

Eno. D. 21013/143/2023-DC
Government of India
Ministry of Health and Family Welfare
Directorate General of Health Services
Central Drugs Standard Control Organization (Hq.)

FDA Bhawan, New Delhi
Dated: 22 November, 2023

OFFICE MEMORANDUM

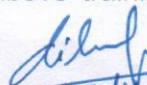
Sub.: Participation in National Programme for Civil Services Capacity Building (NPCSCB) – “Mission Karmayogi” launched by the Government to promote role based capacity building of Civil Servants with the goal of offering a wide range of learning resources in the iGOT Karmayogi platform to enhance the knowledge, skills and attitude of officials – reg.

Reference is invited to DoPT's the Training Division of Ministry of Health and Family Welfare letter No. T-28/95/2023-iGOT Dated 01.11.2023 and Training Division of Ministry of Health and Family Welfare letter No. Z-28015/20/2022-Estt.II-Trg Dated 22.11.2023 on the subject mentioned above and in compliance thereof, “Mission Karmayogi” is being implemented in DoHFW and also to be implemented in all Institute/ AIIMS/ Hospitals/ Subordinate Offices under MoHFW. It is informed that all employees of CDSCO have been on boarded on iGOT portal for undertaking the courses uploaded on the portal.

2. In order to extend the “Mission Karmayogi”, it is requested that all employees of the Organization should register themselves on the iGOT portal i.e. <https://igotkarmayogi.gov.in> for undertaking the courses uploaded on the portal. The following mandatory courses should be completed on or before 10-12-2023:

- I. Prevention of Sexual Harassment of Women at Workplace.
- II. Code of conduct for Government Employees
- III. Y-Break Yoga at Workplace
- IV. Orientation Module on Mission Life
- V. Stay safe in Cyber Space
- VI. Introduction – Emerging Technology

3. The Training Cell at NIHFW of this Organization will facilitate the above training on iGOT portal.


(Dileep Kumar Rajput)
Director (Admin.)

To,
All employees of CDSCO through website

Copy to:

- a) PS to DGHS, Nirman Bhawan, New Delhi for information
- b) PA to DCG(I), CDSCO (HQ), FDA Bhawan, New Delhi
- c) All Heads of Zonal Office/ Sub Zonal Office/ Laboratories /Port offices Under CDSCO Office
- d) JDC(I)/ DDC(I), Training Cell, CDSCO
- e) Notice Board

I/3630824/2023

No. Z-28015/20/2022-Estt.II/Trg.

Government of India
Ministry of Health & Family Welfare
(Training Division)

Nirman Bhawan, New Delhi-11

Dated: / 22-11-2023

CIRCULAR

Subject: Implementation of Mission Karmayogi Guidelines — regarding.

The National Programme for Civil Services Capacity Building — Mission Karmayot has been launched by Government of India to develop a citizen-centric and future-ready civil service through democratized and competency-led capacity building, which encompasses in its scope a mandate that unifies the efforts of structured, formal and service-based training through Civil Service Training Institutions (CSTIs) with on-demand digital training through iGOT-Karmayogi platform.

2. Mission Karmayogi Guidelines have been issued by DoPT vide their OMs No . T- 16017/6/2023-TFA dated 28.07.2023 and No. T- 28/95/2023-iGOT dated 01.11.2023 (enclosed) to bring clarity to the roles and responsibilities of various stakeholders in the training and capacity building landscape, including the of institutions established under Mission Karmayogi. The aforesaid guidelines are self-explanatory.

3. All the MDOs and officers/officials under MoHFW are requested to ensure strict compliance of these guidelines.

Signed by

Amit Kumar

Date: 22-11-2023 14:47:15

(Amit Kumar)

Under Secretary to the Government of India

Tel. 011-23061521

Copy to:

1. All the MDO admin for the Institutes under MoHFW
2. All the Officers/Officials of MoHFW (through e-office Notice Board)

No. T-28/95/2023-iGOT
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Division)

Old JNU Campus, New Delhi
Dated the 1st November, 2023

OFFICE MEMORANDUM

Subject: Implementation of Mission Karmayogi Guidelines – reg.

The National Programme for Civil Services Capacity Building – Mission Karmayogi has been launched by Government of India to develop a citizen-centric and future-ready civil service through democratized and competency-led capacity building, which encompasses in its scope a mandate that unifies the efforts of structured, formal and service-based training through Civil Service Training Institutions (CSTIs) with on-demand digital training through iGOT-Karmayogi platform.

2. Mission Karmayogi Guidelines have been issued by this Department vide OM no. T-16017/6/2023-TFA dated 28.07.2023 (enclosed) to bring clarity to the roles and responsibilities of various stakeholders in the training and capacity building landscape, including that of institutions established under Mission Karmayogi.

3. In furtherance to the above, the following may be ensured: -

3.1 Ministries/Departments/Other Organizations (MDOs)

All MDOs are requested to ensure that:

3.1.1 The Capacity Building Plan (CBP) has been prepared and is under implementation.

3.1.2 100% of employees are on-boarded onto iGOT-Karmayogi platform before December 31, 2023.

3.1.3 Every employee onboarded completes at least 6 hours of training on iGOT-Karmayogi platform from the quick win courses identified in the respective CBP within the next 45 days.

3.1.4 Available courses on iGOT-Karmayogi portal are consumed by employees based on the training calendar proposed in the CBP.

3.1.5 Know Your Ministry module is prepared, in consultation with Capacity Building Commission (CBC) and is included in the induction training of all officers posted to the MDOs.

3.1.6 All CSTIs under its administrative control are on-boarded onto National Standards for Civil Service Training Institutions (NSCSTI) portal before December 31, 2023 and sign up for accreditation. The same may be insisted upon as a condition for increase in its funding.

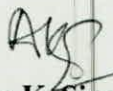
- 3.1.7 Course partners/ course developers for domain competencies are identified and development and operationalisation of domain courses are prioritized.
- 3.1.8 Quarterly progress report on implementation of CBP (proforma enclosed) is sent to DoPT till the time CBP-linked dashboard is enabled by SPV.

3.2 Civil Service Training Institutes

The CSTIs under the administrative control of the Ministries are requested to ensure that:

- 3.2.1 Competency Building Products (CoBPs) are developed in response to demand raised by MDOs in its respective Capacity Building Plans.
- 3.2.2 Periodic Training Need Analysis is conducted to identify the relevant content and for curation of the CoBPs. The content so created must be in conformity with the relevant guidelines and policy framework issued by CBC from time to time. Content Quality Framework issued by SPV-Karmayogi Bharat also be factored in while digitizing content for onboarding on iGOT.
- 3.2.3 Existing course content is digitized into e-content by developing and utilizing in-house capabilities/ digital infrastructure or through engagement of academic institutions/ private content development agencies/ subject matter experts in consultation with CBC and SPV.
4. All Ministries are requested to send the quarterly report, commencing from the quarter ending December 31, 2023.
5. This issues with the approval of the Competent Authority.

Enclosure (2): As above


(Arun K. Singh)

Under Secretary to Govt. of India
Telephone: 26165682

To:

- i. The Chief Executive Officer, Karmayogi Bharat Limited, Gole Market, New Delhi.
- ii. All Joint Secretaries/ Nodal Officers of Ministries/ Departments in charge of Capacity Building Units (CBUs) (as per mailing list).
- iii. Secretary, Capacity Building Commission, Jawahar Vyapar Bhavan, Janpath, New Delhi.
- iv. PSO to Secretary (Personnel), Sr. PPS to Additional Secretary (Training, S&V).

Monitoring under Mission Karmayogi

Financial Year

Name of the MDO:

Report for the quarter ending

S.No	Indicator				Status
1	Whether CBU has been created by the MDO?				
2	Whether the Capacity Building Plan has been approved by the Competent Authority?				
3	If no, whether draft CBP has been prepared?				
4	Is Capacity Building Calendar ready for 2023-24?				
5	Number of Individual Training Interventions identified in Capacity Building Plan of MDO				
6	Number of Organisational non-training interventions identified in Capacity Building Plan of MDO				
7	Status of Competencies identified and availability of courses				
		Domain	Behavioural	Functional	Total
a	Total number of Competencies identified in Capacity Building Plan of MDO				
b	Number of Competencies for which courses are available				
c	Number of course partners/course developers identified for competencies wherein courses are not available.				
d	Number of Competencies for which courses are not yet available				
8	Status of on-boarding on iGOT				
		Cadre employee	Non-cadre employee	Contractual	Total
a	Number of Employees in MDO				
b	Number of employees onboarded onto iGOT-Karmayogi portal				
c	% employees onboarded				
9	Capacity building interventions planned for 2023-24				
		Workshops/ trainings in Online mode	Workshops/ trainings in Offline Mode	Number of site visits/ Exposure visits	
a	Planned as per CBP for the quarter (for all levels of employees)				
b	Undertaken this year till date				
c	% achievement				
10	Consumption rate of Competency Building Product per employee (Total training hours of the Department or Ministry or organisation/ Total number of Employees in the Department or Ministry or Organisation))				
11	Details of Content providers				
		CSTIs	Others (including Govt.)	Total	
a	Number of Content providers / knowledge partners				
b	Number of courses provided by the knowledge partners				
c	Number of courses under development				
12	Ratio of Digitization of Existing Courses (Number of existing courses digitized / Number of existing course available)				

13	Whether Cadre Training Plan has been linked / included in the CBP of MDO (applicable for Cadre Controlling Authority only)				
14	Number of CSTIs under the administration of MDO				
15	Number of CSTIs under the administration of MDO that have been accredited 4 and above rating under NSCSTI.				
16	Status on onboarding under NSCSTI Framework				
		Registration completed	Registration in process	Accreditation completed	Accreditation in process
	No. of CSTIs**				
17	Status on Budget spent for Capacity Building of employees				(Rs. In lakh)
	Budget earmarked under "Salary" for the MDO	Budget earmarked under "Training Expenses"		Budget spent on Capacity Building head till the end of the quarter	

** Separate details on funding provided to each of the CSTIs for the current year vis-à-vis the previous year may be provided herewith

IMMEDIATE

No.T-16017/6/2023-TFA
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
(Training Division)

Old JNU Campus, New Delhi
Dated the 28th July, 2023

OFFICE MEMORANDUM

Sub: Karmayogi Guidelines, 2023.

The undersigned is directed to say that this Department is the nodal agency of Government of India for matters related to training of Civil Servants.

2. The Civil Services play a central role in governance and its delivery of public services. To equip the civil services with the right attitudes, skills, knowledge and competencies aligned to the demands and expectations of a rapidly growing economy and its aspirational citizens, Government of India launched the National Programme for Civil Services Capacity Building (NPCSCB) - Mission Karmayogi. The Mission Karmayogi aims at developing a citizen-centric and future-ready civil service and through democratized and competency-led capacity building, which encompasses in its scope a mandate that unifies the efforts of structured, formal and service-based training through Civil Service Training Institutions (CSTIs) with the on-demand digital training through iGOT- Karmayogi platform.

3. To deliver on the vision of capacity building of Civil Servants, two key institutions viz. Capacity Building Commission (CBC) and the Special Purpose Vehicle (SPV) - Karmayogi Bharat were designated. The CBC has become fully functional since June, 2021, while the SPV - Karmayogi Bharat has become operational since August, 2022 and has been managing and maintaining the iGOT platform. Further, the e-HRMS has been revamped and integrated with iGOT platform.

4. It is envisaged that the institutional training interventions in complementarity with online capacity building interventions on iGOT would facilitate the overall objective of shift from rule-based system to a role-based Human Resource Management in Government. The National Training approach, therefore, has to harmoniously blend and realign the role of various CSTIs so as to fully complement the efforts of other pillars of Mission Karmayogi.

(Contd...2/-)

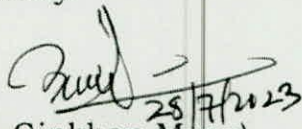
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5. Therefore, these "Karmayogi Guidelines" (as per the **Annexure**) are being issued to bring more clarity to the roles and responsibilities of various stakeholders in the training and capacity building landscape, including that of the institutions established under the Mission Karmayogi.

6. All the Ministries / Departments, including CSTIs and other organizations functioning under their administrative control, are requested to comply with these guidelines.

7. In so far as the State Governments are concerned, it is recommended that they may formulate comprehensive guidelines for training and capacity building of their employees, in consonance with these guidelines, to enable achievement of citizen-centricity and effective public service delivery.

Encl: As above.


(B. Ginkhan Mang)

Under Secretary to the Govt. of India

All Ministries/Departments
(As per the list enclosed)

Copy to

1. Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie, Uttarakhand.
2. Institute of Secretariat Training and Management (ISTM), New Delhi.
3. Indian Institute of Public Administration (IIPA), New Delhi.
4. Capacity Building Commission, Jawahar Vyapar Bhavan, Tolstoy Road, New Delhi.
5. SPV – Karmayogi Bharat, II Floor, NDCC-II Building, Jai Singh Marg, New Delhi
6. NIC, Training Division, DoPT – for uploading the OM on the Department's website.

Copy also to

All State / UT Governments (As per the standard list).