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

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'ए' विंग, 7 वाँ तल / 'A' Wing, 7thFloor

निर्माण भवन, नई दिल्ली / Nirman Bhawan, New Delhi
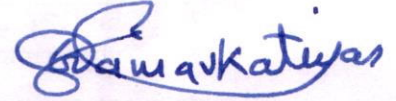
दिनांक: 27 नवंबर, 2025/27th November, 2025

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**

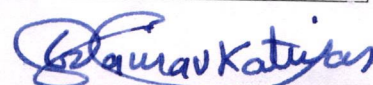दूरभाष. नंबर/**Tel. No.: 011-23061461**

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.

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	Wadhwani 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	Wadhwani Foundation

(Gaurav Katiyar)
Joint Director (Admin)/HoO