

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI

OFFICE OF DIRECTOR

F. No. 40-30/2025-Estt.I

06.11.2025

Subject: Conduct of one day training for Rashtriya Karmayogis in mission mode at AIIMS New Delhi reg.

Dear Colleagues,

Mission Karmayogi is the National Programme for Civil Services Capacity Building (NPCSCB) aimed at enhancing the individual and institutional capacity of government functionaries. The Mission seeks to build competencies, strengthen service delivery, and foster a "citizen-centric" approach through continuous learning on digital platforms such as iGOT (Integrated Government Online Training). The programme is planned to be implemented as a Training Cascade Model for All Employees wherein:

1. Lead Trainers are trained directly by the central nodal agencies & act as *knowledge anchors*.
2. Master Trainers are trained by Lead Trainers and act as *facilitators and multipliers*.
3. Employees (End Participants) are trained by Master Trainers in periodic departmental sessions and act as *beneficiaries and implementers*.

Ref. OM No. F. No. 40-30/2025-Estt.I dt. 21.08.2025, nominations were invited for training as Master Trainers. Subsequently, 49 Master Trainers have been training during the 3-day Master Trainer Training Programmes as per the list attached as **Annexure 1**.

Now is the time for the Master Trainers to impart 1-day training to our employees under the Rashtriya Karmayogi Large Scale Jan Seva Program as per the guidance provided by Capacity Building Commission (**Annexure 2**).



Keeping in view the large employee strength of AIIMS New Delhi, it has been decided to entrust the responsibility of rolling out the 1-day training programme cadre wise to the following officials:

- **Faculty:** Prof. I/c Faculty Cell
- **Nursing Cadre:** Chief Nursing Officer (Hospital / NCI)
- **Finance Division:** Financial Advisor
- **Establishments & other Cadres:** Chief Administrative Officer

The aforesaid officials are requested to coordinate with the Master Trainers from their cadres and roll out a training plan for the employees in the respective cadre such that maximum number of 1-day trainings are completed by 30th November 2025. Logistics support if any required maybe obtained from CMET.

Further, as requested vide OM No. F. No. 40-30/2025-Estt.I dt. 21.08.2025, all Departments who have not sent their nominations for Master Trainers are requested to do the needful by 10th November 2025, so that additional 50 master trainers can be trained to augment the training strength as per the guidelines of the Rashtriya Karmayogi Scheme.

 6/11/2025

Prof. M Srinivas
Director

Circulation: As above

Distribution (with a request to also circulate it to all officials under their control)

1. Dean/s (Academic, Research, Examination)
2. Addl. Director (Admin)
3. Medical Superintendent (AIIMS)
4. Chiefs' of all Centres / Head, NCI Jhajjar
5. Heads' of all Departments
6. Sr. Financial Advisor
7. Prof. I/c Computer Facility (with a request to host the same on AIIMS Website)

List of Master Trainers Trained Under Rashtriya Karmayogi Large Scale Jan Seva Program

S. No.	Name	Designation	Department
Faculty			
1.	Dr. Sidhartha Satpathy	Professor and Head	Department of Hospital Administration
2.	Dr. Sanjay Wadhwa	Professor and Head	Physical Medicine and Rehabilitation
3.	Dr. Jeeva Shankar	Professor	Paediatric
4.	Dr. Hitender Gautam	Professor	Microbiology
5.	Dr. Kiran Bala	Additional Professor	Microbiology
6.	Dr. Vivek Gupta	Additional Professor	Dr. Rajendra Prasad Centre for Ophthalmic Science
7.	Dr. Jagdish Prasad Meena	Additional Professor	Paediatrics
8.	Dr. Krishna Inamudi	Additional Professor	Biophysics
9.	Dr. Sidhartha Kundu	Associate Professor	Biochemistry
10.	Dr. Khalid Mohmood	Assistant Professor	Department of Hospital Administration
11.	Dr. Anup Singh	Assistant Professor	Otorhinolaryngology
12.	Dr. Arun Kr. Choudhary	Assistant Professor	Physical Medicine and Rehabilitation
Establishments			
13.	Ms. Nirmala J. Kujur	Sr. Administrative Officer	Dr. Rajendra Prasad Centre for Ophthalmic Science
14.	Shri Ankit Kumar	Administrative Officer	Jai Prakash Naryan Apex Trauma Centre
15.	Sh. Raj Kumar Bhola	Administrative Officer	Mother & Child Block
16.	Mrs. Kavita	Assistant Administrative Officer	Establishment
Finance Division			
17.	Mr. Himanshu Kandpal	Account Officer	Finance Division
18.	Prakash Kumar Giri	Account Officer	Finance
Nursing Cadre			
19.	Ms. Sandhya Amrose	Deputy Nursing Superintendent	Main Hospital
20.	Ms. Geeta Bhorla	Deputy Nursing Superintendent	Dr. Rajendra Prasad Centre for Ophthalmic Science
21.	Ms. Chhaya Narwade	Deputy Nursing Superintendent	Main Hospital
22.	Ms. Poonam Pancholi	Deputy Nursing Superintendent	Cardiothoracic Sciences Centre
23.	Ms. Margaret Keketta	Deputy Nursing	Cardiothoracic Sciences Centre

List of Master Trainers Trained Under Rashtriya Karmayogi Large Scale Jan Seva Program

		Superintendent	
24.	Ms. Shobha Sampath	Deputy Nursing Superintendent	CNO Office
25.	Ms. Shajida Salim	Assistant Nursing Superintendent	Burns & Plastic Surgery Block
26.	Ms. Regy Kurian	Assistant Nursing Superintendent	Neurosciences Centre
27.	Ms. Rebecca R Herald	Assistant Nursing Superintendent	D-6
28.	Ms. Mini Baiju	Assistant Nursing Superintendent	Main Hospital
29.	Ms. Evangelin	Assistant Nursing Superintendent	Main Hospital
30.	Ms. Sushama Bhanot	Assistant Nursing Superintendent	Cardiothoracic Sciences Centre
31.	Ms. Sentimongla	Senior Nursing Officer	Burns & Plastic Surgery Block
32.	Mr. Dileep Singh	Senior Nursing Officer	Neurosciences Centre
33.	Ms. Paramjeet Kaur	Senior Nursing Officer	Dr. Rajendra Prasad Centre for Ophthalmic Science
34.	Ms. Poonam Anand	Senior Nursing Officer	National Centre for Ageing
35.	Ms. Manjulata Mulewa	Senior Nursing Officer	Mother & Child Block
36.	Ms. J Subbulakshmi	Senior Nursing Officer	Main Hospital
37.	Ms Sunita Devi	Senior Nursing Officer	National Centre for Ageing
38.	Ms. Beena Raju	Senior Nursing Officer	Mother & Child Block
39.	Mr. Radhey Shyam	Senior Nursing Officer	NIE
40.	Mr. Mukesh Kumar	Senior Nursing Officer	Burns & Plastic Surgery Block
41.	Ms. Shakunthala Sundriyal	Senior Nursing Officer	LTR
42.	Mr. Nitesh Joshi	Senior Nursing Officer	National Drug Dependence Treatment Centre
43.	Ms. Leena A Dinesh	Senior Nursing Officer	Neurosciences Centre
44.	Ms. Onita Ningthoujam	Nursing Officer	Dr. Rajendra Prasad Centre for Ophthalmic Science
45.	Ms. Tisha Mary Thomas	Nursing Officer	NIE
46.	Ms. Sarika	Nursing Officer	Jai Prakash Naryan Apex Trauma Centre
47.	Mr. Naresh Kumar	Nursing Officer	National Drug Dependence Treatment Centre
Other Cadres			
48.	Ms. Aishwarya Raj	Psychologist	Burns & Plastic Surgery Block
49.	Mrs. Rekha	Technical Officer	Nephrology



RASHTRIYA KARMAYOGI LARGE SCALE JAN SEVA PROGRAM

PROGRAM CONTENT

The 1-day training will be conducted through the **iGoT App**. Please download the app from the Play Store or App Store and complete your registration prior to attending the training

WHAT WILL BE COVERED IN THE 1-DAY RASHTRIYA KARMAYOGI PROGRAM?

In this program, participants will rediscover their inner power as Rashtriya Karmayogis.

It is a *1-day program*, where participants will go through 4 modules. These modules are not lecture-based but are highly interactive. They are designed to enable reflective discussions, experience sharing, teamwork to build answers together and building shared vision together.

- **Module 1:** We explore the qualities and behaviours of a Karmayogi.
- **Module 2:** We explore the motivations and inner purpose of a Karmayogi.
- **Module 3:** We learn how to integrate Seva-Bhav into every aspect of our work life.
- **Module 4:** We understand our role in terms of national goals and serving all stakeholders better.

End-of-Program Assessment.

The duration of each module is approximately 1.5 hours.

RASHTRIYA KARMAYOGI LARGE SCALE JAN SEVA PROGRAM

1-DAY TRAINING INFRASTRUCTURE & LOGISTICAL REQUIREMENTS

TRAINING ROOM SETUP CHECKLIST

1. Master Trainers are required to conduct 1-day training in Pairs

- ☐ All Master Trainers are required to conduct 1-day training sessions in **pairs** to deliver the program effectively and ensure the best possible learning experience for participants.

2. Seating & Room Arrangement

- ☐ Adequate space for 30-35 participants to sit in 6 groups of 4–5 members each.
- ☐ Room arrangement with 6 tables and 5 chairs each, allowing group members to work collaboratively.

3. IT & AV Equipment

- ☐ Laptop or desktop computer with internet access (Wi-Fi/hotspot/LAN).
- ☐ Projector or screen connected to the laptop/computer.
- ☐ Speakers connected to the laptop/computer.

4. Trainer Essentials

- ☐ Whiteboard for the trainer to use.
- ☐ 2 markers (1 blue and 1 black) and 1 duster.

5. Training Materials

- ☐ 12 chart papers per batch.
- ☐ Sketch pens for each group to conduct group activities.

6. Basic Amenities

- ☐ Water, tea, food, and bathroom facilities available nearby.

There will be two 15-minute tea breaks and a 1-hour lunch break during the training session.

RASHTRIYA KARMAYOGI LARGE SCALE JAN SEVA PROGRAM

IMPORTANT INSTRUCTIONS FOR 1-DAY TRAINING PARTICIPANTS

To ensure smooth execution and a meaningful training experience, all participants are requested to adhere to the following guidelines:

1. Timely arrival of all participants for the workshop.

- Please check the schedule for the workshop and be on time to ensure that the workshop starts and finishes on time.
- Report by 9:00 AM every day to ensure the training begins promptly at 9:30 AM.

2. Mandatory attendance

- As participants of the Rashtriya Karmayogi Program, it is essential to attend the workshop in its entirety. Missing any portion of the session will hinder your understanding of the program's core objectives and impact the learning experience.
- Presence for the full duration of the one-day workshop is mandatory for certification, without exception.

3. Required Materials

- Bring a **smartphone**, along with a charger, for active participation.
- Training will be conducted using the **iGOT App**.

4. Download the iGoT App before attending the Workshop

- Please register on the app using your iGOT email ID and registered phone number at least 3–5 days before the training to complete the onboarding process. This is necessary to record your attendance and to receive your training certificate.
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ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI
OFFICE OF DIRECTOR

F. No. 40-30/2025-Estt.I

21.08.2025

Subject: Request for Nominations of Two Master Trainers from each Department for Mission Karmayogi

Dear Colleagues,

Mission Karmayogi is the National Programme for Civil Services Capacity Building (NPCSCB) aimed at enhancing the individual and institutional capacity of government functionaries. The Mission seeks to build competencies, strengthen service delivery, and foster a "citizen-centric" approach through continuous learning on digital platforms such as iGOT (Integrated Government Online Training). The programme is planned to be implemented as a **Training Cascade Model for All Employees wherein:**

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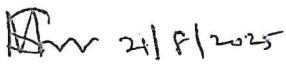
Through this layered training structure, employees shall:

- Build competencies relevant to their **roles** rather than just positions.
- Develop a mindset of **seva bhaav, efficiency, innovation, and collaboration**.
- Leverage digital platforms for lifelong learning.
- Ultimately enhance the quality of patient care, research, and administrative efficiency, aligning with the vision of Mission Karmayogi.



The role of Master Trainers is critical as they will be the facilitators of the Rashtriya Karmayogi Programme within AIIMS and beyond, ensuring that the spirit of lifelong learning, efficiency, and seva bhaav are carried forward to all officers and staff. To ensure inclusive participation of all Departments in imparting these trainings at AIIMS, all Departments are requested to nominate at least two faculty members from your department as 'Master Trainers' for the Master Trainer training programmes being conducted under this initiative.

The nominated Master Trainers should possess enthusiasm, service orientation, good communication skills, basic digital literacy (iGOT app navigation), physical fitness, and a commitment to carry forward the one-day Rashtriya Karmayogi Programme for end participants. They are required to bring their laptop & smart phone with them and attend the full 3-day training for Master Trainers at AIIMS New Delhi. The nominations may kindly be sent to AO (Faculty) cell through eOffice latest by Monday, 25th August 2025.


Prof. M Srinivas
Director

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