

F. No. A-52/3/2024-A(P&T) (E-4027229)
Government of India
Office of the Development Commissioner (MSME)
Ministry of Micro, Small & Medium Enterprises
Admin (P&T) Section

Nirman Bhawan, New Delhi
Dated: 9th September, 2024

CIRCULAR

Subject: Online-training modules hosted on iGOT Karmayogi Platform - reg.

All the DCMSME officers/officials are hereby requested to enroll for the online training modules hosted by Institute of Secretariat Training and Management on iGOT Karmayogi platform: <https://portal.igotkarmayogi.gov.in/>, under DoP&T. A list of useful online programmes is placed as below:-

- a) Right to Information (RTI)
- b) Code of Conduct for Government Employees
- c) Annual Performance Appraisal Report (APAR)
- d) Government E Marketplace
- e) Leave Rules
- f) Noting and Drafting
- g) Parliamentary Procedures
- h) Office Procedure
- i) Pay Fixation
- j) Conduct Rules
- k) Prevention of Sexual Harassment of Women at the Workplace
- l) Yoga Break at Workplace
- m) Introduction to Emerging Technologies
- n) Stay Safe in Cyber Space
- o) Microsoft Word Beginners
- p) Effective Communication

2. All the Divisional Heads, O/o DCMSME/HoOs are hereby requested to give necessary instruction/encouragement to officers/officials under their control to complete the above-mentioned online training programme within one month of issue of this circular and submit the course completion certificate to Administration Division, New Delhi **over E-MAIL ONLY**.

3. The officers/officials may register themselves at <https://portal.igotkarmayogi.gov.in/public/signup> under the Development Commissioner (Micro Small and Medium Enterprises), Ministry of Micro, Small and Medium Enterprises Head.

This issues with the approval of Competent Authority.



(Gaurav Katiyar)
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To:

1. PPS to AS&DC(MSME);
2. O/o DDG/all ADCs, O/o DCMSME;
3. All HoOs, MSME-DFOs/TCs;
4. All officers/officials through their controlling officer;
5. SENET – for uploading on official website;
6. Hindi section – for Hindi version;
7. Guard file/Notice Board/Guard file.