

Through CSIR Website

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN, 2, RAFI MARG, NEW DELHI - 110001**

No. 16-1(56)/2025-CCOACR

Dated: 17.09.2025

OFFICE MEMORANDUM

Sub: Implementation of NPCSCB- Mission Karmayogi and Integration of iGOT karmayogi Course Completion Status with APARs.

The undersigned is directed to refer to DoPT OM No. T-28/27/2025-iGOT, dated 4th July 2025 and 19th August 2025 regarding the implementation of the *National Programme for Civil Services Capacity Building (NPCSCB) – Mission Karmayogi*. Copies of the OMs are enclosed for ready reference.

The aforementioned OMs mandate the annual completion of prescribed courses on the iGOT Karmayogi platform by all the Central Government employees. The course completion status will be automatically integrated into the Annual Performance Appraisal Reports (APARs) through SPARROW. As per the procedure outlined by DoPT, the following steps shall be followed for auto-fetching the details of mandatory course completion and comprehensive assessment from the iGOT Karmayogi portal and their integration with SPARROW.

1. Designated MDOs shall identify role-specific courses on the iGOT Karmayogi platform for all employees.
2. These courses shall be added by the MDO Admin/CCA as the "Training Plan" for each role/designation.
3. Once uploaded, the courses will appear as targets under the "My iGOT" section of each user's profile, provided employees have updated their profiles with their current position, organization, and contact details.
4. All employees must complete at least 50% of the prescribed annual courses.
5. Course completion and assessment data will be auto-fetched from iGOT and reflected in APARs starting from the 2025-26 reporting year (i.e., APAR cycle 2026-27)
6. A dedicated sub-section under 'Training Programs Attended' in Part-II of the APAR will capture this information.

In alignment with the above, and in recognition of the importance of iGOT in driving competency-based capacity building, CSIR has adopted the iGOT Karmayogi framework. Accordingly, CSIR has identified and recommended the courses for each level i.e. MTS, SO/ASO & equivalent, US & equivalent, Sr. DS/DS, Joint Secretary and above level for the reporting year of 2025-26 (APAR Cycle 2026-27)-(Annexure I). Further, CSIR is currently in the process of modifying its PAR module and integrating it with iGOT to enable automatic incorporation of the mandated course completion status. A separate notification will be issued upon finalization of this integration.



In the interim, all Sr. COAs/COAs/AOs of CSIR Labs/Instts./HQ are requested to ensure that the following actions are completed within one month:

1. Mandatory onboarding of all non-technical and administrative staff on the iGOT platform, facilitated through e-HRMS nodal officers.
2. Updating of employee profiles on iGOT platform with accurate designation, department, organization name, NIC email ID, and mobile number.
3. Organization of awareness programmes to educate staff on the Purpose and usage of the iGOT platform, its integration with SPARROW, and its direct impact on APAR evaluations.

All concerned are requested to ensure timely compliance of the above instructions.


(Sumil Kumar)
Deputy Secretary

Encl. As above

Copy to :-

1. Directors/Heads of all CSIR Labs/instts/Centre/Units
2. Sh. Nadir Sheikh, Sr, Scientist (HRDC) – for taking necessary action in the matter
3. Sr.COA/COA/AO/Sr.DS/DS/US of all CSIR Labs/instts/ CSIR HQ/Centre/Units
4. Sr.Dy.FA/Dy.FA/Sr.COFA/COFA/FAO of all CSIR Labs/Instts/CSIR HQ/Centre Units
5. Sr.COSP/COSP/SPO of all CSIR Labs/instts/CSIRHQ/Centre/Units
6. Office of DG, CSIR
7. Office of JS (Admn.), CSIR
8. Office of FA, CSIR
9. Office of CVO, CSIR
10. LA, CSIR
11. Sr. DS (PD)/ DS (CO)
12. IT Division - with the request to host this OM on CSIR website
13. Guard File
14. Office copy

Annexure I

In accordance with the guidelines as per the DoPT OM No. T-28/27/2025-iGOT dated 4th July, 2025 recommended courses for each level i.e. MTS, SO/ASO & equivalent, US & equivalent, Sr. DS/DS, Joint Secretary and above level for the period of 2025-26 are as under:

| Stakeholder | Sl No | Course Name | Course Provider | Duration |
|---|-------|--|--------------------------------|--------------|
| JS & above | 1. | Behaviour Architecture - Understanding Human Behaviour | Fractal | 1 hr 59 mins |
| | 2. | Public Policy Writing | Indian School of Public Policy | 2 hr 45 mins |
| | 3. | Human Decision Making and its Biases | Fractal | 2 hr 18 mins |
| | 4. | Nation Branding | ISB Hyderabad | 3 hr 16 mins |
| | 5. | Purpose Driven Leadership | ISB Hyderabad | 1 h 55 mins |
| | 6. | Overview of Viksit Bharat, 2047 | NITI Aayog/ Karmayogi Bharat | 1 h 3 mins |
| Sr. Deputy Secretaries & Deputy Secretaries | 1. | Managing & Leading Teams | ISB Hyderabad | 1 h 40 mins |
| | 2. | Personal Finance | Zerodha | 58 mins |
| | 3. | Understanding & Managing Stress | XLRI | 50 mins |
| | 4. | Understand How AI Impacts You and Your Government | Apolitical | 1 h 45 mins |
| | 5. | Case Studies in the Use of Data and Evidence for Governance | J-PAL | 2 h 32 mins |
| | 6. | Digital Personal Data Protection Act, 2023: An Overview | Karmayogi Bharat | 1 hr 12 mins |
| Under Secretaries | 1. | Introduction to Emerging Technologies (New) | Wadhvani Foundation | 2 h 30 mins |
| | 2. | Cyber Security | IIT Madras | 1h 25 mins |
| | 3. | Understanding and Managing Stress | XLRI | 50 mins |
| | 4. | Digital Personal Data Protection Act, 2023: An Overview | Karmayogi Bharat | 1 hr 12 mins |
| | 5. | Leading with Clarity: Svadharma in Public Service | Capacity Building Commission | 59m 48s |
| | 6. | Dos and Don'ts of Social Media | IIMC | 1 hr 10 mins |
| SO/ASO | 1. | Basics of Communication | IIMC | 1 h 10 mins |
| | 2. | Government E Marketplace | ISTM | 1 h 9 mins |
| | 3. | Workplace Wellbeing | Harappa Education | 1 hr 2 mins |
| | 4. | Do's and Don'ts for Government Employees- Hindi | ISTM | 54 mins |
| | 5. | Understanding the Government Email System of NIC (Hindi version) | NIC | 1 h 21 mins |
| | 6. | Noting and Drafting | ISTM | 2 h |



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|----------------|----|---|--|-----------------|
| MTS and others | 1. | स्वच्छता ही सेवा- 2024 प्रशिक्षण माड्यूल | Ministry of Housing and Urban Affairs (MoHUA) | 20 mins |
| | 2. | Do's and Dont's for Government Employees- (Hindi) | ISTM | 54 mins |
| | 3. | Investing in Government Schemes (Hindi) | Zerodha | 1 hr 6 mins |
| | 4. | Basic Finance (Hindi) | Zerodha | 4 hr 27 mins |
| | 5. | Developing Effective Soft Skills (Hindi) | CRPF | 40 mins |
| | 6. | सूर्य नमस्कार का महत्व एवं उपयोगिता | Morarji Desai National Institute of Yoga (MDNIY) | 17 mins 32 secs |

sw

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.

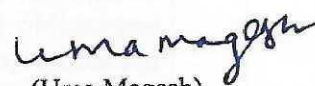
- ii. In the case of AIS officers not on Central Deputation and the CCS officers not working with any MDO of the Govt of India, the CCAs shall identify relevant courses on the iGOT Karmayogi Platform for employees at each level as the annual target. As an illustration, the respective CCAs could select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

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
Date:19th August, 2025

Corrigendum

Subject: Modification in APAR for Recording Mandatory iGOT Karmayogi Courses - Issuance of Corrigendum.

In continuation of this Department's O.M. of even number dated 04.07.2025 on the subject cited above (copy enclosed), attention is invited to Para 3(vii) thereof, which inter alia states that the information regarding completion of mandatory iGOT Karmayogi courses will be captured in a new sub-table under the existing "Training Programs Attended" section in **Part-1** of the APAR.

2. It has now been decided that the said information as well as the status of completion of the comprehensive assessment shall, instead, be captured in the appropriate section of **Part-2** (Self appraisal) of the APAR.

3. All Ministries/Departments/Organizations are, therefore, requested to take note of this modification and ensure necessary action accordingly.

Encl: as stated.

Digitally signed by
Shampa Ghosh
Date: 19-08-2025 16:21:03

(Shampa Ghosh)
Under Secretary to the Government of India
Tele: 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