

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT (SERVICES-I BRANCH)  
DELHI SECRETARIAT, 5TH LEVEL, 'B' WING,  
I.P. ESTATE, NEW DELHI - 110002  
(<http://services.delhi.gov.in>)**

F.No. 5/01/18/Misc./22-23/UTCS/TS-I/Pt.File-I/33-38

Dated 09/01/2026

**OFFICE MEMORANDUM**

**Subject:-Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi portal-Reg.**

The Union Cabinet has approved the National Programme for Civil Service Capacity Building (NPCSCB), which aims to build a citizen centric and future ready civil service through a role based capacity building approach. A detailed guidelines in this regard has been issued by the DoPT vide their OM No. No.T-28/27/2025-iGOT dated 04 July 2025 (copy attached).

Further, DoPT vide their letter No. 11059/03/2025-AIS-III dated 03 Sep. 2025 has conveyed that all Government Employees and officers of All India Services (AIS) will be required to complete prescribed courses on iGOT annually and this will also be reflected in their Annual Performance Appraisal Reports (APARs) and also requested to ensure that all members of All India Services working with State Government has registered themselves on the iGOT Portal ([www.https://igotkarmayogi.gov.in](https://igotkarmayogi.gov.in)). (copy attached)

Thereafter, the DoPT vide their letter No. 11059/03/2025-AIS-III dated 16.10.2025 has conveyed a list of courses available on iGOT portal (<https://igotkarmayogi.gov.in>) for consumption of IAS officers is prescribed herewith for each level of officers based on their length of Service. The said letter has already been forwarded to all ACSs/Pr. Secretaries/Secretaries/HoDs/Local and Autonomous Bodies of Govt. of NCT of Delhi vide letter No. 2/01/2024/S.I dated 18.11.2025 (copy attached).

In the above context of training on the iGOT Karmayogi portal, it has been decided by the Competent Authority that:

(i) In pursuance of DoPT's instruction, the cadre controlling authority for the UT Cadre, namely MHA, has mandate certain courses for IAS officers based on their Seniority. All IAS officers are requested for completion of such courses by the end of March 2027, with atleast one in the current financial year.

(ii) Each Administrative Secretary would Identify atleast two courses out of the 3720 courses available on iGOT Karmayogi portal under (relating to their work area) for all IAS/DANICS and other officers to be completed each year. The courses would be notified to the officers/ officials and to the Services Department in April each year.

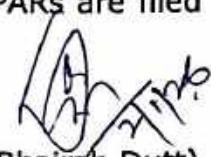


(iii) The Services Department would subsequently mandate two courses for the Administrative Secretary (after prior concurrence of Chief Secretary) by 15<sup>th</sup> of May of each year.

(iv) Each IAS and DANICS officers shall complete atleast one additional programme of choice every half year and report the same in their APARs.

(v) The completion of such courses would be duly reflected in each officer's APAR and would count negatively if they do not successfully complete them. Persistent violation may lead to the imposition of minor penalty.

(vi) The progress would be reviewed in June 2026, once the CFY APARs are filed and reported by the Reporting Officers.



(Bhairab Dutt)

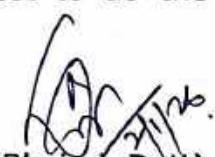
Dy. Secretary (Services)

Dated 02/01/2026

F.No. 5/01/18/Misc./22-23/UTCS/TS-I/Pt.File-I/33-38

Copy for information and necessary action to the:

1. Secretary to Lt. Governor, Delhi.
2. Secretary to Chief Minister, Delhi.
3. Staff Officer to Chief Secretary.
4. All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/ Head of Departments /Local & Autonomous Bodies Govt. of NCT of Delhi.
5. Section Officer (Co-ordination), Services Department, Govt. of NCT of Delhi, with the request to upload this OM on the website of Services Department.
6. Section Officer (APAR Cell), Services Department with the request to do the needful in the APAR format/portal in respect of DSS/Steno Cadre.



(Bhairab Dutt)

Dy. Secretary (Services)

**No. 11059/03/2025-AIS-III**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel & Training**

Kartavya Bhawan - 3, New Delhi  
Dated the 3<sup>rd</sup> September, 2025

To,

Chief Secretaries of all the State Governments,

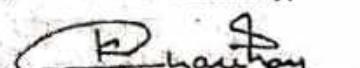
**Subject: Comprehensive assessment of AIS officers – Updation of profile on IGOT Karmayogi Portal.**

Sir / Ma'am

I am directed to refer to communication dated 04.07.2025 (copy enclosed) of Training Division, DoP&T, on the subject noted above. 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).

2. Accordingly, it is requested to ensure that all members of the All India Service working with State Governments / Ministry / Department of Government of India have registered themselves on the IGOT Portal ([www.igotkarmayogi.gov.in](https://igotkarmayogi.gov.in)). If already registered, to update their profile (designation and batch) on it, to correctly reflect the service details and batch etc. such that they are mapped to the Cadre Controlling Authorities (CCA) and level (based on years of service) correctly.
3. This may kindly be brought to the notice of all members of the All India Services.
4. This issues with the approval of Competent Authority.

Yours' faithfully,



(Kavita Chauhan)

Under Secretary to the Government of India  
Tele: 011-23093479

**Copy to:**

1. Secretaries to all the Ministries/Departments of the Government of India
2. The Home Secretary, MHA, North Block, New Delhi – being the CCA in respect of IPS officers.
3. The Secretary, Ministry of Environment, Forest & Climate Change, New Delhi – being the CCA in respect of IFS officers.
4. The Joint Secretary, (UTS - I), Ministry of Home Affairs, North Block, New Delhi.
5. Ms. Shampa Ghosh, Under Secretary, IGOT, Training Division, DoP&T, Block-IV, Old JNU Campus, New Delhi.

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT: SERVICES - I BRANCH  
DELHI SECRETARIAT: 5TH LEVEL: B-WING  
I.P. ESTATE: NEW DELHI  
(<http://services.delhi.gov.in>, Email: [secservices@nic.in](mailto:secservices@nic.in))  
Phone: 011 - 23392468)

F.No.2/01/2024/S.I

Dated:

To

All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/ Head of Departments /Local & Autonomous Bodies Govt. of NCT of Delhi.

Sub: Mandatory Course Completion by IAS officers on iGOT Karmayogi portal.

Madam/Sir,

I am directed to forward herewith a letter of DoPT conveyed vide letter No.11059/03/2025-AIS-III dated 16/10/2025, on the aforesaid subject. The DoPT vide said letter has circulated a list of course, available on iGOT Portal (<https://igotkarmayogi.gov.in>) for consumption of IAS Officers is prescribed for each level of officers based on their length of service.

It is, therefore, requested to kindly bring the said communication of DoPT to the notice of all IAS Officers of your department/organization for information/necessary action.

Yours faithfully,

Encl. As above.

Digitally signed by  
(Jitendra Anand Arora)  
Dy. Secretary 18/11/2025  
13:22:02

F.No.2/01/2024/S.I

Dated:

Copy to the:-

1. Under Secretary to GoI, Ministry of Personnel, PG & Pensions, Deptt. of Personnel & Training, Kartavya Bhawan-3, New Delhi.
2. The Staff Officer to Chief Secretary, Delhi.

**DoP&T letter dated 16.10.2025 - Mandatory Course Completion by IAS officers on iGOT Karmayogi portal**

**From :** Rishabh Srivastava <rishabh.92@gov.in>

Fri, Oct 17, 2025 01:48 PM

**Subject :** DoP&T letter dated 16.10.2025 - Mandatory Course Completion by IAS officers on iGOT Karmayogi portal

1 attachment

**To :** K. Vijayanand, IAS <cs@ap.gov.in>, Dr. Ravi Kota <cs-assam@nic.in>, Chief Secretary, Bihar <cs-bihar@nic.in>, chiefsecretary@gujarat.gov.in, csguj@gujarat.gov.in, Sh. Anurag Rastogi, IAS <cs@hry.nic.in>, cs@karnataka.gov.in, Anurag Jain <cs@mp.nic.in>, cs@maharashtra.gov.in, Jan e Alam, Chief Secretary Nagaland <csngl@nic.in>, Shri Manoj Ahuja <csori@nic.in>, Chief Secretary Punjab <cs@punjab.gov.in>, cs@tn.gov.in, CS Telangana <cs@telangana.gov.in>, cs-tripura <cs-tripura@nic.in>, CHIEF SECRETARY OFFCE GOVT OF UP <csup@nic.in>, chief secretary <cs-uttaranchal@nic.in>, Dr. Manoj Pant <cs-westbengal@nic.in>, Sanjay Gupta <cs-hp@nic.in>, Avinash Kumar <cs-jharkhand@nic.in>, Dr. A Jayathilak IAS <chiefsecy@kerala.gov.in>, cs-manipur <cs-manipur@nic.in>, CS Mizoram <cs-mizoram@nic.in>, csraj@rajasthan.gov.in, Shri Ravindra Telang, IAS <cs-skm@hub.nic.in>, ASHUTOSH AGNIHOTRI <jsuts-mha@mha.gov.in>, cso-meg <cso-meg@nic.in>

**Cc :** kavitachauhan.edu <kavitachauhan.edu@nic.in>, Arun Meena <arun.meena@nic.in>, Abhishek Gourav <abhishek.gourav@gov.in>, Manpreet Singh <manpreet.s@nic.in>

Sir / Ma'am,

Please find attached DoP&T letter dated 16.10.2025 regarding mandatory Course Completion by IAS officers on iGOT Karmayogi portal, for kind information.

Thanks and regards,

Rishabh Srivastava  
SO, AIS-III Section  
DoP&T, New Delhi

**DoPT letter dated 16.10.2025 - Manadatory Course completion by IAS on**

**IGoT.pdf**

1 MB

No. 11059/03/2025-AIS-III  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel & Training**

Kartavya Bhawan - 3, New Delhi  
Dated the 16<sup>th</sup> October, 2025

To,

Chief Secretaries of all the State / UT Governments,

**Subject: Mandatory Course Completion by IAS officers on iGOT Karmayogi portal**

Sir / Ma'am

I am directed to refer to communication dated 04.07.2025 (copy enclosed) of Training Division, DoP&T, on the subject noted above and letter dated 03.09.2025 (copy enclosed) vide which it was, inter-alia, communicated that in order to ensure continuous, role-specific capacity building, it was decided that all officers of the All India Services (IAS) will be required to complete prescribed courses on iGOT annually and that this will also be reflected in their Annual Performance Appraisal Reports (APARs).

2. Accordingly, a list of courses, available on iGOT Portal (<https://igotkarmayogi.gov.in>) for consumption of IAS officers is prescribed herewith for each level of officers based on their length of Service:

| S.No.   | Course Name   | Remarks   |
|---|---|-----------|
| <b>Course prescribed for IAS officers with 0-9 year of Service</b>            |   |           |
| 1.  | IAS (Conduct) Rules, 1968                             | Mandatory |
| 2.  | GenAI for Everyone                                    | Mandatory |
| 3.  | Introduction to 3 New Criminal Laws                   | Mandatory |
| 4.  | Basics of Disaster Management                         | Optional  |
| 5.  | Data Driven Decision Making for Government            | Optional  |
| 6.  | Evidence-based Policy Making                          | Optional  |
| 7.  | Prevention of Sexual Harassment of Women at Workplace | Optional  |
| <b>Course prescribed for IAS officers with above 9 to 16 years of Service</b> |   |           |
| 1.  | Noting and Drafting                                   | Mandatory |
| 2.  | Public Policy Writing                                 | Mandatory |

|    |                              |           |
|----|------------------------------|-----------|
| 3. | GenAI for Everyone           | Mandatory |
| 4. | Preparation of Cabinet Notes | Optional  |
| 5. | Cybersecurity                | Optional  |
| 6. | Evidence in Public Policy    | Optional  |

## Course prescribed for IAS officers with above 16 to 25 years of Service

|    |  |           |
|----|--|-----------|
| 1. | Managing and Leading Teams             | Mandatory |
| 2. | Structured Approach to Problem Solving | Mandatory |
| 3. | Introduction to Emerging Technologies  | Mandatory |
| 4. | Effective Techniques To Manage Stress  | Optional  |
| 5. | AI Policies and Governance in India    | Optional  |
| 6. | PM GatiShakti                          | Optional  |
| 7. | Nation Branding                        | Optional  |

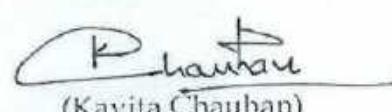
## Course prescribed for IAS officers with above 25 years of Service

|    |  |           |
|----|--|-----------|
| 1. | Purpose-Driven Leadership                                    | Mandatory |
| 2. | PM GatiShakti  | Mandatory |
| 3. | Introduction to Emerging Technologies                        | Mandatory |
| 4. | Effective Communication: The Cornerstone of Great Leadership | Optional  |
| 5. | AI Policies and Governance in India                          | Optional  |
| 6. | Structured Approach to Problem Solving                       | Optional  |

3. This issues with the approval of Competent Authority.

Encl: As stated.

Yours' faithfully,



(Kavita Chauhan)

Under Secretary to the Government of India  
Tele: 011-23093479

**Copy to:**

1. Secretaries to all the Ministries/Departments of the Government of India
2. Ms. Shampa Ghosh, Under Secretary, iGOT, Training Division, DoP&T, Block-IV, Old JNU Campus, New Delhi.

No.T-28/2025-iGOT  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
Training Wing  
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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*  
(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:

| <b>Sl. No.</b> | <b>Items</b>  | <b>Deadline</b> |
|----------------|---|-----------------|
| 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.

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