

## पूर्वोत्तर इंदिरा गांधी क्षेत्रीय स्वास्थ्य एवं आयुर्विज्ञान संस्थान, शिलांग

NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES, SHILLONG

(भारत सरकार, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, स्वायत संस्थान) (An Autonomous Institute, Ministry of Health and Family Welfare, Government of India) निदेशक ब्लॉक, मावडीयांगडीयांग, शिलांग - 793018 मेघालय

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ESTT-I-APAR0GRA/1/2025-Estt.I

Dated ...... Nov, 2025

## **OFFICE ORDER**

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

The undersigned is directed to refer to DoPT's OM No.T-26/27/2025-iGOT dated 04-07-2025 on the subject cited above. Accordingly, it has been decided that all faculty/officers/employees of the Institute are required to complete the prescribed courses on iGOT annual and this will be reflected in their APARs/ACRs.

- 2. In this regard, a <u>Training Plan</u> has been prepared and prescribed courses assigned to each of the levels/cadres. Details of these prescribed courses are given at **Annexure-I**. Further, out of these 6 courses (50% minimum completion required), 3 courses are identified for Comprehensive Assessment in the APARs/ACRs March ending 2026 on the basis of question bank in the respective module of the courses.
- 3. The questionnaire for 3 identified courses for comprehensive assessment will be added in the respective modules in due course. The timeline for the completion of the prescribed Courses is 31-03.2026.
- 4. This is issued with the approval of the Director, NEIGRIHMS, Shillong.

## Lt. Cdr. Pawan Deep Deputy Director (Admn)

Memo: ESTT-I-APAR0GRA/1/2025-Estt.I

Dated ...... Nov, 2025

Copy for information and kind circulation to all faculty, officers and employees concerned :-

- 1. The Dean/ Medical Superintendent, NEIGRIHMS, Shillong.
- 2. All concerned HODs/ HoDs i/c of NEIGRIHMS.
- 3. The Superintending Engineer (civil), NEIGRIHMS, Shillong.
- 4. The Principal, College of Nursing, NEIGRIHMS, Shillong.
- 5. All Sections Heads/Units in Admin, Hospital, etc EIGRIHMS, Shillong
- **6.** The Programmer, IT Cell, NEIGRIHMS, Shillong to upload in Institute's website.
- 7. The PA to the Director, NEIGRIHMS, Shillong for kind information of Director, NEIGRIHMS.

Lt. Cdr. Pawan Deep
Deputy Director (Admn)

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## **Annexure-I**

Stakeholder(s)	6 Courses to be	List of courses for
/	completed by all	comprehensive
Pay Levels	officers/officials	assessment
,	(to complete at least	
	50% of the courses).	
1	2	3
	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	
	Work place Wellbeing	Public governance Models
	Understanding and	
	Managing Stress	
i. Level-13 &		
Above ii. All HODs (faculty)	Personal Finance	Workplace Wellbeing
	Yoga Break at Workplace	
	Data Science for Policy	Understanding and
	Makers	Managing Stress
	Public Governance Models	
	Public Governance Models	Overview of Viksit Bharat, 2047
i. Level-12 ii. All Faculty	Work team Resilience	
	Understanding and	Understanding and
	Managing Stress	Managing Stress
	Personal Finance	-
	l craonari manec	
	Yoga Break at Workplace	Public Governance Models
	Overview of Viksit Bharat, 2047	
	Understanding and	Leading with Clarity:
Level-10 to Level-11	Managing Stress	Swadharma in Public
		Service
	Overview of Viksit Bharat, 2047	
	Al or Presentations	Understanding and
	31 1 1 2 3 2 1 2 3 2 1 1 2 3 2 2 1 2 2 3 2 1 2 3 2 2 1 2 2 3 2 2 1 2 2 2 2	Managing Stress
	Leading with Clarity:	
	Leading with Clarity:	
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Swadharma in Public Service	
Do's and Dont's of Social Media	Overview of Viksit Bharat, 2047
Yoga Break at Workplace	

Level-	Al or presentations /Chat GPT and Generative Al tools for Government Officials Self Leadership	Basics of Communication
2 to Level-8	Understanding and Managing Stress/ Yoga Break at Workplace Personal Finance	Self Leadership
	Basics of Administrative Law Basics of Communication	Understanding and Managing Stress
	Personal Finance	Leave Rules
Level-1	Do's and Don't's for Government Employees	Do's and Dont's for Government Employee
	Anger Management at Work Place/ Understanding and Managing Stress	
	Developing Effective Soft Skills Leave Rules	Basics of Communication

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