

**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 Training Plan 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)

Annexure-I

Stakeholder(s) / Pay Levels	6 Courses to be completed by all officers/officials (to complete at least 50% of the courses).	List of courses for comprehensive assessment
1	2	3
i. Level-13 & Above ii. All HODs (faculty)	Work place 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	
i. Level-12 ii. All Faculty	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	
Level-10 to Level-11	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	Overview of Viksit Bharat, 2047
	Do's and Dont's of Social Media	
	Yoga Break at Workplace	

Level-2 to Level-8	AI or presentations /Chat GPT and Generative AI tools for Government Officials	Basics of Communication
	Self Leadership	Self Leadership
	Understanding and Managing Stress/ Yoga Break at Workplace	
	Personal Finance	
	Basics of Administrative Law	Understanding and Managing Stress
	Basics of Communication	
Level-1	Personal Finance	Leave Rules
	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	Basics of Communication
	Leave Rules	

