



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR
HYDERABAD METROPOLITAN REGION (HMR) TELANGANA-508126, INDIA**
अखिलभारतीयआयुर्विज्ञानसंस्थान, बीबीनगर
हैदराबादमेट्रोपोलिटनक्षेत्र (एच.एम.आर.), तेलंगाना – 508126, भारत

कार्यालय परिपत्र/OFFICE ORDER

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

Ref:

- i. O.M. No. A- 11033/17/2025-Trg dated 22nd Jan 2026 from Training Division, MoH&FW, GoI (Copy enclosed).
 - ii. AIIMSH-ADMN0GADM(VIP)/1/2025-General Administration I/558/2025 dated 29th Oct 2025.
1. Training Division, MoH&FW, GoI vide O.M. dated 22nd Jan 2026 has informed that the course on **“Improving Outreach & Communication for Viksit Bharat”** developed by Ministry of Information and Broadcasting has been included in place of **“Yoga Break at Workplace”** for Mandatory Course Completion for the Officers of the level of **Deputy Secretary and above (Pay level of 12 and above)**.
 2. Further, it is reiterated that all the Central Government employees and Officers of the DoHFW are required to complete the prescribed courses on iGOT Karmayogi portal 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
 3. In supersession of this Institute's order dated 29th Oct 2025 on the above subject, the **modified list of mandatory courses categorized by pay level against equivalent designation** is enclosed herewith as **Annexure** for information and compliance.
 4. All the employees (i.e, Faculty, Group A, B & C) of AIIMS Bibinagar are requested to complete the aforesaid courses by **31st March 2026**.
 5. 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.
 6. This is issued with the approval of the Competent Authority, AIIMS Bibinagar

Signed by

Shyam Siddharth Rao Patharla

Date: 31-01-2026 10:30:50

संकाय प्रभारी, प्रशासन/Faculty I/C, Administration

Encl: As above

प्रतिलिपि/Copy to :

1. Executive Director, AIIMS Bibinagar
2. Dean (Academic)/Dean (Research)/Dean (Examination)
3. Medical Superintendent
4. All HoDs and In-charge HoDs /Section Heads
5. Deputy Director (Admin.)
6. Financial Advisor
7. Registrar
8. Dr. Vijay, Nodal Officer, Mission Karmayogi
9. Accounts Officer
10. Principal, College of Nursing & CNO, Nursing Supdt. & Asst. Nursing Supdt.
11. IT Cell – To upload in the institute's website under staff circulars
12. Office Copy.

File No. A-11033/17/2025-Trg
Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare
(Training Division)

Nirman Bhawan, New Delhi

Dated: 22-01-2026

OFFICE MEMORANDUM

Subject: Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi portal - Regarding.

Pursuant to DoPT's OM No.T- 28/27/2025-iGOT dated 20.01.2026 (Copy attached) on the subject cited above and in partial modification of Training Division's O.M. of even no. dated 22.08.2025 (copy attached- vide which six (06) mandatory course for completion on the iGOT portal was circulated for employees of all the pay levels), the course on **"Improving Outreach & Communication for Vikshit Bharat"** developed by Ministry of Information and Broadcasting, has been included in place of **"Yoga Break at Workplace"** for Mandatory Course Completion for the Officers of the level of **Deputy Secretary and above (pay level of 12 and above)** of DoHFW. The other courses mentioned in aforesaid O.M. of even number dated 22.08.2025 shall remain the same. The modified list of Mandatory courses is attached herewith as **Annexure**.

2. This issues with the approval of the competent authority.

Encl: As above.

Digitally signed by

SAWRU SINGH

Date: 22-01-2026

11:10:08
(Sawru Singh)

Under Secretary to the Govt. of India

Tele: 011-24013255

To

1. All the officers of the pay level 12 and above of DoHFW through e-office notice board.

2. All the MDOs under DoHFW for information and necessary action.

Annexure

Stakeholder(s)	Pay Level	Name of the mandatory courses mentioned by Training Division	Name of the assessment courses suggested by Estt. Division
JS & Above	Level 14 and above	Workplace Well being	Public Governance Models
		Understanding and Managing Stress	
		Personal Finance	Workplace Well being
		Improving Outreach and Communication for Viksit Bharat	
		Data Science for Policy Makers	Understanding and Managing Stress
		Public Governance Models	
Directors and Deputy Secretaries and equivalent	Level 12-13 and equivalent	Public Governance Models	Overview of Viksit Bharat, 2047
		Work team Resilience	
		Understanding and Managing Stress	Understanding and Managing Stress
		Personal Finance	
		Improving Outreach and Communication for Viksit Bharat	Public Governance Models
		Overview of Viksit Bharat, 2047	
	Level 11	Understanding and Managing Stress	Leading with Clarity: Swadharma in Public Service
		Overview of Viksit Bharat, 2047	

Under Secretaries and equivalents	and equivalent	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	
SO/ASO and equivalents	Level 4-10 and equivalent	AI or Presentations	Basics of Communication
		Self Leadership	
		Understanding and Managing Stress	Self Leadership
		Personal Finance	
		Yoga Break at Workplace	Understanding and Managing Stress
		Basics of Communication	
MTS and Equivalents	Level 1-3 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)	