

पत्रांक-6/सी.आर.-19/2007- सा.प्र.-16126/

बिहार सरकार

## सामान्य प्रशासन विभाग

प्रेषक,

डॉ० बी० राजेन्द्र, भा.प्र.से.

अपर मुख्य सचिव

सेवा में,

सभी भा.प्र.से. के पदाधिकारी

दिनांक - 28.8.25

**विषय :-** वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन के लिए i-Got Karmyogi पाठ्यक्रमों के प्रशिक्षण की अनिवार्यता के संबंध में।

महाशय,

कार्मिक और प्रशिक्षण विभाग, भारत सरकार के कार्यालय ज्ञापन संख्या-T-28/27/2025-iGOT दिनांक 04.07.2025-सह-पठित-शुद्धि पत्र दिनांक 19.08.2025 (छायाप्रति संलग्न) द्वारा केंद्र सरकार के कर्मियों/पदाधिकारियों एवं अखिल भारतीय सेवा के पदाधिकारियों को प्रतिवर्ष वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन के लिए i-Got Karmyogi पाठ्यक्रमों के प्रशिक्षण की अनिवार्यता के संबंध में सभी मंत्रालय/विभागों/संगठनों एवं संबंधित संवर्ग नियंत्रण प्राधिकरणों के लिए कंडिका-3, 4, 5 एवं 6 में निम्नांकित निर्देश जारी किये गये हैं :-

{3} (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.

It has also been decided that the said information as well as the status of completion of the comprehensive assessment shall, instead, be captured in the appropriate section of Part-2 (Self appraisal) 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.

2. उपर्युक्त उल्लेखित दिशा-निर्देशों के कार्यान्वयन के लिए निम्नलिखित समयसीमा निर्धारित की गयी है :-

Sl. No.	Items	Deadline
1.	Orientation workshop for the heads of Capacity Building Units (AS/JS level) of all Ministries/Departments and the Cadre Controlling AS/JS of the AIS, along with hands on session for Dir/DS/US level officers responsible for the implementation to guide them on the process of uploading Annual Targets for employees at each level.	by 31.07.2025

2.	Identification of relevant courses on iGOT Karmayogi portal for employees at each level as the annual target by MDOs and CCAs and their addition as "Training Plan" for each role/position/designation/level on iGOT.	by 31.08.2025
3.	Integration of SPARROW and iGOT enabling the status of course completion for mandated courses to be directly fetched from iGOT and reflected in the APARs.	by 31.08.2025
4.	Creation of Question Banks for the Comprehensive Assessment by all MDOs and CCAs.	by 15.10.2025
5.	Comprehensive assessments for employees at each level to be made live on iGOT.	by 15.11.2025
6.	Employees to complete at least 50% of the courses prescribed by the MDO/CCA for the year, and complete the prescribed Comprehensive Assessment.	by 31.03.2026

3. भारत सरकार द्वारा उपर्युक्त परिचारित निदेश से स्पष्ट है कि यथानिर्धारित iGOT Karmayogi से संबंधित पाठ्यक्रम पूरा करना आवश्यक होगा और यह उनकी वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन (A-PAR) में भी परिलक्षित होगा। इस संबंध में केंद्र सरकार के कर्मियों और केंद्रीय प्रतिनियुक्ति पर अखिल भारतीय सेवा के पदाधिकारियों के लिए पाठ्यक्रम उनके संबंधित मंत्रालय, विभागों, संगठनों द्वारा निर्धारित किये जाएंगे एवं अखिल भारतीय सेवा के अन्य सभी पदाधिकारियों के लिए पाठ्यक्रम उनके संबंधित संवर्ग नियंत्रण प्राधिकरणों द्वारा निर्धारित किये जाएंगे।

4. उपर्युक्त निर्देश एवं निर्धारित समयसीमा का अनुपालन सुनिश्चित किया जाय।

विश्वासभाजन

ह0/-

(डॉ० बी० राजेन्दर)

अपर मुख्य सचिव

ज्ञापांक :- 6/सी.आर.-19/2007 -सा.प्र.-

/पटना-15, दिनांक-

प्रतिलिपि :- अपर मुख्य सचिव, पर्यावरण, वन एवं जलवायु परिवर्तन विभाग, बिहार, पटना एवं अपर मुख्य सचिव, गृह विभाग, बिहार, पटना को कार्मिक और प्रशिक्षण विभाग, भारत सरकार के कार्यालय ज्ञापन संख्या-T-28/27/2025-iGOT दिनांक 04.07.2025-सह-पठित-शुद्धि पत्र दिनांक 19.08.2025 की छायाप्रति सहित सूचना एवं आवश्यक कार्रवाई हेतु प्रेषित।

ह0/-

अपर मुख्य सचिव

ज्ञापांक :- 6/सी.आर.-19/2007 -सा.प्र.-

/पटना-15, दिनांक- 28.8.25

प्रतिलिपि :- आई.टी. मैनेजर, सामान्य प्रशासन विभाग, बिहार, पटना को इस आशय के साथ सूचनार्थ प्रेषित है कि वे इस परिपत्र को राज्य में कार्यरत भा.प्र.से. के सभी पदाधिकारियों के e-Mail पर भेजेंगे एवं विभागीय वेबसाइट के नोटिस बोर्ड पर अपलोड करेंगे।

अपर मुख्य सचिव