



**क्षेत्रीय आयुर्विज्ञान संस्थान, इंपाल: 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  
e-mail : rims@rims.edu.i  
website : www.rims.edu.i

**C I R C U L A R**

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

**No. GEN/PRLT/2/2025-EST Sec:** In continuation to this Institute's Circular No. 39/A/2021-RIMS dated 16/10/2024 regarding the Karmayogi Saptah National Learning Week held from 19<sup>th</sup> October to 25<sup>th</sup> October, 2024 (copy enclosed) all regular employees of RIMS, Imphal, are hereby informed that the Department of Personnel & Training Office vide their Memorandum No. No. T-28/27/2025-iGOT dated 04/07/2025 (copy enclosed), stated that it is mandatory for all Central Government employees to complete prescribed Courses (6 Courses) on iGOT Portal, annually and this will also be reflected in their Annual Performance Appraisal Reports (APARs). The Courses will be prescribed by the respective Ministry/ Departments/ Organisation(MDOs).

2. The status of course completion for the mandated Courses will be directly fetched from iGOT and reflected in the APARs of the employees, starting from the reporting period 2025-26 (Corresponding to the APAR cycle of 2026-27).

3. Accordingly, all the regular employees of RIMS, Imphal, will be required to register themselves in the iGOT portal or those who had already registered themselves earlier, are required to update their details in order to take part in the mandated Courses.

4. The weblink for creating the user profiles and complete the enrolment process on the iGOT Karmayogi Portal is (<https://igotkarmayogi.gov.in/#/>). Employees who have already enrolled on the platform earlier are requested to ensure that their profiles are completely updated with accurate information to facilitate their participation in the relevant training and skill development programs which will be issued from time to time. The youtube link for updating iGOT profile is (<https://youtu.be/rhEIXdD9vD4?feature=shared>).

5. All the regular employees of RIMS, Imphal, must complete their profile updation **no later than 8<sup>th</sup> August 2025**. Any employee facing difficulties with this process may contact System Administrator (IT Section), RIMS, Imphal.

6. Accordingly, Principals, HODs, Office-in-charge of various College, Departments, Units and Sections etc are requested to issue necessary instruction to all the regular employees of RIMS, under their supervision, to enrol themselves or, update their profiles in the Integrated Government Online Training (iGOT) Karmayogi platform for completion of courses and associated assessments. They are also directed to submit a report on the status of enrolment in the Proforma (**ANNEXURE**), to the undersigned, **on and before 08<sup>th</sup> August, 2025 and / or email at rims.imphal@gov.in.** as these are required to be verified by the Administration at the earliest.

7. All employees are once again reminded that Non-compliance with the above may adversely affect their APAR records.

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

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

Copy to:-

1. The P.S. to Director - for kind information.
2. The Medical Supdt., RIMS Hospital, Imphal.
3. The Dean (Academic), RIMS, Imphal.
4. All Heads of Departments/Sections/Units, RIMS, Imphal.
5. The Principal, Dental College, RIMS, Imphal.



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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., RIMS, Imphal.
9. The Chief Nursing Officer i/c, RIMS, Imphal.
10. Asst. Engineer (Civil)/(Elect.), RIMS, Imphal.
11. All Section Officers, RIMS & RIMS Hospital, Imphal.
12. The System Administrator, RIMS, Imphal- for uploading the above order and to send by email to all concerned.
13. All Notice Boards.
14. Concerned file.

**Note:** Sl.No. 3 to Sl. No. 11 are requested to inform the subordinate staffs working under their control.

**ANNEXURE**

Name of Deptt/ College/ Section/ Office:-

Sl.No.	Name of the Employee	Date of enrolment



**E-MAIL****File No.A.11033/17/2025-Trg.**

Government of India  
Ministry of Health and Family Welfare  
Department of Health and Family Welfare  
(Training Division)

Nirman Bhawan, New Delhi-110001

Dated:30-07-2025

**MEETING NOTICE**

Please find attached a copy of DoPT's OM No. T-28/27/2025-iGOT dated 04-07-2025 regarding Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi portal.

2. This is to inform that a virtual meeting is scheduled to be held at **03:30 PM on 31.07.2025** in association with Karmayogi Bharat, DoPT with all the MDOs/Nodal Officer of the Organizations/Institutions on-boarded under Department of Health and Family Welfare (DoHFW). The agenda of the meeting is initiation of the orientation process for all organizations under DoHFW to ensure timely completion of employee profile verification on iGOT portal.

3. All are requested to make it convenient to attend the meeting.

4. The weblink of the VC is as under:

<https://mohfw.webex.com/mohfw/j.php?MTID=mffe2dec25008b8ae5c4741b4fc34f8ce>

Digitally signed by  
MAHENDRA YADAW  
Date: 30-07-2025  
16:12:23

(Mahendra Yadaw)  
Under Secretary to the Govt. of India  
Tele.- 011-23062959

To

All the MDOs / Institutions/Organizations under Department of Health and Family Welfare.

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*  
(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

Request to create a VC link for MDO calls

## Request to create a VC link for MDO calls

vhenryarokiaraj.kb@karmayogi.in | TUE JUL 29 5:06 PM | less than a minute read

Dear Sir,

In accordance with the directions from DoPT, we are initiating the orientation process for all organisations under the Ministry of Health and Family Welfare (MoHFW) to ensure timely completion of employee profile verification. The session will also address any queries related to the mission.

The meeting is scheduled for 31st July at 3:30 PM.

It is imperative that the concerned MDO Leader or Nodal Officer attends this meeting to facilitate smooth coordination.

Kind regards,

Regards

**V. Henry Arokia Raj**

**Karmayogi Bharat**

Department of Personnel & Training

Government of India.

7th Floor, Parsvnath Capital Tower,

Gole Market, New Delhi - 110 001

Mobile: 6380706234

Mail: [Vhenryarokiaraj.kb@karmayogi.in](mailto:Vhenryarokiaraj.kb@karmayogi.in)



**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





**C I R C U L A R**

Imphal, the 16<sup>th</sup> October, 2024

Subject : Organising Karmayogi Saptah - National Learning Week from 19<sup>th</sup> October to 25<sup>th</sup> October, 2024.

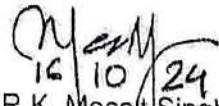
**No.39/A/2021-RIMS: 18152** As per the Ministry of Health & Family Welfare (Training Division), circular No. A-11033/14/2024-Trg dated 14/10/2024, this Institute is organising Karmayogi Saptah - National Learning Week from 19<sup>th</sup> October to 25<sup>th</sup> October, 2024, during which all the employees of RIMS, Imphal, are required to commit a minimum of 4 hours for learning through iGOT courses available on the iGOT portal, Daily Webinars on various themes (to be organised by CBC) and MDO specific programmes. A copy each of the guidelines issued by the Ministry along with user Manual of Karmayogi Saptah - National Learning is enclosed for reference.

2. All the employees on RIMS, Imphal, who possess NIC e-mail, are requested to register themselves on the iGOT portal at the earliest and dedicate a minimum of 4 hours on various courses available in the said portal. The Ministry has also shortlisted certain courses, which are mandatory and required to be consumed within the week, which are indicated below:-

- i. Know Your Ministry module (Compulsory)
  - ii. Vikshit Bharat\*
  - iii. Jan Bhagidari\*
  - iv. Leading the Karmayogi Way\*
- \*Any one of the three

3. Accordingly, Principals, HODs, Officers-in-charge of various College, Departments, Units and Sections etc are requested to issue necessary instruction to all the employees of RIMS under their supervision, to participate in the course during this period. They are also directed to submit a report on the iGOT courses, completed by them, to the undersigned, on and before 25<sup>th</sup> October, 2024, and / or email at rims.imphal@gov.in in the prescribed format, which is enclosed as **ANNEXURE**.

4. This issues with the approval of the Director i/c, RIMS, Imphal.

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

Copy to: (for enclosures, please refer to email and RIMS website)

1. The P.S. to Director - for kind information.
2. The Medical Supdt., RIMS Hospital, Imphal.
3. The Dean (Academic), 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, Impgal.
8. The C.A.O./F.A., RIMS, Imphal.
9. The Chief Nursing Officer i/c, RIMS, Imphal.
10. Asst. Engineer (Civil)/(Elect.), RIMS, Imphal.
11. All Section Officers, RIMS & RIMS Hospital, Imphal.
12. The System Administrator, RIMS, Imphal- for uploading the above order and to send by email to all concerned.
13. All Notice Boards.
14. Concerned file.

They are  
requested to  
inform the  
subordinate staffs  
working under  
their control.