

IMPORTANT/TIME BOUND

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI – 110029.

No.F.40-29/2023/Mission Karmayogi)-Estt.I

Dated the: 20th February, 25

CIRCULAR

Subject: Training on Mission Karmayogi Portal – Implementation of the National Programme for Civil Services Capacity Building.

The Government of India has launched *Mission Karmayogi* as a transformative initiative to enhance the governance capacity of civil servants. This program aims to foster a culture of continuous learning, strengthen administrative competencies, and promote excellence in public service delivery.

As part of this initiative, all faculty members, officers, and employees of the Institute are required to undergo training on the *iGOT Karmayogi* platform (<https://igotkarmayogi.gov.in>). This platform provides a comprehensive digital learning ecosystem, offering curated training modules on various aspects of governance, including leadership, policy implementation, service delivery, ethics in administration, emerging administrative challenges, and technological advancements in governance.

To ensure systematic participation in this initiative, all employees are required to follow these steps:

1. **Access the iGOT Karmayogi Portal**
 - Visit <https://igotkarmayogi.gov.in> to begin the enrollment process.
2. **Registration**
 - Employees must register on the platform using their official government email ID (e.g., [@nic.in](mailto:) or [@gov.in](mailto:)).
 - Those already registered can log in directly.
3. **Course Selection**
 - Explore the training modules available on the platform and select at least three courses relevant to your professional domain, job responsibilities, and interests to enhance skills in your area of work.
4. **Course Completion**
 - Employees must complete the prescribed training modules within one week.
 - Each course consists of structured learning materials, assessments, and certification upon successful completion.
 - Upon completing the training, employees must download their course completion certificates.


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Active participation in this initiative is essential for:

- **Professional Development:** The acquired skills will enhance individual competencies and career growth.
- **Performance Appraisal:** Completion of training modules may be considered during performance evaluations, career progression, and future training nominations.
- **Institutional Growth:** The Institute's engagement in *Mission Karmayogi* is monitored at the national level, and strong participation will reflect positively on our commitment to capacity building and governance excellence.

All are required to complete at least three training modules within one week.

In view of the above, supervising authorities are requested to kindly encourage the staff working under your control to actively engage with the *Mission Karmayogi* platform and utilize the valuable learning resources available. Additionally, it is requested that the course completion details of employees be submitted to the **Office of the CAO** in the prescribed format for record-keeping.

Your cooperation and active participation in this initiative are highly appreciated. For any assistance regarding enrollment or technical support, employees may contact Ms. Pooja (Internal No. 26594021) and Shri Ajay Kaushish (Internal No. 26594365).


[B.S. GILL]

CHIEF ADMINISTRATIVE OFFICER &
NODAL OFFICER (Mission Karmayogi)

DISTRIBUTION:-

1. The Dean (Academic), (Examinations) & (Research)
2. All the Chief of the Centres
3. All the Head of the Departments/Sections/Units
4. The Medical Superintendent (Main/Dr. RPC)
5. The Sr. Financial Advisor
6. The Registrar
7. The Deputy Secretary
8. The Professor-In-Charge (Gen. Admn./Rectt/Faculty/Sanitation/Outsource/Stores)
9. The Chief Security Officer
10. The Professor-In-Charge (Computer Facility) with the request to kindly upload it on the Institute website.
11. All Senior Administrative Officers, Administrative Officers, and Assistant Administrative Officers are directed to oversee their respective areas, ensure the participation of all employees, assist them in completing the training modules, and submit the report within the stipulated timeframe.

12. The Hindi officer - with the request to translate it to Hindi version pl.
Copy for information to:-

1. The Director, AIIMS
2. The Additional Director (Admn.)

Annexure-I

Centre/Department/Section_____

Sl. No.	Number of Employee (s)			No. of Employee(s) Completed the Course/Module				Remarks
	Regular	Contractual	Outsource	1	2	3	4	

Annexure-II

Centre/Department/Section_____

Sl. No.	Name of Official (s)	Designation of Official (s)	Category of Official(s) [Regular /Contractual /Outsourced)	Name of Course Enrolled For	Duration of Course	Number of Certificates issued to the Official (s)	Mobile No. of Official(s)	E-mail ID of Official (s)	Remarks

Note: This information is also required in the Excel Sheet and to be sent at cao@aiims.gov.in