

OFFICE MEMORANDUM

Subject: Identification and linkage of Courses for Comprehensive Assessment Framework under iGOT Mission Karmayogi and completion timeline - reg.

The undersigned is directed to say that the vide OM dated 27.11.2025 (copy enclosed), the Competent Authority has approved the assignment of six mandatory courses, as the Training Plan for each position/level on the iGOT portal.

2. In this connection, attention is invited to DoP&T O.M. dated 04.07.2025, wherein it has been stipulated that:

- (i) Course completion status will be automatically fetched from iGOT and reflected in the Annual Performance Appraisal Reports (APARs) starting from the reporting year **2025-26 (APAR cycle 2026-27)**.
- (ii) A **Comprehensive Assessment Framework** will be rolled out to evaluate competency attainment, and the assessment results will also be reflected in the APARs.

3. Accordingly, the following courses have been identified for assessment, based on alignment with functional competencies of officials, and relevance of topics for the respective levels of officials:

Courses assigned for	Course Title	Course Duration (HH:MM:SS)
AS&DC, ADC, DDG and equivalent officer	COMPREHENSIVE ASSESSMENT PROGRAM FOR ASDC and ADCs and DDG	03:14:00
	Blended Program comprising of following courses: 1. UMANG- A Digital India Initiative 2. Cyber Security and Strategy 3. Overview of Viksit Bharat 2047	
JDC, Director, Joint Director and equivalent officer	COMPREHENSIVE ASSESSMENT PROGRAM FOR JDCs. DIRECTOR. JOINT DIRECTOR	03:14:00
	Blended Program comprising of following courses: 1. Introduction to Leveraging AI and Chat GPT 2. Problem Solving 3. Emotional Intelligence	
Deputy Director, PPS and equivalent officer	COMPREHENSIVE ASSESSMENT PROGRAM FOR DEPUTY DIRECTOR AND PPS	03:36:00
	Blended Program comprising of following courses: 1. Yoga: Pranayama 2. Cyber Security and Strategy 3. इमर्जिंग टेक्नोलॉजीज से परिचय	



Courses assigned for	Course Title	Course Duration (HH:MM:SS)
AD, SO, PS and equivalent officer	COMPREHENSIVE ASSESSMENT PROGRAM FOR ADs. SOs. PSs	03:14:00
	Blended Program comprising of following courses: 1. Code of Conduct for Government Employees 2. RTI And Good Governance 3. Leave Rules - Updated	
PA, OS, ASO, Investigator, STO, JTO, SSA, Steno, UDC, Driver, JSA, LDC, MTS & equivalent official	COMPREHENSIVE ASSESSMENT PROGRAM FOR PA OS ASO INV STO JTO AND GROUP-C	03:32:00
	Blended Program comprising of following courses: 1. Goal Setting 2. Training Programme on e-office 3. ChatGPT and Generative AI tools for Government Officials	

2. In this regard, it is hereby informed that the above-mentioned Comprehensive Assessment Program has been made **LIVE** and accordingly all the DC(MSME) officers/officials are, therefore, requested to search (*as per course title*) and complete the identified courses (*as per their designation*) along with the associated comprehensive assessment on the iGOT platform, mandatorily on or before **31st March, 2026**. The assessment outcomes of these courses shall form part of the competency evaluation and shall be reflected in the Annual Performance Appraisal Reports (APARs), as per extant instructions issued by DoP&T under Mission Karmayogi.

3. This issues with the approval of the Competent Authority.



(दानिश अशरफ)

संयुक्त विकास आयुक्त (प्रशासन)

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सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
Ministry of Micro, Small & Medium Enterprises
विकास आयुक्त (सू. म. एवं म. उद्यम) का कार्यालय
Office of the Dev. Commissioner (MSME)
Kartavya Bhawan Building-03, Kartavya Path, New Delhi-110001

Encl: as above.

To,

1. All the DC(MSME) officers/officials posted at Headquarters office and field offices-through their controlling authority-for Mandatory Compliance.

Copy for information to:

1. PPS to AS&DC(MSME);
2. O/o all ADCs/DDG/ JDCs/Directors/Jt. Directors, O/o DC(MSME);
3. All HoOs, MSME-DFOs/TC/TsS/TIs/Br. MSME-DFOs;
4. The Director, Capacity Building Commission, New Delhi;
5. The Director (Training), DoP&T, New Delhi;
6. SENET Division- for uploading on official website;
7. Office Order folder/guard file/ Notice Board.

फा. सं. A-33/1/2024-A(P&T) (E-4027114)

भारत सरकार / Government of India

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय/ Ministry of Micro, Small & Medium Enterprises
विकास आयुक्त कार्यालय (एमएसएमई) / Office of the Development Commissioner (MSME)
प्रशासन (पी एवं टी) अनुभाग / Administration (P&T) Section

'ए' विंग, 7 वाँ तल / 'A' Wing, 7th Floor
निर्माण भवन, नई दिल्ली / Nirman Bhawan, New Delhi
दिनांक: 27 नवंबर, 2025/27th November, 2025

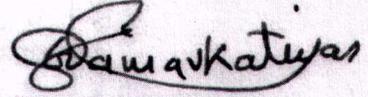
OFFICE MEMORANDUM

Subject: Assignment of Mandatory Training Courses on iGOT Portal-reg.

The Competent Authority has approved the assignment of six mandatory courses, as the Training Plan for each position/level on the iGOT portal. The approved Mandatory Training Plan is enclosed (Annex-A).

2. All the officers/officials posted at Headquarters office and field offices are hereby directed to complete the six prescribed courses as prescribed to their respective level/category, on the iGOT portal within the current Training Year i.e., 2025-26 (*preferably by mid-February'2026*).

This issues with the approval of AS&DC(MSME).



(गौरव कटियार)/(Gaurav Katiyar)

संयुक्त निदेशक (प्रशासन)/कार्यालय प्रमुख /Joint Director (Admin.)/HoO
दूरभाष. नंबर/Tel. No.: 011-23061461

Encl.: Annex-A

To,

1. All the officers/officials posted at Headquarters office and field offices-
through their controlling authority-for Mandatory Compliance.

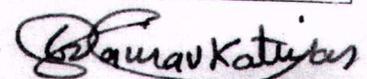
Copy for information to:

1. PPS to AS&DC(MSME);
2. O/o all ADCs/DDG/JS/JDCs/Directors/Jt. Directors, O/o DC(MSME);
3. All HoOs, MSME-DFOs/TC/TSS/TIs/Br. MSME-DFOs;
4. The Director, Capacity Building Commission, New Delhi;
5. The Director (Training), DoP&T, New Delhi;
6. SENET for uploading on official website;
7. Office Order folder/guard file.

Annex-A

Group-wise list of six mandatory courses

Courses for	S. No.	Course Title	Course designed by
ADC, DDG equivalent officer	1	Orientation Module on Mission Life	M/o Environment, Forest and Climate Change
	2	Stress Management	DoPT
	3	UMANG- A Digital India Initiative	National E-Governance Division, MeitY
	4	Decision Making	ISTM
	5	Cyber Security and Strategy	Indian Institute of Public Administration
	6	Overview of Viksit Bharat 2047	Karmayogi Bharat
Director, JDC, Joint Director and equivalent Officer	1	Gender Sensitization	--
	2	Introduction to Leveraging AI and ChatGPT	Invest India
	3	Problem Solving	ISTM
	4	Swachh Bharat Mission An Overview	ISTM
	5	Meditation -Principles and Practices	National Academy of Defence Production, Nagpur
	6	Emotional Intelligence	DoPT
Deputy Director, PPS and equivalent officer	1	Yoga: Pranayama	Morarji Desai National Institute of Yoga
	2	Cyber Security and Strategy	Indian Institute of Public Administration
	3	ChatGPT and Generative AI tools	Wadhvani Foundation
	4	Cybercrime and Digital Forensics	National E-Governance Division, MeitY
	5	इमर्जिंग टेक्नोलॉजी से परिचय	Capacity Building Commission
	6	ChatGPT and Generative AI tools: An Introduction	Capacity Building Commission
AD, SO, PS and equivalent officer	1	Central Government Employees Group Insurance Scheme (CGEGIS)	ISTM
	2	Vigilance Clearance	Defence Headquarters Training Institute
	3	सूर्य नमस्कार का महत्व एवं उपयोगिता	Morarji Desai National Institute of Yoga
	4	Code of Conduct for Government Employees	ISTM
	5	RTI And Good Governance	National Academy of Defence Production, Nagpur
	6	Leave Rules - Updated	ISTM
PA, OS, ASO, Investigator, STO, JTO, SSA, Stenographer, UDC, Driver, JSA, LDC, MTS & equivalent official	1	Importance of Surya Namaskar (English)	Morarji Desai National Institute of Yoga
	2	Stress Management	DoP&T
	3	Goal Setting	DoP&T
	4	Awareness and Prevention of Cyber attacks	Indian Oil Corporation Limited
	5	Training Programme on e-office	Haryana Institute of Public Administration
	6	ChatGPT and Generative AI tools for Government Officials	Wadhvani Foundation



(Gaurav Katiyar)
Joint Director (Admin)/HoO