

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

Dated 03.10.2023

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

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 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

Encl: As stated.

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







DDG (Mission Karmayogi)

Annexure-I

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Sorting Assistant	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
	Courses about "Awareness" of Basic Important Records of Post Office,
	Different branches in Post Offices, Equipments in Post Office,
	Different branches in Post Offices, Equipments in Post Offices, IPO &
	Money Orders, Marketing Concepts, Postal Manual & Guides, Products and
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	LEKHA DEeP - Prarambh
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	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
MTS	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
	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
Gramin Dak Sevak	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
	Han Freddet and Services . Inuia Post

			Annexure-II			
Mar	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 form each division			
4	Budgetary System in Government	PA/SA, IP/ASP, Group 'A' & 'B'	at least 20 form each division			
5	Dicsiplinary Proceedings in Government	PA/SA, IP/ASP, Group 'A' & 'B'	at least 20 form each division			
6	Bid Participation (GeM) +3	PA/SA, IP/ASP, Group 'A' & 'B'	at least 20 form each division			
7	Right to Information Act - Part 1 and 2	PA/SA, IP/ASP, Group 'A' & 'B'	at least 40 form each division			
8	Procurement of Services, Works and Contract Management	PA/SA, IP/ASP, Group 'A' & 'B'	at least 5 form each division			
9	Government Accomodations - Hindi	PA/SA, IP/ASP, Group 'A' & 'B'	at least 5 form each division			

Doness 03/10/23.