



**OFFICE ORDER**

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

**No.GEN/IGOT/1/2025-ESTSec:** It is has been observed that only 55% of the total regular employees of RIMS, onboarded on iGOT portal, have completed the APAR-linked mandatory courses on the iGOT Platform.

2. The remaining employees already onboarded/ registered on iGOT, are hereby reminded to complete the six mandatory courses (ANNEXURE) along with the Comprehensive Assessment Test on the iGOT platform at the earliest.

3. For Pay Levels 12, 13, & 14, the course titled 'Yoga at Workplace' has been replaced by "Improving outreach and communication for Vikshit Bharat". It has already been mapped on their iGOT Dashboard. The employees are requested to check if they have completed the said Course.

4. Further, for those employees who are facing difficulty in completing the APAR-linked mandatory courses and the Comprehensive Assessment Test, technical facilitation/ assistance will be provided at Banting Hall, RIMS, Imphal, on the following days from 02:00 P.M. to 04:00 P.M., as per the schedule given below:-

Date	Designation	Venue and Time
9 <sup>th</sup> & 10 <sup>th</sup> March, 2026	Level 1 to Level 3	Banting Hall & 02:00 P.M. to 04:00 P.M.
11 <sup>th</sup> & 12 <sup>th</sup> March, 2026	Level 4 to Level 10	
16 <sup>th</sup> March, 2026	Level 11	
17 <sup>th</sup> March, 2026	Level 12 - 13	
18 <sup>th</sup> March, 2026	Level 14	

4. All concerned employees, who have not yet completed these courses are directed to avail the facilitation and complete the training within the stipulated time. If any difficult arises in this exercise, please contact the officials of NMC/AEBAS, A-Block, RIMS, Imphal.

5. Accordingly, all the employees, participating in this exercise, are requested to report at the said venue along with their iGOT registered Mobile.

6. This may be treated as **MOST URGENT** and **MANDATORY**.

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

Signed by

Mecolt Rajkumar Singh

Date: 05-03-2026 17:55:03

(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. All Hostel wardens, RIMS, Imphal.
14. Stewards, RIMS, Imphal.
15. Caretaker, RIMS, Imphal.
16. Stores, RIMS, Imphal.
17. The System Administrator, RIMS, Imphal- *for uploading the above order and to send by email to all concerned.*

**Note: Sl. Nos. 3 to 16 are requested to bring this Notice to the knowledge of their subordinate staffs.**

## ANNEXURE

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
		Improving Outreach and Communication for Viksit Bharat	
		Data Science for Policy Makers	Understanding and Managing Stress
		P.b.l.c 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	
		Improving Outreach and Communication for Viksit Bharat	Public Governance Models
		Overview of Viksit Bharat, 2047	
Under Secretaries and equivalent	Level 11 and equivalent	Understanding and Managing Stress	Leading with Clarity: Swadharma in 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)	