भारत सरकार
जल शक्ति मंत्रालय
जल संसा धन नदी विकास एवं गंगा संरक्षण विभाग
केन्द्रीय जल आयोग
प्रशिक्षण निदेशालय

Government of India
Ministry of Jal Shakti
Dept. of Water Resources, RD & GR
Central Water Commission
Training Directorate

File No: 13/5/2021-Training Dte/MISC Date: 28.08.2025

**CIRCULAR**

**Sub: Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi Portal (Director/Deputy Secretary and Under Secretary Level & equivalent)-reg**

In pursuance to DoWR, RD & GR OM dated 25.08.2025 and DoPT's OM No T-28/27/2025-iGOT dated 04.07.2025 (copies enclosed) on the above cited subject, it is to state that the DoPT has mandated the implementation of the National Programme for Civil Services Capacity Building (NPCSCB)-Mission Karmayogi through iGOT-Karmayogi Platform.

As per the guidelines, all Central Government employees are required to complete mandatorily a minimum of six (06) role-based and competency-driven courses annually, starting from the APAR cycle 2025–26 and this data will be auto-integrated into Part-I of the APAR through the iGOT platform. In addition, a Level-2 Assessment Framework will apply to three (03) out of the six prescribed courses, with a minimum passing requirement of 50%. The assessment results will also be automatically reflected in the APAR through linkage with SPARROW portal

In accordance with the above, the courses have been identified for officers at the level of **Director, Deputy Secretary and Under Secretary & equivalent and attached at Annexure-1**

In light of the above, all concerned officers are requested to:

a. Register correctly on the iGOT portal.
b. Update their profile information on the iGOT portal, ensuring that *Designation* and *Group* details are accurately filled in.
c. Submit the details of profile to Training Dte through-mail after duly verified by concerned establishment for further MDO's approval.
d. Complete all the six (06) prescribed courses, along with the mandatory assessments, within the current APAR cycle (2025–26).

This issues with the approval of the Chairman, CWC.

VIKASH KUMAR
Digitally signed by VIKASH KUMAR
Date: 2025.08.28 09:05:10 +05'30'

(Vikash Kumar)
Assistant Director

**Encl**: As above

Copy to:

1. PPS to Chairman, CWC, New Delhi.
2. PPS to Member (RM)/(D&R)/(WP&P), CWC, New Delhi.
3. Chief Engineer, HRM, CWC, New Delhi.
4. All Field Chief Engineers
5. All CWC officials through CWC website.

**Annexure-1**

## A. Course Recommendations – Director/Deputy Secretary & equivalent

| S. No. | Course Title | Offered By | Duration |
|---|---|---|---|
| **1** | Namami Gange: A Sustainable Model for River Rejuvenation | National Water Academy (NWA) | 1h 01m |
| **2** | Know Your Ministry | DoWR, RD & GR | 1h 50m |
| **3** | Introduction to Emerging Technologies | Capacity Building Commission | 2h 20m |
| **4** | Design Thinking for Excellence in Public Services | Brhat | 2h 40m |
| **5** | Managing & Leading Team | ISB, Hyderabad | 1h 40m |
| **6** | Workplace Wellbeing | Harappa Education | 1h 29m |

## B. Course Recommendations – Under Secretary & equivalent

| S. No. | Course Title | Offered By | Duration |
|---|---|---|---|
| **1** | Know Your Ministry | DoWR, RD & GR | 1h 50m |
| **2** | Water Use Efficiency | NERIWALM | 2h 04m |
| **3** | Introduction to Emerging Technologies | Capacity Building Commission | 2h 20m |
| **4** | Cybersecurity | UpGrad | 2h 56m |
| **5** | Team Building and Team Management | ISTM | 1h 25m |
| **6** | Basics of Communication | IIMC | 1h 10m |

Mi/124/2025-Coordination
भारत सरकार
Government of India
जल शक्ति मंत्रालय
Ministry of Jal Shakti
जल संसाधन नदी विकास और गंगा संरक्षण विभाग
Department of Water Resources, River Development and Ganga Rejuvenation
******

Room No. 7, Ground Floor, B Wing
Shastri Bhawan, New Delhi. Dated: 25-08-2025

**OFFICE MEMORANDUM**

**Subject: Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi Portal (Director/DS and US level & equivalent) – regarding.**

The undersigned is directed to refer to DoPT's OM No. No.T-28/27/2025-iGOT dated 04.07.2025 on the subject cited above and to state that the DoPT has mandated the implementation of the National Programme for Civil Services Capacity Building (NPCSCB) – *Mission Karmayogi* through the iGOT-Karmayogi Platform.

2. As per the guidelines, all Central Government employees and officers of the All India Services (AIS) are required to complete a minimum of six (06) role-based and competency-driven courses annually, starting from the APAR cycle 2025–26 and this data will be auto-integrated into **Part-I of the APAR** through the iGOT platform. In addition, a Level-2 Assessment Framework will apply to three (03) out of the six prescribed courses, with a minimum passing requirement of 50%. The assessment results will also be automatically reflected in the APAR through linkage with **SPARROW portal**.

3. In accordance with the above, the following courses have been identified for officers at the level of **Director, Deputy Secretary and Under Secretary & equivalent**: -

**A. Course Recommendations – Director/Deputy Secretary & equivalent-**

| S. No. | Course Title | Offered By | Duration |
|---|---|---|---|
| 1 | Namami Gange: A Sustainable Model for River Rejuvenation | National Water Academy (NWA) | 1h 01m |
| 2 | Know Your Ministry | DoWR, RD & GR | 1h 50m |
| 3 | Introduction to Emerging Technologies | Capacity Building Commission | 2h 20m |
| 4 | Design Thinking for Excellence in Public Services | Brhat | 2h 40m |
| 5 | Managing & Leading Team | ISB, Hyderabad | 1h 40m |
| 6 | Workplace Wellbeing | Harappa Education | 1h 29m |

**B. Course Recommendations – Under Secretary & equivalent-**

| S. No. | Course Title | Offered By | Duration |
|---|---|---|---|
| 1 | Know Your Ministry | DoWR, RD & GR | 1h 50m |
| 2 | Water Use Efficiency | NERIWALM | 2h 04m |
| 3 | Introduction to Emerging Technologies | Capacity Building Commission | 2h 20m |
| 4 | Cyber Security | UpGrad | 2h 56m |
| 5 | Team Building and Team Management | ISTM | 1h 25m |
| 6 | Basics of Communication | IIMC | 1h 10m |

4. It is reiterated that all the above-mentioned **six (06) courses are mandatory** and must be completed through the iGOT platform. Out of these, any three (03) courses will be selected for assessment, in which securing a minimum of 50% marks in each course is compulsory. Performance in these assessments will be reflected in the APAR through automated integration with SPARROW portal.

5. It is also observed that a significant number of employees have either not registered on the iGOT portal or, while registering, have not selected the correct organization, i.e., *"Department of Water Resources, River Development and Ganga Rejuvenation"*. Consequently, their names are not appearing in the **MDO Admin** (centralized monitoring portal of iGOT) of this Department. Further, several officers (registered on iGot Portal) have not updated their profile details, particularly *Designation* and *Group*, which are mandatory fields.

6. In light of the above, all concerned employees are requested to:

- Register correctly on the iGOT portal and ensure that *"Department of Water Resources, River Development and Ganga Rejuvenation"* is selected as their organization so that their name reflects in the Department's MDO Admin portal.
- Update their profile information on the iGOT portal, ensuring that *Designation* and *Group* details are accurately filled in.
- Complete all the six (06) prescribed courses, along with the mandatory assessments, within the current APAR cycle (2025–26).

For any query, please contact **Sh. Vinod Kumar Gupta (ASO) Coordination Section** at 01123381895/ 9598940981.

7. This issues with the approval of the Competent Authority.

Encl.: As Above

Digitally signed by Manish Uniyal
Date: 25-08-2025 12:29:11

(Manish Uniyal)
Under Secretary to the Government of India
Email: uscoord-mowr@nic.in
Tele: 011-23074033

To

1. All the Director & equivalent officer(s), DoWR, RD & GR
2. All the Deputy Secretary & equivalent officer(s), DoWR, RD & GR
3. All the Under Secretary & equivalent officer(s), DoWR, RD & GR

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



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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



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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

(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



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**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 |



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