No.T-28/27/2025-iGOT
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Training Wing
*****

Block-IV, Old JNU Campus,
New Delhi -110067
Dated: 29 August, 2025

Office Memorandum

Subject: Guidelines for implementation of DoPT's O.M. dated 04.07.2025 regarding Mandatory Course Completion and Comprehensive Assessment on iGOT Karmayogi – reg.

The undersigned is directed to refer to this Department's O.M. of even number dated 04.07.2025 mandating all Central Government employees and officers of the All India Services to complete prescribed courses and undergo comprehensive assessments on the iGOT Karmayogi platform, with the outcomes to be duly reflected in the Annual Performance Appraisal Report (APAR).
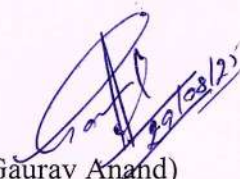
2.   In pursuance of the above, Ministries/Departments/Organizations (MDOs) were advised to identify suitable iGOT Karmayogi courses, set annual training targets, prepare Question Banks for assessments, and ensure integration of SPARROW with iGOT, among other measures.

3.   Subsequently, a number of references are being received from MDOs seeking clarifications on various aspects of the implementation of the said O.M. Accordingly, comprehensive Guidelines for Implementation of O.M. dated 04.07.2025 have been prepared to provide clarity and facilitate uniform adoption across all MDOs.

4.   A copy of the said Guidelines is enclosed herewith for information and necessary action. All MDOs are requested to ensure adherence to these Guidelines while implementing the provisions of this Department's O.M. dated 04.07.2025.

5.   This issues with the approval of competent authority.

Encl: As stated

(Gaurav Anand)
Under Secretary to the Government of India
Tele: 26706300

To

(i) Secretaries to all the Ministries/Departments of the Government of India
(ii) All Cadre Controlling Authorities

Copy to:

(i) Chief Secretaries of all State Governments /UT Administrations
(ii) PSO to Secretary (P), DoPT
(iii) Secretary, Capacity Building Commission
(iv) CEO, Karmayogi Bharat
(v) Director (IT), NIC
(vi) Deputy Secretary /Director AIS Division, DoPT
(vii) Deputy Secretary /Director, PP Division, DoPT
(viii) NIC (Trg), DoPT with request to upload the circular on website

2025

Guidelines for Mandatory Course Selection and Comprehensive Assessment Upload on iGOT Karmayogi Platform for APAR Cycle 2026–27

Guidelines for
Mandatory Course Selection
and
Comprehensive Assessment Upload
on
iGOT Karmayogi Platform
for
APAR Cycle 2026–27

Acronyms

AIS: All India Services

APAR: Annual Performance Appraisal Report

ASO: Assistant Section Officer

CBP: Content Building Products

CCA: Central Civil Services

CCS: Cadre Controlling Authority

CSCU: Cabinet Secretariat Coordination Unit

DoPT: Department of Personnel and Training

DS: Deputy Secretary

FAQ: Frequently Asked Questions

HOTS: Higher Order Thinking Skills

iGOT: Integrated Government Online Training

ISTM: Institute of Secretariat Training and Management

JS: Joint Secretary

MDO: Ministries/ Departments/ Organisations

MTS: Multi-Tasking Staff

SO: Section Officer

US: Under Secretary

Contents

A. Background

The **Mandatory Course Completion** and **Comprehensive Assessment** on the iGOT Karmayogi platform is designed to evaluate a deeper understanding and application of the knowledge gained by the civil servants (Office Memorandum https://acrobat.adobe.com/id/urn:aaid:sc:AP:639ae038-f4ba-4a63-9941-d89554660e6c). The key reasons for implementing this level of assessment are:

1. **Advanced Competency Evaluation**: Comprehensive assessments go beyond basic knowledge checks to assess the application, analysis, and synthesis of information, ensuring that officials can effectively use what they have learned in real-world scenarios.
2. **Skill Enhancement**: By challenging learners with more complex questions and scenarios, comprehensive assessments help in honing advanced skills and competencies that are crucial for effective performance in their roles.

> *These assessments provide valuable feedback to learners, highlighting areas where they excel and where they need further improvement, thus promoting continuous learning and development.*

## B. Guidelines for Selection and Completion of Mandatory Courses for APAR Cycle 2026–27

1. How to select your Mandatory Courses

a. MDOs or the CCAs, as the case may be, has to select a **minimum of six (6) courses** for employees at each level. The prescribed courses must be of **duration 30 minutes or more** and must be assessed courses (i.e. courses followed by an end-of-the-course assessment).

b. 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:
   i. Multi-Tasking Staff (MTS)
   ii. Section Officer/Assistant Section Officer and equivalent
   iii. Under Secretary and equivalent
   iv. Deputy Secretary/Director and equivalent
   v. Joint Secretary equivalent and above.

c. 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. This category would include officers of the AIS and CCS working with the state governments, officers of the AIS on non-central deputation, officers of the CCS As an illustration, the respective CCAs could select a minimum of 6 courses for each of the following levels:
   i. up to 9 years of service,
   ii. above 9 and up to 16 years of service,
   iii. above 16 and up to 25 years of service,
   iv. 25 years and above of service.

d. These courses shall be added by the **MDO Admin/CCA** as 'Training Plan' for each of the positions/designations/levels on the iGOT portal.
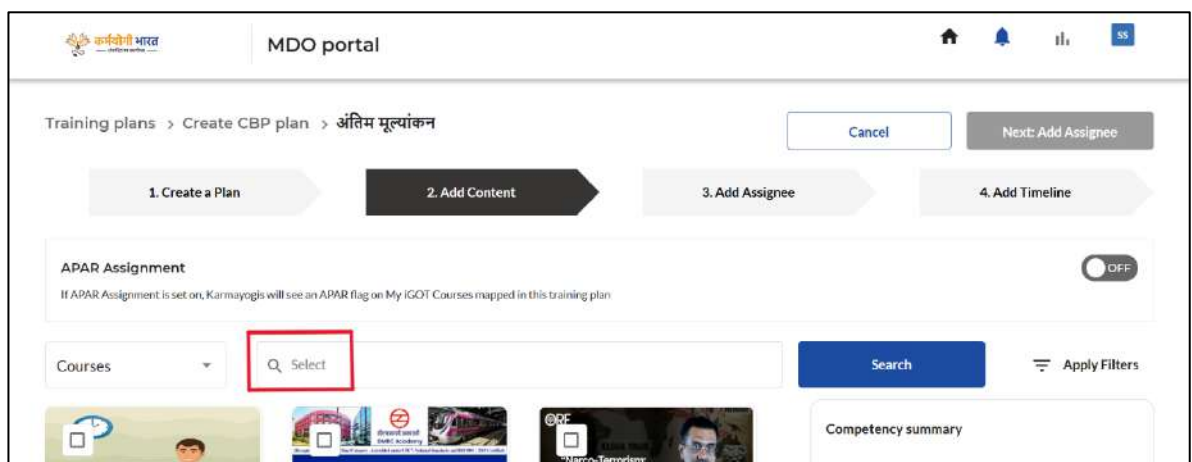
Step 1: Access the **MDO Portal**, click on **Training plan** and then on **Create CBP**
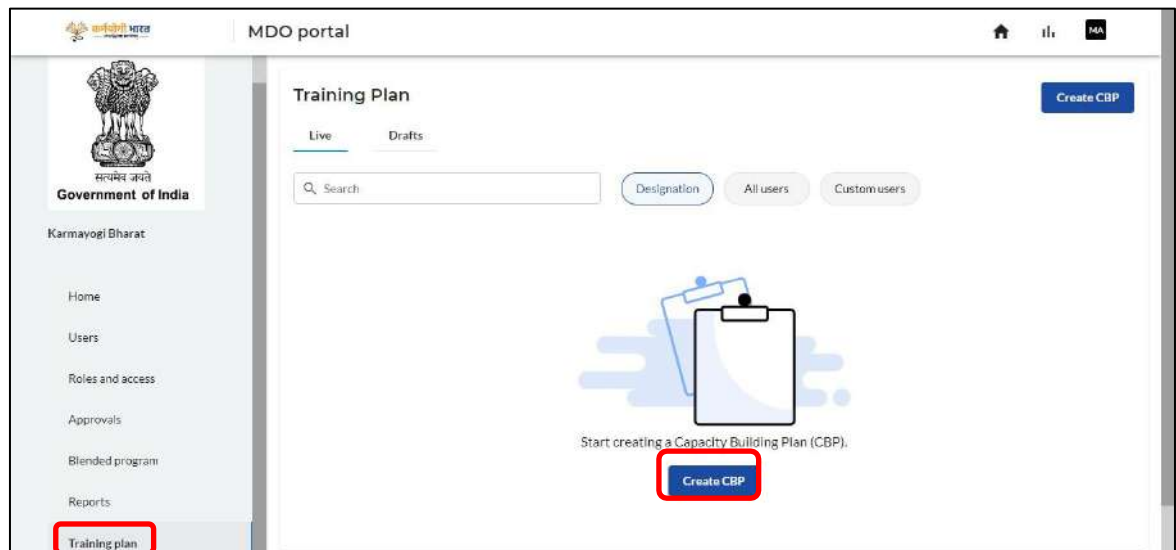
Step 2: Click on **Plan Title** and enter a Title.
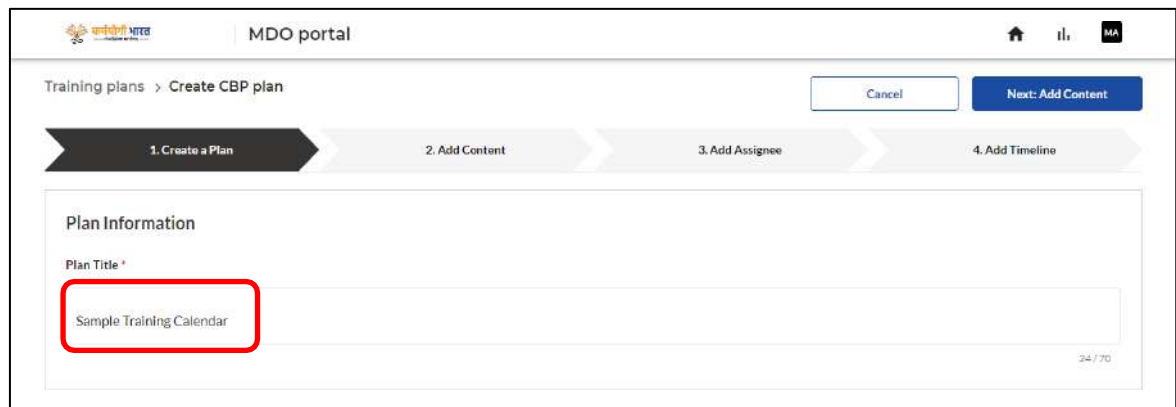
Step 3: Go to **Add Content** tab and select courses

Step 4: Switch on the **TOGGLE** to set on the APAR assignment.

Step 5: Go to **Add Assignee** Tab. Add Assignee based on the level/position/designation for which the courses have been chosen
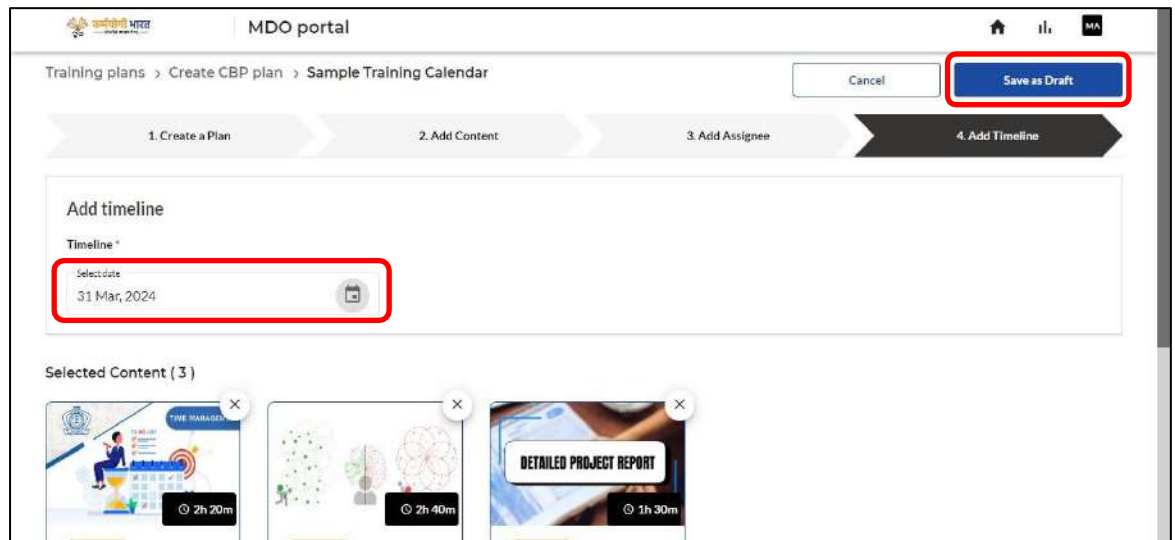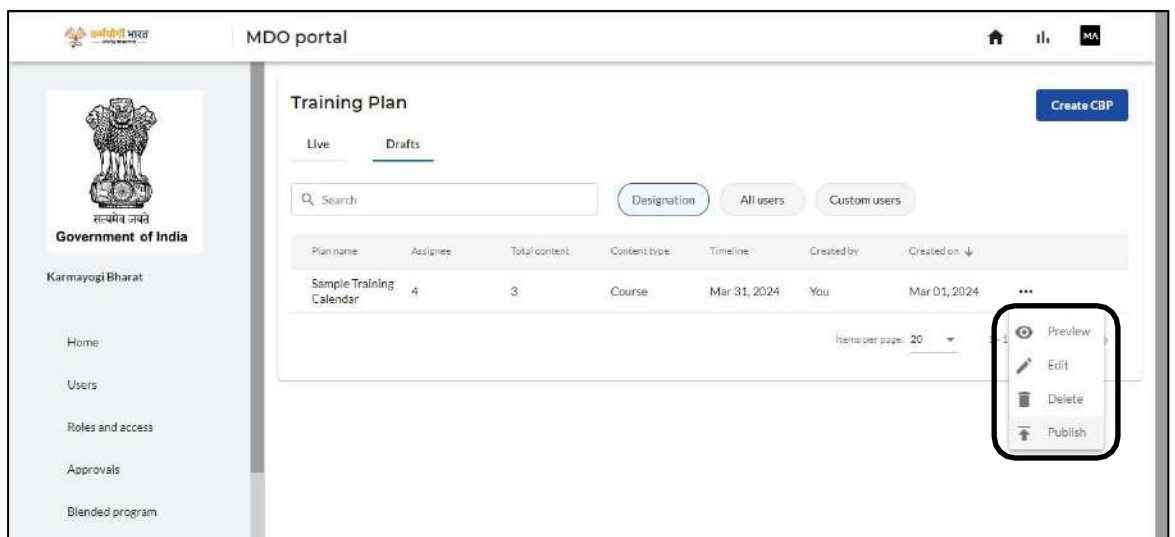
Step 6: Go to **Add Timeline** tab. Choose course and assign a deadline of **31st March, 2026**. Click on 'Save as Draft'

Step 7: Click on **Publish**

2. **How to access the Mandatory Courses on iGOT**

a. Once the Training Plans get added, these courses will get reflected as targets in the '**My iGOT**' section of the iGOT profile of the respective users. This, however, will be possible only once the employee has updated and verified profile on iGOT to correctly reflect her/his current role/position/designation in the Ministry/Department/Organization the employee is serving in.

To assist you in updating your profile on the iGOT Karmayogi platform, please refer to the instructional video available at the following link. The video provides a step-by-step guide on how to update your profile effectively.

https://www.youtube.com/watch?v=rhEIXdD9vD4

b. 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).

c. Once logged in, users can navigate to the **'My iGOT'** section and conveniently locate courses under this section on the logged in page.

> To assist you in locating your mandatory courses on the iGOT Karmayogi platform, please click on the video provided
> https://www.youtube.com/watch?v=vOoReFryeDo

d. This section contains all the essential courses that must be completed before attempting the comprehensive assessment

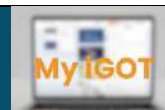e. To ensure readiness and compliance, users are required to complete these mandatory courses in full. Only after successful completion will they be eligible to proceed with the comprehensive assessment.

f. All employees shall complete at least **50%** of the courses prescribed by the MDO/CCA for the year.

g. 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).

h. The information will be captured in a new table/sub-table in Part-II of the APAR

> *Competencies gained will be added in **competency passbook** on iGOT upon achieving Pass grade. This will be integrated into SPARROW for the performance appraisal process (APAR)*

C. Guidelines for preparation and upload of Comprehensive Assessment

1. **Rollout of Comprehensive Assessment Framework for APAR Cycle 2026–27**
   a. A Comprehensive Assessment Framework will be rolled out from the reporting period 2025-26 (corresponding to the APAR cycle of 2026-27).
   b. As per the framework, competency attainment will be evaluated through comprehensive assessments based on courses identified by the MDOs (or the CCAs as the case may be) for employees at each level.
   c. All central government employees and all officers of the AIS will have to pass the assessment mandated for them during the reporting year.
   d. The MDO leader or admin can monitor each employee's progress - such as enrolment, course completion, and assessment status - through the CBP dashboard on iGOT. A sample view of the dashboard is shown in the screenshot below for illustration.
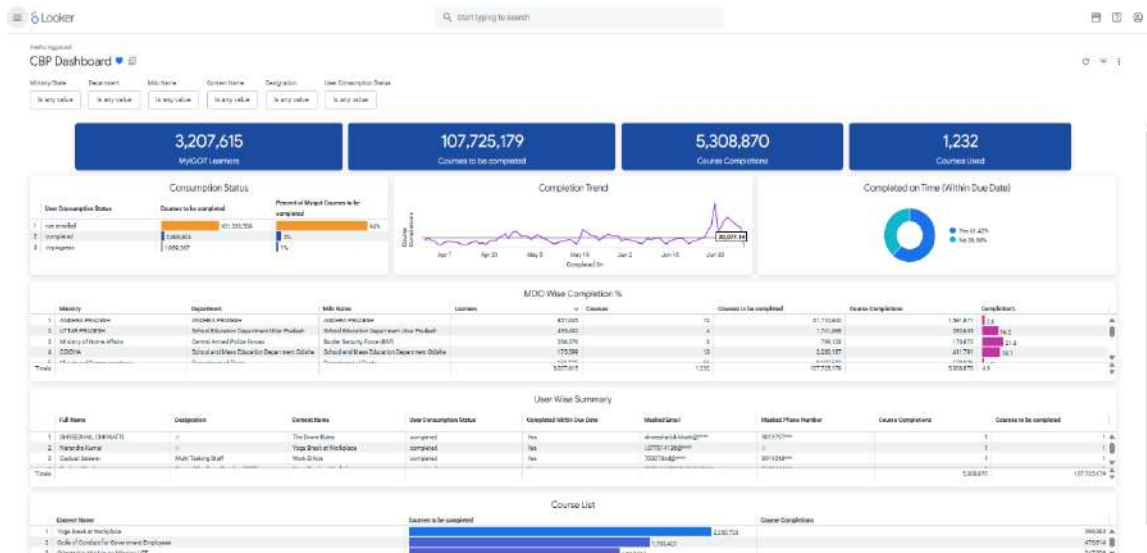
e. The successful completion of the assessment will also be reported in the APAR by fetching relevant data from iGOT.

2. How to create the Question Bank for the comprehensive assessment

a. The MDOs or CCAs, as the case may be, has to select a **minimum of three courses** for the standalone, comprehensive level-2 assessment. The courses for the Comprehensive Assessment are to be selected from the list of courses prescribed for mandatory completion.

b. Once the courses have been identified, a Question Bank has to be prepared comprising of 200 to 300 courses from the selected courses. These questions would be application oriented and must be different from the end-of-the-course assessments already there in the courses.

c. It is recommended that the MDOs or CCAs, as the case may be, request the Training Institute under their administrative control to create the question bank. Services of the agency that has created the course may also be used for creating the question bank. Additionally, SPV - Karmayogi Bharat (KB) may also be reached out to provide support for creating AI generated questions. KB has an Assistant Manager assigned to each MDO/CCA and can be reached through them.

d. As an illustration, questions are developed by Institute of Secretariat Training and Management (ISTM) Department of Personnel and Training (DoPT) and questions for one of the courses can be accessed at the following link: https://docs.google.com/spreadsheets/d/1dzDp3bWpyaU9_lgxnHW0AwepnhmNvmJj v9SbN2hCsrQ/edit?gid=0#gid=0

Sl No	Question	Option 1	Option 2	Option 3	Option 4	Answer	Level
1	Question	Act of a Parliament only	Proviso to Article 309 only	Either (a) or (b)	Neither (a) nor (b)	3	Level-2
2	Recruitment Rules are not to be framed in which of the following case	For any post created for a Commission or Committee	For any post created for two years only in the	For posts created to be filled 100 % by deputation	All of the above	1	Level-1
3	Which of the following is not a recognized method of recruitment	Deputation	Contract	Promotion	Composite method	2	Level-1
4	There are 5 posts in promotional level and 10 posts in the feeder grade. Which is the most appropriate method of recruitment if you want to provide "promotion" as one of the method in column-10	100% by promotion	100% by promotion failing which by deputation	100% by promotion failing which by Director Recruitment		2	Level-2
5	Column 11 is about the eleigibility conditions for deputation./absrobtion. wl	'Officers of the State Governr recruitment under Col. No.7(i	'Officers of the Central Gover recruitment under Col. No.7(i	'Officers of the Central Gover	'Officers of the Central Gover recruitment under Col. No.7(i	4	Leve-4
6	A single post of Assistant Library and Information Assistant (ALIA) has been created in Level-2 in the Department of ABC which is a Central Government department. There is neither a promotional nor a feeder post to ALIA. Which method of recruitment would you prescribe in the column-10.	100% by Deputation (including short-term contract)	50% direct recruitment and 50% by promotion	100% by deputation	100% by promotion	1	Leve-4
7	A single post Assistant Library and Information Officer (ALIO) Level-6 has been created in the Department of ABC. The feeder grade comprise of 2 posts of Assistant Library and Inforamtion Assistant. Which of the following method of recruitment would you prefer in column-10 for the post of Assistant Library and Information Officer.	100% by Promotion	100% promotion failing which by deputation	Composite method	100% by direct recruitment	3	Leve-4
8	Method of filling of a post is 100% Direct Recruitment. The column no.5 which is about wether the post is 'Selection" or "Non-selection" should prescribe	selection	non-selection	not applicable	None of the above	3	Level-3
9	Where recruitment is made by other than UPSC/SSC, the crucial date for de	the date of the advertment	closing date of the applicatio	date when the vacancy arose	30 days after the closing date	2	Level-2
10	In which of the following cases the period of probation is 'NIL"	Promotion from Level-2 to Level-4 both in Group C	Promotion from Level-3 to Level-4 both in Group C	Direct recruitment to Level-8	Direct recruitment to level-13 with mandatory training prescribed for a period of three weeks	1	Level-2
11	In which of the following cases the period of probation is 'NIL"	Direct recruitment to a post in Level-1	Direct recruitment to a post in Level-12	Direct recruitment to Level-13	None of the above	4	Level-2

D. Pre-Upload Guidelines and Standard Specifications for Comprehensive Assessment

1. How to Proceed

A video on 'How to upload Comprehensive Assessment' will be made available on the iGOT Karmayogi Content Creator portal. Providing the video tutorial will ensure that content creators have a clear, step-by-step guide to follow. This visual aid can make the process easier to understand and execute, reducing the likelihood of errors and enhancing the overall user experience.

2. Content Creator and Content Reviewer Rights

To assign the role of Content Creator or Reviewer in the MDO portal, start by logging in and navigating to the **Onboarding** tab. Click on the relevant user's details to open their profile. Scroll down to the section where roles can be assigned, select either **Content Creator** or **Reviewer** as needed, and then click **Update** to save the changes. This process ensures the user is granted the appropriate permissions for content management within the portal.

https://mdo.igotkarmayogi.gov.in → Log in → Users → All Users → Role → Update Role

Your Guide To The MDO Portal

To assist you in understanding and accessing the MDO Portal on the iGOT Karmayogi platform, please refer to the instructional video available at the following link.

https://www.bing.com/videos/riverview/relatedvideo?&q=how+to+access+mdo+portal+on+igot&&mid=15EDF61B02858EAB109B15EDF61B02858EAB109B&&FORM=VRDGAR

3. Setting the parameters for the comprehensive assessment

Before uploading the comprehensive assessment, there are a set of parameters that need to be standard across all Ministries/ Departments. Standardizing parameters will confirm consistency and fairness in assessments. This uniformity helps maintain the integrity of the evaluation

process, affirming that all participants are assessed under the same criteria and conditions, which promotes equity and comparability of results.

> *This document serves as a guideline to standardize the parameters. The included screenshots will assist you in navigating the uploading process. This will help maintain consistency and accuracy across all submissions.*

Summary of Specifications

1.	Give a proper Title in the 'Assessment Name'
2.	Click on 'Custom User'
3.	Click on 'Upload Images' and upload the logo of the Ministry/ Department
4.	Click on 'Advance Assessment'
5.	Give a title of the Assessment (same as in point 1)
6.	Click on 'Question Weightage' in the 'Assessment Type'
7.	Type '4' in the 'Total number of Sections' These 4 options will be: Easy, Medium, Difficult and HOTS[1]
8.	No. of Questions (total 48-50)
9.	Marks/Question (1 for Easy, 2 for Medium, 3 for Difficult, 4 for HOTS)
10.	Click 'Yes' in 'Show marks/Question'
11.	Click 'Yes' on Sectional 'Passing Percentage'
12.	Click 'No' on 'Sectional Time Bound'
13.	Type '50' in 'Minimum Passing Percentage'
14.	Click on 0% in 'Negative Percentage% Question'
15.	Click on '9' from dropdown in 'Number of Re-attempts'
16.	Type '1' in the hh section of 'Duration (hh/mm/ss)', i.e., the assessment will be of one hour
17.	Following instructions can be given: a. All questions are compulsory b. Pass marks = 50% c. There is no negative marking d. Duration of assessment is one hour e. Skipped questions can be attempted again before submitting f. If the given time runs out, the answer will be auto submitted

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[1] Higher Order Thinking Skills

E. Steps for Uploading Comprehensive Assessment

1. Sign-in on the CBP portal and reach 'Basic Information'
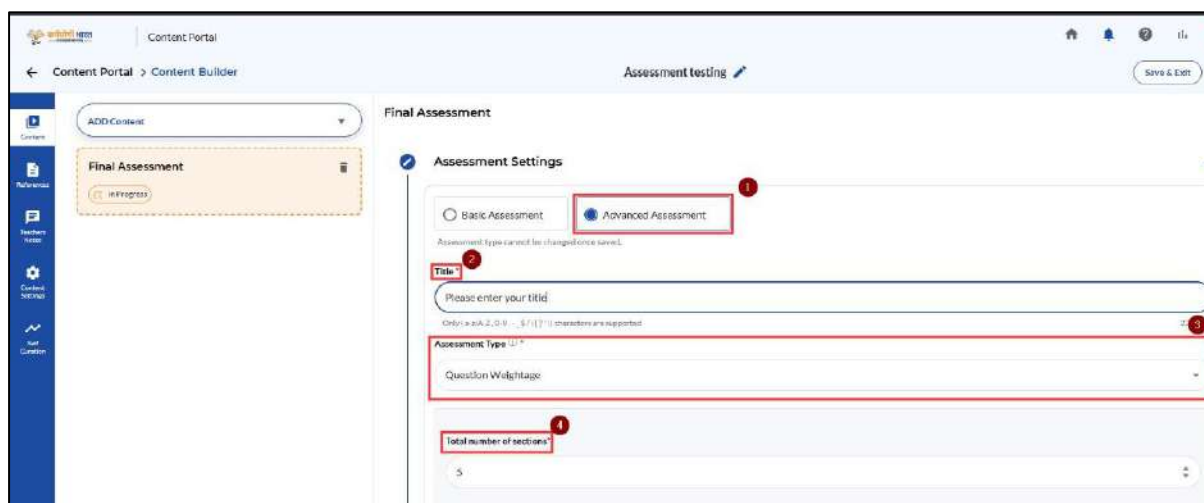
Specification	Rationale
Give a proper Title in the 'Assessment Name'	It clearly communicates the purpose and scope of the assessment to the participants
Click on 'Custom User'	To be assigned to specific users/ groups, ensuring that only the intended participants can access it
Click on 'Upload Images' and upload the logo of the Ministry/ Department	Instantly identifies the source of the assessment, reinforcing the brand of ministry/Department

'Save' button will be activated. Click on 'Save'. The message shows 'Content Created Successfully'.

2. 'Content Builder' page opens

Specification	Rationale
Click on 'Add content' and then click on 'Final Assessment'	Results from the 'Final Assessment' are recorded and used for official purposes, such as performance appraisals and competency tracking, ensuring that your achievements are accurately documented.

3. In 'Assessment Settings'

Specification	Rationale
Click on 'Advance Assessment'	Covers complex and higher-order thinking questions that are essential for advanced competency levels
Give a title of the Assessment	Should be the same title as entered in screen 1
Click on 'Question Weightage' in the 'Assessment Type'	Simplifies the scoring process, reduces the complexity of assigning and calculating weights for each possible answer
Type '4' in the 'Total number of Sections' These 4 options will be: Easy, Medium, Difficult and HOTS[2]	Helps in assessing a wide range of competencies, from basic understanding (Easy) to advanced analytical and problem-solving skills (HOTS)

4. Total number of questions

This can be 48-50. Full marks will be 100. An example of total questions in each section and marking for the questions is displayed below:

Level	No. of Questions	Marks per Question	Total	Pass Marks
Easy	18	1	18	9
Medium	14	2	28	14
Difficult	10	3	30	15
HOTS	6	4	24	12
TOTAL	48		100	50

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[2] Higher Order Thinking Skills

5. Sections

Number of questions and marks for each question should be specified as follows:

- Section-1 for Easy
- Section-2 for Medium
- Section-3 for Difficult
- Section-4 for HOTS

Specification	Rationale
No. of Questions (total 48-50)	As the difficulty increases, fewer questions are needed because these are typically more complex and time-consuming, so fewer of them can still provide a robust assessment of advanced competencies.
Marks/Question (1 for Easy, 2 for Medium, 3 for Difficult, 4 for HOTS)	By assigning more marks to more difficult questions (Medium, Difficult, HOTS), the system rewards higher-order thinking and problem-solving abilities, encouraging learners to develop and demonstrate advanced competencies.

Once you enter the number of questions and allocate marks for each question, the total marks for that section will be auto generated

6. Marks and Time

Specification	Rationale
Click 'Yes' in 'Show marks/Question	Helps the learners to understand the weightage and prioritize their efforts to focus on higher-value questions
Click 'Yes' on Sectional 'Passing percentage'	Ensures that learners achieve a minimum level of proficiency in all areas of the assessment promoting a more balanced and comprehensive understanding of the subject matter.
Click 'No' on 'Sectional Time Bound'	Removing time constraints for each section allows learners to manage their time more effectively and allocate more time to challenging sections

7. Passing percentage

Minimum Passing Percentage *

50

Negative Percentage% Question *

0%

Specification	Rationale
Type '50' in 'Minimum Passing Percentage'	As per decisions in Cabinet Secretariat Coordination Unit (CSCU) meeting. Ensures that learners have achieved at least half of the required knowledge and skills, indicating a basic level of competency in the subject matter
Click on 0% in 'Negative Percentage% Question'	Enables the focus to shift from penalizing mistakes to encouraging learning and improvement.

8. Re-attempts and duration

Number of Re-attempts ⓘ *

9

Duration (hh:mm:ss) *

1 : 0 : 0

Specification	Rationale
Click on '9' from dropdown in 'Number of Re-attempts'	Allows learners to review their mistakes, understand the correct answers, and try again, which reinforces their knowledge and skills over time.
Type '1' in the hh section of 'Duration (hh/mm/ss)', i.e., the assessment will be of one hour	Balances the need to thoroughly evaluate the learner's knowledge while considering their attention span and reducing fatigue.

9. Instructions

Following instructions can be given:

- a. All questions are compulsory
- b. Pass marks = 50%
- c. There is no negative marking
- d. Duration of assessment is one hour
- e. Skipped questions can be attempted again before submitting
- f. If the given time runs out, the answer will be auto submitted

Now click on 'Save' and proceed to 'Add questions' and follow the instructions in the video

F. Implementation Roadmap

Activity	Timeline					
	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25-Mar 26
Course identification and training plan upload	■	■				
SPARROW-iGOT integration	■	■				
Question bank creation		■	■	■		
Assessments live on iGOT					■	
Course and assessment completion by employees						■

G. Frequently Asked Questions

1. FAQs by Ministries/Departments/Organisations/CCAs

A. General Understanding

1. What is the purpose of this Office Memorandum?
A. It mandates annual completion of prescribed courses on the iGOT Karmayogi portal for all Central Government employees and AIS officers, linking it to their APARs.

2. Who is covered under this mandate?
A. All Central Government employees and officers of the All India Services (AIS), including those on Central Deputation and those serving in states/UTs.

B. Course Identification and Assignment

3. Who decides which courses employees must complete?
A. For Central Government employees and AIS officers on Central Deputation: their respective MDOs. For AIS officers not on Central Deputation and CCS officers not working with any MDO of Govt of India: their respective Cadre Controlling Authorities (CCAs).

4. How many courses should be prescribed annually?
A. A minimum of 6 courses for each level may be prescribed for course consumption and a minimum of 3 courses out of that for the Comprehensive Assessment.

5. What levels are defined for course selection?
A. A. MDOs/CCAs may decide the different levels to prescribe courses for. Indicative sets of levels can be the following:
   - For MDOs: as an illustration - MTS; SO/ASO and equivalent; US and equivalent; DS/Director and equivalent; JS and above.
   - For CCAs: Based on years of service (e.g., up to 9 years; above 9 and up to 16 years; above 16 and up to 25 years; above 25 years).

6. Can different number of courses be assigned for different levels?
A. Yes, the number of mandatory courses can vary across different levels of officials within the MDO/CCA. For example, you may assign 6 courses for JS and above and 7 courses for Director/DS and 8 courses for US and equivalent depending on the specific role requirements. The number of courses prescribed for every level must be 6 or more.

7. Do the assigned courses have to be from all three competency categories? If yes, what should be division?
A. The selection of courses should be balanced across these three competencies. The exact mix can be determined by the MDO or CCA based on the role and level of the official, and the learning priorities of the department. Ideally, there should be at least one course from domain competencies. However, domain courses are still not available for all the MDOs. So, for the current year, if an MDO/CCA doesn't find relevant domain courses on iGOT, the selection may be from the functional and behavioural courses only.

8. Is there a restriction on the type and duration of the courses to be selected?
A. The MDOs/CCAs may select any course based on relevance to their employees. The only restriction is that only assessed courses (i.e. those followed by an in-course assessment) may be selected and each course selected may be of duration 30 mins or more.

9. Can the earlier DoPT prescribed courses (6 courses) be considered for assigning courses under this OM?

A. These courses were recommended two years back as "quick win" courses to initiate employees into the culture of online learning and it is expected that these courses must already have been completed by employees. So, it is expected that different courses may be prescribed by the MDOs/CCAs. However, if these courses have not already been consumed, the MDOs at their discretion may include these courses in their training plans.

10. How can we access courses for various competencies on iGOT?

A. An indicative list of courses can be accessed through the platform. Click on the 'Learn' tab of user dashboard. This will take you to access the courses, 'Explore by competency' and 'Explore by provider'. MDOs can view recommended courses aligned with various competencies and providers.

11. If an MDO has already recommended courses under its training plan, is it required to revise the list or can the same courses be mandated?

A. If the recommended courses are relevant and aligned with the competencies, the MDO can choose to retain and mandate the same courses. However, "Training Plan" needs to be created on iGOT with the "APAR Assignment" toggle turned on. This will ensure that these courses are flagged as "APAR" courses on the users' iGOT profiles.

12. There are officers belonging to various CCS and/or AIS working in my Organisation. Am I responsible for selecting the mandatory courses and assessment for them also?

A. An MDO of the Govt of India is responsible for identifying courses and creating comprehensive assessment for all employees working in that MDO regardless of which service or cadre they are from. If an MDO is a CCA for an AIS or any central government service, they have to identify courses and create comprehensive assessment for:
   i. the employees working in that MDO, regardless of the service and cadre
   ii. as the CCA for those employees of the service/cadre that are not working with the central government (i.e. PSUs, State Govt, etc)

C. Implementation and Compliance

13. How should MDOs/CCAs assign courses?

A. By creating a "Training Plan" on MDO page of the iGOT portal for each role/position/designation/ level.

14. What must employees do to see their assigned courses?

A. They must update their iGOT profiles to reflect their current role/designation accurately. Thereafter, the assigned courses will be visible under 'My IGOT' section.

15. What is the minimum completion requirement?

A. Employees must complete at least 50% of the prescribed courses annually.

16. What is the expectation for the Cadre Controlling Authorities for the AIS officers working in State governments?

A. The CCAs may identify courses for AIS officers based on the years of service as mentioned in Question 5 above. The information may be circulated to the AIS officers posted in state governments through their respective Chief Secretaries/GAD. Moreover, once the training plan is uploaded by the concerned CCA, on iGOT, they will automatically be reflected in the officers' profile, and they will be expected to complete them as per the mandate of the OM dated 04.07.2025.

17. Is the course/assessment completion mandatory only for regular (permanent) employees, or contractual employees also needs be included?

A. The OM is applicable to all central government employees and AIS officers. As contractual employees usually aren't covered under the APAR framework, it is not mandatory for them. However, if the MDOs deem it fit, they can include this as a criterion for the performance Appraisal of their contractual employees.

18. What is the expectation from the Ministries/Departments for the implementation of this policy?

A. All the Ministries/Departments of government of India have to ensure the implementation of this policy:

    i. for the employees working in the Ministry/Department HQ

    ii. for all the Organisations within the administrative control of the Ministry/ Department (i.e attached offices, subordinate offices)

Organisations may replicate the "Training Plan" of their parent Ministry/Department with or without any modification.

D. APAR Integration

19. How will course completion be reflected in APARs?

A. Status of course completion would be directly fetched through integration between iGOT and SPARROW. It will be reflected in Part-II (Self-Reporting) of the APAR.

20. From which APAR cycle will this be applicable?

A. Starting with the 2026-27 APAR cycle, based on the 2025-26 reporting period.

E. Comprehensive Assessment

21. What is the Comprehensive Assessment Framework?

A. A standalone assessment of competency attainment based on the prescribed courses. It has been created to test the understanding of the employees. Out of the courses selected for mandatory consumption at each level, the MDOs or the CCAs, as the case be, has to select **minimum 3 courses** for the Comprehensive Assessment. A standalone assessment would be created using questions from these specific courses and all employees have to pass the standalone comprehensive assessment mandated for their respective role/level. The questions would be more application oriented compared to the end of the course assessments.

22. Who will be responsible for creating questions for the comprehensive assessment?

A. The MDOs/CCAs are responsible for creating the question bank for the comprehensive assessment. It is recommended that the MDOs or CCAs, as the case may be, request the Training Institute under their administrative control to create the question bank. Services of the agency that has created the course may also be used for creating the question bank. Additionally, SPV - Karmayogi Bharat (KB) may also be reached out to provide support for creating AI generated questions.

23. Can I use the question bank already created by any other MDO?

A. The questions for the comprehensive assessment are expected to be application oriented and contextual to the respective MDOs. However, if you find the courses and for which questions bank has already been created by DoPT or any other MDO relevant for your MDO, you may use those questions for creating the Comprehensive Assessments.

F. Timelines and Deadlines

24. What are the key deadlines for implementation?

A. Following timelines need to be adhered to:

- Course identification and training plan upload: by 31.08.2025
- Question bank creation: by 15.10.2025
- Assessments live on iGOT: by 15.11.2025
- Course and assessment completion by employees: by 31.03.2026

G. Technical and Operational Queries

25. What if an employee's role is not correctly reflected on iGOT?

A. They must update their profile on iGOT portal to ensure correct mapping to their MDO/CCA and designation/level.

26. Can MDOs track completion status?

A. Yes, they can track it using the CBP dashboard in iGOT Karmayogi MDO portal.

27. I am unable to find some designations for my MDO in the 'Designation Master' on the MDO Portal of the iGOT Karmayogi platform. What should I do?

A. If your designation is not listed, please send an email to **mission.karmayogi@gov.in** with the relevant details for assistance.

2. FAQs by Users (Employees)

A. General Understanding

1. What is Mission Karmayogi?

A. It's a national program for civil services capacity building aimed at creating a citizen-centric and future-ready civil service.

2. What is the iGOT Karmayogi platform?

A. A digital learning platform offering courses on domain, behavioral, and functional competencies for government employees.

3. What is the purpose of this Office Memorandum?

A. It mandates annual completion of prescribed courses on the iGOT Karmayogi portal for all Central Government employees and AIS officers, linking it to their APARs

4. Who is covered under this mandate?

A. All Central Government employees and officers of the All India Services (AIS), including those on Central Deputation and those serving in states/UTs

B. Course Requirements

5. How many courses do I need to complete annually?

A. You have to complete <u>at least</u> 50% of the courses prescribed for you by your MDO/CCA. A minimum of 6 courses is suggested per level, but actual numbers may vary as prescribed by your MDO or CCA. e.g. if your MDO/CCA prescribes 10 courses, you will have to complete at least 5.

6. Is it mandatory to complete all prescribed courses?

A. No, but you must complete at least 50% of the courses prescribed for your level.

7. Who decides which courses I need to take?

A. For Central Government employees and AIS officers on Central Deputation: their respective MDOs. For AIS officers not on Central Deputation and CCS officers not working with any MDO of Govt of India: their respective Cadre Controlling Authorities (CCAs).

8. Where will I find my prescribed courses?

A. After logging into your account on the iGOT Karmayogi platform, navigate to the 'My iGOT' tab on your dashboard. The prescribed courses will be flagged as "APAR" courses.

9. When I login on iGOT Karmayogi Platform, I cannot find any mandatory course.

A. Check if you have updated your profile on iGOT so as to correctly reflect the current Ministry/department/organization you are serving in and your current role/position/ designation. 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). Wait for 24 hours after updating your profile for the courses to be visible in your iGOT profile. If you are still not able to see mandatory courses, you may check with your MDO/CCA admin.

10. I can see that there are 7 courses visible as targets under the "My iGOT" section of my iGOT profile. As per the memorandum, "All employees shall complete at least 50% of the courses prescribed by the MDO/CCA for the year." How many courses am I supposed to complete? 3 or 4?

A. Credits for partially completed courses are not given. So, in case the number of courses prescribed by your MDO or CCA is an odd number, you have to complete at least $\frac{(n+1)}{2}$ courses where n is the prescribed number of courses.

11. Do I need to retake mandatory courses if I have already completed some or all of them and received certificates?

A. No, if you have previously completed the mandatory courses and received certificates, you are not required to retake them. However, you do have to pass the Comprehensive Assessment for the courses that you may have done earlier. So, if you wish to refresh your understanding before attempting the comprehensive assessment, you may revisit the courses at your discretion. Please note that **duplicate certificates will not be issued** for courses already completed.

12. Can I attempt the comprehensive assessment for the prescribed courses at my level without completing the courses themselves?

A. No, completion of the prescribed courses is a pre-requisite for attempting the comprehensive assessment. You need to complete the courses before taking the assessment.

13. I have been assigned 6 courses (A, B, C, D, E, F) as my annual target. To meet the 50% completion requirement, I've completed courses A, B, and C. Now, I want to attempt the comprehensive assessment, which my department has prescribed for courses D, E, and F at my level. Do I need to complete courses D, E, and F before attempting the comprehensive assessment?

A. Yes, to be eligible for the comprehensive assessment, you need to complete the courses specified for that assessment (D, E, and F in your case). Completing 50% of the overall assigned courses (A, B, and C) does not exempt you from completing the specific courses required for the comprehensive assessment.

14. I have been assigned 6 courses (A, B, C, D, E, F) as my annual target, with courses D, E, and F selected for comprehensive assessment at my level. I plan to attempt the comprehensive assessment first, for which I have completed the courses D, E, and F already. This means I have met the 50% requirement of the 6 mandated courses (A, B, C, D, E, F) at my level. After completing the comprehensive assessment, will I still need to complete the remaining courses (A, B and C)?

A. Having met the 50% course completion requirement, the remaining courses (A, B, and C) are not mandatory. However, we encourage you to leverage these courses, tailored to your role requirements, to further enhance your skills.

15. I have been transferred to a new department. In my previous department, I had completed 2 out of 6 mandatory courses prescribed at my level. Now, my new department has prescribed 6 courses at my level which are different from the 2 course I had done. Does that mean I have to do 50% of the courses prescribed by my present department?

A. For officials serving in multiple departments due to transfer, completing 50% of the mandatory courses prescribed by any one department is considered sufficient. However, since you completed only 2 out of 6 courses before transfer from your previous department, which is less than 50%, in this case you are required to complete at least one more course prescribed by either your present or previous organisation to attain 50% completion.

16. I have been transferred to a new department. In my previous department, I had completed the 50% of the prescribed courses but before I could attempt the comprehensive assessment, I got transferred. Does that mean I have to do the mandatory courses as well as the comprehensive assessment prescribed by my present department?

A. For officials serving in multiple departments due to transfer, completing 50% of the mandatory courses and passing the comprehensive assessment in any one department is sufficient. If the courses that you have completed are also the courses for Comprehensive Assessment for your previous department, you can take the comprehensive assessment based on them. However, if the courses completed by you are not the ones identified for the comprehensive assessment, you will have to complete those courses either from your previous department or from your current department before taking the comprehensive assessment.

17. Is passing the comprehensive assessment mandatory?

A. Yes. Successful completion of the assessment is required and will be reported in your APAR. A minimum of 50% marks is required to pass the comprehensive assessment.

18. I have taken multiple attempts at the comprehensive assessment, but I couldn't clear the assessment. What can be the reason?

A. It is mandatory to achieve a minimum of 50% marks to pass the assessment. Since you haven't cleared it, it's likely because you scored less than 50%. You can attempt the test again to improve your score. It may also be helpful to revise the courses again.

C. APAR Integration

19. Will my course and comprehensive assessment completion affect my APAR grading?

A. No. The course completion and assessment doesn't have a direct bearing on your APAR score. However, starting from the 2025–26 reporting period, course completion as well as comprehensive assessment passing status will be reflected in Part-II of your APAR which will be visible to your Reporting, Reviewing, and Accepting Authorities.

20. Where in the APAR will this information be shown?
A. In a new table/sub-table in Part-II of the APAR.

21. How will my course consumption and comprehensive assessment completion detail get reflected in my APAR?
A. The details will be automatically fetched from iGOT to be reflected at the appropriate place in the APAR through iGOT- SPARROW integration.

22. If I fail to pass the assessment on my first attempt, what are the implications? Will it be recorded in my APAR?
A. The APAR will only record whether you've cleared the comprehensive assessment or not. You can take multiple attempts to pass, and it won't have any implications.

D. Technical and Operational Queries

23. I am unable to update my profile. What shall I do?
A. If you are unable to update your profile, please send an email to mission.karmayogi@gov.in with relevant details for assistance. Alternately, you may reach out to the Assistant Manager of KB assigned to your MDO through your admin.

E. Timelines

24. What are the key deadlines I should be aware of?
A. Following timelines are relevant for you:
- Course identification and training plan upload: by 31 August 2025
- Assessment rollout: by 15 November 2025
- Course and assessment completion: by 31 March 2026