



क्षेत्रीय आयुर्विज्ञान संस्थान, इफाल: मणिपुर  
REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR  
(स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान)  
(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)

Phone : 0385-2414720  
0385-2414750  
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website : www.rims.edu.in

#### OFFICE MEMORANDUM

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

**No.GEN/IGOT/1/2025-EST Sec:** Consequent upon the closure of the window for registration of employees on the iGOT portal, the mandatory Courses of Study for regular employees of RIMS, Imphal, in iGOT portal has gone live today i.e., 04/09/2025 and the 6 Mandatory courses prescribed, Pay level-wise, are also visible in their Dashboard. A list of these Courses is enclosed herewith as ANNEXURE.

2. Regular employees may login into the Portal using their respective login details and check the 6(six) Mandatory Courses of study, which are **required to completed by the 31<sup>st</sup> March, 2026.**

3. It is also informed that the employees will also be required to appear for comprehensive Assessment **from the month of October, 2025 till 31<sup>st</sup> March, 2026.** For this, Examination on 3(three) Assessment Courses, already suggested by Estt. Division(DoPT) (refer to ANNEXURE) will be held on the iGOT portal.

4. All regular employees are once again reminded that the outcome of this exercise will be reflected in their APAR as notified earlier.

5. This issues with the approval of the Director, RIMS, Imphal.

Encl: As stated above

Signed by

Mecolt Rajkumar Singh

Date: 04-09-2025 17:54:17

(R.K. Mecolt Singh)  
Deputy Director (Admn.)

Copy to:-

1. The P.S. to Director.
2. The Medical Supdt., RIMS Hospital, Imphal.
3. The Dean (Academics), RIMS, Imphal.
4. All Heads of Departments/Sections/Units, RIMS, Imphal.
5. The Principal, Dental College, RIMS, Imphal.
6. The Principal, College of Nursing, RIMS, Imphal.
7. The P.S. to Deputy Director (Admn.), RIMS, Imphal.
8. The C.A.O./F.A. i/c, RIMS, Imphal.
9. Librarian i/c, Central Medical Library, RIMS, Imphal.
10. The Chief Nursing Officer i/c, RIMS, Imphal.
11. Asst. Engineer (Civil)/(Elect.), RIMS, Imphal.
12. All Section Officers, RIMS & RIMS Hospital, Imphal.
13. The System Administrator, RIMS, Imphal- *for uploading the above order and to send by email to all concerned.*

**Note: Sl. Nos. 3 to 12 are requested to bring this Notice to the knowledge of their subordinate staffs.**



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ANNEXURE -1

Stakeholder(s)	Pay Level	Name of the mandatory courses mentioned by Training Division	Name of the assessment courses suggested by Estt. Division
JS & Above	Level 14 and above	Workplace Well being	Public Governance Models
		Understanding and Managing Stress	
		Personal Finance	Workplace Well being
		Yoga Break at Workplace	
		Data Science for Policy Makers	Understanding and Managing Stress
		Public Governance Models	
Directors and Deputy Secretaries and equivalent	Level 12-13 and equivalent	Public Governance Models	Overview of Viksit Bharat, 2047
		Work team Resilience	
		Understanding and Managing Stress	Understanding and Managing Stress
		Personal Finance	
		Yoga Break at Workplace	Public Governance Models
		Overview of Viksit Bharat, 2047	
Under Secretaries and equivalent	Level 11 and equivalent	Understanding and Managing Stress	Leading with Clarity: Swadharman Public Service
		Overview of Viksit Bharat, 2047	
		AI for Presentations	Understanding and Managing Stress
		Leading with Clarity: Swadharma in Public Service	
		Do's and Dont's of Social Media	Overview of Viksit Bharat, 2047
		Yoga Break at Workplace	
SO/ASO and equivalent	Level 4-10 and equivalent	AI for Presentations	Basics of Communication
		Self Leadership	
		Understanding and Managing Stress	Self Leadership
		Personal Finance	
		Yoga Break at Workplace	Understanding and Managing Stress
		Basics of Communication	
MTS and Equivalent	Level 1-3 and equivalent	Jan Bhagidari Program(English)	Leave Rules (English)
		Importance of Surya Namaskar(English)by Morarji Desai	
		Code of conduct of Government Employee (English) by Institute of Secretariat	Code of conduct of Government Employee (English) by Institute of Secretariat
		Anger Management at Work Place	
		Developing Effective Soft Skills	Jan Bhagidari Program(English)
		Leave Rules (English)	