

बिहार सरकार
जल संसाधन विभाग

प्रेषक,

मनीष आनंद,
अवर सचिव (प्रबंधन)-सह-नोडल पदाधिकारी (iGOT)
जल संसाधन विभाग, बिहार, पटना।

सेवा में,

सभी अभियंता प्रमुख,
सभी मुख्य अभियंता,
जल संसाधन विभाग, बिहार।

/पटना, दिनांक- 23/9/2026

विषय :- क्षेत्रीय स्थापना के लिपकीय संवर्ग के सभी कर्मियों को iGOT Platform पर चिन्हित कोर्सेज में से कोई एक कोर्स प्रति सप्ताह स्वैच्छिक रूप से पूर्ण करने के संबंध में।

प्रसंग:- सामान्य प्रशासन विभाग, बिहार, पटना का पत्रांक-11968 दिनांक-06.07.2026।

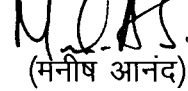
महाशय,

निदेशानुसार उपर्युक्त विषयक प्रासंगिक पत्र के आलोक में iGOT Platform पर उपलब्ध एआई टूल के माध्यम से विभागान्तर्गत क्षेत्रीय स्थापना के लिपकीय संवर्ग के सभी कर्मियों के लिए iGOT Platform पर पदवार कोर्सेज चिन्हित करते हुए लाइव (Live) किया गया है।(छायाप्रति संलग्न)

अतः अनुरोध है कि अपने अधीनस्थ परिक्षेत्राधीन क्षेत्रीय स्थापना के लिपकीय संवर्ग के सभी कर्मियों को iGOT Platform पर लाइव (Live) कोर्सेज में से कोई एक कोर्स प्रति सप्ताह स्वैच्छिक रूप से पूर्ण करने हेतु निदेशित करने की कृपा की जाय।

अनु० :- पदवार Live कोर्सेज की सूची।

विश्वासभाजन

 22/09/26
(मनीष आनंद)

अवर सचिव (प्रबंधन)

-सह-नोडल पदाधिकारी, (iGOT)

ज्ञापांक- 17/नोडल (iGOT)-06-01/2024- 5570

/पटना, दिनांक- 23/9/2026

प्रतिलिपि :-कार्यपालक अभियंता, सूचना प्रावैधिकी केन्द्र, जल संसाधन विभाग, बिहार, पटना को विभागीय वेबसाइट पर अपलोड/ई-मेल करवाने हेतु प्रेषित।

अनु० :- पदवार Live कोर्सेज की सूची।

 22/09/26

अवर सचिव (प्रबंधन)

-सह-नोडल पदाधिकारी (iGOT)

A.A.O Courses				
S.No	Course Title	Behavioral	Functional	Domain
1	कार्यालय प्रक्रियाएं		✓	
2	Fundamentals of Government Office Procedures and Communication		✓	
3	Office Procedures		✓	
4	Office Procedure - Updated		✓	
5	Office Supervision		✓	
6	Records Management		✓	
7	Level-III Training Programme to Develop Functional Competencies		✓	
8	Training Programme on eoffice		✓	
9	UNDERSTANDING OF RECRUITMENT PROCEDURE		✓	
10	Leave Rules - Updated		✓	
11	Formalities of Joining Service		✓	
12	Finance and Accounts		✓	
13	GFR 2017- General System of Financial Management		✓	
14	Disciplinary Proceedings in Government		✓	
15	Supervisory Behaviour	✓		
16	Roles and Competencies of Branch Officers	✓		
17	Team Building and Team Management	✓		
18	Leadership	✓		
19	Time Management	✓		
20	Developing Execution Excellence (DEE)	✓		
21	From Criticism to Growth: Navigating Feedback Effectively	✓		
22	Developing a Positive Work Culture	✓		
23	Problem Solving	✓		
24	Leading From Within: Behavioural Strategies for Self-Leadership	✓		
25	Goal Setting	✓		

Courses for Head Clerk				
SL No.	Course Title	Behavioral	Functional	Domain
1	Office Procedures		✓	
2	Office Procedure - Updated		✓	
3	कार्यालय प्रक्रियाएं		✓	
4	Office Supervision		✓	
5	GFR 2017- General System of Financial Management		✓	
6	Fundamentals of Government Office Procedures and Communication		✓	
7	Office Procedure		✓	
8	Finance and Accounts		✓	
9	Secretariat Functioning in File		✓	
10	Noting and Drafting		✓	
11	दस्तावेज में सचिवालय का कामकाज		✓	
12	Payment Function and Booking of Expenditure		✓	
13	Records Management		✓	
14	Leave Rules - Updated		✓	
15	Training Programme on eoffice		✓	
16	ई-ऑफिस पोर्टल : परिचय एवं दक्षता प्रशिक्षण		✓	
17	eOffice Learning Resources 2025		✓	
18	UNDERSTANDING OF RECRUITMENT PROCEDURE		✓	
19	आहरण एवं संवितरण अधिकांश कार्य एवं उत्तरदायित्व		✓	
20	Level-III Training Programme to Develop Functional Competencies		✓	
21	Disciplinary Proceedings in Government		✓	
22	Official Meeting - Role of Personal Staff		✓	
23	Recording, reconciliation, Suspense balance and Banking arrangement		✓	
24	Budget		✓	
25	Budget and Related Activities		✓	
26	Standard Operating Procedures for Resolving Outstanding Internal Audit		✓	
27	Pay Fixation - Updated		✓	
28	FRSR Part II - Travelling Allowances Rules		✓	

Courses for Head Clerk				
SL No.	Course Title	Behavioral	Functional	Domain
29	Government Litigation Management and Tribunal Procedures		✓	
30	Supervisory Behaviour	✓		
31	Team Building and Team Management	✓		
32	Team Building	✓		
33	Mentoring for Effective Human Resource Development	✓		
34	Management Fundamentals in Government Services	✓		
35	Roles and Competencies of Branch Officers	✓		
36	Leadership	✓		
37	Time Management	✓		
38	Developing a Positive Work Culture	✓		
39	Developing Execution Excellence (DEE)	✓		
40	Goal Setting	✓		
41	Leading Others	✓		
42	Leading From Within: Behavioural Strategies for Self-Leadership	✓		
43	Managing and Leading Teams	✓		
44	Problem Solving	✓		
45	Getting Along with the Boss	✓		
46	Decision Making	✓		
47	Developing Effective Soft Skills	✓		
48	From Criticism to Growth: Navigating Feedback Effectively	✓		
49	Personal and Professional Effectiveness	✓		
50	Getting Started with EI: Importance for Growth in Government Service	✓		
51	Emotional Intelligence: Developing Strong People Skills	✓		
52	Beyond Words: Mastering Listening and Nonverbal Communication	✓		
53	Practicing Excellence	✓		
54	The Values, Ethos and Spirit of Public Service	✓		

UDC Courses

SL.No.	Course Title	Behavioral	Functional	Domain
1	Office Procedure and Dak Managements			✓
2	Level-III Training Programme to Develop Functional Competencies		✓	
3	Office Procedure - Updated		✓	
4	ई-ऑफिस पोर्टल : परिचय एवं दक्षता प्रशिक्षण		✓	
5	ई-ऑफिस पर प्रशिक्षण कार्यक्रम		✓	
6	Noting and Drafting		✓	
7	Fundamentals of Government Office Procedures and Communication		✓	
8	Office Procedures		✓	
9	Office Procedure		✓	
10	Secretariat Functioning in File		✓	
11	Right to Information (RTI)		✓	
12	कार्यालय प्रक्रियाएं		✓	
13	दस्तावेज में सरकारी कामकाज		✓	
14	Government Litigation Management and Tribunal Procedures		✓	
15	Handling Central Administrative Tribunal (CAT) Cases		✓	
16	Handling CAT Cases		✓	
17	Handling CAT Cases- Hindi		✓	
18	UNDERSTANDING OF RECRUITMENT PROCEDURE		✓	
19	Leave Rules - Updated		✓	
20	Understanding the Service Book		✓	
21	Formalities of Joining Service		✓	
22	Records Management		✓	
23	Training Programme on eoffice		✓	
24	eOffice Learning Resources 2025		✓	
25	Disciplinary Proceedings in Government		✓	

UDC Courses

SL.No.	Course Title	Behavioral	Functional	Domain
26	Matters relating to Pay Module		✓	
27	Pay Fixation - Updated		✓	
28	Records Management		✓	
29	Contract Management		✓	
30	Finance and Accounts		✓	
31	Supervisory Behaviour	✓		
32	Roles and Competencies of Branch Officers	✓		
33	Leadership	✓		
34	Management Fundamentals in Government Services	✓		
35	Leading From Within: Behavioural Strategies for Self-Leadership	✓		
36	Team Building and Team Management	✓		
37	Developing Execution Excellence (DEE)	✓		
38	Seven Secrets to Mastering Quality Work	✓		
39	Efficiency: Competency Framework	✓		
40	Time Management	✓		
41	Problem Solving	✓		
42	Problem Solving and Decision Making	✓		
43	Structured Problem Solving and Decision Making for Government Officers	✓		
44	Practicing Excellence	✓		
45	Developing a Positive Work Culture	✓		
46	Goal Setting	✓		
47	Goal Setting for Workplace Success	✓		

LDC Courses

S.No	Course Title	Behavioral	Functional	Domain
1	Office Procedure and Dak Managements			✓
2	Office Procedure - Updated		✓	
3	दस्तावेज में सरकारी कामकाज		✓	
4	ई-ऑफिस पोर्टल : परिचय एवं दक्षता प्रशिक्षण		✓	
5	Fundamentals of Government Office Procedures and Communication		✓	
6	ई-ऑफिस पर प्रशिक्षण कार्यक्रम		✓	
7	Level-III Training Programme to Develop Functional Competencies		✓	
8	Office Procedures		✓	
9	Office Procedure		✓	
10	Introduction to E-Office		✓	
11	Training Programme on eoffice		✓	
12	eOffice Learning Resources 2025		✓	
13	Secretariat Functioning in File		✓	
14	कार्यालय प्रक्रियाएं		✓	
15	Key Components of E-Office		✓	
16	Leave Rules - Updated		✓	
17	Microsoft Word Beginners		✓	
18	Formalities of Joining Service		✓	
19	Understanding the Service Book		✓	
20	Records Management		✓	
21	Noting and Drafting		✓	
22	Essential Tools for Monitoring and Management for Everyone		✓	

LDC Courses

S.No	Course Title	Behavioral	Functional	Domain
23	हिंदी टाइपिंग का परिचय		✓	
24	Microsoft Teams		✓	
25	Microsoft Outlook		✓	
26	Digital Literacy		✓	
27	एक्सेल की बुनियादी जानकारी		✓	
28	Artificial Intelligence for Government Officers		✓	
29	AI Using Google Bard and ChatGPT for Beginners		✓	
30	Seven Secrets to Mastering Quality Work	✓		
31	Time Management	✓		
32	Practicing Excellence	✓		
33	Introduction to process improvement and optimization	✓		
34	Business Process Management	✓		
35	Problem Solving and Decision Making	✓		
36	Problem Solving	✓		
37	From Criticism to Growth: Navigating Feedback Effectively	✓		
38	Goal Setting	✓		
39	Goal Setting for Workplace Success	✓		
40	Leading From Within: Behavioural Strategies for Self-Leadership	✓		
41	Leading from Within: Self-Leadership for Public Service	✓		
42	Personal and Professional Effectiveness	✓		
43	Self-Awareness: Putting Emotional Intelligence Into Action	✓		
44	Changing Negative Self-Talk for Effective Self-Leadership	✓		

Courses for Mohrir

S.No	Course Title	Behavioral	Functional	Domain
1	भू-अभिलेखों का सामान्य परिचय: मूल भू-अभिलेख नक्शा तथा खसरा			✓
2	नामांतरण			✓
3	Understanding Land Records and Land Administration in India			✓
4	भू-अभिलेख नियमावली भाग-1: पटवारी की नियुक्तियुक्ति			✓
5	WEBGIS भू अभिलेख का डिजिटाइजेशन			✓
6	WEBGIS भू-अभिलेख का डिजिटाइजेशन भाग-2			✓
7	खातों का बटवारा			✓
8	नगरेत्तर भूमि सर्वे एवं डिजिटल अभिलेख अद्यतन परियोजना			✓
9	भूमि का सर्वेक्षण एवं सीमांकन			✓
10	Records Management		✓	
11	कार्यालय प्रक्रियाएं		✓	
12	Office Procedures		✓	
13	Office Procedure - Updated		✓	
14	दस्तावेज में सरकारी कामकाज		✓	
15	Records Management		✓	
16	Right to Information (RTI)		✓	
17	Data Foundations for Governance		✓	
18	Essential Tools for Monitoring and Management for Everyone		✓	
19	ई-ऑफिस पोर्टल : परिचय एवं दक्षता प्रशिक्षण		✓	
20	Training Programme on eoffice		✓	
21	Responsible Data Management		✓	
22	Microsoft Word Beginners		✓	
23	Understanding the Service Book		✓	

Courses for Mohrir

S.No	Course Title	Behavioral	Functional	Domain
24	Seven Secrets to Mastering Quality Work	✓		
25	Introduction to process improvement and optimization	✓		
26	Business Process Management	✓		
27	Practicing Excellence	✓		
28	The Basic Seven Tools of Quality	✓		
29	Time Management	✓		
30	Problem Solving	✓		
31	Leading From Within: Behavioural Strategies for Self-Leadership	✓		
32	The Values, Ethos and Spirit of Public Service	✓		

Amin Courses

S.No	Course Title	Behavioral	Functional	Domain
1	भूमि का सर्वेक्षण एवं सीमांकन			✓
2	मध्यप्रदेश में इलेक्ट्रॉनिक टोटल स्टेशन मशीन से भूमि सीमांकन प्रक्रिया			✓
3	भू-अभिलेखों का सामान्य परिचय: मूल भू-अभिलेख नक्शा तथा खसरा			✓
4	सीमांकन			✓
5	नगरेत्तर भूमि सर्वे एवं डिजिटल अभिलेख अद्यतन परियोजना			✓
6	मध्यप्रदेश में इलेक्ट्रॉनिक टोटल स्टेशन मशीन संचालन और डेटा संग्रह			✓
7	Land Survey Emerging Technologies			✓
8	Mastering GIS (Level - 1)			✓
9	SVAMITVA Scheme			✓
10	Introduction to Geospatial Mapping and Scientific Planning			✓
11	WEBGIS भू अभिलेख का डिजिटाइजेशन			✓
12	Mastering GIS (Level - 2)			✓
13	मध्यप्रदेश भू-अभिलेख पोर्टल परिचय एवं उपयोग			✓
14	मध्यप्रदेश में स्वामित्व योजना : उद्देश्य और क्रियान्वयन रणनीतियाँ			✓
15	Understanding Land Records and Land Administration in India			✓
16	जल संसाधन परियोजनाओं के लिए उन्नत सर्वेक्षण तकनीकें			✓
17	Geospatial Applications for Geological and Water Resource Management			✓
18	भूजल सर्वेक्षण की तकनीकें			✓
19	Know Your Ministry - Department of Water Resources RD and GR			✓
20	कांटवांम जियोग्राफिक इन्फॉर्मेशन सिस्टम का परिचय		✓	
21	Seven Secrets to Mastering Quality Work	✓		