

**No. F. 35-56/2025/Coordination Cell/Estt. I**  
**ALL INDIA INSTITUTE OF MEDICAL SCIENCE**  
**ANSARI NAGAR, NEW DELHI-110029**  
**(COORDINATION CELL)**

Dated: 09.09.2025

**CIRCULAR**

**SUB: Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi portal - Reg.**

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The undersigned is directed to refer to DoPT OM No. T-28/27/2025-iGOT dated 04.07.2025 on the above mentioned subject. It is stated that it has been decided that all government employees of all Ministries/Department/Organization (MDOs) are required to complete prescribed courses (**enclosed**) on iGOT platform and this will be reflected in their Annual Performance Appraisal Report (APARs).

In this regard, Department of Health & Family Welfare prepared a plan comprising 6 courses for assigning each of the following pay levels:

1. JS and above
2. Directors and Deputy Secretaries and equivalent
3. Under Secretaries and equivalent
4. SO/ASO and equivalent
5. MTS and equivalent

Timeline for adding these courses in iGOT Karmayogi is 31.08.2025. Further, out of these 6 courses, 3 courses are identified for comprehensive assessment in the APARs 2025-26 on the basis of Questionnaire to be prepared by Karmayogi Bharat in the respective module of the courses. The timeline for completion of these 6 courses (including 3 comprehensive assessment courses) is 31.03.2026. The Questionnaire for 3 identified courses will be added in due course.

In view of the above, it is kindly requested to all the MS/Addl. MS/Chief/Head of Departments/Section/Units to make ensure that all employees under their supervision to complete the prescribed course on iGOT platform.

This is issued with the approval of the Director, AIIMS, New Delhi.

**Encl.: As above.**

  
(JYOTI ARORA) 9/9/25

**ADMINISTRATIVE OFFICER**

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2. Dean (Academic/Research/Exam)
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7. All PICs
8. Head NCI Jhajjar & CRHSP Ballabhgarh
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10. Deputy Secretary
11. Chief Admn. Officer
12. Superitending Engineer
13. Chief Security Officer
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Copy to:

1. PIC Computer Facility with a request to kindly upload on AIIMS website and circulate it to all the employees of AIIMS, New Delhi.

<b>Stakeholder(s)</b>	<b>Pay Level</b>	<b>Name of the mandatory courses mentioned by Training Division</b>	<b>Name of the assessment courses suggested by Estt. Division</b>
<b>JS &amp; Above</b>	<b>Level 14 and above</b>	Workplace Well being	Public Governance Models
		Understanding and Managing Stress	
		Personal Finance	Workplace Well being
		Yoga Break at Workplace	
		Data Science for Policy Makers	Understanding and Managing Stress
		Public Governance Models	
<b>Directors and Deputy Secretaries and equivalent</b>	<b>Level 12-13 and equivalent</b>	Public Governance Models	Overview of Viksit Bharat, 2047
		Work team Resilience	
		Understanding and Managing Stress	Understanding and Managing Stress
		Personal Finance	
		Yoga Break at Workplace	Public Governance Models
		Overview of Viksit Bharat, 2047	
<b>Under Secretaries and equivalent</b>	<b>Level 11 and equivalent</b>	Understanding and Managing Stress	Leading with Clarity: Swadharma in Public Service
		Overview of Viksit Bharat, 2047	
		AI for Presentations	Understanding and Managing Stress
		Leading with Clarity: Swadharma in Public Service	

		Do's and Dont's of Social Media	Overview of Viksit Bharat, 2047
		Yoga Break at Workplace	
<b>SO/ASO and equivalent</b>	<b>Level 4-10 and equivalent</b>	AI for Presentations	Basics of Communication
		Self Leadership	
		Understanding and Managing Stress	Self Leadership
		Personal Finance	
		Yoga Break at Workplace	Understanding and Managing Stress
		Basics of Communication	
<b>MTS and Equivalent</b>	<b>Level 1-3 and equivalent</b>	Jan Bhagidari Program (Hindi)	Leave Rules (Hindi)
		सूचनमस्कार का महत्व एवं उपयोगिता	
		Do's and Dont's for Government Employees- Hindi	Do's and Dont's for Government Employees- Hindi
		Anger Management at Work Place	
		Developing Effective Soft Skills	Jan Bhagidari Program (Hindi)
		Leave Rules (Hindi)	