



Dinesh Kumar Sharma
DDG (Mission Karmayogi)

भारत सरकार
संचार मंत्रालय
डाक विभाग
डाक भवन, नई दिल्ली-110001
Government of India
Ministry of Communications
Department of Posts
Dak Bhawan, New Delhi-110001

D.O. No. Tr-19/1/2023-Training-DOP

Dated 03.10.2023

Respected Madam/Sir

This is regarding implementation of Annual Capacity Building Plan (ACBP) for 2023-24 in Department of Posts under Mission Karmayogi Project.

2. In this regard, as per Capacity Building Plan, mid/long term capacity building initiatives are to be undertaken within 2nd to 4th quarter of FY 2023-24. Detailed training calendar in terms of number of participants is also included in Annual Capacity Building Plan 2023-24. The progress of ACBP 2023-24 is being monitored by Cabinet Secretariat Coordination Unit (CSCU) under PMO, DoPT & Capacity Building Commission (CBC).

3. Accordingly, various cadre wise trainings have been included in ACBP and will be imparted in 2nd to 4th quarter of FY 2023-24. Apart from the cadre-wise mandatory courses available on Dak Karmayogi portal, a few courses have also been identified which are available on iGOT Karmayogi Portal of DoPT viz. Effective communication, Stakeholders in Governance, Noting and Drafting, Budgetary System in Government, Disciplinary Proceedings in Government, Bid Participation (GeM), Right to Information Act - Part 1 and 2, Procurement of Services, Works and Contract Management, Government Accommodation etc. As per ACBP, the list of cadre wise mandatory courses is also enclosed in Annexure-II, to be completed latest by **31.10.2023**.

4. Further, 77 domain level courses for different cadres of DoP have been published as per their FRACing documents approved by IFU-DoP. Cadre wise mandatory courses have been identified on both Dak Karmayogi portal as well as on iGOT Karmayogi Portal. As per FRACing, the list of cadre wise mandatory courses is enclosed in Annexure-I, which are to be completed latest by **30.11.2023**.

5. Since, the progress of Annual Capacity Building Plan is being monitored through Prime Minister's dashboard & DoPT on regular basis, Circle are directed to ensure that number of allocated officials/GDS in each cadre complete the assigned course on iGOT Karmayogi Portal before due date. An action taken report may be submitted to Mission Karmayogi Division by 5th of each month.

This has the approval of Director General Postal Services.

With profound regards

Dinesh 03/10/23
Dinesh Kumar Sharma
DDG (Mission Karmayogi)

Encl: As stated.

All CPMsG
Director, RAKNPA, Ghaziabad
Directors, Postal Training Centres
Incharge, Regional Training Centre



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Name of Cadre	Cadre wise mandatory courses on iGOT portal as per FRACing approved
Group 'A' & 'B'	Empowering Tomorrow: Digital Transformation and Initiatives of DoP
	International Relations and Global Business
	Mail Monitoring Units
	Dak Ghar Niryat Kendra for Officers
	Parcel Specific Recent Initiatives
	Segmentation Targeting and Positioning of Parcel Services
	APAR Empowering the Karmayogi
	BIMA DEeP PARANGAT
	LEKHA DEeP Praveenta
IP & ASP	Empowering Tomorrow: Digital Transformation and Initiatives of DoP
	Parcel Network Optimization Project (PNOP)
	LEKHA DEeP Praveenta
	Unified Darpan Android Application – Dakshata
	Dak Ghar Niryat Kendra
	APAR Empowering the Karmayogi
	Mail Monitoring Units
	Introduction to Courier Express and Parcel Market
	Parcel Specific Recent Initiatives
	BIMA DEeP PARANGAT
	AADHAAR – Dakshata
Supervisors in Post Offices	Empowering Tomorrow: Digital Transformation and Initiatives of DoP
	BIMA DEeP - DAKSHTA - II
	LEKHA DEeP - DAKSHTA
	Unified Darpan Android Application – Dakshata
	AADHAAR – Dakshata
	APAR Empowering the Karmayogi
	Postman Delivery Monitoring
	Parcel Products : India Post
	Dak Ghar Niryat Kendra
	Mail Monitoring Units
	Basic Information of Citizens' Charter
Supervisors in RMS Offices	APAR Empowering the Karmayogi
	LEKHA DEeP Praveenta
	Parcel Products : India Post
	Dak Ghar Niryat Kendra
	Mail Monitoring Units
	Empowering Tomorrow: Digital Transformation and Initiatives of DoP
	Introduction to Courier Express and Parcel Market
	Parcel Network Optimization Project (PNOP)
	Basic Information of Citizens' Charter
Postal Assistant (All Cadres)	Courses about " Awareness " of Basic Important Records of Post Office, Different branches in Post Offices, Equipments in Post Offices, IPO & Money Orders, Marketing Concepts, Postal Manual & Guides, Products and Services, Savings Bank and Saving Certificates, Software Used in Post Offices etc.
	BIMA DEeP – Prarambh and Dakshata
	Unified Darpan Android Application – Dakshata
	Dak Ghar Niryat Kendra
	Empowering Tomorrow: Digital Transformation and Initiatives of DoP
	India Post Payment Banks
	LEKHA DEeP – Prarambh
	AADHAAR – Prarambh and Dakshata
	Mail Monitoring Units
	Parcel Specific Recent Initiatives
	Introduction to Courier Express and Parcel Market
	Postman Delivery and Monitoring Mechanism
	APAR Empowering the Karmayogi
	Basic Information of Citizens' Charter

Sorting Assistant	Courses about " Awareness " of Postal Manual & Guides, Products and Services, Savings Bank and Saving Certificates, Software Used in Post Offices, Marketing Concepts, etc.
	Basic Information of Citizens' Charter
	APAR Empowering the Karmayogi
	BIMA DEeP – Prarambh
	India Post Payment Banks
	LEKHA DEeP – Prarambh
	Mail Monitoring Units
	Empowering Tomorrow: Digital Transformation and Initiatives of DoP
	Dak Ghar Niryat Kendra
	Introduction to Courier Express and Parcel Market
	Parcel Network Optimization Project (PNOP)
	Parcel Specific Recent Initiatives
Postman (including Mail Overseers / Cash Overseers)	Courses about " Awareness " of Basic Important Records of Post Office, Different branches in Post Offices, Equipments in Post Offices, IPO & Money Orders, Marketing Concepts, Postal Manual & Guides, Products and Services, Savings Bank and Saving Certificates, Software Used in Post Offices etc.
	Postman Delivery and Monitoring Mechanism
	BIMA DEeP – Prarambh
	India Post Payment Banks
	LEKHA DEeP – Prarambh
	Mail Product and Services : India Post
	APAR Empowering the Karmayogi
	Parcel Products : India Post
Mail Guard	Courses about " Awareness " of Basic Important Records of Post Office, Different branches in Post Offices, Equipments in Post Offices, IPO & Money Orders, Marketing Concepts, Postal Manual & Guides, Products and Services, Savings Bank and Saving Certificates, Software Used in Post Offices etc.
	Mail Guard Module 1-8
	Mail Product and Services : India Post
	LEKHA DEeP – Prarambh
	APAR Empowering the Karmayogi
MTS	Courses about " Awareness " of Basic Important Records of Post Office, Different branches in Post Offices, Equipments in Post Offices, IPO & Money Orders, Marketing Concepts, Postal Manual & Guides, Products and Services, Savings Bank and Saving Certificates, Software Used in Post Offices etc.
	Postman Delivery and Monitoring Mechanism
	BIMA DEeP – Prarambh
	India Post Payment Banks
	LEKHA DEeP – Prarambh
	Mail Product and Services : India Post
	APAR Empowering the Karmayogi
	Parcel Products : India Post
	India Post Payment Banks
Gramin Dak Sevak	AADHAAR - Prarambh
	Courses about " Awareness " of Basic Important Records of Post Office, Different branches in Post Offices, Equipments in Post Offices, IPO & Money Orders, Marketing Concepts, Postal Manual & Guides, Products and Services, Savings Bank and Saving Certificates, Software Used in Post Offices etc.
	Unified Darpan Android Application – Prarambh
	Unified Darpan Android Application – Dakshta
	LEKHA DEeP – Prarambh
	BIMA DEeP – Prarambh
	India Post Payment Banks
	AADHAAR – Prarambh
	AADHAAR - DAKSHTA
	Mail Product and Services : India Post

Annexure-II

Mandatory Courses on iGOT Karmayogi Portal as per Annual Capacity Building Plan for 2023-24

S No.	Course Name	Name of Cadre	Remarks
1	Effective communication	Recommended for all Cadres	at least 50 from each division
2	Stakeholders in Governance	IP/ASP, Group 'A' & 'B'	at least 2 from each division
3	Noting and Drafting	PA/SA, IP/ASP, Group 'A' & 'B'	at least 20 from each division
4	Budgetary System in Government	PA/SA, IP/ASP, Group 'A' & 'B'	at least 20 from each division
5	Disciplinary Proceedings in Government	PA/SA, IP/ASP, Group 'A' & 'B'	at least 20 from each division
6	Bid Participation (GeM) +3	PA/SA, IP/ASP, Group 'A' & 'B'	at least 20 from each division
7	Right to Information Act - Part 1 and 2	PA/SA, IP/ASP, Group 'A' & 'B'	at least 40 from each division
8	Procurement of Services, Works and Contract Management	PA/SA, IP/ASP, Group 'A' & 'B'	at least 5 from each division
9	Government Accommodations - Hindi	PA/SA, IP/ASP, Group 'A' & 'B'	at least 5 from each division

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02/10/23.