban Transformation | October 14, 2024 to October 18, 2024 |
| 8. | Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie | Municipal Finance for Urban Administrators | November 11, 2024 to November 15, 2024 |
| 9. | Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie | Transportation, Logistics and Multi Modal Integration | November 18, 2024 to November 22, 2024 |
| 10 | IC Centre for Governance, New Delhi | Ethics in Public Service | November 18, 2024 to November 22, 2024 |

| | | | |
|----|--|---|--|
| 11 | Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie | Financial Inclusion and Credit Growth for Development | November 25, 2024 to November 29, 2024 |
| 12 | Nani Palkhivala Arbitration Centre, Chennai | The Theory and Practice of Dispute Resolution | December 2, 2024 to December 6, 2024 |
| 13 | Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie | Yielding demographic dividend through skill mission | December 2, 2024 to December 6, 2024 |
| 14 | Institute of Management in Government, Thiruvananthapuram | Leadership, Innovations in Public Service, Public Policy (Citizen Centric Formulation/Implementation) | December 9, 2024 to December 13, 2024 |
| 15 | Housing and Urban Development Corporation Limited, New Delhi | Urban Development in India: Cities of Tomorrow- Smart, Equitable, Sustainable and Resilient | December 16, 2024 to December 20, 2024 |
| 16 | Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie | Building Infrastructure for Viksit Bharat | December 16, 2024 to December 20, 2024 |
| 17 | Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie | Administration, Challenges and opportunities in electricity distribution companies | January 6, 2025 to January 10, 2025 |
| 18 | NALSAR University of Law, Hyderabad | International Trade and Investment Law | January 6, 2025 to January 10, 2025 |
| 19 | Isha Foundation, Coimbatore | Inner Engineering Leadership Programme | January 20, 2025 to January 24, 2025 |
| 20 | Art of Living, Bengaluru | Building Competencies for Personal Excellence | January 20, 2025 to January 24, 2025 |

| | | | |
|----|--|---|--|
| 21 | Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie | Governance in Forest and Tribal areas | January 20, 2025 to January 24, 2025 |
| 22 | Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie | Project and Contract Management for Civil Servants | January 27, 2025 to January 31, 2025 |
| 23 | Environment protection training & Research Institute, Hyderabad | Environment Impact Assessment (Development Project) | February 10, 2025 to February 14, 2025 |
| 24 | Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie | Municipal Governance for Administrators – 1 Municipal Governance for Administrators – 2 | February 10, 2025 to February 14, 2025 |
| 25 | Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie | Generating inclusive growth: Role of MSME | February 17, 2025 to February 21, 2025 |
| 26 | Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie | Energy Sector: Challenges and Response to Energy Management and adoption of renewables to meet sustainable goals in India | February 24, 2025 to February 28, 2025 |
| 27 | Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie | Land Governance: Issues, Challenges and Technological Interventions | March 3, 2025 to March 7, 2025 |
| 28 | Tata Institute of Social Science, Mumbai | Social Policy and Governance | March 24, 2025 to March 28, 2025 |
| 29 | Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie | Rural Development: Saturation Approach of Government Programmes | March 24, 2025 to March 28, 2025 |

IST Training Calendar (Online mode) for the year 2024-25

| S. No. | Name of the Institutes | Programmes offered | |
|---------------|---|--------------------------------|---|
| 1 | Arun Jaitley National Institute of Financial Management, Faridabad | Financial Markets Regulation | September 2, 2024 to September 6, 2024 |
| 2 | Administrative Staff College of India, Hyderabad | Cyber Crimes and Cybersecurity | September 9, 2024 to September 13, 2024 |

Annexure 2: General Guidelines/Instructions/Information for In-Service Training Program 2024-25

The following general guidelines/instructions/information are in reference to One-Week In-Service Training Programs (Offline/Physical) and 3-5 day Online In-Service Training Program for the year 2024-25 for AIS (IAS, IPS & IFoS) Officers, Officers working under the Central Staffing Scheme and Central Secretariat Service (CSS) and Central Secretariat Stenographers Service (CSSS) Officers (of the level of DS/Sr. PPS and above).

2. Eligibility:

All India Service (AIS) (IAS, IPS and IFoS) Officers with minimum 4 years of service as on April 1, 2024 (upto 2019 batch) and up to the rank of Secretary to the Government of India/Chief Secretary and equivalent, **Group 'A' Officers working under the Central Staffing Scheme** in the Government of India and **Officers of Central Secretariat Service (CSS)/Central Secretariat Stenographers Service (CSSS)** (Of the level of DS/Sr. PPS and above) are eligible to attend the aforesaid training programs.

3. All the training programs (Offline/Physical Mode) are **residential** in nature. Accommodation facilities shall be provided to the participants by the training institutes who are organizing the training program. **The concerned training institute will provide accommodation only for duration of course (i.e. 5 day)**. If, any officers stay beyond five days, they may claim TA/DA by their respective Department/ Ministry/ State Government/ Cadre controlling authority, subject to admissibility.

4. The 3-5-day Online Training Programs shall be attended through virtual mode. **The officers attending the online training program shall be spared exclusively for the same.**

5. The eligible officers are required to enroll for In-Service Training Programs through <https://igotkarmavogi.gov.in> only. A step-by-step tutorial for enrolling for the In-Service Training programs is given below.

6. The Officers, who are due for retirement, may not be sponsored for the training program scheduled in the month in which they are due to retire.

7. The Officers posted abroad are exempted from participation in the program and their applications shall not be considered.

8. **The Officers shall not be allowed to apply or change options, if, less than 15 days remains for the commencement of the respective program.** If the Officers want to change their options in case of emergency, they have to separately send a request to meena.rajesh13@nic.in.

9. **The Officers shall not apply for the training program which they had already attended during the last three years (i.e. 2020-21, 2021-22 2022-23).** Preference will be given to the officers who have not participated in training program during the past years. However, other officers will be nominated depending upon the availability of slots.

10. The ideal size of the batch will be 15 and not more than 50 participants will be allowed in a program. In case large number of nominations are received for a particular program, additional batches shall be formed on need basis.

11. **The Officers shall attend only one In-Service Training Programme either Physical OR Online during the financial year 2024-25.**

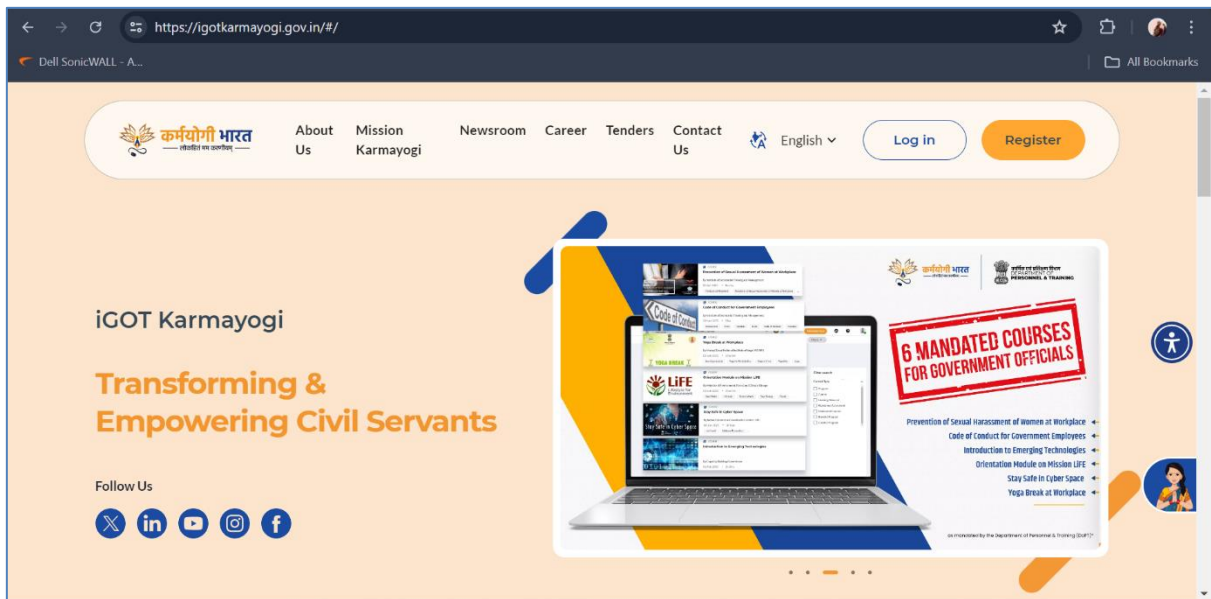
Step-by-Step tutorial for enrolling for the Karma Program (In-Service Training 2024-25) by DoPT

Step 1

- Open Your Browser: Launch your preferred web browser (e.g., Microsoft Edge, Google Chrome etc.,).

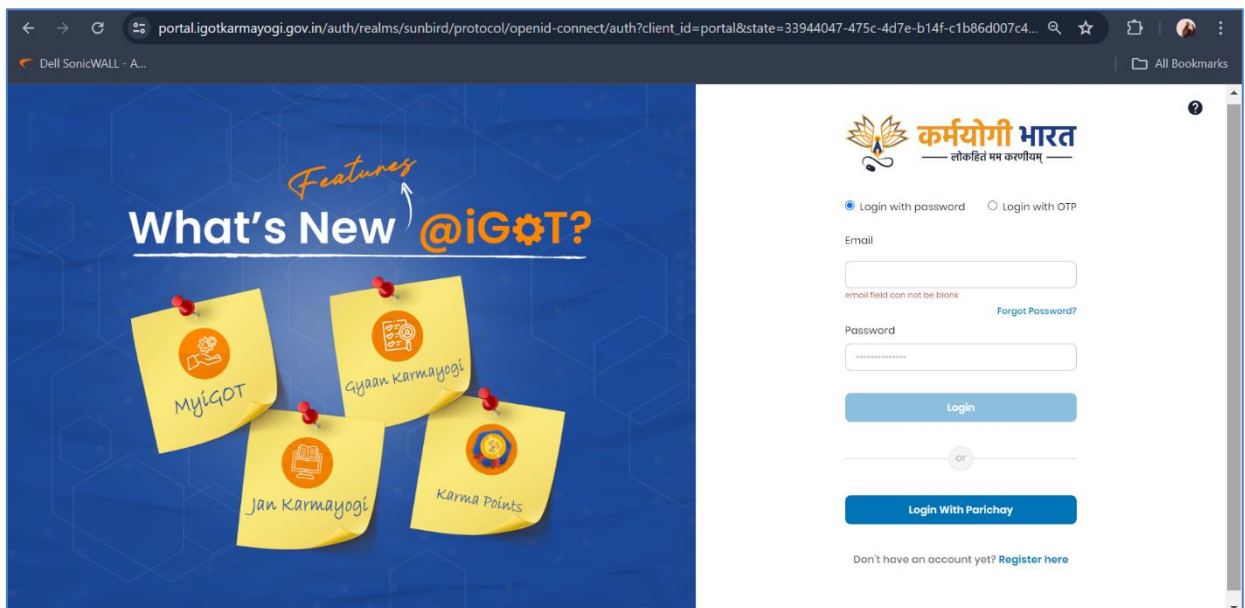
Step 2

- Visit the iGOT Karmayogi Website by typing <https://igotkarmayogi.gov.in> on the address bar.



Step 3

- On the top right corner of the homepage, you will see two options: -



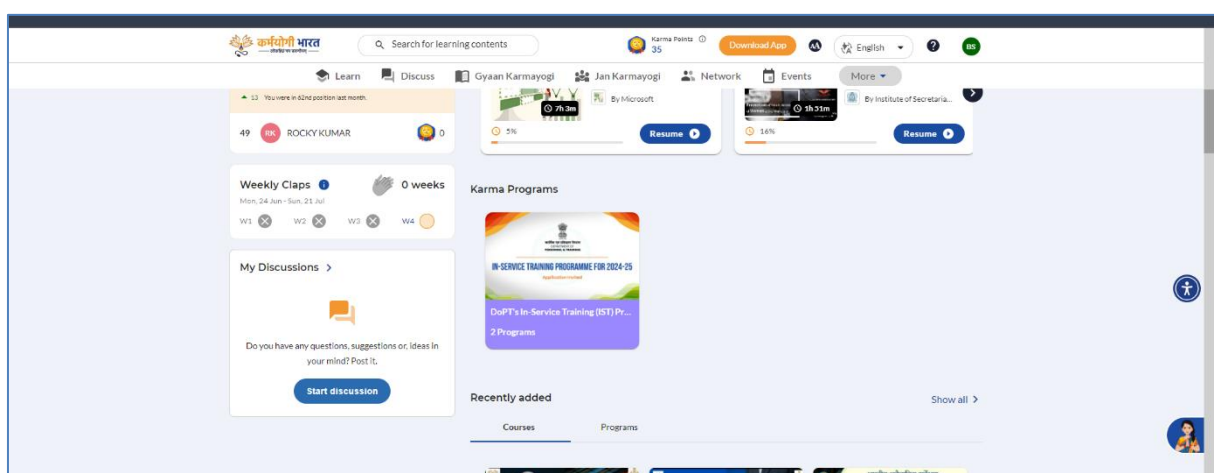
- Option 1- Login with password

- Enter Your Credentials: Your registered email address.
 - Enter your password and press login button.
- Option 2-Login with OTP
- Enter your registered mobile number and request for OTP
 - Enter the OTP and press login button.
- Alternatively, you can use the “Login with Parichay” option with your government email ID.
- Once logged in, you will land on the ‘My iGOT’ dashboard

Note: If you have not registered yet, you will have to register first by clicking on the ‘register here’ option. Please note that self-registration on iGOT is available for any user with Government/NIC email ID.

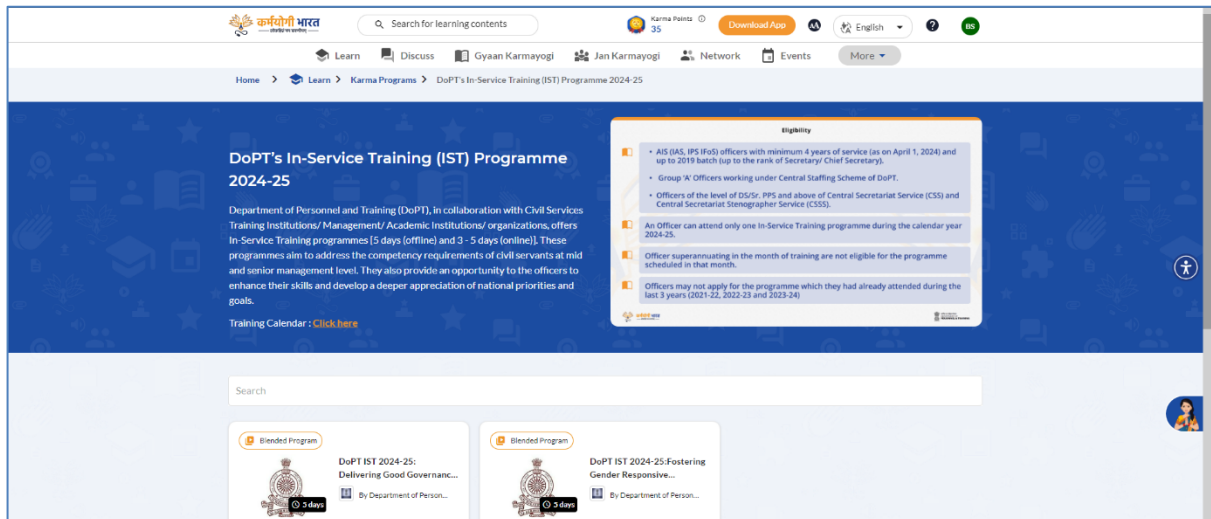
Step 4

- On the ‘My iGOT’ dashboard, scroll down and look for the tile named as “**Karma Programs**” (Please refer to the screenshot below)



- Click on the **Karma Program** tile to proceed.
- On the left-hand side of the page, details of the DoPT’s In-Service **Training (IST) Programme** for the year 2024-25 will be available.
- Look for the ‘**Training Calendar**’ option within the IST Programme description.
- Click on ‘**Click here**’ option and you will see a PDF file of the IST Training Calendar for 2024-25.

- Download the file if you need to keep a copy.

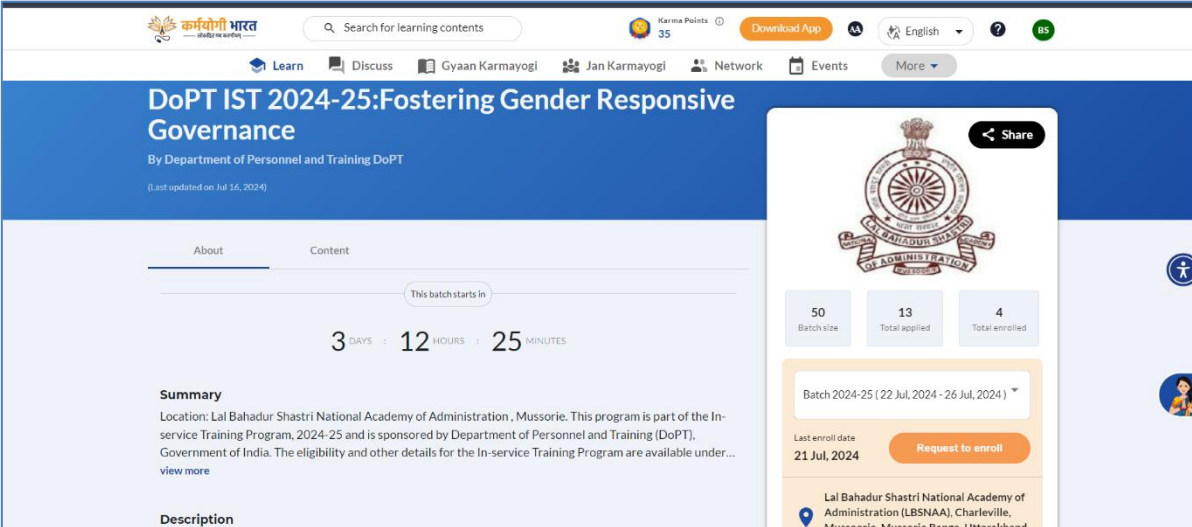


- On the right-side banner, you'll find the eligibility criteria for participating in the program.
- Scroll down further on the page.
 - You'll come across a search bar where you can type in specific keywords or phrases to search for a particular In-Service Training Program.
 - Below the search bar, you'll find a list of blended (In-Service) programs as tiles.
 - Click on the respective tiles to view further information about the program including the date/place/institute offering the program etc.,

Step 5

- Once you enter/select the program of your choice, you will land on the page with program details and registration information.
- Below the program name header (in blue colour), two categories are given:
 - **About** section: Contains the summary, description, and competencies tagged with the program and the ‘**Start Discussion**’ button (clicking on which you can start a conversation on the program with batchmates)

2. **Content** section:



The screenshot displays the program page for 'DoPT IST 2024-25: Fostering Gender Responsive Governance'. The page features a blue header with the program title and a navigation bar with options like 'Learn', 'Discuss', and 'Gyaan Karmayogi'. Below the header, there are tabs for 'About' and 'Content'. A countdown timer indicates the batch starts in 3 days, 12 hours, and 25 minutes. The 'Summary' section provides details about the program's location and sponsorship. On the right, a sidebar contains the institution's logo, a 'Share' button, and three boxes showing 'Batch size' (50), 'Total applied' (13), and 'Total enrolled' (4). Below these boxes is a dropdown menu for the batch, a 'Last enroll date' of 21 Jul, 2024, and a 'Request to enroll' button. The location is specified as Lal Bahadur Shastri National Academy of Administration (LBSNAA), Charleville, Mussoorie, Mussoorie Range, Uttarakhand.

- Indicates whether the program is self-paced or instructor led.
 - Provides a brief program overview.
- On the right-hand side banner,
 - You will see the logo of the institution providing the course.
 - In the right-hand corner of the sidebar, there's an option to share the program with fellow users
 - In the three boxes below the logo, you will find
 - **Batch size** – The maximum number of participants viz., 50 fixed for the programme.
 - **Total applied** – The number of applicants who had clicked request to enrol button (orange) and had successfully submitted the application form thereafter.
 - **Total enrolled** – The number of applicants who had been approved by DoPT to participate in the program.
 - Scroll down further for
 - Further program details.

- Address of the institution.
- Name of the provider.

Step 6

- On the same page, locate the drop-down menu (**below the logo of the institution on the left side banner**) to select your batch
- Click **‘Request to enrol (Orange Button)’** (refer to the images below)
- An application form will pop up once you click on the request to enrol button.

➤ **Fill in all the fields of the form without which you would not be able to submit the application.**

➤ The last field (Sl. No. 15) requires the user to give the preference number for the In-Service Training programme for the particular calendar year. For example, if you want to give a particular programme as your first choice, please specify as 1.


➤ **All users are requested to submit up to 3 In-Service Training preferences in a calendar year.**

➤ **Officers are requested to ensure that they do not give the same preference number to one or more programs, failing which DoPT shall nominate them according to availability of slots.**

➤ The officers would be nominated to programs based on their preferences, subject to other eligibility conditions.

- Click on the **‘Submit’** button to submit your application.
- Your enrolment process for the Karma program is now complete.
- An automatic email will be sent to you, informing about the confirmation of your enrolment to a particular program. Additionally, DoPT may send confirmation of the enrolment to your Ministry/Department/State Government.

Please Note:

- In all landing pages, you will find a **‘Question mark’** icon on the upper right corner, where you can raise Your Concern.
- On the left side of the page, you will find the **Accessibility menu icon** 
- To avail features to make the page view easier and more convenient.
- For FAQ, click on the FAQ chatbot.
- For any technical support in the registration process, please connect with the SPV-Karmayogi Bharat technical team through the following link: -
https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F1%2Fmeetup-join%2F19%3Ameeting_M2Y3ZDE2ZDMtMWQwYS00OWQzLWE3NDctNDRkNTdjOGI4Yzll%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%252240cfb65c-9b71-435f-8bc2-bc2c69df1aca%2522%252c%2522Oid%2522%253a%2522cbd37bc9-5c33-401f-b590-9dec3c370f8%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=24d61c48-28c9-4e38-8294-f92918ff63c6&directDl=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true
- For any other query related to enrolment of In-Service Training program, please feel free to contact our officers in DoPT/Training Wing: - Shri. Rajesh Meena, Section Officer, DoPT (Phone: 011-26706347/Email: meena.rajesh13@nic.in), Ms. Amita Singla, Consultant, Project Management Unit, Mission Karmayogi, DoPT (Phone: 9871014825/Email: amita.singla@govcontractor.in)
