



रक्षा लेखा नियंत्रक (सेना)
CONTROLLER OF DEFENCE ACCOUNTS (ARMY)
बेल्वेडियर परिसर, आयुध पथ, मेरठ छावनी-250001
Belvedere Complex, Ayudh Path, Meerut Cantt-250 001
☎ 0121-2794357 फ़ैक्स संख्या Fax Nos. 0121-2646254, 2646216
ई-मेल आई.डी./e-mail id: oandmcdaarmy.dad@hub.nic.in



(केवल ई-मेल एवं वेबसाइट द्वारा प्रेषित)

सं.संग. एवं प./प्रशि. कक्ष/मिशन कर्मयोगी प्रशि./2023-24

दिनांक: 19.12.2023

सेवा मे,

प्रभारी अधिकारी

1-समस्त अनुभाग मुख्य कार्यालय

2-समस्त उप-कार्यालय

विषय:- Implementation of Mission Karmayogi Guidelines.

उपरोक्त विषय के संबंध में DOPT का पत्रांक T-28/95/2023-iGOT, दिनांक 01/11/2023 एवं मुख्यालय का पत्रांक TD/3433/DTC/Prog/2023-24, दिनांक 13/12/2023 आपकी आवश्यक कार्रवाही हेतु संलग्न किया जा रहा है, एवं इस संबंध में समस्त अधिकारियों/कर्मचारियों को निर्देशित किया जाता है कि iGOT Portal पर अपना पंजीकरण सुनिश्चित करें तथा कम से कम 06 घंटे का प्रशिक्षण पूर्ण कर compliance report इस कार्यालय/अनुभाग को prescribed format में भरकर दिनांक 21/12/2023 तक प्रेषित करें।

उक्त प्रशिक्षण के संबंध में iGOT में पंजीकृत होने हेतु मुख्यालय कार्यालय द्वारा दी गई SOP संलग्न की जाती है।

संलग्न:-यथोपरि

प्रतिलिपि:-

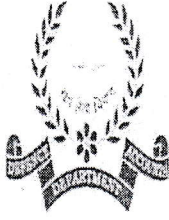
प्रभारी अधिकारी
OA Cell (स्थानीय)

}

वेबसाइट पर अपलोड करने हेतु।

वरिष्ठ लेखा अधिकारी
(संग. एवं प. अनुभाग)

वरिष्ठ लेखा अधिकारी
(संग. एवं प. अनुभाग)



“हर काम देश के नाम”
कार्यालय रक्षा लेखा महानियंत्रक
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE
ACCOUNTS
प्रशिक्षण एवं विकास केंद्र (CENTRAD)
CENTRE FOR TRAINING AND DEVELOPMENT (CENTRAD)
NEAR ARMY BASE HOSPITAL, BRAR SQUARE,
DELHI CANTT.-110010
Ph : 011- 25682457, 25694268/98QSDI/Fax : 011-25694308
E-mail : trgdiv-brar.cgda@nic.in



No: TD/3433/DTC/Prog/2023-24

Dated:13.12.2023

To,
PCsDA/ PIFAs/ CsDA/IFAs/RTCs
(Through CGDA website)

Sub: - Implementation of Mission Karmayogi Guidelines.

A copy of OM bearing no. 1(1)/2023/D(CBU) dated-08/12/2023 along with DOPT OM no. T-28/95/2023-iGOT dated-01/11/2023 is enclosed for reference please.

2. In this regards, all offices are requested to ensure on-boarding of 100% officers/official of this department on iGOT portal and each on-boarded employee to complete at least 6 hrs of training on the portal by 15.12.2023.

3. In this regard a compliance report in the prescribed format by all offices may be furnished to NADFM, Pune latest by 15.12.2023 for consolidation.

(Mohan Kumar)
Sr. AO (Trg)

Copy to:-

IT&S wing (Local) ----- For uploading on HQrs office website please.

NADFM, Pune ----- Please furnished the consolidated report on the above subject in the prescribed format latest by 15.12.2023 for onward submission to Ministry.

(Mohan Kumar)
Sr. AO (Trg)

No. 1(1)/2023/D (CBU)
Ministry of Defence
Department of Defence
(Capacity Building Unit)


Room No. 320 D-I
Sena Bhawan, New Delhi-110001
Dated: 08th December 2023

OFFICE MEMORANDUM

This pertains to ensure timely compliance of DoPT OM No T-28/95/2023-iGOT dated 01.11.2023 (copy enclosed) regarding implementation of Mission Karmayogi guidelines, wherein it is envisaged to on-board 100% employees of DoD onto iGOT-Karmayogi platform and each on-boarded employee to complete at least 6 hours of training on the iGOT- Karmayogi platform by 15.12.2023.

2. In this regard, all the respective Divisions are requested to provide a compliance report for the same in the below format positively by Monday i.e. 11.12.2023:

Total number of Officers/Officials	Number of Officers/Officials who have on-boarded and completed at-least 6 hours of training on iGOT portal
------------------------------------	--


08/12/2023
(Chetan Dass)

Under Secretary to the government of India
Email ID- uscbu-mod@gov.in

To,

- (i) JS (Med)
- (ii) JS (L&W)
- (iii) JS (Estt)
- (iv) JS (AF)
- (v) JS (Trg)
- (vi) JS & AM (Air)
- (vii) CAO & JS (Ceremonial)
- (viii) JS (IC)
- (ix) JS & AM (MS) & CVO
- (x) JS & AM (LS) & BR

JL CGDA (AN) HAS SEEN

रखा लेखा व० सहायक महानियंत्रक (प्रशा.)
Sr. ACGDA (AN)

आवृत्ति सं०/Dy. No. 03 दि०/Date 11-12-23

On priority
sup/cb
11/12/23
Sr. ACG (Training)
11/12

रखा लेखा सहायक महानियंत्रक (प्रशा.)
Jt. CGDA (AN)

आवृत्ति सं०/Dy. No. 02 दि०/Date 11/12/23

Sto (Tag.)

35A

No. T-28/95/2023-iGOT
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Division)

Old JNU Campus, New Delhi
Dated the 1st November, 2023

OFFICE MEMORANDUM

Subject: Implementation of Mission Karmayogi Guidelines – reg.

The National Programme for Civil Services Capacity Building – Mission Karmayogi has been launched by Government of India to develop a citizen-centric and future-ready civil service through democratized and competency-led capacity building, which encompasses in its scope a mandate that unifies the efforts of structured, formal and service-based training through Civil Service Training Institutions (CSTIs) with on-demand digital training through iGOT-Karmayogi platform.

2. Mission Karmayogi Guidelines have been issued by this Department vide OM no. T-16017/6/2023-TFA dated 28.07.2023 (enclosed) to bring clarity to the roles and responsibilities of various stakeholders in the training and capacity building landscape, including that of institutions established under Mission Karmayogi.

3. In furtherance to the above, the following may be ensured: -

3.1 Ministries/Departments/Other Organizations (MDOs)

All MDOs are requested to ensure that:

- 3.1.1 The Capacity Building Plan (CBP) has been prepared and is under implementation.
- 3.1.2 100% of employees are on-boarded onto iGOT-Karmayogi platform before December 31, 2023.
- 3.1.3 Every employee onboarded completes at least 6 hours of training on iGOT-Karmayogi platform from the quick win courses identified in the respective CBP within the next 45 days.
- 3.1.4 Available courses on iGOT-Karmayogi portal are consumed by employees based on the training calendar proposed in the CBP.
- 3.1.5 Know Your Ministry module is prepared, in consultation with Capacity Building Commission (CBC) and is included in the induction training of all officers posted to the MDOs.
- 3.1.6 All CSTIs under its administrative control are on-boarded onto National Standards for Civil Service Training Institutions (NSCSTI) portal before December 31, 2023 and sign up for accreditation. The same may be insisted upon as a condition for increase in its funding.

3.1.7 Course partners/ course developers for domain competencies are identified and development and operationalisation of domain courses are prioritized.

3.1.8 Quarterly progress report on implementation of CBP (proforma enclosed) is sent to DoPT till the time CBP-linked dashboard is enabled by SPV.

3.2 Civil Service Training Institutes

The CSTIs under the administrative control of the Ministries are requested to ensure that:

3.2.1 Competency Building Products (CoBPs) are developed in response to demand raised by MDOs in its respective Capacity Building Plans.


3.2.2 Periodic Training Need Analysis is conducted to identify the relevant content and for curation of the CoBPs. The content so created must be in conformity with the relevant guidelines and policy framework issued by CBC from time to time. Content Quality Framework issued by SPV-Karmayogi Bharat also be factored in while digitizing content for onboarding on iGOT.

3.2.3 Existing course content is digitized into e-content by developing and utilizing in-house capabilities/ digital infrastructure or through engagement of academic institutions/ private content development agencies/ subject matter experts in consultation with CBC and SPV.

4. All Ministries are requested to send the quarterly report, commencing from the quarter ending December 31, 2023.

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

Enclosure (2): As above


(Arun K. Singh)
Under Secretary to Govt. of India
Telephone: 26165682

To:

- i. The Chief Executive Officer, Karmayogi Bharat Limited, Gole Market, New Delhi.
- ii. All Joint Secretaries/ Nodal Officers of Ministries/ Departments in charge of Capacity Building Units (CBUs) (as per mailing list).
- iii. Secretary, Capacity Building Commission, Jawahar Vyapar Bhavan, Janpath, New Delhi.
- iv. PSO to Secretary (Personnel), Sr. PPS to Additional Secretary (Training, S&V).

STEP BY STEP GUIDE TO REGISTER USERS

Introduction:

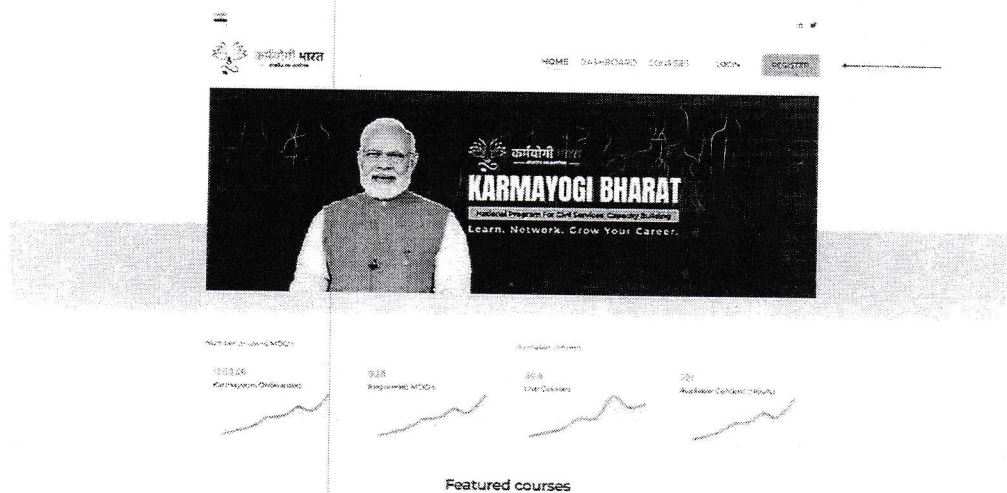
Your “Karmayogi Bharat” experience is improving as we work to squash bugs and release new features. Here’s an account of the improvements you’ll find in the latest releases.

1. Self- registration enhancements

- a) Added mobile number as a mandatory field.
- b) Request for position
- c) Request for organization

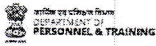
Users can self-register to the iGOT Karmayogi portal by following the below steps.

1. Open the iGOT Karmayogi portal URL (www.igotkarmayogi.gov.in) and Click on the “Register” button.

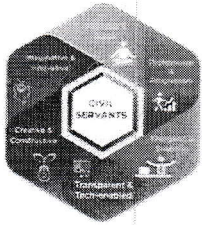


2. Fill in all mandatory fields - First name, Last name, Position, email id, mobile number, MDO and check the self-declaration.

While doing the self-registration if the position is not available, users can request for new position by giving the below information. Once the request is approved by the SPV Admin, then the users will get notified.



GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL & TRAINING



Request to add position

Full name

Email

Mobile Number

Position

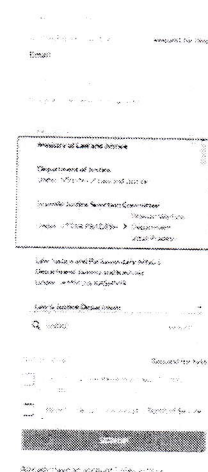
Designation

Additional Remarks

Send OTP

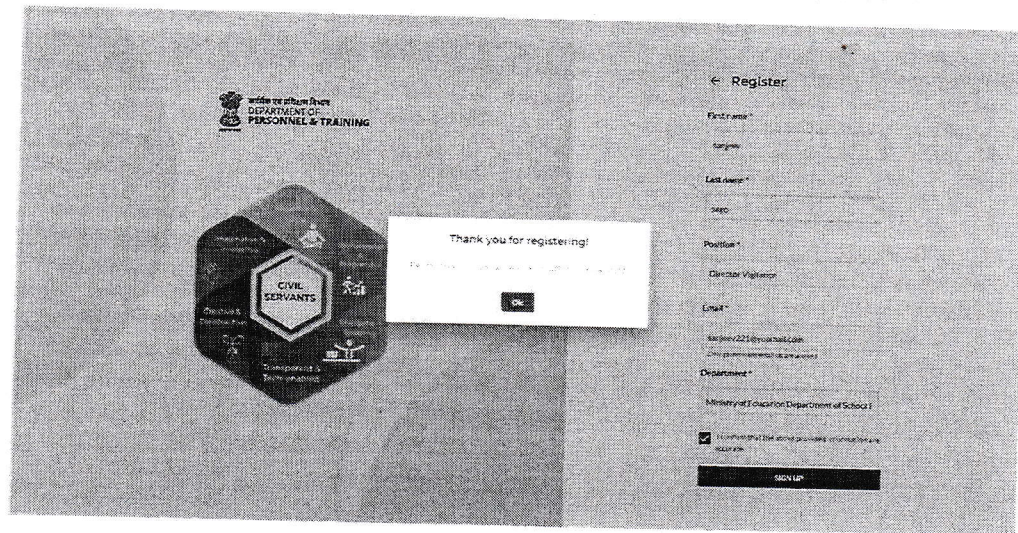
Back

3



2

To validate the mobile number, Enter the mobile number and click on "Send OTP". The mobile number will be verified after validating the OTP received. 3. Click on "SIGN UP"



2. MDO Bulk upload

Open the iGOT Karmayogi portal URL (www.igotkarmayogi.gov.in) and Click on the "Login" button. Login using the respective MDO administrator username and password.

1. Added validations for the file upload
2. Download the uploaded file
3. View the status of the uploaded file
4. View the error details in the uploaded file

MDO Admin can login to the MDO Portal to onboard all the users together by following the below steps.

1. Click on "Users" and navigate to "File uploads"

First Name	Last Name	Email Id	Mobile Number	Status	Error Details
Ramesh	Kumar	ramesh.kumar@yopmail.com	9876543210	FAILED	[Invalid Email Id]
Gita	Ben	gita.ben@yopmail.com	9012345678	FAILED	[Email id already registered, Mobile number is already registered.]

2. Click on "Download sample template."

First Name	Last Name	Email Id	Mobile Number	Status	Error Details
Ramesh	Kumar	ramesh.kumar@yopmail.com	9876543210	FAILED	[Invalid Email Id]
Gita	Ben	gita.ben@yopmail.com	9012345678	FAILED	[Email id already registered, Mobile number is already registered.]

3. Once data is filled, MDO Admin clicks on "choose file" and uploads the CSV /xlsx file

4. MDO Admin can view the successful and failed records, also the errors in the CSV if any records have failed by downloading the file

First Name	Last Name	Email Id	Mobile Number	Status	Error Details
Ramesh	Kumar	ramesh@yopmail.co	9012345607	FAILED	[Invalid Email Id]
Gita	Ben	gita01@yopmail.com	9012345608	FAILED	[Email id already registered, Mobile number is already registered.]
