

बिहार सरकार
सामान्य प्रशासन विभाग

प्रेषक,

मो0 आफाक अहमद,
विशेष कार्य पदाधिकारी

सेवा में,

अपर मुख्य सचिव/प्रधान सचिव/सचिव,
सभी विभाग, बिहार
सभी प्रमंडलीय आयुक्त,
बिहार।
सभी जिला पदाधिकारी,
बिहार।

E-MAIL

पटना-15, दिनांक 15.5.26

विषय :- iGOT कर्मयोगी पोर्टल पर प्रशिक्षण हेतु अनिवार्य कोर्स चिन्हित करने के संबंध में।

प्रसंग :- सामान्य प्रशासन विभाग, बिहार का ज्ञापांक-4463, 4464 एवं 4465 दिनांक-06.03.2026

महाशय,

निदेशानुसार उपर्युक्त विषय के संबंध में कहना है कि प्रासंगिक पत्रों के माध्यम से बिहार प्रशासनिक सेवा, बिहार सचिवालय सेवा एवं बिहार सचिवालय लिपिकीय सेवा के पदाधिकारियों एवं कर्मियों के लिये प्रतिवर्ष न्यूनतम 52 (बावन) घंटे का ऑनलाइन प्रशिक्षण अनिवार्य किया गया है।

उक्त ऑन लाईन प्रशिक्षण के लिये अनिवार्य कोर्स तथा एच्छिक कोर्स चिन्हित करने हेतु पदाधिकारियों एवं कर्मियों को निम्न श्रेणी में रखा गया है :-

- (1) बिहार प्रशासनिक सेवा - (I) संयुक्त सचिव से विशेष सचिव स्तर तक
(II) मूल स्तर से अपर समाहर्ता स्तर तक
- (2) बिहार सचिवालय सेवा - (I) उप सचिव से संयुक्त सचिव स्तर तक
(II) सहायक प्रशाखा पदाधिकारी से अवर सचिव स्तर तक
- (3) बिहार सचिवालय लिपिकीय सेवा - (I) उच्च वर्गीय एवं निम्न वर्गीय लिपिक

उपर्युक्त सभी श्रेणी के पदाधिकारी/कर्मियों के लिये अलग-अलग 15-15 अनिवार्य कोर्स चिन्हित किये गये हैं, जो अनुसूची - A के रूप में संलग्न है। इसी प्रकार सभी श्रेणी के लिये एच्छिक कोर्स टाइटिल चिन्हित किये गये हैं, जो अनुसूची - B के रूप में संलग्न है।

विदित हो कि एच्छिक विषयों की सूची में एक टाइटिल के अन्तर्गत एक से अधिक कोर्स, क्षमता Behavioral/Functional/Domain के रूप में हो सकते हैं।

पत्र के साथ संलग्न अनिवार्य एवं एच्छिक कोर्स का प्रशिक्षण प्राप्त करते हुये सभी पदाधिकारियों/कर्मियों को पूर्व से परिचारित 52 घंटे का प्रशिक्षण प्रतिवर्ष iGOT Platform पर प्राप्त करना है। यदि चिन्हित अनिवार्य कोर्स तथा एच्छिक कोर्स से 52 घंटा पूर्ण नहीं हो पाता है, तो पदाधिकारी/कर्मि अपनी उपयोगिता एवं अभिरूचि के अनुसार iGOT Platform से अन्य कोर्स कर सकते है।

अतः अनुरोध है कि अपने अधीनस्थ संबंधित पदाधिकारियों/कर्मचारियों के बीच इसे परिचारित करते हुये उन्हें निदेशित करने की कृपा की जाय।
अनु०-यथोक्त।

विश्वासभाजन

विशेष कार्य पदाधिकारी

ज्ञापांक-18/प्रशि-01-05/2026 सा०प्र० 8627 दिनांक-15.5.26

प्रतिलिपि:- अपर महानिदेशक, बिहार लोक प्रशासन एवं ग्रामीण विकास संस्थान, पटना एवं गया/आई०टी० मैनेजर, सामान्य प्रशासन विभाग, बिहार को विभागीय वेबसाइट पर अपलोड करने के लिये सूचना एवं आवश्यक कार्रवाई हेतु प्रेषित।

विशेष कार्य पदाधिकारी

E-MAIL

Mandatory i-Got Courses for BAS OFFICERS Joint Secretary to Special Secretary level

S.no	Course Name	Behavioral/Functional/ Domain Competencies	Remarks
1	Leadership Skills for Professionals	Behavioral	Mandatory
2	Conflict Resolution and Negotiation	Behavioral	Mandatory
3	Leading The Future : Managing Gen Z	Behavioral	Mandatory
4	Leading from Within: Self-Leadership for Public Service	Behavioral	Mandatory
5	User Charges on Public Services	Behavioral	Mandatory
6	Strategic Management for Businesses and Corporates	Functional	Mandatory
7	Public Policy Basics for Administrators	Functional	Mandatory
8	Best Practices for Connecting with Citizens	Functional	Mandatory
9	Design Thinking For Excellence In Public Services	Functional	Mandatory
10	Yuva AI for All	Functional	Mandatory
11	Basic Life Support-Disaster Response Training	Domain	Mandatory
12	Future of Digital Governance	Domain	Mandatory
13	Social Policy and Migration	Domain	Mandatory
14	The Rural Employment Framework	Domain	Mandatory
15	Using Behaviour Science for Climate Adaptation	Domain	Mandatory

(B)

Suggested Optional i-Got Courses for BAS OFFICERS				
Joint Secretary to Special Secretary Level				
S.No	Course Title	Behavioral	Functional	Domain
1	Advanced Project Management		✓	✓
2	AI Application Innovation Management		✓	✓
3	Analytical Systems Thinking	✓	✓	
4	Behavioral Insights for Policy		✓	✓
5	Citizen Centricity Design Thinking	✓	✓	
6	Collaboration, Diversity Inclusion	✓	✓	
7	Conflict Resolution Negotiation	✓	✓	
8	Data Analytics Visualization		✓	✓
9	Data Analytics, Management Visualization		✓	✓
10	Data-led Decision Making Digital Fluency		✓	✓
11	Data-led Decision Making Data Analytics		✓	✓
12	Data-Driven Governance		✓	✓
13	Decision Making Analytical Thinking		✓	
14	Digital Tools Data-led Decision Making		✓	✓
15	Disaster Management Preparedness		✓	✓
16	Economic Analysis Public Budgeting		✓	✓
17	Effective Communication Stakeholder Management	✓	✓	
18	Emotional Intelligence Communication	✓	✓	
19	Emerging Technology Synthesis		✓	✓
20	Ethical Decision-Making Integrity		✓	✓
21	Ethical Leadership Governance		✓	✓
22	Financial Analysis		✓	✓
23	Financial Management Public Finance		✓	✓
24	Global Mindset Sustainable Leadership	✓	✓	
25	Geospatial Analysis		✓	✓
26	Handling Establishment HR Matters		✓	✓

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27	Management of Public Organisations		✓	✓
28	Mentoring Inspiring Others	✓	✓	
29	Monitoring Evaluation of Outcomes		✓	✓
30	Negotiation Skills	✓	✓	
31	Office Management Official Communications		✓	
32	Performance Management		✓	✓
33	Policy Architecture Implementation		✓	✓
34	Policy Design Implementation		✓	
35	Public Financial Management		✓	✓
36	Public Policy Analysis Fiscal Management		✓	✓
37	Public-Private Partnerships		✓	✓
38	Public Sector Transformation Innovation		✓	✓
39	Public Speaking Persuasion	✓	✓	
40	Right to Information RTI		✓	✓
41	Resilience Stress Management	✓	✓	
42	Risk Business Project Management		✓	✓
43	Risk Management		✓	
44	सेवा उत्कृष्टता / Service Excellence wrt citizens	✓	✓	
45	Service Excellence Process Excellence	✓	✓	
46	Strategic Leadership Forward Thinking	✓	✓	
47	Strategic Leadership Global Mindset	✓	✓	
48	Strategic Management Leadership	✓	✓	
49	Sustainable Leadership	✓	✓	
50	Team Leadership Mentoring	✓	✓	
51	Technology Infrastructure Management		✓	✓
52	Transforming / Advanced? (No duplicate kept separately)			
53	Policy Analysis Evaluation		✓	✓
54	Public Financial Management		✓	✓
55	Public Policy and Administration in India		✓	✓
56	Service Excellence and Process Excellence	✓	✓	
57	Strategic Leadership, Diversity Inclusion	✓	✓	

58	Strategic Leadership, Project Planning Implementation	✓	✓	
59	Understanding DoPT and Key Training Institutes in India		✓	✓
60	Understanding the Central Administrative Tribunal CAT and Member Appointments	✓		
61	Understanding the Roles and Responsibilities of Secretarial Staff in the Central Secretariat		✓	
62	User?			
63	Public Leadership Credential		✓	✓
64	Citizen Centricity Design Thinking	✓	✓	
65	Policy Design and Implementation		✓	

(A)

Mandatory i-Got Courses for BAS OFFICERS Basic Grade to Additional Collector level			
S.no	Course Name	Behavioral/Functional/ Domain Competencies	Remarks
1	Leadership Skills for Professionals	Behavioral	Mandatory
2	Communication for Citizen Centricity	Behavioral	Mandatory
3	Leadership Skills for Professionals	Behavioral	Mandatory
4	Strategic Leadership: The Indic Way	Behavioral	Mandatory
5	Data Driven Decision Making	Behavioral	Mandatory
6	Understanding Mission Karmayogi	Functional	Mandatory
7	Delegation of power in day-to-day administration	Functional	Mandatory
8	Reduction	Functional	Mandatory
9	Organisational Change Management- Fundamentals	Functional	Mandatory
10	Yuva AI for All	Functional	Mandatory
11	Smart Cities: Urban Digital Twin Applications	Domain	Mandatory
12	Delegation of power in day-to-day administration	Domain	Mandatory
13	Reform Initiatives of Government of India	Domain	Mandatory
14	Financial Analysis and Regulatory Practices	Domain	Mandatory
15	Public Policy Basics for Administrators	Domain	Mandatory

(B)

Suggested Optional I-got courses for BAS officers
Basic Grade to Additional Collector Level

S.No	Course Title	Behavioral	Functional	Domain
1	Active Listening Verbal Fluency			✓
4	Case Studies in Data Evidence for Governance		✓	✓
5	Clear Communication Stakeholder Management		✓	
7	Constitutional Law and Public Administration in India		✓	✓
8	Crisis Management Emergency Response		✓	✓
9	Data Analytics, Management Visualization		✓	✓
11	Data Driven Decision Making For Government		✓	✓
12	Data-Driven Decision Making		✓	
15	Digital Service Design AI Applications		✓	✓
16	Digital Tools for Data-led Decision Making		✓	✓
17	Digital Transformation Playbook for Government Professionals		✓	✓
19	Disaster Preparedness and Mitigation		✓	✓
20	Disaster Recovery and Build Back Better		✓	✓
22	Ethical Decision Making		✓	✓
23	Ethical Leadership		✓	✓
25	Fundamentals of Public Policy Writing and Communication in India	✓	✓	✓
26	Fiscal Policy Financial Management		✓	✓
28	Handling Establishment HR Matters		✓	✓
29	Insights from Data for Policy		✓	✓
30	Introduction to Monitoring and Evaluation		✓	✓
31	Leadership and Communication Skills for Public Administrators		✓	
32	Lessons from the Use of Data for Government		✓	✓
33	Litigation Management Legal Know-How		✓	✓
35	Mastering Communication for Effective Leadership	✓	✓	✓
37	Mastering the Basics of Microsoft Excel for Beginners	✓	✓	
38	Microsoft Excel Advanced Data Analysis and Automation Techniques	✓	✓	✓
39	Management of Public Organisations		✓	

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40	Outcome Orientation Accountability in Management	✓	✓	
41	Policy Analysis		✓	✓
42	Public Administration		✓	
43	Public Financial Administration		✓	✓
44	Public Leadership Credential		✓	✓
45	Public Officials Work The Last-Mile Delivery		✓	✓
46	Public Policy and Administration in India	✓	✓	✓
48	Public Policy Analysis and Evaluation		✓	✓
49	Public Speaking and Persuasion for Leaders	✓	✓	
50	Rural Development Frameworks		✓	✓
51	Sadharanikarana Effective Communication for Transformative Leadership	✓	✓	
52	Service Excellence and Process Excellence	✓	✓	
53	Strategic Leadership, Diversity Inclusion	✓	✓	
55	Strategic Leadership Policy Formulation	✓	✓	
56	Strategic Management Planning	✓	✓	
57	Sustainable Development Policy Analysis		✓	✓
58	Understanding Indias Budget Concepts and Constitutional Framework		✓	✓
59	Urban Governance		✓	✓

(A)

**Mandatory i-Got Courses for BSS OFFICERS
Deputy Secretary to Joint Secretary level**

S.no	Course Name	Behavioral/Functional/ Domain Competencies	Remarks
1	Leadership Skills for Professionals	Behavioral	Mandatory
2	Conflict Resolution and Negotiation	Behavioral	Mandatory
3	Leading The Future : Managing Gen Z	Behavioral	Mandatory
4	Leading from Within: Self-Leadership for Public Service	Behavioral	Mandatory
5	User Charges on Public Services	Behavioral	Mandatory
6	Strategic Management for Businesses and Corporates	Functional	Mandatory
7	Public Policy Basics for Administrators	Functional	Mandatory
8	Best Practices for Connecting with Citizens	Functional	Mandatory
9	Yuva AI for All	Functional	Mandatory
10	Design Thinking For Excellence In Public Services	Functional	Mandatory
11	Basic Life Support-Disaster Response Training	Domain	Mandatory
12	Future of Digital Governance	Domain	Mandatory
13	Social Policy and Migration	Domain	Mandatory
14	The Rural Employment Framework	Domain	Mandatory
15	Using Behaviour Science for Climate Adaptation and Mitigation	Domain	Mandatory

(B)

Suggested Optional i-Got Course for BSS Officers
Deputy Secretary to Joint Secretary Level

S.no	Course Title	Behavioral	Functional	Domain
1	Administrative Law A Foundation for Government Employees		✓	
2	Behavioral Economics and Public Policy		✓	✓
3	Case Studies in the Use of Data and Evidence for Governance		✓	✓
4	Data Analysis in the Public Sector with Specialization		✓	✓
5	Data Driven Decision Making for Government		✓	✓
6	Delegation of Authority in Government Administration		✓	✓
7	Digital Transformation Playbook for Government Professionals		✓	✓
8	Essential Roles and Competencies for Central Secretariat Branch Officers	✓	✓	✓
9	Fundamentals of Public Policy Writing and Communication in India	✓	✓	✓
10	From Gridlock to Growth Impact of PM Gati Shakti in India and Beyond		✓	✓
11	Introduction to Public Financial Management in the Indian Context		✓	✓
12	Lessons from the Use of Data for Government		✓	✓
13	Mastering Communication for Professional and Personal Growth	✓		
14	Management of Public Organisations		✓	✓
15	Overview of Viksit Bharat 2047		✓	✓
16	Project Management in Government Certification	✓	✓	
17	Public Officials Work The Last-Mile Delivery		✓	✓
18	Public Leadership Credential		✓	✓
19	Public Policy and Administration in India	✓	✓	✓
20	Sadharanikarana Effective Communication for Transformative Leadership	✓	✓	

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21	Understanding DoPT and Key Training Institutes in India		✓	✓
22	Understanding the Central Administrative Tribunal CAT and Member Appointments	✓		
23	Understanding the Roles and Responsibilities of Secretarial Staff in the Central Secretariat		✓	
24	Decentralizing Citizen Service Delivery	✓		

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(A)

**Mandatory i-Got Courses for BSS OFFICERS
Assistant Section Officer to Under Secretary level**

S.no	Course Name	Behavioral/Functional/ Domain Competencies	Remarks
1	Understanding the Government Email System of NIC	Behavioral	Mandatory
2	Effective Communication	Behavioral	Mandatory
3	Office Procedure	Behavioral	Mandatory
4	Fundamentals of Government Office Procedures and Communication	Behavioral	Mandatory
5	Data Driven Decision Making For Government	Behavioral	Mandatory
6	Statistical Tools and Data Visualization	Functional	Mandatory
7	Noting and Drafting	Functional	Mandatory
8	Problem Solving and Decision Making	Functional	Mandatory
9	Yuva AI for All	Functional	Mandatory
10	Design Thinking For Excellence In Public Services	Functional	Mandatory
11	Citizen Centric Services Marketing in Government	Domain	Mandatory
12	Future of Digital Governance	Domain	Mandatory
13	Reservation Policy - Reservation in Service	Domain	Mandatory
14	Financial Administration	Domain	Mandatory
15	UNDERSTANDING THE FORMAT OF FINANCIAL STATEMENTS	Domain	Mandatory

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(B)

Suggested Optional i-Got Course for BSS Officers
Assistant Section Officer to Under Secretary Level

S.no	Course Title	Behavioral	Functional	Domain
1	ADMINISTRATIVE LAW A Foundation for Government Employees		✓	
2	AI in Boosting Public Sector Efficiency and Service Delivery		✓	✓
3	Understanding the Role of an Assistant Section Officer ASO in the Central Secretariat		✓	✓
4	Basics of Communication	✓	✓	
5	Case Studies in the Use of Data and Evidence for Governance		✓	✓
6	CCS Leave, Establishment and Office Procedure Rules for Central Government Employees	✓	✓	
7	Consultation with UPSC in Disciplinary Cases Advanced Procedures		✓	
8	Data Analytics in the Public Sector with	✓	✓	✓
9	Decoding Mission Karmayogi	✓	✓	
10	Digital Literacy for Office Assistants	✓	✓	
11	Digital Transformation Theory and Applications		✓	✓
12	E-Governance and Digital Transformation in Public Administration	✓	✓	
13	Effective Communication: Mastering Corporate Letters	✓	✓	
14	Effective Writing Skills for the Public Service	✓	✓	
15	Ecosystem of Public Management and the Citizen	✓		
16	Essential Roles and Competencies for Central Secretariat Branch Officers	✓	✓	✓
17	Excel Skills for Business Essentials		✓	
18	Fundamentals of Government Accounting Principles, Structure and Classification		✓	✓
19	Google Project Management Professional Certificate		✓	✓
20	Insights from Data for Policy		✓	✓

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21	Introduction to Public Administration		✓	
22	Leadership and Negotiation	✓	✓	
23	Leading People and Teams Specialization	✓		
24	Mastering 360 Finance Commission Grant Management		✓	✓
25	Mastering Communication for Effective Leadership	✓	✓	
26	Mastering Communication Skills for Professional and Personal Growth	✓		
27	Mastering the Basics of Microsoft Excel for Beginners	✓	✓	
28	Microsoft Excel Advanced Data Analysis and Automation Techniques	✓	✓	✓
29	Noting and Drafting Training	✓		
30	Post Graduate Programme in Public Policy and Management		✓	✓
31	Project Management in Government Certification	✓	✓	
32	Public Financial Management PFM		✓	✓
33	Public Policy and Administration	✓	✓	
34	Public Policy and Administration in India		✓	✓
35	Public Policy Analysis	✓	✓	
36	Reservation Policy Handling matters of	✓		
37	Reservation Policy - Reservation in Service		✓	
38	Right To Information And Good Governance			✓
39	Section Officer in Office Procedures, FileDAK Management and Drafting	✓		
40	Sadharanikarana Effective Communication for Transformative Leadership	✓	✓	
41	Solving Public Policy Problems Berkeleys Eightfold Path	✓		
42	Soft Skills	✓		
43	Understanding Government of Indias Reform Initiatives		✓	✓
44	Understanding Indias Budget Concepts and Constitutional Framework		✓	✓
45	Understanding Posts Classification, Character, and Status in Civil Services		✓	✓

46	Understanding Public Finance in Cooperative Federalism		✓	✓
47	Understanding the Central Administrative Tribunal CAT and Member Appointments		✓	
48	Understanding the Role of an Assistant Section Officer ASO in the Central Secretariat		✓	
49	Understanding the Roles and Responsibilities of Secretarial Staff in the Central Secretariat		✓	✓
50	Understanding the Union Budget Documents, Presentation and Passing		✓	
51	Unified DARPAN Android Application Dakshata	✓	✓	✓
52	Unified DARPAN Android Application: Prarambh	✓	✓	✓
53	UMANG: Your Gateway to Digital Governance in India	✓	✓	✓
54	Vigilance Administration - Conduct Rules	✓	✓	
55	When it's hard: Applied ethics in the public sector	✓	✓	
56	Work Smarter, Not Harder: Time Management for Personal & Professional Productivity	✓	✓	
57	Write Professional Emails in English		✓	

(A)

Mandatory i-Got Courses for UDC/LDC

S.no	Course Name	Behavioral/Functional/ Domain Competencies	Remarks
1	Leadership Skills for Professionals	Behavioral	Mandatory
2	Conflict Resolution and Negotiation	Behavioral	Mandatory
3	Leading The Future : Managing Gen Z	Behavioral	Mandatory
4	Leading from Within: Self-Leadership for Public Service	Behavioral	Mandatory
5	User Charges on Public Services	Behavioral	Mandatory
6	Strategic Management for Businesses and Corporates	Functional	Mandatory
7	Public Policy Basics for Administrators	Functional	Mandatory
8	Best Practices for Connecting with Citizens	Functional	Mandatory
9	Design Thinking For Excellence In Public Services	Functional	Mandatory
10	Basic Life Support-Disaster Response Training	Functional	Mandatory
11	Future of Digital Governance	Domain	Mandatory
12	Social Policy and Migration	Domain	Mandatory
13	The Rural Employment Framework	Domain	Mandatory
14	Using Behaviour Science for Climate Adaptation and Mitigation	Domain	Mandatory
15	Yuva AI for All	Domain	Mandatory

Suggested Optional I-got Courses for
LDC/UDC

S.No	Course Title	Behavioral	Functional	Domain
1	Effective Communication: Mastering Corporate Letters	✓	✓	
2	Mastering Communication Skills for Professional and Personal Growth	✓		
3	Ecosystem of Public Management and the Citizen	✓		
4	Work Smarter, Not Harder: Time Management for Personal & Professional Productivity	✓		
5	Managing Stress	✓		
6	Lekha-DEeP - Dakshta	✓	✓	✓
7	Lekha DEeP-Prarambh: Accounting Fundamentals for Postal Staff	✓	✓	✓
8	UMANG: Your Gateway to Digital Governance in India	✓	✓	✓
9	Unified DARPAN Android Application: Prarambh	✓	✓	✓
10	Effective Communication Skills	✓		
11	When it's hard: Applied ethics in the public sector	✓		
12	Fundamentals of Citizen-Centric Governance			✓