



**icmr** | **NIOH**  
INDIAN COUNCIL OF  
MEDICAL RESEARCH | NATIONAL INSTITUTE OF  
OCCUPATIONAL HEALTH

आई सी एम आर – राष्ट्रीय व्यावसायिक स्वास्थ्य संस्थान  
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार  
कल्याण मंत्रालय, भारत सरकार

ICMR - National Institute of Occupational Health  
Department of Health Research, Ministry of Health  
and Family Welfare, Government of India

संख्या 1/परिपत्र /2025-26/ 1443

09-10-2025

परिपत्र/CIRCULAR

**Sub:** Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi Portal for APAR – reg.

With reference to the ICMR Circular No. ICMR/Training Cell/04/2025 dated 07.10.2025, all regular employees of the Institute are hereby informed that completion of prescribed training courses on the **iGOT Karmayogi Portal** is **mandatory**, as per the directions of the Department of Health Research (DHR), Ministry of Health & Family Welfare.

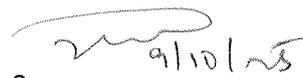
As per the "Training Plan" circulated by ICMR, a total of **six (06) courses attached at Annexure-I** have been identified for completion by employees as per their respective levels, as detailed below:

**Level 14 & above**  
**Level 12 & 13 & equivalent**  
**Level 11 & equivalent**  
**Level 6 to Level 10**

Out of these six courses, **three (03)** will be identified for **comprehensive assessment** in the **APAR for 2025–26**, and the details of these assessment courses will be communicated separately in due course. The **last date** for completion of all six courses (including the three comprehensive assessment courses) is **31.03.2026**.

All staff members are hereby directed to log in to their iGoT portal through Parichay and complete the assigned training modules within the stipulated time frame.

All Section Heads/Division In-charges are requested to ensure that the employees under their control comply with this directive and monitor timely completion of the courses

  
((राहुल वाधवानी)/(Rahul Wadhvani)  
वरिष्ठ प्रशासनिक अधिकारी /Sr. Administrative Officer

प्रति/To:  
सभी कर्मचारी/All Staff (Level 6 and above)  
सूचनापट्ट/Notice Board

Copy to:

- OIC, ROHC(S), Bangalore –for necessary compliance
- Dr. L K Sharma – with a request to upload the said circular on the website pls.

Annexure-I

Stake-holders	06 Courses to be completed by all the Officers/Officials of DHR and ICMR
<b>Level 14 &amp; above</b>	Jan Bhagidari
	Overview of Viksit Bharat 2047
	Data Science for Policy Makers Part-I
	Purpose Driven Leadership
	Understanding and Managing Stress
	Stress Management through Meditation and Yog Nidra
<b>Level 12-13 &amp; equivalent</b>	Public Governance Models
	Work Team Resilience
	Understanding and Managing Stress
	Personal Finance
	Yoga Break at Workplace
	Overview of Viksit Bharat, 2047
<b>Level 11 &amp; equivalent</b>	Understanding and Managing Stress
	Overview of Viksit Bharat, 2047
	AI for Presentations
	Leading with Clarity: Swadharma in Public Service
	Do's and Don'ts of social media
	Yoga Break at Workplace
<b>Level 6 to Level 10</b>	AI for Presentations
	Self-Leadership
	Understanding and Managing Stress
	Personal Finance
	Yoga Break at Workplace
	Basics of Communication

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INDIAN COUNCIL OF MEDICAL RESEARCH  
Ansari Nagar, New Delhi.  
Vigilance Section  
File No. ICMR/Training Cell/04/2025

Dated: 07.10.2025

**CIRCULAR**

**Subject: Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi Portal for APAR-reg.**

As per Department of Health Research, Ministry of Health & Family Welfare's Office Memorandum No. A-43016/03/2025-CBU dated 18.09.2025 and DoPT's O.M. No. T-28/27/2025-iGOT dated 04.07.2025 (**copy enclosed**), all Central Government employees of Department of Health Research (DHR), all officers of All India Services (AIS) on Central Deputation to DHR and all regular employees of the Indian Council of Medical Research (ICMR) are required to complete prescribed courses on iGOT and this will be reflected in their Annual Performance Appraisal Report (APARs).

In this regard, a "Training plan" has been prepared comprising of 06 courses which have been assigned to each of the following levels;

- Level 14 & above
- Level 12 & 13 & equivalent
- Level 11 & equivalent
- Level 6 to Level 10

Details of these courses are given at **Annexure-I of the attached O.M. dated 18.09.2025**. Further, out of these 06 courses, 03 courses will be identified for comprehensive assessment in the APARs 2025-26 and this shall be communicated shortly. The questionnaire for the 03 courses identified for comprehensive assessment will be added in the respective module in due course. The timeline for the completion of these 06 courses (including 03 comprehensive assessment courses) is 31.03.2026.

In view of the above, all permanent employees of the Indian Council of Medical Research (ICMR) are hereby directed to complete their respective training modules on the iGOT Karmayogi Portal within the stipulated time. Further, Director/Director-in-charge of all Permanent Institute/Centres of ICMR is requested to circulate this Circular to all concerned individuals.

Digitally signed by  
JAGDISH RAJESH  
Date: 08-10-2025  
05:05:31

Jagdish Rajesh  
Deputy Director General (A) &  
Vigilance Officer

Encl: As above

2. All Divisional Heads
3. DDG(A)/ADG (A)
4. All Divisions/Sections.
5. BMI Division- with the request to upload the same on the ICMR website.
6. The Directors / Directors-in-charge of all Institute/Centres as well as ICMR Hqrs.

No. A-43016/03/2025-CBU  
भारत सरकार/ Government of India  
स्वास्थ्य और परिवार कल्याण मंत्रालय/ Ministry of Health & Family Welfare  
स्वास्थ्य अनुसंधान विभाग/ Department of Health Research

2<sup>nd</sup> Floor, IRCS Building,  
1, Red Cross Road, New Delhi-110001  
Dated 18th September, 2025

**OFFICE MEMORANDUM**

**Subject: Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi Portal for APAR-reg.**

The undersigned is directed to refer to DoPT's O.M. No. T-28/27/2025-iGOT dated 04.07.2025 (copy enclosed) on the subject cited above and to state that all Central Government employees of Department of Health Research (DHR), all officers of All India Services (AIS) on Central Deputation to DHR and all regular employees of the Indian Council of Medical Research (ICMR) are required to complete prescribed courses on iGOT and this will be reflected in their Annual Performance Appraisal Reports (APARs).

2. In this regard, a "Training Plan" has been prepared comprising of **06** courses which have been assigned to each of the following levels:

- Level 14 & above
- Level 12 to 13 & equivalent
- Level 11 & equivalent
- Level 6 to Level 10

Details of these courses are given at **Annexure-I**. Further, out of these 06 courses, 03 courses will be identified for comprehensive assessment in the APARs 2025-26 and this shall be communicated shortly.

3. The questionnaire for the 03 courses identified for comprehensive assessment will be added in the respective module in due course. The timeline for the completion of these 06 courses (including 03 comprehensive assessment courses) is **31-03-2026**.

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

Encl: As above

To

*SO, Training Cell*

*SD*  
*18.09.2025.*  
(Sanjeev Singh)  
Under Secretary to the Govt. of India  
Tel.: 011-23736902

1. All the Officers/Officials of DHR as per Standard List
- ✓ 2. Sr. DDG, ICMR - with a request to circulate this O.M. to all concerned in ICMR

*noty,*

**Annexure-I**

<b>Stake-holders</b>	<b>06 Courses to be completed by all the Officers/Officials of DHR and ICMR</b>
<b>Level 14 &amp; above</b>	Jan Bhagidari
	Overview of Viksit Bharat 2047
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	Stress Management through Meditation and Yog Nidra
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<b>Level 6 to Level 10</b>	AI for Presentations
	Self-Leadership
	Understanding and Managing Stress
	Personal Finance
	Yoga Break at Workplace
	Basics of Communication

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No.T-28/27/2025-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.

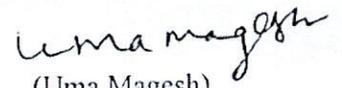
- ii. In the case of AIS officers not on Central Deputation and the CCS officers not working with any MDO of the Govt of India, the CCAs shall identify relevant courses on the iGOT Karmayogi Platform for employees at each level as the annual target. As an illustration, the respective CCAs could select 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)

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

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3.	Anu Nagar	Joint Secretary	A	9805977804	anu.nagar1@gov.in
4.	Murari Lal Sharma	Director	A	9873438375	ml.sharma66@nic.in
5.	D.P Singh	Deputy Secretary	A	9818963908	Dpsingh@gov.in
6.	Dharkat R. Luikang	Deputy Secretary	A	9953556227	dharkat@nic.in
7.	Tushar Karmarkar	Deputy Secretary	A	8826065988	tushar.arun@gov.in
8.	Rajeev Saxena	Under Secretary	A	9582381088	saxena.rajeev@nic.in
9.	Sanjeev Singh	Under Secretary	A	8010486754	sanjeev.singh81@nic.in
10.	Sreelatha A K	Under Secretary	A	9599433763	sreelatha.ak@nic.in
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33.	Dr. Kumar Vikram	Scientist C	A	9212740238	kumarv.nimr@gov.in

3837  
25/09/2025

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