



ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR
HYDERABAD METROPOLITAN REGION (HMR) TELANGANA-508126, INDIA
अखिल भारतीय आयुर्विज्ञान संस्थान, बीबीनगर
हैदराबाद मेट्रोपोलिटन क्षेत्र (एच.एम.आर.), तेलंगाना - 508126, भारत

कार्यालय आदेश/OFFICE ORDER

विषय/Subject: Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi portal for APAR - Reg.

Ref : O.M. No. A- 11033/17/2025-Trg dated 22nd Aug 2025
from Training Division, MoH&FW, Gol.

1. Training Division, MoH&FW, Gol has decided that all the Central Government employees and Officers of the DoHFW are required to complete the prescribed courses on iGOT annual and this will be reflected in their Annual Performance Appraisal Reports (APARs). In this regard, a training plan has been prepared in consultation with Establishment Division, DoHFW comprising 6 courses to be assigned to each of the following levels :

- (i) Joint Secretaries and above
- (ii) Directors & Deputy Secretaries and equivalent
- (iii) Under Secretaries and equivalent
- (iv) SO/ASO and JSO/JSA and equivalent
- (v) MTS and equivalent

2. Further, out of these 6 courses, 3 courses have been identified for comprehensive assessment in the APARs 2025-26, based on the question bank in the respective module of the course. The timeline for completion of these 6 courses (including 3 comprehensive assessment course) will be **31st March 2026**. The details of these 6 courses is attached as Annexure-I for reference.

3. All the employees (i.e, Faculty, Group A, B & C) of AIIMS Bibinagar are requested to complete the above mentioned courses by **31st March 2026**.

4. All HoDs / In-charge HoDs/Section Heads are requested to ensure wide dissemination of this office order and to monitor completion of courses by all regular employees of their department/Section.

5. This is issued with the approval of the Competent Authority, AIIMS Bibinagar

Signed by

Shyam Siddharth Rao Patharla

Date: 29-10-2025 13:53:55

संकायप्रभारी, प्रशासन/Faculty I/c, Administration

Encls: Annexure-I

प्रतिलिपि/Copy to :

1. OSD to ED, for kind info. to Executive Director, AIIMS Bibinagar, pls.
2. Dean (Academics)/Dean (Research)/Dean (Exams)
3. Medical Superintendent
4. All HoDs and In-charge HoDs /Section Heads
5. Deputy Director (Admin.)
6. Financial Advisor /Superintending Engineer
7. Registrar
8. Dr. Vijay, Nodal Officer, Mission Karmayogi
9. Accounts Officer/Admin Section and Accounts Section
10. Principal, College of Nursing, Faculty I/c, Nursing, Nursing Supdt. & Asst. Nursing Supdt.
11. IT Cell - To upload in the institute's website under staff circulars.
12. Office Copy.

Courses selected for Comprehensive Assessment of Officers/Officials

Stakeholder (s)	S.No.	Name of the course	Knowledge Partner	Duration
JS & Above	1.	Workplace Wellbeing	Harappa Education	1 hr 2 mins
	2.	Understanding and Managing Stress`	XLRI	50 mins
	3.	Personal Finance	Zerodha	58 mins
	4.	Yoga Break at Workplace	Moraji Desai National Institute of Yoga (MDNIY)	27mins 54 secs
	5.	Data Science for Policy Makers	IIT Madras	48 mins 27 secs
	6.	Public Governance Models	ISB Hyderabad	58 mins
Directors and Deputy Secretaries	1.	Public Governance Models	ISB Hyderabad	58 mins
	2.	Workteam Resilience	XLRI	1 hr
	3.	Understanding and Managing Stress	XLRI	50 mins
	4.	Personal Finance	Zerodha	58 mins
	5.	Yoga Break at Workplace	Moraji Desai National Institute of Yoga (MDNIY)	27mins 54 secs

	6.	Overview of Viksit Bharat, 2047	NITI Aayog/Karmayogi Bharat	1 hr 3 mins
Under Secretaries and equivalent	1.	Understanding and Managing Stress	XLRI	50 mins
	2.	Overview of Viksit Bharat, 2047	NITI Aayog/Karmayogi Bharat	1 hr 3 mins
	3.	AI or Presentations	APNA	49 mins
	4.	Leading with Clarity: Swadharma in Public Service	Capacity Building Commission	59 mins 48 secs
	5.	Do's and Dont's of Social Media	Indian Institute of Mass Communication (IIMC)	1 hr 10 mins
	6.	Yoga Break at Workplace	Moraji Desai National Institute of Yoga (MDNIY)	27mins 54 secs
SO/ASO and	1.	AI or Presentations	APNA	49 mins
	2.	Self Leadership	Art of Living	1 hr 26 mins
	3.	Understanding and Managing Stress	XLRI	50 mins
	4.	Personal Finance	Zerodha	58 mins

Annexure-I

Stakeholder(s)	6 Courses to be completed by all Officers/Officials	List of courses for comprehensive assessment
JS & Above	Workplace Wellbeing	Public Governance Models
	Understanding and Managing Stress	
	Personal Finance	Workplace Wellbeing
	Yoga Break at Workplace	
	Data Science for Policy Makers	Understanding and Managing Stress
	Public Governance Models	
Directors and Deputy Secretaries and equivalent	Public Governance Models	Overview of Viksit Bharat, 2047
	Work team Resilience	
	Understanding and Managing Stress	Understanding and Managing Stress
	Personal Finance	
	Yoga Break at Workplace	Public Governance Models
	Overview of Viksit Bharat, 2047	
Under Secretaries and equivalent	Understanding and Managing Stress	Leading with Clarity: Swadharma in Public Service
	Overview of Viksit Bharat, 2047	
	AI or Presentations	Understanding and Managing Stress
	Leading with Clarity: Swadharma in Public Service	
	Do's and Dont's of Social Media	Overview of Viksit Bharat, 2047
	Yoga Break at Workplace	
	AI or Presentations	

SO/ASO and JSO/JSA and equivalent	Self Leadership	Basics of Communication
	Understanding and Managing Stress	Self Leadership
	Personal Finance	
	Yoga Break at Workplace	Understanding and Managing Stress
	Basics of Communication	
MTS and Equivalent	Jan Bhagidari Program (Hindi)	Leave Rules (Hindi)
	सूर्य नमस्कार का महत्व एवं उपयोगिता	
	Do's and Dont's for Government Employees- Hindi	Do's and Dont's for Government Employees- Hindi
	Anger Management at Work Place	
	Developing Effective Soft Skills	Jan Bhagidari Program (Hindi)
	Leave Rules (Hindi)	

	3.	Do's and Dont's for Government Employees- Hindi (For the English Version, please look into the course, Code of Conduct for Government Employees by the same Knowledge Partner)	ISTM	54 mins
	4.	Anger Management at Work Place	SSB	43 mins
	5.	Developing Effective Soft Skills	CRPF	39 mins 59 secs
	6.	Leave Rules (Hindi) (For the English version, please look into the course, Leave Rules, by the same Knowledge Partner)	ISTM	45 mins

	5.	Yoga Break at Workplace	Moraji Desai National Institute of Yoga (MDNIY)	27mins 54 secs
	6.	Basics of Communication	Indian Institute of Mass Communication (IIMC)	1 hr 10 mins
MTS and Equivalent	1.	Jan Bhagidari Program (Hindi) (English version of the same course with the same name by the same Knowledge Partner is available.)	Illumine Knowledge Resources	1 hr 20 mins
	2.	सूर्य नमस्कार का महत्व एवं उपयोगिता (For the English Version, please look into the course, Importance of Surya Namaskar, by the same Knowledge Partner)	Moraji Desai National Institute of Yoga (MDNIY)	18 mins 6 secs