

**CIRCULAR**

**Subject:** Trainings programmes/courses for officers/officials of the Ministry -reg.

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Attention is invited to this section's circular of even No. 18.12.2023 & 13.11.2023 (copy enclosed) on above mentioned subject wherein all officers/officials of the Ministry had been requested to on board iGOT Karmayogi platform and complete the following courses on iGOT Karmayogi Platform as per details given below:

<b>For Director/Deputy Secretary</b>			
Name of course	Course provider	To be completed by	Mode of Training
Project Management	IIPA	November 2023	Online
Self Leadership	Art of Living	2 <sup>nd</sup> Half of November 2023	Online
Ways of enhancing presentation	GSITI	2 <sup>nd</sup> Half of December 2023	Online
<b>For Under Secretary</b>			
Name of course	Course provider	To be completed	Mode of Training
Landmark judgements-RTI Act, 2005	ISTM	November 2023	Online
Time Management	DoPT	1 <sup>st</sup> Half of December 2023	Online
Self Leadership	Art of Living	2 <sup>nd</sup> Half of December 2023	Online
<b>For SO/PS/PA/ASO/Steno D/JSA/SSA/JTO/STO</b>			
Name of course	Course provider	To be completed	Mode of Training
Yoga for excellence	Art of Living	November 2023	Online
Time Management	DoPT	1 <sup>st</sup> Half of December 2023	Online
Goal Setting	DoPT	2 <sup>nd</sup> Half of December 2023	Online

In view of this, it is once again requested to complete course by **08.03.2024** who have not completed yet.

**A review meeting may be held under the Chairmanship of Secretary, MoPA to review the status of the above said courses on 11.03.2024.**



(Mukesh Kumar)  
Deputy Secretary (Admn.)

Copy to:-

1. PS to Secretary.
2. PS to Additional Secretary
3. PA to Director/Deputy Secretaries
4. All Under Secretaries
5. All Sections of the Ministry.
6. KMS portal
7. Whatsapp Group- MPA

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Attention is invited to this section's circular of even No. 13.11.2023 (copy enclosed) on above mentioned subject wherein all officers/officials of the Ministry had been requested to on board iGOT Karmayogi platform and complete the following courses on iGOT Karmayogi Platform as per details given below:

<b>For Director/Deputy Secretary</b>			
Name of course	Course provider	To be completed by	Mode of Training
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DoPT has also directed that every onboarded employee requires to complete at least 6 Hours of training on iGOT-Karmayogi platform from the quick win courses identified in the respective Capacity Building Plan.

In view of this, it is once again requested to complete course and submit certificates to Administration Section after completion of courses.

  
(Prabhat Kr. Tripathy)  
Under Secretary (Admn.)

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1. PS to Secretary.
2. PA to Additional Secretary
3. PA to Director/Deputy Secretaries
4. All Under Secretaries
5. All Sections of the Ministry.
6. KMS portal
7. Whatsapp Group- MPA

F. No. 15/6/2020-Admn.  
Government of India  
Ministry of Parliamentary Affairs

92, Samvidhan Sadan  
New Delhi  
Dated: 1.11.2023

**CIRCULAR**

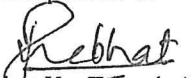
**Subject:** Trainings programmes/courses for officers/officials of the Ministry -reg.

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Attention is invited to Annual Capacity Building Plan (**copy enclosed**) prepared by the Ministry in consultation with Capacity Building Commission. In this regard, officers/officials of the Ministry are requested to on board iGOT Karmayogi platform and complete the following courses on iGOT Karmayogi Platform as per details given below:

<b>For Director/Deputy Secretary</b>			
Name of course	Course provider	To be completed by	Mode of Training
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Goal Setting	DoPT	2 <sup>nd</sup> Half of December 2023	Online

Further, it is also requested to submit certificates to Administration Section after completion of courses.

  
(Prabhakar Kr. Tripathy)  
Under Secretary (Admn.)

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3. PA to Director/Deputy Secretaries
4. All Under Secretaries
5. All Sections of the Ministry.
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