

फा.सं.35-56/2025/समन्वय प्रकोष्ठ/स्था.।

अखिल भारतीय आयुर्विज्ञान संस्थान

अंसारी नगर, नई दिल्ली-110029

(समन्वय प्रकोष्ठ)

दिनांक: 27.03.2026

परिपत्र

विषय: एम्स अधिकारियों/कर्मचारियों के लिए आईजीओटी पोर्टल पर उपलब्ध कराए गए छह पाठ्यक्रमों एवं व्यापक मूल्यांकन मॉड्यूल को अनिवार्य रूप से पूर्ण करने की समय सीमा को दिनांक 31.03.2026 से बढ़ाकर दिनांक 30.04.2026 किए जाने संबंधी।

\*\*\*\*\*

सभी एम्स अधिकारियों/कर्मचारियों के लिए आईजीओटी पोर्टल पर उपलब्ध छह पाठ्यक्रमों एवं व्यापक मूल्यांकन मॉड्यूल को दिनांक 31.03.2026 तक अनिवार्य रूप से पूर्ण करने संबंधी दिनांक 12.03.2026 के परिपत्र फा.सं. 02/डीएस/2026 के अनुक्रम में, एतदद्वारा, यह सूचित किया जाता है कि डी.ओ.पी.टी. के दिनांक 18.03.2026 के पत्र संख्या टी 28/27/2025-आईजीओटी के अनुपालन में, मंत्रालय ने रिपोर्टिंग वर्ष 2025-26 हेतु निर्धारित अनिवार्य पाठ्यक्रमों एवं व्यापक मूल्यांकन को पूर्ण करने की अंतिम तिथि 31 मार्च 2026 से बढ़ाकर 30 अप्रैल 2026 करने का निर्णय लिया है।

2. एम्स के सभी अधिकारियों/कर्मचारियों को सलाह दी जाती है कि वे आईजीओटी पोर्टल पर उपलब्ध सभी छह अनिवार्य पाठ्यक्रमों एवं तीन व्यापक मूल्यांकनों को निर्धारित समय सीमा के भीतर, अर्थात् दिनांक 30.04.2026 से पहले या अपने एपीएआर को रिपोर्टिंग प्राधिकारी को प्रस्तुत करने से पूर्व, जो भी पहले हो, पूर्ण कर लें।

3. दिनांक 12.03.2026 के परिपत्र में उल्लिखित अन्य सभी नियम एवं शर्तें यथावत रहेंगी।  
(प्रतिलिपि संलग्न)

संलग्नक: उपर्युक्तानुसार

अनिता टेटे  
27/03/2026  
(अनिता टेटे)

वरिष्ठ प्रशासनिक अधिकारी

वितरण:

1. निदेशक एवं अपर निदेशक (प्रशासन) कार्यालय
2. संकायाध्यक्ष (शैक्षिक/अनुसंधान/परीक्षा) कार्यालय
3. उप सचिव एवं मुख्य प्रशासनिक अधिकारी कार्यालय
4. सभी चिकित्सा अधीक्षक एवं अपर चिकित्सा अधीक्षक
5. सभी केंद्र प्रमुखगण एवं विभागाध्यक्षगण
6. सभी प्रभारी-आचार्य (संकाय/भर्ती/सामान्य प्रशासन/सुरक्षा/प्रापण)
7. वरिष्ठ वित्त सलाहकार/वित्त सलाहकार
8. अधीक्षण अभियंता/अधिशासी अभियंता
9. सभी वरिष्ठ प्रशासनिक अधिकारी एवं प्रशासनिक अधिकारी
10. एसीआर प्रकोष्ठ
11. सभी स्थापना अनुभाग एवं सूचना पट्ट
12. प्रभारी-आचार्य, कंप्यूटर सुविधा - एम्स पोर्टल पर नोटिस शीर्ष के अंतर्गत अपलोड करने एवं कंटेट प्रोवाइडर के माध्यम से सभी कर्मचारियों में भी परिचालित करने के अनुरोध सहित।

100

100

100

100

100

100

100

100

100

No. F. 35-56/2025/Coordination Cell/Estt. I  
ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
ANSARI NAGAR, NEW DELHI-110029  
(CO-ORDINATION CE)

E- 2455203/26

Dated: 27.03.2026

CIRCULAR

**Subject: Compulsory Completion of Six Courses and Comprehensive Assessment modules made live on the iGOT Portal for AIIMS employees- extension of timeline from 31.03.2026 to 30.04.2026 –reg.**

\*\*\*\*\*

In continuation of Circular No. F. 02/DS/2026 dated 12.03.2026 regarding compulsory completion of six courses and Comprehensive Assessment modules made live on the iGOT Portal for all employees of AIIMS by 31.03.2026, it is hereby informed that, in pursuance of DoPT letter No. T-28/27/2025-iGOT dated 18.03.2026, the Ministry has been decided to **extend the deadline for completion of the prescribed mandatory courses and comprehensive assessment for the reporting year 2025-26, from 31<sup>st</sup> March, 2026 to 30<sup>th</sup> April, 2026.**

2. All employees of AIIMS are hereby advised to complete all six mandatory courses and to attempt the three Comprehensive Assessments now made live on the iGOT Portal within the stipulated timeline, i.e., **before 30.04.2026 or prior to submission of their APAR to Reporting Authority, whichever is earlier.**

3. All other terms and conditions mentioned in the circular dated 12.03.2026 shall remain unchanged (copy enclosed).

Encl.: As above.

(ANITA TETE)

SR. ADMINISTRATIVE OFFICER

**Distribution:**

1. Office of the Director and Additional Director (Administration)
2. Office of the Dean(Academics/Research/Examination)
3. Office of the Deputy Secretary and Chief Administrative Officer
4. All Medical Superintendent's and Additional Medical Superintendent
5. All Chief of the Centre's and Head of the Departments
6. All Professor In-charges (Faculty/ Recruitment/General Administration/Security/Procurement)
7. Sr. Financial Advisor/ Financial Advisor
8. Superintendent Engineer/ Executive Engineer
9. All Senior Administrative and Administrative Officer,
10. ACR Cell
11. All Establishment Sections and Notice Boards.
12. PIC, Computer Facility with a request to upload on AIIMS portal under NOTICES and circulate this among all employees through content provider.



E-office  
**(OFFICE OF THE DEPUTY SECRETARY)**  
**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**ANSARI NAGAR, NEW DELHI-110029**

No.F.02/DS/2026

Dated: 12.03.2026

**CIRCULAR**

**Subject: Compulsory Completion of Six Courses and Comprehensive Assessment modules made live on the iGOT Portal for employees of AIIMS by 31.03.2026 –reg.**

In reference to the OM No.T-28/27/2025-iGOT dated 04.07.2025 of the Department of Personnel and Training (DoPT), all Central Government employees and officers are required to complete prescribed courses on the iGOT platform on an annual basis. The completion status and performance in the prescribed courses and assessments shall also be reflected in their Annual Performance Appraisal Reports (APARs).

2. In accordance with the above instructions, the Training Division of the Ministry of Health & Family Welfare, vide order A-11033/17/2025-Trg, has finalized a designation-wise list of six mandatory courses for officers/officials. Out of these six courses, three courses have been designated for Comprehensive Assessment and have been assigned on the iGOT Portal.
3. The undersigned is directed to state that the said Comprehensive Assessment modules for the identified courses by the Ministry have been made live on the iGOT Portal for all employees working in the AIIMS, New Delhi. The designation-wise list of courses is enclosed as Annexure 1.
4. General Instructions for accessing courses on iGot Portal:
  - a. The access to the portal is through the mobile app titled 'iGOT Karmayogi' available for Android and iOS devices on Play Store and App store, respectively.
  - b. Alternatively, users can access the content through the website: <https://www.igotkarmayogi.gov.in/>
  - c. The users already on boarded on the iGot portal can use Mobile OTP based login or User ID/Password login (User ID: same as the email ID of the employee)
  - d. A troubleshooting guide of the most commonly occurring issues related to login and On boarding is compiled at Annexure 2.
  - e. Before attempting the Comprehensive Assessments, it is reiterated that every Officer/Official shall ensure that:
    - i. Their parent organization is set as "AIIMS".
    - ii. Their designation is updated as per their latest posting on their iGOT profile, as the same shall be reflected in their APAR for the year 2025-26.
    - iii. These details may be verified and updated through the profile page on the iGOT Portal.
    - iv. Email ID and Mobile number are the same as contained in eHRMS 2.0 profile.
    - v. In case the employees' organization is showing "iGoT" or any department other than AIIMS, the procedure to transfer the Profile to AIIMS.
5. The instructions for the Comprehensive Assessments are as follows:
  - a. All questions in the Comprehensive Assessment are mandatory.
  - b. The minimum qualifying percentage shall be 50%.
  - c. There shall be no negative marking for incorrect responses.
  - d. The total duration of the assessment shall be one hour.
  - e. Candidates may revisit and attempt any skipped questions at any time before final submission.
  - f. In case the prescribed time limit is reached, the assessment shall be auto- submitted with the responses recorded till that time.

- g. A maximum of nine (9) attempts shall be permitted for the Comprehensive Assessment. Upon exhaustion of all nine attempts without securing the minimum qualifying marks, the employee shall be treated as having not qualified and no further attempts shall be admissible.
- h. All employees of CGHS are hereby informed of the above-mentioned instruction to complete all six mandatory courses and to attempt the three Comprehensive Assessments now made live on the iGOT Portal within the stipulated timeline, i.e., on or before 31.03.2026.

This issues with the approval of the Competent Authority.

(NISHANT KUMAR  
*Nishant*  
19/1  
Nodal Officer (IGOT) &  
Deputy Secretary  
AIIMS, New Delhi

Distribution:

1. Office of the Director and Additional Director (Administration)
2. Office of the Dean(Academics/Research/Examination)
3. Office of the Deputy Secretary and Chief Administrative Officer
4. All Medical Superintendent's and Additional Medical Superintendent
5. All Chief of the Centre's and Head of the Departments
6. All Professor In-charges (Faculty/ Recruitment/General Administration/Security/Procurement)
7. Sr. Financial Advisor/ Financial Advisor
8. Superintendent Engineer/ Executive Engineer
9. All Senior Administrative and Administrative Officer,
10. All Establishment Sections and Notice Boards.
11. PIC, Computer Facility with a request to upload on AIIMS portal under NOTICES and circulate this among all employees through content provider.

**Annexure - I**

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

Under Secretaries and equivalents	and equivalents	AI or 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	
SO/ASO and equivalents	Level 4-10 and equivalents	AI or 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	
MTS and Equivalents	Level 1-3 and equivalents	Jan Bhagidari Program (Hindi)	Leave Rules (Hindi)
		सूर्य नमस्कार 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)	