

Tr/3/2025-Training-DOP  
Government of India  
Ministry of Communications  
Department of Posts  
(Training Division)

Dak Bhawan, Sansad Marg,  
New Delhi-110001  
Dated: 19.02.2026

To  
→ Sh. Sivaji Vasireddy, Secretary General,  
Federation of National Postal Organisation  
T-24, Atul Grove Road, New Delhi-110001

Subject: APAR-linked mandatory course completion on the iGOT Karmayogi Portal- reg.

This is in reference to your Federation letter no. FNPO/i-GOT Karmayogi/ Training dated 11.02.2026 regarding the iGOT Karmayogi Training. The matter has been examined in detail with reference to the directions issued by the Department of Personnel and Training (DoPT).

2. The DoPT has introduced APAR-linked Mandatory Courses and the Comprehensive Assessment on the iGOT Portal for all Central Govt. Employees vide OM dated 04.07.2025 (**copy enclosed**) under the National Programme for Civil Services Capacity Building (NPCSCB)- Mission Karmayogi. In compliance with the aforesaid directions, this Department issued OM dated 18.08.2025 (**copy enclosed**) mandating six APAR-linked courses, being the minimum prescribed by DoPT. The said courses are required to be completed by 31.03.2026, thereby providing sufficient time to the officials for completion of the same.

3. The iGOT Karmayogi Portal is a role-based digital learning platform aimed at building a citizen-centric and future-ready civil service through competency-driven capacity building. It facilitates anytime, anywhere learning across domain, behavioural, and functional competencies. As course access, progression, assessment, and certification are linked to individual login credentials, the completion of courses is inherently individual-specific.

4. In view of the Portal's user-specific course delivery and certification framework, the courses are required to be undertaken individually through respective logins and are not structured for collective offline conduct at the Divisional level.

5. This has the approval of the competent authority.

Enclosures: As above

Copy to  
Director (SR & Legal)

Aarti Verma  
Director (Training)

Digitally signed by  
Aarti Verma  
Date: 19-02-2026  
13:36:56



Tr/3/2025-Training-DOP  
Government of India  
Ministry of Communications  
Department of Posts  
(Training Division)

Dak Bhawan, Sansad Marg  
New Delhi – 110001  
Date: 18.08.2025

Office Memorandum

**Subject:** Introduction of **Mandatory Course Completion** and **Comprehensive Assessment** for all Central Government Employees on the iGOT Portal and Reporting in APAR for the Year 2025–26.

This is in reference to the Secretary, DoPT D.O. Letter No. T-28/27/2025-iGOT dated 01.08.2025 along with DoPT O.M. No. dated 04.07.2025 (copy enclosed) regarding the introduction of **mandatory course completion** and **comprehensive assessment** for all Central Government employees on the iGOT Portal and recording of successful course completion and assessment status in employees' APAR for the reporting year 2025–26.

2. In this regard, the Department has identified and assigned six courses (two courses from each competency, i.e. Behavioural, Functional and Domain) for all employees working in or posted under the Department of Posts as detailed in **Annexure-I**. These courses have been published on the iGOT Portal, and users can access them under the "My iGOT" section of their iGOT profile.
3. However, these courses will be reflected under the "My iGOT" section of the employee's iGOT profile only if the **user profile** has been correctly updated, i.e., **Group and Designation** on the iGOT Portal (the detailed process for profile verification is attached at Annexure-II).
4. All employees (except GDS & Contractual Staff) have to complete at least 50% of the courses prescribed in Annexure-I with successful completion of the comprehensive assessments of respective courses by 31.03.2026. Further, Mandatory Course Completion is a prerequisite for attempting the Comprehensive Assessment. The status of course completion and comprehensive assessment for the prescribed courses will be fetched from the iGOT platform and reflected in the Annual Performance Appraisal Report (APAR) for the reporting period 2025–26.
5. All employees to ensure that their iGOT profile is properly updated, transferred, and verified under the respective Circles/Postal Directorate/PTCs/RAKNPA MDO with respect to the Designation or group as detailed in Annexure-III. Please note that any non-reflection of course completion in the APAR will be the responsibility of the concerned employee. All employees to be encouraged to download the iGOT Karmayogi mobile application by using below QR codes.



For iOS



For Android

6. Further, Circles are requested to set up an iGOT Cell under the AD/APMG (Staff) in the Circle Office and initiate a special drive to ensure that all user profiles are updated with the correct group and designation in the iGOT Portal. Circles are also requested to share the details of the officers/officials designated in the iGOT Cell with this Division within a week.
7. For any queries or assistance, you are kindly requested to write to us at [missionkarmayogi.dop@indiapost.gov.in](mailto:missionkarmayogi.dop@indiapost.gov.in).

This has the approval of the Competent Authority.

Enclosures:

Annexure- I, II, III & DoPT DO/OM

Dr. Pradeep Kumar  
DDG (Training & Welfare)

To

1. All Head of Circles / HOC CEPT / Addl. DG APS C/o 56APO
2. CGM (BD) / CGM (Parcel) /CGM (PLI)/Sr. DDG (Vigilance)/Sr. DDG (PAF)
3. All DDsG – Postal Directorate
4. e-Office Notice Board
5. All employees (Group A, B & C) through the concerned Divisions/Circles

Copy to: -

1. Sr. PPS to Secretary (Posts)
2. Sr. PPS to DGPS
3. Sr. PPS/PPS/PS to Member (PSB)/ AS & FA
4. Office Copy

रचना शाह, भा.प्र.से.  
सचिव  
Rachna Shah, IAS  
Secretary



भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
Government of India  
Department of Personnel & Training  
Ministry of Personnel, Public  
Grievances and Pensions

D.O. Letter No. T-28/27/2025-IGOT

1<sup>st</sup> August, 2025

Dear Secretary,

As you may be aware, this Department has issued an O.M. dated 04.07.2025 (copy enclosed), introducing Mandatory Course Completion and Comprehensive Assessment for all Central Government employees and officers of the All India Services (AIS), aimed at reinforcing the importance of continuous and role-specific capacity building. The O.M. also mandates that successful completion of the courses and assessment shall be duly recorded in employees' Annual Performance Appraisal Reports (APARs).

2. To facilitate smooth implementation of this initiative, an orientation workshop was organised on 14<sup>th</sup> July 2025 at CSOI, New Delhi, for officers from Central Ministries/ Departments/Organisations/CCAs/CTIs, including heads of Capacity Building Units in MDOs. This was followed by hands-on sessions at ISTM ( July 15 - 18) for guidance on setting annual course completion targets and uploading Training Plans on iGOT.

3. As a next step, all Ministries/Departments/Organizations (MDOs) and Cadre Controlling Authorities (CCAs) are now required to identify relevant courses on the iGOT Karmayogi portal for employees at each level and to set these as annual training targets. These courses should be added as "Training Plan" for each role/position/designation/ level on iGOT by 31.08.2025. Further, the timeline for creation of Question Banks for the Comprehensive Assessment by all MDOs and CCAs has also been fixed as 31.10.2025.

4. It is therefore requested that necessary steps may be taken such that both milestones - Publication of training plans for all levels of employees and Creation of Question Banks for the Comprehensive Assessment - are completed within the timelines indicated, not only for the Ministry/Department but also for all Organizations associated with the Ministry/Department.

5. Your support is vital for the successful implementation of this transformative initiative. I look forward to your continued cooperation in advancing the objectives of Mission Karmayogi.

Best regards,

Yours sincerely,

Encl: As above.

Rachna  
(Rachna Shah)

Secretaries to all Ministries /Departments  
of Government of India

कमरा नं. 112, नार्थ ब्लॉक, नई दिल्ली-110001, Room No. 112, North Block, New Delhi - 110001  
टेली / Tel.: 011-23094848, 011-23092056 टेलीफैक्स / TeieFax : 23094500 E-mail : secy\_mop@nic.in Website : www.dept.gov.in



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*

(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