

No. P-I-F007/1/2025-Pers-AP-1
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
Himachal Pradesh Cadre**

Dated Shimla-2 the

**Subject :- Continuation of Mandatory Course Completion of and
Comprehensive Assessment on the iGOT Karmayogi Portal for
APAR Cycle 2026-27, in alignment with Annual Capacity
Building Plans (ACBPs) – regarding.**

Sir / Madam,

I am directed to refer to the subject cited above and send a photocopy of letter number T-28/27/2025-iGOT dated 07.10.2026 along with its enclosures, received from Shri Gaurav Anand, Under Secretary to the Government of India, Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pension, New Delhi, for taking further necessary action.

Encs. : As above

Yours faithfully,

e-signed

(Rajiv Kumar)

**Special Secretary (Personnel) to the
Government of Himachal Pradesh**

Endst. No.: As above.

Dated Shimla-2 the

Copy is forwarded to the following along with the Government of India letter as referred to above for necessary action :-

1. The Additional Chief Secretary (Home) to the Government of Himachal Pradesh, Shimla.
2. The Principal Secretary (Forest) to the Government of Himachal Pradesh, Shimla.
3. The Secretary (Training & FA) to the Government of Himachal Pradesh, Shimla.

Contd ...2.

...P/2...

4. The Secretary (Administrative Reforms) to the Government of Himachal Pradesh, Shimla.
5. The Special Secretary (Personnel-Confidential Cell) to the Government of Himachal Pradesh, Shimla.
6. Shri Gaurav Anand, Under Secretary to the Government of India, Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pension Room No. 31042, Kartavya Bhavan-3, New Delhi-110001 w.r.t. letter as referred to above.
7. Guard file.

Digitally signed by
Rajiv Kumar

Date: 12-10-2026
17:50:20

(Rajiv Kumar)

Special Secretary (Personnel) to the
Government of Himachal Pradesh

Email: persbr1-hp@nic.in

Ph. 0177-2625400

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: 07.10.2026

OFFICE MEMORANDUM

Sub: Continuation of Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi Portal for APAR Cycle 2026-27, in alignment with Annual Capacity Building Plans (ACBPs) - reg.

The undersigned is directed to refer to this Department's O.M. of even number dated 04.07.2025 (copy enclosed), regarding Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi Portal, in respect of all Central Government employees and officers of the All India Services (AIS). Further the course completion status would be reflected in the Annual Performance Appraisal Reports (APARs) from the reporting year 2025-26 onwards.

2. As per the aforesaid policy, the requirement of mandatory course completion and Comprehensive Assessment on iGOT Portal with completion getting recorded on SPARROW Portal shall continue for the Reporting Year 2026-27. Accordingly, each Ministry, Department, and Organisation (MDO) or Cadre Controlling Authority (CCA) is requested to identify a list of six or more courses for each level of employees and publish them as "APAR Training Plans" on the iGOT portal.

3. A large number of MDOs across the Union Government have revised/updated their Capacity Building Plans (CBPs) this year, having incorporated more role-relevant, domain-focussed courses in the revised CBPs. The AI-CBP Tool developed by SPV-Karmayogi Bharat has been extensively used for revising the CBPs. MDOs which have not updated their plans/ are yet to create their CBPs may utilize the AI CBP tool to publish their CBPs at the earliest. Further, in order to ensure that the APAR Training Plans are anchored to role-based competency requirement, it is recommended that the APAR Training Plans may, as far as possible, be aligned with the revised Capacity Building Plans (CBPs) of the concerned MDOs. Thus, courses identified for the "APAR Training Plan" on iGOT, including those selected for Comprehensive Assessment, may, as far as possible, be drawn from, and remain consistent with, the revised CBPs. Where an MDO/CCA is of the

considered view that the courses notified in 2025-26 continue to subserve the current competency requirements of a given level, it may, if it deems fit, continue with the same courses, subject to the condition that the courses selected for Comprehensive Assessment are not repeated from the previous cycle.

4. To further assist the MDOs/CCAs in identifying courses for the APAR Training Plan, the iGOT Team has prepared an indicative list of 100 courses anchored in behavioral and functional competencies that are cross-cutting in nature. MDOs/CCAs may consider drawing upon this indicative list, as appropriate, while formulating their APAR Training Plans. The said indicative list is attached along with.

5. The broad guidelines for the APAR Cycle 2026-27 are as under:

- The courses for Central Government employees and officers of the AIS on Central Deputation shall be prescribed by their respective MDOs. For all other AIS officers and Central Government employees not working with any MDO of the Government of India, the courses shall similarly be decided by their respective CCAs.

- The Capacity Building Unit (CBU) of all MDOs/CCAs shall identify relevant courses, consistent with the CBP, for employees at each level as the annual target, and get them published as "APAR Training Plans" on the iGOT Portal. A minimum of six courses may be identified for employees at each level.

- Competency attainment will be evaluated through a standalone Comprehensive Assessment, configured on the basis of a minimum of 3 courses out of the prescribed basket for each level/band.

- All employees shall complete at least 50% of the courses prescribed by the respective MDO/CCA for the year and undertake the Comprehensive Assessment subsequently.

- Completion status - for both courses and the Comprehensive Assessment - shall be fetched automatically from the iGOT Portal through the SPARROW-iGOT integration, and reflected in the appropriate section of Part-II (Self Appraisal) of the APAR. Services/Organisations where the APAR is not filed through SPARROW portal, may ensure that the APAR forms are updated to capture the completion status of the courses and Comprehensive Assessment.

6. A detailed instruction with respect to the above, along with the timelines for implementation, is placed at **Annexure-I**.

7. All MDOs and CCAs are requested to ensure strict compliance with the aforementioned guidelines and to take active steps for their time-bound implementation, in accordance with the timelines specified

in Annexure-I.

8. This is issued with the approval of the competent authority.

Encl: As stated.

Digitally signed by
Gaurav Anand
Date: 07-10-2026
18:27:15

(Gaurav Anand)

Under Secretary to the Government of India
Tele: 011-26706377

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

Annexure-I

Detailed Instructions - Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi Portal for the APAR Reporting Year 2026-27, in alignment with the Annual Capacity Building Plan (ACBP)

A. Prescribing Authority

As before, the courses for Central Government employees and officers of the AIS on Central Deputation shall be prescribed by their respective Ministries/Departments/Organisations (MDOs); for AIS officers outside Central Deputation and other Central Government officers not attached to any MDO of the Central Government, the same shall be prescribed by the respective Cadre Controlling Authorities (CCAs).

B. Alignment with the Capacity Building Plan (CBP)

The APAR Training Plan is not a standalone exercise. It shall be drawn from, and remain consistent with, the Capacity Building Plan (CBP) prepared by for the year, which in turn is based on the role-competency requirements within the organisation. The MDOs shall ensure that the CBU concerned may draft/update the CBP and get it approved by competent authority, prior to configuration of the APAR Training Plan on iGOT, if not approved already. Courses selected as part of the "APAR Training Plan" on iGOT, including those selected for Comprehensive Assessment, shall be as far as possible, drawn from, and remain consistent with, the CBP.

C. Course Basket - Illustration and Reference to KB-SPV List

All MDOs/CCAs shall identify relevant courses, consistent with the CBP, on the iGOT Karmayogi Platform for employees at each level for the current cycle, i.e., APAR Reporting Year (RY) 2026-27. As an illustration, a minimum of six (06) courses may be identified for each level (e.g., MTS, SO/ASO & equivalent, US & equivalent, DS/Director & equivalent, JS & above for MDOs; 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 for CCAs).

Karmayogi Bharat (KB-SPV) has prepared an indicative list of 100 courses, customised to the domain/functional requirements for various Sectors. MDOs/CCAs may draw upon this list, as considered appropriate, while formulating or updating the ACBP and the resultant course basket.

D. Continuation of Previous Year's Courses

MDOs/CCAs that had already notified a Training Plan of six or more courses in 2025-26 may, upon review of the ACBP for 2026-27, continue with the same courses for a given level, if such courses are found to remain relevant and if no material update to the CBP is considered necessary for that level. In such cases, the courses selected for Comprehensive Assessment (a minimum of three) must be different from those selected in the previous cycle. To illustrate: an MDO that had prescribed 6 courses (say A, B, C, D, E, and F) for a given level in 2025-26, of which 3 (A, B, and C) were identified for Comprehensive Assessment, has the option of retaining the other 3 (D, E, and F), previously optional, courses and add three more courses (say X, Y, and Z) to create the APAR Training Plan for 2026-27. Any three courses out of D, E, E, X, Y, and Z may be identified for the Comprehensive Assessment in this case.

E. APAR Training Plan and Profile Updation

The finalised basket, with the mandatory subset clearly marked, shall be published as the '**APAR Training Plan**' for 2026-27 against each role/level on the iGOT Karmayogi Portal. Targets will be reflected on the employee's '**My iGOT**' dashboard only if the profile correctly shows the current role, level, Ministry/Department/Organisation and, for AIS officers, their Service, Cadre and Batch.

F. Completion Threshold

Employees shall complete not less than 50% of the prescribed courses during the year, as well as the Comprehensive Assessment, that will get unlocked after completion of all mandatory courses. All Central Government employees and AIS officers must pass the Comprehensive Assessment mandated for their level. The passing score for the assessment is 50%, and there is no limit to the number of attempts.

G. Data Flow to APAR

Completion status - for both courses and the Comprehensive Assessment - shall be fetched automatically from the iGOT Portal through the API-based integration between SPARROW and iGOT, and reflected in the appropriate section of Part-2 (Self Appraisal) of the APAR. MDOs/CCAs of employees whose APAR is not recorded on SPARROW may ensure that the APAR form is suitably modified to capture the status of completion of courses and assessment on iGOT.

H. Applicability and Exemptions

- i. Mid-year promotees/transferees: Employees who serve in two different organisations, or at two different levels in the same (or a different) organisation, may complete the requirement (50% of the number of courses and the Comprehensive Assessment) for

any of the roles served during the Reporting Year.

ii. Long Leave/Study Leave/Not on duty for a substantial part of the year: It is mandatory for all Central Government employees and officers of the AIS to complete the prescribed courses and Comprehensive Assessment. The only exception is for officials who are on duty for a period less than 90 days during the reporting year, due to long leave or otherwise.

iii. Officers on deputation abroad or to States/PSUs/Autonomous Bodies: To be governed by the Training Plans of their parent cadre/CCAs.

iv. Contractual/Outsourced/Consultancy personnel: Shall be outside the scope of this policy unless specifically extended by the respective MDOs/CCAs.

I. Monitoring & Nodal Officers

The CBU of each MDO/CCA shall be the nodal point for CBP finalisation, course identification, Training Plan configuration, grievance resolution, compliance monitoring, and other actions as per the implementation timelines stated below.

J. Implementation Timelines for APAR Cycle 2026-27

Sl. No.	Item	Deadline
1.	Finalisation of Annual Capacity Building Plan (ACBP) for 2026-27 by MDOs/CCAs, and alignment/configuration of the "APAR Training Plan" (with mandatory subset) on the iGOT Karmayogi Portal.	31.10.2026
2.	Creation of Question Banks for Comprehensive Assessment by all MDOs/CCAs.	30.11.2026
3.	Comprehensive Assessments made live on the iGOT Karmayogi Portal for each level.	15.12.2026
4.	Compliance dashboard furnished by Karmayogi Bharat to DoPT/MDOs/CCAs.	31.12.2026 and thereafter
5.	Employees to complete at least 50% of the courses prescribed by the MDO/CCA for the year, and complete the prescribed Comprehensive Assessment.	31.03.2027

	SI No	Course Name	Course provider	Competency	Duration
JS & Above	1	Successful AI Strategies: A CEO's Perspective	Fractal	Functional	2h 20 mins
	2	Fundamentals of the Digital Public Infrastructure	DPI Academy - Artha Global	Functional	1h 41 mins
	3	Cyber Rakshak: Fundamentals of Cyber Security	Kyndryl	Functional	3h 6 mins
	4	India's Economic Prospects and Challenges up to 2047	Karmayogi Bharat - CEA	Functional	1hr 15 mins
	5	AI Models for Governance: Capabilities and Limitations	Karmayogi Bharat - IIT Bombay	Functional	42 mins
	6	Leadership Lessons from Bhagavad Gita	IIM Bangalore	Behavioural	2h 13 mins
	7	The Art and Science of Managing Negotiation in the 21st Century	IIM Indore	Behavioural	1h 6 mins
	8	Timeless Leadership: Ancient Wisdom for the Modern World	Karmayogi Bharat - IIM Kozhikode	Behavioural	44 mins
	9	Purpose Driven Leadership	ISB Hyderabad	Behavioural	1h 55 mins
	10	Mastering Feedback: A Leadership Tool	IIM Ahmedabad	Behavioural	2h 36 mins
Directors & Senior Officials	1	Governing with Artificial Intelligence	Kyndryl	Functional	3h 48 mins
	2	Cyber Rakshak: Fundamentals of Cyber Security	Kyndryl	Functional	3h 6 mins
	3	AI Models for Governance: Capabilities and Limitations	Karmayogi Bharat - IIT Bombay	Functional	42 mins
	4	Fundamentals of Public Policy	IIM Bangalore	Functional	2h 21 mins
	5	Fundamentals of the Digital Public Infrastructure	DPI Academy - Artha Global	Functional	1h 41 mins
	6	Timeless Leadership: Ancient Wisdom for the Modern World	Karmayogi Bharat - IIM Kozhikode	Behavioural	44 mins
	7	Negotiation Skills: Managing Emotions and Biases	Kautilya School of Public Policy	Behavioural	2h 27 mins
	8	Practicing Excellence	Harappa Education	Behavioural	3h 13 mins
	9	Embracing Change	Harappa Education	Behavioural	2h 53 mins
	10	Revisiting Gender Equality through the Indian Story	Sri Aurobindo Society, Pondicherry	Behavioural	1h 13 mins
Under-Secretaries	1	Working Smarter With AI for Public Service Delivery	Wadhvani Foundation	Functional	1h 2 mins
	2	Cyber Rakshak: Fundamentals of Cyber Security	Kyndryl	Functional	3h 6 mins
	3	Introduction to Public Policy	Karmayogi Bharat - ISPP	Functional	3h 21 mins
	4	Using Data for Planning and Prioritisation	Wadhvani Foundation	Functional	58 mins
	5	AI Models for Governance: Capabilities and Limitations	Karmayogi Bharat - IIT Bombay	Functional	42 mins
	6	Happiness in Sevā-Bhāva: Lessons from Bhagavad Gita	XLRI Jamshedpur	Behavioural	1h 12 mins
	7	Decoding Others	Harappa Education	Behavioural	3h 14 mins
	8	Practicing Excellence	Harappa Education	Behavioural	3h 13 mins
	9	Critical Thinking	ISB Hyderabad	Behavioural	1h 51 mins
	10	Revisiting Gender Equality through the Indian Story	Sri Aurobindo Society, Pondicherry	Behavioural	1h 13 mins
SO/ASO	1	Responsible Use of Social Media in Public Service Delivery	Indian Institute of Mass Communication	Functional	42 mins
	2	Working Smarter With AI for Public Service Delivery	Wadhvani Foundation	Functional	1h 2 mins
	3	Using Data for Planning and Prioritisation	Wadhvani Foundation	Functional	58 mins

	4	Data Storytelling	Fractal	Functional	2h 49 mins
	5	Cybersecurity (Basic Level)	IIT Madras	Functional	1h 24 mins
	6	Panch Pran and India's Civilizational Reawakening	Capacity Building Commission	Behavioural	1h 4 mins
	7	Happiness in Sevā-Bhāva: Lessons from Bhagavad Gita	XLRI Jamshedpur	Behavioural	1h 12 mins
	8	Indic Reasoning for Modern Governance	Capacity Building Commission	Behavioural	1h 22 mins
	9	Decoding Others	Harappa Education	Behavioural	3h 14 mins
	10	Communication Skills	IIT Kanpur	Behavioural	1h 21 mins
MTS & Other	1	दैनिक जीवन के लिए आवश्यक डिजिटल कौशल	Wadhvani Foundation	Functional	51 mins
	2	एआई के साथ बेहतर लोक सेवा वितरण	Wadhvani Foundation	Functional	1h 4 mins
	3	कर्मयोगियों हेतु कृत्रिम बुद्धिमत्ता	Karmayogi Bharat	Functional	1h 34 mins
	4	ऑफिस प्रोडक्टिविटी टूल्स	NIELIT	Functional	2h 24 mins
	5	सोशल मीडिया पर क्या करें और क्या न करें	Indian Institute of Mass Communication	Functional	51 mins
	6	तनाव मुक्त होने की प्रभावी तकनीकें	Art of Living	Behavioural	2h 30 mins
	7	हार्टफुलनेस मास्टरक्लास: एक शांत और स्पष्ट जीवन की राह	RCVPNAAM	Behavioural	1h 58 mins
	8	सामान्य योग अभ्यासक्रम	Morarji Desai National Institute of Yoga	Behavioural	54 mins
	9	मानव में सह-अस्तित्व	RCVPNAAM	Behavioural	50 mins
	10	संचार कौशल	RCVPNAAM	Behavioural	1h 16 mins

Course Name	Provider	Duration
Course prescribed for IAS officers with 0-9 year of Service		
Fundamentals of Public Policy	IIM Bangalore	2h 21 mins
AI Models for Governance: Capabilities, Limitations and Responsible Use	Karmayogi Bharat - IIT Bombay	42 mins
Cyber Rakshak: Fundamentals of Cyber Security for Public Officials	Kyndryl	3h 6 mins
Decoding Others	Harappa Education	3h 14 mins
Behavior Architecture - Understanding Human Behavior	Fractal	1h 59 mins
Revisiting Gender Equality through the Indian Spiritual Vision	Sri Aurobindo Society, Pondicherry	1h 13 mins
Course prescribed for IAS officers with above 9 to 16 years of Service		
Governing with Artificial Intelligence	Kyndryl	3h 48 mins
Cyber Rakshak: Fundamentals of Cyber Security for Public Officials	Kyndryl	3h 6 mins
AI Models for Governance: Capabilities, Limitations and Responsible Use	Karmayogi Bharat - IIT Bombay	42 mins
Embracing Change	Harappa Education	2h 53 mins
Negotiation Skills: Managing Emotions and Biases for Win-Win Outcomes	Kautilya School of Public Policy	2h 27 mins
Revisiting Gender Equality through the Indian Spiritual Vision	Sri Aurobindo Society, Pondicherry	1h 13 mins
Course prescribed for IAS officers with above 16 to 25 years of Service		
Successful AI Strategies: A CEO's Perspective	Fractal	2h 20 mins
Fundamentals of the Digital Public Infrastructure Approach	DPI Academy - Artha Global	1h 41 mins
Cyber Rakshak: Fundamentals of Cyber Security for Public Officials	Kyndryl	3h 6 mins
Leadership Lessons from Bhagavad Gita	IIM Bangalore	2h 13 mins
The Art and Science of Managing Negotiation in Public Governance	IIM Indore	1h 6 mins
Mastering Feedback: A Leadership Tool	IIM Ahmedabad	2h 36 mins
Course prescribed for IAS officers with above 25 years of Service		
Successful AI Strategies: A CEO's Perspective	Fractal	2h 20 mins
Fundamentals of the Digital Public Infrastructure Approach	DPI Academy - Artha Global	1h 41 mins
Nation Branding	ISB Hyderabad	3h 16 mins
India's Economic Prospects and Challenges up to 2047	Karmayogi Bharat - CEA	1hr 15 mins
Timeless Leadership: Ancient Wisdom for the Modern Civil Servant	Karmayogi Bharat - IIM Kozhikode	44 mins
Mastering Feedback: A Leadership Tool	IIM Ahmedabad	2h 36 mins

persbr1-hp < persbr1-hp@nic.in >

Fwd: Continuation of Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi Portal for APAR Cycle 2026-27, in alignment with Annual Capacity Building Plans (ACBPs) – reg.

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Thu, 08 Oct 2026 11:15:17 AM +0530

To "persbr1-hp"<persbr1@hp.nic.in>

===== Forwarded message =====

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Date: Thu, 08 Oct 2026 09:53:12 +0530

Subject: Fwd: Continuation of Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi Portal for APAR Cycle 2026-27, in alignment with Annual Capacity Building Plans (ACBPs) – reg.

===== Forwarded message =====

Chief Secretary, HP

===== Forwarded message =====

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Subject: Continuation of Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi Portal for APAR Cycle 2026-27, in alignment with Annual Capacity Building Plans (ACBPs) – reg.

===== Forwarded message =====

Dear Sir/Madam,

Please find attached DoPT's O.M. No. T-28/27/2025-iGOT dated 07.10.2026, regarding the Continuation of Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi Portal for APAR Cycle 2026-27, in alignment with Annual Capacity Building Plans (ACBPs).

Kindly bring the contents of this circular to the notice of all concerned officers and officials for strict compliance and time-bound implementation.

Regards,

--

Jitesh Kumar Gupta
Section Officer (iGOT-I)

Government of India
Department of Personnel and Training
Training Division, Block-IV, JNU Old Campus
New Delhi - 110067
Tele: 011-26706372

4 Attachment(s)

DoPT O.M. dt.07.10.2026 reg ...
214.7 KB

OM dt.04.07.2025 for FY 2025...
624.4 KB

List of courses to be considere...
322.6 KB

List of courses to be considere...
188.1 KB

Chief Secretary < cs-hp@nic.in >

Thu, 08 Oct 2026 9:53:16 AM +0530

To "perssecy-hp"<perssecy-hp@nic.in>,"homesecy-hp sharma"<homesecy-hp@nic.in>,"forestsecy-hp"<forestsecy-hp@nic.in>,"forestasection"<forestasection@gmail.com>,"sohomed0"<sohomed0@gmail.com>,"persbr1-hp"<persbr1-hp@nic.in>

Chief Secretary, HP

==== Forwarded message =====

From: Jitesh Gupta <jitesh.gupta@nic.in>
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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.

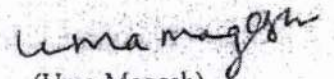
- ii. In the case of AIS officers not on Central Deputation and the CCS officers not working with any MDO of the Govt of India, the CCAs shall identify relevant courses on the iGOT Karmayogi Platform for employees at each level as the annual target. As an illustration, the respective CCAs could select 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