ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi-29

No.F.40-09/2026 (Karmayogi)-Estt.I Dated: 26.11.2026

OFFICE MEMORANDUM

Subject: Mandatory completion of the "Know Your Ministry" course on the iGOT Karmayogi Portal by all employees of AIIMS, New Delhi - regarding

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The Ministry of Health and Family Welfare (MoHFW) has developed the **"Know Your Ministry"** course on the iGOT Karmayogi Portal to familiarise employees with the Ministry's mandate, organisational structure, functions and key initiatives. Completion of this course is mandatory for all employees working in organisations under the administrative control of the Ministry.

2. Accordingly, all employees of AIIMS, New Delhi, are required to complete the course **positively by 29.11.2026**. The course may be accessed through the following link:

Know Your Ministry (Ministry of Health & Family Welfare) – iGOT Karmayogi Portal

3. AIIMS, New Delhi, being a premier national institute, is expected to set an example in the implementation of the Government's capacity-building and learning initiatives. Other institutions and organisations look up to AIIMS for leadership and exemplary compliance. It is, therefore, important that the Institute achieves **100% completion** of this mandatory course within the stipulated timeline.

4. All Chief of Centres, Deans, Heads of Departments and Controlling Officers shall ensure that these instructions are brought to the notice of every employee under their administrative control. They may create WhatsApp groups of employees of their respective Centres/Departments/Sections/Units, wherever required, and circulate the course link and instructions. The details of such WhatsApp groups, wherever created, shall be shared with the designated Nodal Officer for coordination and monitoring.

5. The Controlling Officers shall actively monitor completion of the course and ensure **100% compliance by 29.11.2026**. They shall furnish a consolidated report to the Nodal Officer **(Mr. Ravinder Kumar, Asstt. Administrative Officer (DO), Establishment Section (DO)** ravinderkr@aiims.gov.in indicating the **total number of employees under their administrative control and the number of employees who have successfully completed the course**, for compilation and submission of the Institute-level compliance report.

6. The matter shall be accorded **TOP PRIORITY** and treated as **MOST URGENT**.

26/11/26

(B.S. Gill)
Chief Administrative Officer

DISTRIBUTION:-

1. All the Deans (Academic/Research/Examination)
2. All Chief of Centres/Head of Departments/Units/Sections
3. The Medical Superintendent, AIIMS Hospital & Dr. R.P. Centre
4. The Senior Financial Advisor/ Financial Advisor
5. The Professor-Incharge, Faculty Cell/Recruitment Cell/General Admn.
6. The Chief Administrative Officer/ Superintending Engineer /Dy.CSO
7. All Sr. Admn. Officer/Administrative Officer of Establishment Section (Hospital /CNC /Dr.RPC /CDER/JPNATC/Dr.BRA, IRCH/CRHS Ballabgarh/NCI, Jhajjar /NDDTC/MCH/NCA/Surgical Block/B&PS/ESD/Faculty Cell/Rectt. Cell/Estate Section/Legal Cell/Co-ordination Cell/SC-ST-OBC-Women Cell/Hindi Section/ Academic Section/Examination Section/Hostel Section/ Computer Facility/Research Section
8. **The Computer Facility** – with a request to upload this on official website of the Institute
9. **The Sr. Hindi Officer –** with a request to provide the Hindi version of the same for uploading on AIIMS website.

Copy forwarded for information to:

The PPS to Director/Additional Director (Admn.)/ Dy. Secretary/CAO, AIIMS, New Delhi.