

भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग
केंद्रीय जल आयोग
प्रशिक्षण निदेशालय, नई दिल्ली



Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR
Central Water Commission
Training Directorate, New Delhi

CIRCULAR

In pursuance to DoPT OM No. T-28/7/2021-iGOT dated 21.06.2022 (copy enclosed), it is to state that IGOT Karmayogi is an e-learning platform, which is designed by Ministry of Human Resource Department, Govt. of India for providing necessary digital infrastructure/support to all Govt. officials as well as Govt. Organizations. Various types of learning courses are being uploaded on this portal by various eminent Organizations. This platform enables officials to explore, acquire and certify their competencies that are critical to discharging their duties. The platform also helps them connect and collaborate across silos and become more efficient in the execution of their responsibilities.

Accordingly, it has been decided that all CWC Officials/ staff, with @nic.in or @gov.in email IDs, may get registered and onboard themselves on iGOT Karmayogi platform directly through the URL: <https://igotkarmayogi.gov.in> .

It has also been decided to undertake courses on the portal for at least 4.5 hours in a month and (total 50 hours in a year) by the individual CWC officials and the same may be reflected mandatorily in APAR by the concerned official. Since, IGOT Karmayogi is a dynamic platform, tentative list of relevant courses is attached as Annexure-A for ready reference.

This issues with the approval of Chairman, CWC.

Digitally Signed by Sachin
Gupta
(Sachin Gupta)
Date: 18-04-2024 13:09:59
Deputy Director
Reason: Approved

Copy to:

1. Sr. PPS to Chairman, CWC, New Delhi.
2. PPS to Member, (RM)/(WP&P)/(D&R), CWC, New Delhi.
3. Chief Engineer, HRM, CWC, New Delhi.
4. All CWC Field Offices,
5. All CWC officers/officials through website/e-Office notice board.

नई लाइब्रेरी बिल्डिंग, राम कृष्ण पुरम,
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जल संरक्षण – सुरक्षित भविष्य



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Conserve Water - Save Life

Tentative List of Courses on IGOT Karmayogi Portal under functional domain of CWC

Sl. No.	Topic	Conducted by	Duration
1	Complete Journey to Stress Management	The Art of Living	6h 8m
2	Conduct Rules	Institute of Secretariat Training and Management	1h 22m
3	Interpersonal Skills	Institute of Secretariat Training and Management	1h 37m
4	UNDERSTANDING OF LABOUR LAW	National Institute of Communication Finance	46m 46s
5	Personal and Organizational Value	Department of Personnel and Training DoPT	55m
6	Team Building	Department of Personnel and Training DoPT	1h 25m
7	Leadership	Department of Personnel and Training DoPT	1h 35m
8	Conduct of Enquiry in Disciplinary Matters	Institute of Secretariat Training and Management	42h
9	Problem Solving and Decision Making	Department of Personnel and Training DoPT	1h 45m
10	UNDERSTANDING THE FORMAT OF FINANCIAL STATEMENTS	National Institute of Communication Finance	1h 13m
11	Official Meeting - Role of Personal Staff	Institute of Secretariat Training and Management	15m 52s
12	Getting Along with the Boss	Institute of Secretariat Training and Management	31m 7s
13	Goal Setting	Department of Personnel and Training DoPT	40m
14	Problem Solving	Institute of Secretariat Training and Management	35m
15	Public Grievance Handling and CPGRAM 7.0	Institute of Secretariat Training and Management	2h
16	Project Management	Institute of Secretariat Training and Management	15m
17	Decision Making	Institute of Secretariat Training and Management	35m
18	Aspects of Decentralised Wastewater Management	Institute of Secretariat Training and Management	40m
19	Landmark Judgement on Constitutional Provisions - Supreme Court	Institute of Secretariat Training and Management	40m
20	Swachh Bharat Mission An Overview	Institute of Secretariat Training and Management	45m
21	Grey Water Management	Institute of Secretariat Training and Management	40m
22	सामान्य योग अभ्यासक्रम	Morarji Desai National Institute of Yoga (MDNIY)	54m 53s

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23	Yoga: Pranayama	Morarji Desai National Institute of Yoga (MDNIY)	35m 46s
24	Common Yoga Protocol English	Morarji Desai National Institute of Yoga (MDNIY)	54m 44s
25	Fundamental Rules and Supplementary Rules	Institute of Secretariat Training and Management	50m
26	Gender Sensitization - 1	Institute of Secretariat Training and Management	1h 15m
27	Role of Liaison Officer in Reservation	Institute of Secretariat Training and Management	45m
28	Yoga Break at Workplace	Morarji Desai National Institute of Yoga (MDNIY)	27m 54s
29	A COURSE ON TDS UNDER GST ACT	National Institute of Communication Finance	54m 24s
30	Microsoft Excel for Beginners	Microsoft	7h 3m
31	Microsoft PowerPoint Beginners	Microsoft	3h 17m
32	RISK BASED INTERNAL AUDIT	National Institute of Communication Finance	43m 31s
33	Procurement Process	Government e Market Place(GeM)	3h 6m
34	Payment process for Buyers	Government e Market Place(GeM)	2h 7m
35	Mode of Procurement (Service)	Government e Market Place(GeM)	1h 40m
36	Mode of Procurement (Product)	Government e Market Place(GeM)	3h 51m
37	Introduction to GeM for Buyers	Government e Market Place(GeM)	1h 2m
38	Reform Initiatives of Government of India	Institute of Secretariat Training and Management	1h 50m
39	Reform Initiatives of GOI- Hindi	Institute of Secretariat Training and Management	1h
40	Annual Performance Appraisal Report (Hindi)	Institute of Secretariat Training and Management	1h 4m
41	Judicial Review and How to Read Judgement - Hindi	Institute of Secretariat Training and Management	1h
42	Do's and Dont's for Government Employees- Hindi	Institute of Secretariat Training and Management	54m
43	Constitutional Provisions Relating to Disciplinary Proceedings - Hindi	Institute of Secretariat Training and Management	1h 3m
44	Constitutional Provisions at Workplace- Hindi	Institute of Secretariat Training and Management	2h
45	Stakeholders in Governance (Hindi)	Institute of Secretariat Training and Management	1h 47m
46	Government Accommodations - Hindi	Institute of Secretariat Training and Management	22m
47	Central Government Health Scheme CGHS and Central Services MA Rules	Institute of Secretariat Training and Management	1h 10m
48	Stakeholders in Governance	Institute of Secretariat Training and Management	1h 43m

Tentative List of Courses on IGOT Karmayogi Portal under functional domain of CWC

49	Handling CAT Cases	Institute of Secretariat Training and Management	2h 34m
50	Judicial Review and Reading a Judgement	Institute of Secretariat Training and Management	25m
51	Role of Inquiry Officer in Disciplinary Proceedings (Hindi)	Institute of Secretariat Training and Management	55m
52	Travelling Allowance (Hindi)	Institute of Secretariat Training and Management	25m
53	Principles of Natural Justice (Hindi)	Institute of Secretariat Training and Management	35m
54	Leave Rules (Hindi)	Institute of Secretariat Training and Management	45m
55	Evaluation of Evidence (Hindi)	Institute of Secretariat Training and Management	48m
56	Central Government Employees Group Insurance Scheme (Hindi)	Institute of Secretariat Training and Management	20m
57	Budget (Hindi)	Institute of Secretariat Training and Management	55m
58	Basic Principles of Management in Government Service (Hindi)	Institute of Secretariat Training and Management	55m
59	Appeal, Revision and Review (Hindi)	Institute of Secretariat Training and Management	1h 13m
60	Appeal Revision and Review	Institute of Secretariat Training and Management	35m
61	Annual Performance Appraisal Report (APAR)	Institute of Secretariat Training and Management	38m
62	Public Provident Fund (PPF)	RAKNPA	1h 6m
63	Buyer Dashboard	Government e Market Place(GeM)	1h 28m
64	Registration of Buyers	Government e Market Place(GeM)	1h 38m
65	PM Gatishakti	Department for Promotion of Industry and Internal Trade	2h 9m
66	Audit and Inspection of Internet Service Providers (ISPs)	NTIPRIT	1h 3m
67	Rajbhasha Hindi	Food Corporation of India (FCI)	23m 32s
68	Financial Effects of Penalties	Institute of Secretariat Training and Management	22m
69	Introduction to Emerging Technologies	Capacity Building Commission	2h 20m
70	Parliament at Work	Institute of Secretariat Training and Management	5h 41m
71	Preparation of Cabinet Notes	Institute of Secretariat Training and Management	5h 10m
72	Formulation of Public Policies	Institute of Secretariat Training and Management	1h 15m
73	Sarbanjanik Nitiyon ka Nirupan	Institute of Secretariat Training and Management	47m

Tentative List of Courses on IGOT Karmayogi Portal under functional domain of CWC

74	Leave Travel Concession (LTC)	Institute of Secretariat Training and Management	1h 7m
75	Noting and Drafting	Institute of Secretariat Training and Management	2h
76	Government E Marketplace	Institute of Secretariat Training and Management	1h 9m
77	Parliamentary Procedures	Institute of Secretariat Training and Management	2h
78	Office Procedure	Institute of Secretariat Training and Management	2h 17m
79	Prevention of Sexual Harassment of Women at Workplace	Institute of Secretariat Training and Management	1h 51m
80	Code of Conduct for Government Employees	Institute of Secretariat Training and Management	35m
81	Right to Information Act - Part 2	Institute of Secretariat Training and Management	1h 22m
82	FIELD IDENTIFICATION OF IMPORTANT TIMBERS OF INDIA	Indian Council of Forestry Research and Education	1h 40m
83	Securing End User Devices in Government Departments	NTIPRIT	1h 17m
84	Consolidated Instructions on Suspension	Institute of Secretariat Training and Management	1h 2m
85	Sustainable Development Goals	Institute of Secretariat Training and Management	49m
86	Management Fundamentals in Government Services	Institute of Secretariat Training and Management	1h
87	Effective Communication	IIMB	5h 34m
88	Public Procurement Framework of GOI	Department of Expenditure	1h 55m
89	Right to Information Act - Part 1	Institute of Secretariat Training and Management	55m
90	Pensionary Benefits	Institute of Secretariat Training and Management	55m
91	Travelling Allowance	Institute of Secretariat Training and Management	55m
92	Leave Rules	Institute of Secretariat Training and Management	55m
93	Public Administration	Institute of Secretariat Training and Management	1h 15m
94	Govt Accounting System	National Academy Of Defence Financial Management (NADFM)	54m 10s
95	Self Leadership	The Art of Living	1h 26m
96	Managing Personal Relationships	The Art of Living	41m 33s
97	Increasing your Emotional Quotient	The Art of Living	1h 7m
98	Module 10 - Grammar and Official words	SVPNPA	1h 14m

Tentative List of Courses on IGOT Karmayogi Portal under functional domain of CWC

99	Yoga Challenge- Level 1	By The Art of Living	5h 28m
100	Introduction to Sellers and Service Provider	Government e Market Place(GeM)	5m 27s
101	Command Area Development and Participatory Irrigation Management	North Eastern Regional Institute of Water and Land Management (NERIWALM)	20m 2s
102	Budgetary System in Government	(NADFM)	49m 41s
103	Filing of APAR and AIPR through SPARROW	By National Institute of Communication Finance	50m
104	Time Management	By Institute of Secretariat Training and Management	2h 20m
105	Report Writing Skills for Project	By National E-Governance Division (NEGD) DeitY Govt. of India	5h 15m
106	Contract Management	By National E-Governance Division (NEGD) DeitY Govt. of India	12h 15m
107	Beginner Course for GeM Buyer	By Government e Market Place(GeM)	3h 36m
108	Consultation with CVC in Disciplinary Cases	By Institute of Secretariat Training and Management	45m
109	Modified Assured Career Progression Scheme (MACPS)	By Institute of Secretariat Training and Management	1h
110	Deputation and Absorption	By Institute of Secretariat Training and Management	35m
111	Creation of Posts	Institute of Secretariat Training and Management	1h
112	Non-Functional Selection and Upgradation for Organized Group	Institute of Secretariat Training and Management	38m
113	Matters relating to Pay Module	Institute of Secretariat Training and Management	35m
114	Cadre Review of Central Civil Services	Institute of Secretariat Training and Management	55m
115	Technical Resignation and Lien	By Institute of Secretariat Training and Management	30m
116	Joining Time on Transfer	By Institute of Secretariat Training and Management	38m
117	AI Using Google Bard and ChatGPT for Beginners	By Invest India	25m 1s
118	Transfer and Posting	Institute of Secretariat Training and Management	30m
119	Formalities of Joining Service	Institute of Secretariat Training and Management	1h 5m
120	Classification, Character and Status of Posts	By Institute of Secretariat Training and Management	30m
121	Central Deputation and Foreign Services	Institute of Secretariat Training and Management	55m
122	Parliament at Work - Legislative Process	Institute of Secretariat Training and Management	40m

Tentative List of Courses on IGOT Karmayogi Portal under functional domain of CWC

123	अनुशासनिक मामलों में सीवीसी के साथ विचार-विमर्श	Institute of Secretariat Training and Management	45m
124	Procurement Services (Consultancy / Non-Consultancy)	Department of Expenditure	2h 8m
125	FRSR Part V - House Rent Allowances and Other Allowances	Department of Expenditure	3h 45m
126	FRSR Part IV - Dearness Allowance (DA) and Dearness Relief (DR) Rules	Department of Expenditure	2h 25m
127	FRSR Part I - General Rules	Department of Expenditure	5h 20m
128	FRSR Part II - Travelling Allowances Rules	Department of Expenditure	3h 10m
129	Stress Management	Department of Personnel and Training DoPT	25m
130	Public Procurement of Goods	Department of Expenditure	1h 7m
131	Procurement of Works	Department of Expenditure	1h 9m
132	Reservation Policy - Reservation in Service	Institute of Secretariat Training and Management	2h 55m
133	Understanding of Cash Book	National Institute of Communication Finance	22m 4s
134	BANK RECONCILIATION STATEMENT	National Institute of Communication Finance	37m 29s
135	Understanding of Double Entry System in Financial Accounting	National Institute of Communication Finance	20m
136	E-way Bill System under GST Law - Part 3	National Academy of Customs, Indirect Taxes and Narcotics (NACIN)	50m
137	E-way Bill System under GST Law - Part 2	National Academy of Customs, Indirect Taxes and Narcotics (NACIN)	50m
138	CASH FLOW STATEMENT	National Institute of Communication Finance	32m 32s
139	Yoga Appreciation Programme (YAP) - English	Morarji Desai National Institute of Yoga (MDNIY)	3h 12m
140	'Namami Gange : A Sustainable Model for River Rejuvenation'	National Water Academy Central Water Commission Pune	1h 1m
141	Right to Information (RTI)	Department of Personnel and Training DoPT	2h 15m
142	Gender Sensitization -2	Institute of Secretariat Training and Management	50m
143	Office Procedures	Department of Personnel and Training DoPT	1h 35m
144	BASICS OF FINANCIAL ACCOUNTING	National Institute of Communication Finance	25m
145	Overview of Water Resources of India	NERIWALM	1h 39m
146	Finance and Accounts	Department of Personnel and Training DoPT	1h 35m

Tentative List of Courses on IGOT Karmayogi Portal under functional domain of CWC

147	Time Management	Department of Personnel and Training DoPT	1h 15m
148	Conflict Resolution and Negotiation	Department of Personnel and Training DoPT	1h 35m
149	Motivation	Department of Personnel and Training DoPT	1h 5m

F. No. T-28/7/2021-iGOT
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Block IV, Old JNU Campus,
New Delhi

Dated 21st June, 2022

OFFICE MEMORANDUM

Subject: Onboarding on iGOT Karmayogi digital platform under Mission Karmayogi – NPCSCB reg.

The under signed is directed to refer to the subject cited above and to say that the Government approved the National Program for Civil Services Capacity Building (NPCSCB) – Mission Karmayogi on 2nd Sep. 2020. NPCSCB aims to lay the foundation for capacity building for future generations of the Civil Servants.

2. Under Mission Karmayogi, an e-learning platform, namely iGOT Karmayogi platform, is being designed for providing necessary digital infrastructure to upload courses and conduct online trainings. This will allow the departments to provide training resources and opportunities to their employees at a hitherto impossible scale. The experimental BETA services of iGOT Karmayogi digital platform have become functional on which various types of learning courses are being uploaded by various eminent Organizations.

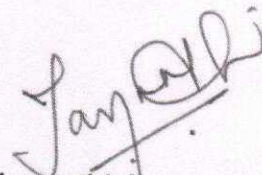
3. As per the current practice, learners are being onboarded on the said platform by their respective Ministries/Departments/Organisations. This has been reviewed and it has been decided that self-onboarding onto the portal may also be enabled.

4. Accordingly, it has been decided that all government employees, with@nic.in or @gov.in email ids, can register and onboard themselves on iGOT Karmayogi platform directly through the URL mentioned below:

<https://igotkarmayogi.gov.in>

5. After successful registration, kindly follow the steps mentioned at Annexure-I for filling up roles and activities to complete profile.

6. These issues with the approval of Secretary (P).


(G.D. Jayanthi Angayarkanni)
Director (iGOT)
Email: g.d.jayanthi@nic.in

To,

1. Secretaries of all Ministries/Departments
2. Chief Secretaries of all States/UTs

Annexure – I

Case -I (For new Users)

After successful registration and login for the first time, "Welcome to the Portal" page will open and user need to follow the instructions given on the portal to fill in the roles and activities to complete the profile.

Case -II (For users already registered on iGOT platform)

If the user is not automatically redirected to "Welcome to the Portal" page after successful registration and login for the first time, then you can follow below steps:

- Step 1: Login into the portal.
- Step 2: Click on "More" on Home page.
- Step 3: Under "Do More" tab, Click on "Interests".

You will be at "Welcome to the Portal" page. Follow the instructions given on the portal to fill in the roles and activities to complete the profile.