

Reminder

M-12017/01/2019-Trg (368856)
Government of India
Ministry of Rural Development
Department of Rural Development
(Training Division)

Core- 4B (UG), India Habitat Centre
Lodhi Road, New Delhi – 110003
Dated: 25.05.2023

Office Memorandum

Subject:- Participation of all CSS officers of SO/ASO grades (With 3 years service Completed) in the **Dakshta functional competency courses** hosted on **i-GoT Mission Karmayogi platform (igotkarmayogi.gov.in)** - reg.

The undersigned is directed to refer to this Division D.O letter No. M-12017/01/2019-Trg. Dated 28.04.2023 through which it was requested to all ASOs/SOs of DoRD (with 3 years complete service) to **register themselves on iGoT Portal (igotkarmayogi.gov.in)** and to complete the DAKSHTA Functional Competency Course.

2. As per the list furnished by Establishment Section, there are 58 eligible Officers/officials (18 SOs and 40 ASOs) who have to complete this course but till date out of it, **only 09 officers/officials have completed the Level-1** and forwarded the completion certificate to Training Division.

3. It is noteworthy to mention that progress of completion of training courses is monitored by the Cabinet Secretariat through CBC. The dismal progress of the Department in completion of training courses will embarrass the senior officers in the Meeting.

4. It is, therefore, once again requested that all ASOs/SOs completed more than 3 years of service (as per list attached) may complete the DAKSHTA Functional Competency Course at the earliest and generate the Course completion certificate and forward the same to Training Division.

Encl: As above


25/5/2023
(Pradeep Kumar)
Deputy Secretary (Training)

To

- (1) All Divisional Heads of PDs- with request to ensure the compliance of above said DoPT direction regarding completion of Online Emerging Technologies Course.
- (2) All concerned ASOs/SOs of DoRD (as per the list attached)
- (3) Sr. Technical Director NIC- To upload it on E-office Notice Board.

Copy to: PPS to JS(Trg.)

कर्मा जिम्पा भुटिया

संयुक्त सचिव

Karma Zimpa Bhutia

Joint Secretary

Tel.: 23383880, 23381268

E-mail: jhk118@ifs.nic.in



सत्यमेव जयते

ग्रामीण विकास मंत्रालय

ग्रामीण विकास विभाग

भारत सरकार

कृषि भवन, नई दिल्ली-110001

Ministry of Rural Development
Department of Rural Development

Government of India

Krishi Bhawan, New Delhi-110001

D.O. No. M-12017/01/2019-Trg.

Dated: 28th April, 2023.

Madam/Sir,

Please refer to Training Division's OM of even number dated 21.11.2022 forwarding therewith **DoP&T OM T-28/83/2022-iGOT/CS-I(Trg.) Dated 01.11.2022** and D.O letter No. CEO/Karmyogi/2022/38 Dated 09.11.2022 from Chief Executive Officer, Karmyogi Bharat, whereby all S.O/ASO of DoRD (with 3 years complete service) were requested to register themselves on i-GOT Portal and to complete the DAKSHTA Course(Copy enclosed).

2. It has observed that after passing more than 5 months since issuance of above mentioned OM dated 21.11.22 and subsequent reminders also, only four officers have completed Dakshta Course i.e. Ms. Anuradha Bhadwal, Jitendra Agarwal, Pradeep Kumar (all SOs) and Shri Puranendu Saroha, ASO, out of total 58 eligible officers (18 SOs and 40 ASOs). It is very disappointing progress. **The copy of 58 eligible officer who are required to complete Dakshta course is enclosed herewith.**

3. It is noteworthy to mention that progress of completion of training courses is monitored by the Cabinet Secretariat through CBC. The dismal progress of the Department in completion of training courses may be a cause of embarrassment to the Department at the time of review by Cabinet Secretary.

4. I shall be grateful if you could issue direction to SO's and ASO's whose names have been shown in the enclosed list and working in your Division to complete the course within a week and submit the report to Training Division.

May kindly accord top priority

Yours sincerely,

(Karma Z Bhutia)

All Heads of PDs

Copy: PSO TO SRD

M-12017/01/2019-Trg

833232(57)/2023/TRAINING

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Ministry of Rural Development
Department of Rural Development
(Training Division)

Core- 4B (UG), India Habitat Centre
Lodhi Road, New Delhi – 110003
Dated 25.01.2023

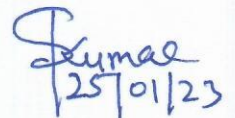
Office memorandum

Subject:- Participation of all CSS officers of SO/ASO grades (With 3 years service Completed) in the Dakshta functional competency courses hosted on i-GoT Mission Karmayogi platform - reg.

The undersigned is directed to refer to Training Division's O.M. of even no dated 21/11/2021 forwarding therewith DoPT's Office Memorandum No. T-28/83/2022-iGOT/CS-I(Trg.) dated 9th November 2022 on the subject mentioned above. All CSS officers of SO/ASO grades (with 3years of service completed) require to register themselves on i-GoT Portal and to complete this course (copy enclosed). In this regard, a copy of the DoP&T OM T-28/83/2022-iGOT/CS-I(Trg.) dated 01.11.2022 is also enclosed.

2. All the concerned CSS officers (as per list attached) of this Ministry are requested to register themselves on i-GoT portal and ensure the compliance of DoPT direction regarding participation in the Dakshta functional competency courses hosted on i-GoT Mission Karmayogi platform.

Encl: As above


25/01/23

(Sanjay Kumar)
Under Secretary (Training)

To,

- i. All Section Officers/all ASOs as per list.
- ii. US(Admin)- with request to ensure the compliance of above said DoPT direction.

Copy to: PPS to JS(Trg.)

Information in respect of Section Officers

Sl. No.	Name of the official (Shri/Smt./Ms.)	Batch/ Select List Year	Contact details	Section posted in	Date of Birth
1	Shri J K Agrawal	2012	jk.agrawal@nic.in	RC	24.09.1983
2	Shri Chand Ram	2015	chandram.25@nic.in	MGNREGA	05.05.1964
3	Shri R. S. Dagar	2015	rs.dagar@nic.in	MGNREGA	18.07.1964
4	Shri Surender Kumar	2016	surenderkumar.dgca@nic.in	Cash	03.03.1964
5	Shri Surjan Singh	2018	singh.suraj@gov.in	MGNREGA	18.05.1965
6	Smt. R. Bhawani	2021	bhawani.ramesh@gov.in	IFD	16.07.1963
7	Shri Muslim T. R.	2019	muslim.tr@nic.in	GC & Parl.	15.04.1983
8	Smt. Anuradha Bhadwal	2015	anuradha.bhadwal@nic.in	P & P	05.03.1971
9	Shri Baldev Singh	2015	singh.baldev@nic.in	RH	25.03.1968
10	Shri Om Prakash	2021	prakash.om.dord@nic.in	MGNREGA	03.03.1966
11	Shri K. Suresh Kumar	2015	kumar.suresh27@nic.in	Estt.II	03.07.1966
12	Shri U. P. S. Negi	2015	ups.negi@nic.in	RC	17.11.1967
13	Shri Deepak Kumar	2016	deepak.19@gov.in	Estt.I	19.01.1985
14	Ms. Rajni Bala	2015	rajni.bala18@gov.in	Skills	18.07.1970
15	Shri Mohd. Kashif Ansari	2022	kashif.ansari86@gov.in	Finance	20.01.1986
16	Shri Pradeep Kumar	2022	pradeep.kumar16@nic.in	Finance	02.03.1985
17	Shri Sudhir Kumar	2022	sudhir.kumar16@nic.in	IEC & RTI	19.12.1989
18	Shri Amit Kumar	2022	amit.kumar15@nic.in	IT	12.07.1986

Information in respect of Assistant Section Officers

Sl. No.	Name of the official (Shri/Smt./Ms.)	Batch/ Select List Year	Date of joining the post of ASO	Contact details	Section posted in	Date of Birth
1	P.L. Meena (adhoc)	2003(ext.)	01.09.2010	pl.meena@nic.in	General Admn.	17.06.1973
2	Girish Kumar Dhawan (adhoc)	2003(ext.)	19.02.2015	girish.dhawan@nic.in	Cash	26.04.1973
3	Shailendra Kumar (adhoc)	2003(ext.)	19.02.2015	kumar.shailendra@nic.in	Estt.I	07.12.1972
4	Purnendu Saroha	2013	13.05.2015	puru.saroha@gov.in	IFD	23.12.1989
5	Priyanka	2013	14.05.2015	singh.priyanka@gov.in	Estt.II	16.07.1991
6	Vineet Kumar	2013	15.05.2015	vineet.29@nic.in	RH (Acc.)	14.10.1984
7	Preetam	2013	15.05.2015	preetam.89@gov.in	NRLM	19.12.1989
8	Amit Kumar-2	2013	29.05.2015	amit.k87@gov.in	General Admn.	10.10.1987
9	Paramjeet	2013	05.06.2015	paramjeet.28@gov.in	General	28.02.1990

					Admn.	
10	Sudheer Esarla	2013	24.07.2015	sudheer.13@gov.in	General Admn.	28.08.1984
11	Ashok Kumar Yadav	2013	17.07.2015	ashokkr.yadav@gov.in	GC/P	22.12.1984
12	Ravinder Yadav	2013	24.07.2015	ravinder.yadav@nic.in	RC	26.01.1986
13	Lalan Kumar (adhoc)	2003(ext.)	23.12.2015	lalan.k@nic.in	RTI	10.07.1970
14	Preeti Verma	2014	31.12.2015	preeti.verma89@gov.in	RH(Accts.)	11.11.1989
15	Bharti Verma	2014	31.12.2015	bharti.verma89@gov.in	RE-I	17.07.1989
16	Himanshu Sagar	2014	31.12.2015	himansu.sagar90@gov.in	Estt.II	11.10.1990
17	Jitender Kumar	2014	31.12.2015	jitender.kumar83@gov.in	General Admn.	17.10.1983
18	Nitin Bhorla	2014	31.12.2015	nitin.bhorla@gov.in	Estt.I	12.10.1986
19	Yashika Tigga	2014	31.12.2015	yashika.tigga@gov.in	Skills	11.07.1991
20	Asha Chugh (adhoc)	2003(ext.)	20.02.2015	asha.chugh@gov.in	NE	06.10.1963
21	Dinesh Prasad Sharma (adhoc)	2003(ext.)	20.02.2015	dinesh.prasad23@gov.in	RE-VIII	18.10.1963
22	Rakesh Kumar	2015	16.09.2016	rakesh.kr90@gov.in	IT	20.10.1990
23	Keshav Rose	2015	16.09.2016	keshav.rose@gov.in	RH (Policy)	04.12.1990
24	Subhash Chand Yadav	2015	15.09.2016	yadav.sc@gov.in	Estt.I	15.11.1992
25	Vivek Kumar Keshri	2015	16.09.2016	vivek.kumar97@gov.in	GC/Parl.	15.02.1993
26	Ankit Sharma	2015	16.09.2016	ankit.sharmamit@gov.in	RE-VIII	01.07.1991
27	Jyoti Jangra	2015	16.09.2016	jyoti.jangra@gov.in	NSAP	04.11.1990
28	Deepika	2015	16.09.2016	deepika.verma@gov.in	RC	01.09.1990
29	Goldi Kumari	2015	30.09.2016	vicky.shri@gov.in	RE-III	20.05.1994
30	Rupam Kumari	2014	30.09.2016	rupam.kumari@gov.in	DISHA	12.10.1993
31	Rima Bogi	2015	03.11.2016	rima.bogi@gov.in	IC	20.08.1989
32	Ankur Goyal	2015	16.12.2016	ankurgoyal.35@gov.in	Estt. I	03.05.1991
33	Ankit Saini	2016	01.05.2018	ankit.saini@nic.in	Training	04.07.1993
34	Natasha	2016	01.05.2018	natasha.15@gov.in	Estt. II	15.05.1995
35	Sri Krishna	2016	01.05.2018	krishna.majh18@gov.in	Vigilance	05.09.1994
36	Shubham Meena	2016	01.05.2018	shubham.11@gov.in	Estt.I	11.09.1991
37	M R Ansari (adhoc)	2003(ext.)	23.12.2015	mr.ansari@nic.in	Finance	16.01.1975
38	Gaurav Ahuja	2012	31.10.2013	gaurav.ahuja@nic.in	RH(Accts.)	24.11.1990
39	Parmanand (adhoc)	2005	13.03.2019	parmanand.dord@nic.in	EAP	21.04.1969
40	Inderjeet Deswal (adhoc)	2004	13.03.2019	inderjeet.d@nic.in	B&A	07.12.1967

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832431(38)/2023/TRAINING

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Core- 4B (UG), India Habitat Centre
Lodhi Road, New Delhi – 110003
Dated 21.11.2022

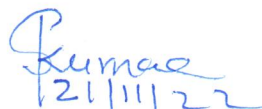
Office memorandum

Subject: - Onboarding on iGoT Karmayogi digital platform under Mission Karmayogi and implementation of the competency- based training programs through iGoT karmayogi platform for learning of all govt officials -reg.

The undersigned is directed to refer to the DO letter dated 09/11/2022 received from the Chief Executive Officer, KARMAYOGI BHARAT, DoPT (copy enclosed) on subject cited above and to say that Mission Karmayogi has been launched by the Government with an objective to create a competent civil service, which can help drive the agenda of effective and efficient public service delivery. The implementation of the competency- based training programs is to be done through iGoT karmayogi platform, owned and managed by Karmayogi Bharat, which is the Special Purpose Vehicle registered under Section 8 of the Companies Act by DoPT. The platform offers anytime anywhere learning for all government officials to enhance their knowledge, skills and attitudes.

2. In view of above, all officers of the Ministry are requested to register themselves on the iGoT platform <https://igotkarmayogi.gov.in> with their Gov. in or NIC email IDs. A self – registration guide for iGoT Karmayogi is attached for kind reference.

Encl: As above


(Sanjay Kumar)

Under Secretary to the Govt. of India

To

- i. All Divisional Heads
- ii. All Section Officers/all ASOs of the Department of Rural Development
- iii. SO(Estt.-I) - for uploading it on e-office notice Board.

Copy to: Sr. PPS to SRD



KARMAYOGI BHARAT

[A Government Company registered u/s. 8 of the Companies Act, 2013 under administrative control of Department of Personnel & Training, Govt of India]
{CIN - U80301DL2022NPL393046}

202, 2nd Floor, C-Wing, NDCC-II Building, Jai Singh Road,
Opposite Jantar Mantar, New Delhi-110001

DO No. CEO/Karmayogi/2022/38

Dated: 9th November, 2022

Dear Sir/Madam,

As you must be aware Mission Karmayogi has been launched by the Government with an objective to create a competent civil service which can help drive the agenda of effective and efficient public service delivery. The implementation of the competency-based training programs is to be done through iGoT Karmayogi platform, owned and managed by Karmayogi Bharat which is the Special Purpose Vehicle registered under Section 8 of the Companies Act by DoPT. The platform offers anytime anywhere learning for all government officials to enhance their knowledge, skills, and attitudes.

2. The platform has been launched in Beta stage and is going through testing and regular improvement with regard to UI/UX and bringing in new functionalities. Almost 1,50,000 learners have registered on the platform. There are around 290 courses published on the platform now including essential topics such as GFR, Procurement, Data Analytics, E Governance etc.

3. The Capacity Building Commission, in collaboration with ISTM, has curated **DAKSHTA – Development of Attitudes, Knowledge, Skill for Holistic Transformation in Administration** – a specialized course – for Section Officers and Assistant Section Officers. This course is being delivered in hybrid mode and includes courses on Public Procurement Framework of GOI, Code of Conduct, Officer Procedure, Noting & Drafting, Parliamentary Procedures, GeM, RTI Act, Leave Rules and Pay Fixation. In addition, it also includes office productivity courses on Microsoft Office, Excel and Powerpoint. 150 officers have already availed these courses and feedback from the trained officers indicates significant improvement in performance in areas they were trained in. As per the Office Memorandum No. T-28/83/2022-iGOT/CS-I(Trg.) dated 1st November 2022 issued by DoPT, all CSS officers of SO/ASO grades (With 3 years of service completed) are required to complete this course.

4. It is essential that all such officers register themselves on the iGoT platform <https://igotkarmayogi.gov.in> with their Gov.in or NIC email IDs. A self-registration guide for iGoT Karmayogi is attached as Annexure 1 for your kind reference.

5. Details of Karmayogi Bharat are available on our website <https://karmayogibharat.gov.in/> and every day we have VC sessions from 3PM to

as-9nd
js-a
Pl. issue
direction to
each officer.
HAB

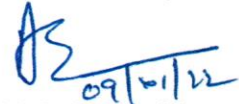
M-12017/01/2019-Trg

80203(31)/2023/TRAINING SECRETARY (RD)

4PM which anyone can join by clicking the link on our website. My team can also organize an orientation session for the Department as per need. I shall be grateful if you could designate a nodal officer to coordinate trainings for Dakshta and also other courses on IGoT Karmayogi.

With regards

Yours Sincerely,



(Abhishek Singh)
Chief Executive Officer

To:

All Secretaries of Central Line Ministries

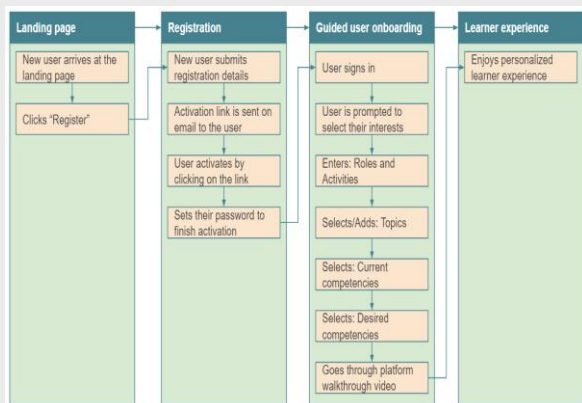
KARMAYOGI PORTAL SELF SIGNUP PROCESS Document

Link

Karmayogi user portal link stage:
<https://igotkarmayogi.gov.in>

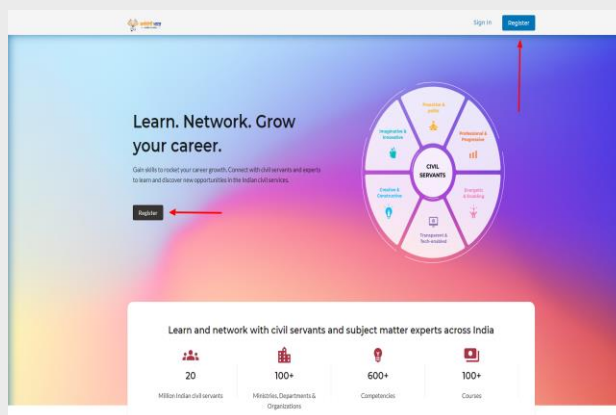
Self-registration

This provides a basis to personalize the user experience, enabling easier discovery of more relevant content - enabling increased user engagement on the platform. The below image depicts the process flow of self-registration and guided onboarding.



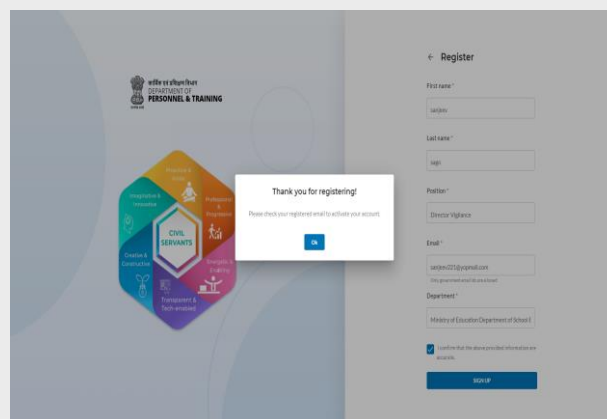
Users can self-register to Karmayogi portal by following the below steps

Step 1: Launch the Karmayogi portal URL and Click on “Register” button



Step 2: Fill all mandatory fields - First name, Last name, Position, email id, MDO and check the self-declaration

Step 3: Click on “SIGN UP”

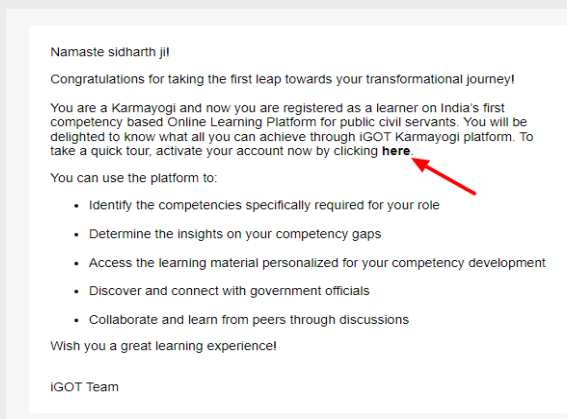


Login

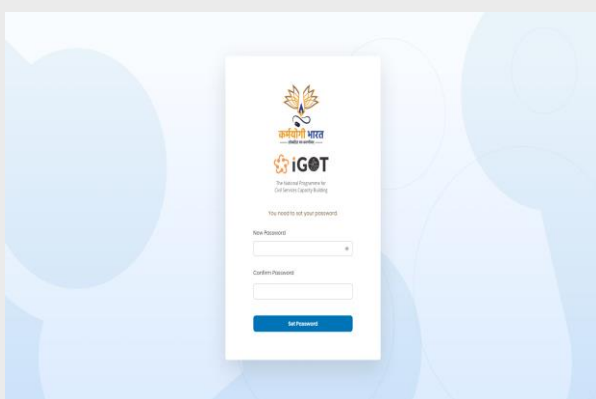
Once the iGOT user account gets created, they will receive an email to set the password.

Follow steps to set the password

1. Check the registered email and click on “here” to set the password



2. Enter the password and click on “Set password” button

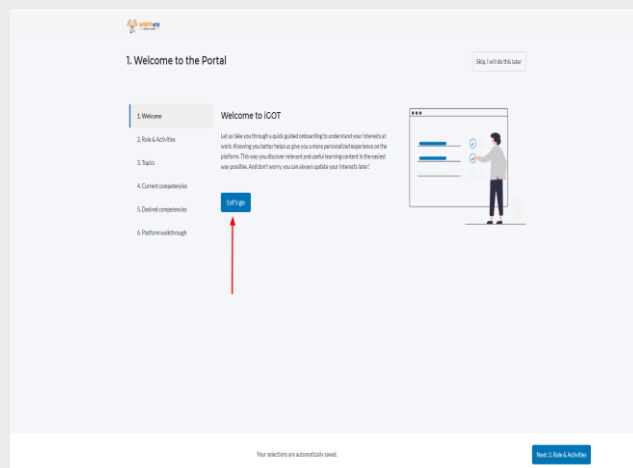


Once the password is set, users will be redirected to the landing page and using the new password they can login to the portal. After login to the Karmayogi user portal and clicking on the profile image on top right, users can see the link and access the various portals like the SPV portal, MDO portal, CBP portal and the FRAC dictionary based on their roles.

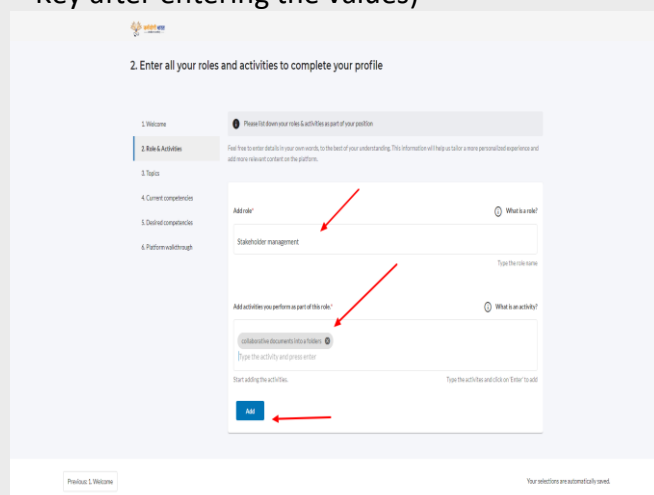
Home

Users log in to the Karmayogi portal and land on the below screen where they can experience the guided onboarding process.

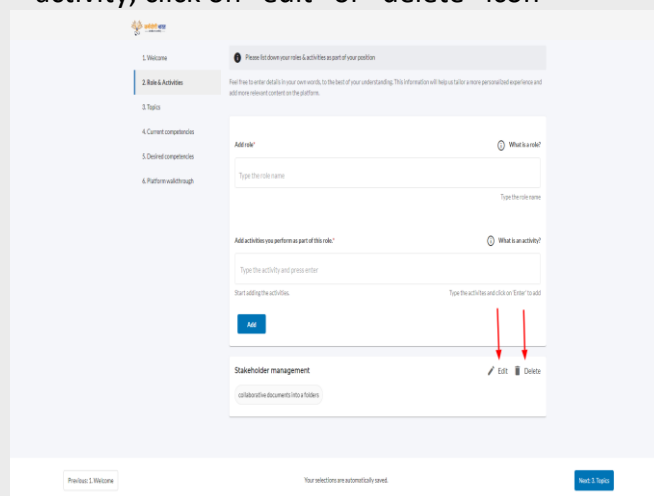
1. Login using valid credentials and click on “Let’s Go”



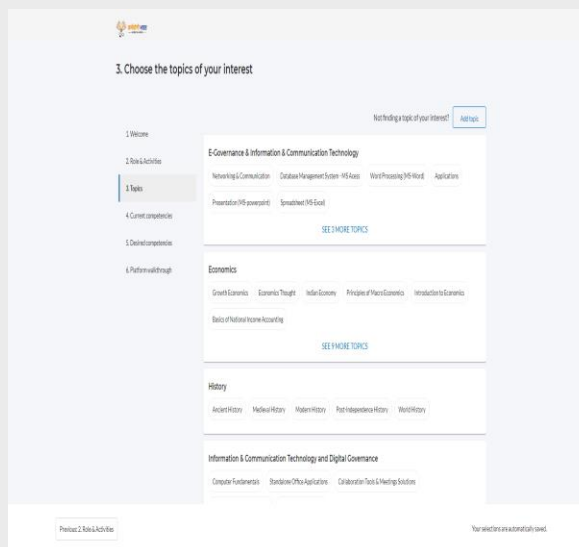
2. Enter the role and activities, and click on “Add” (Don’t forget to press Enter Key after entering the values)



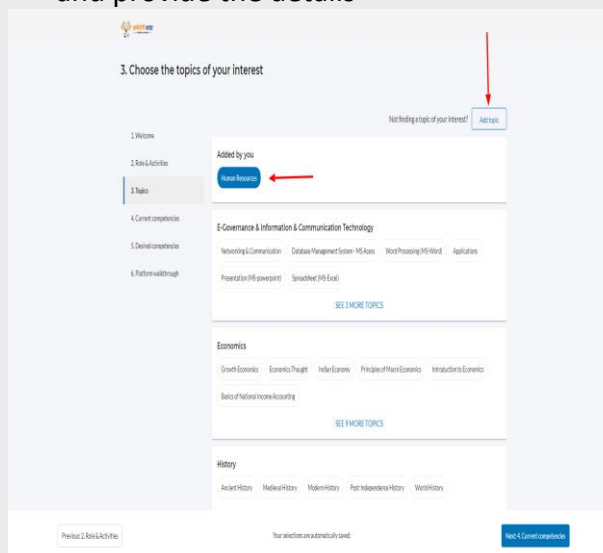
3. To edit or delete the added role & activity, click on “edit” or “delete” icon



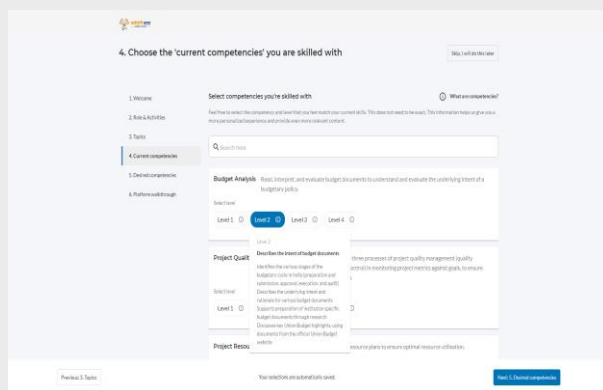
4. Select the topic of interest



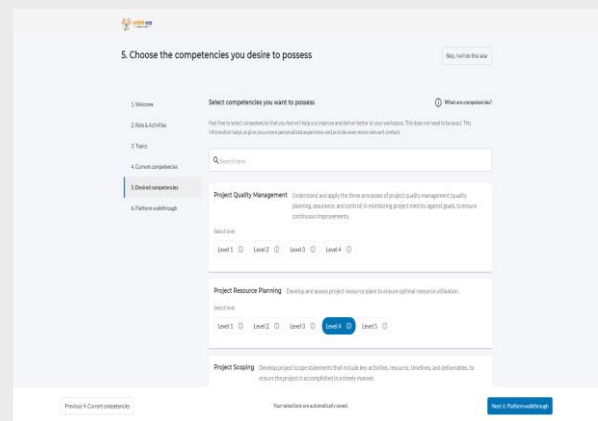
5. To add a new topic click on “Add topic” and provide the details



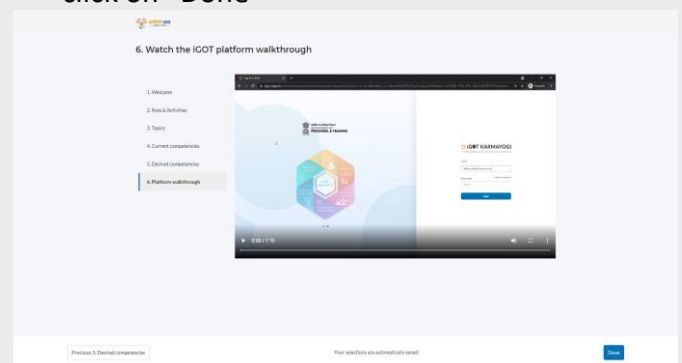
6. Select the current competency with level of proficiency



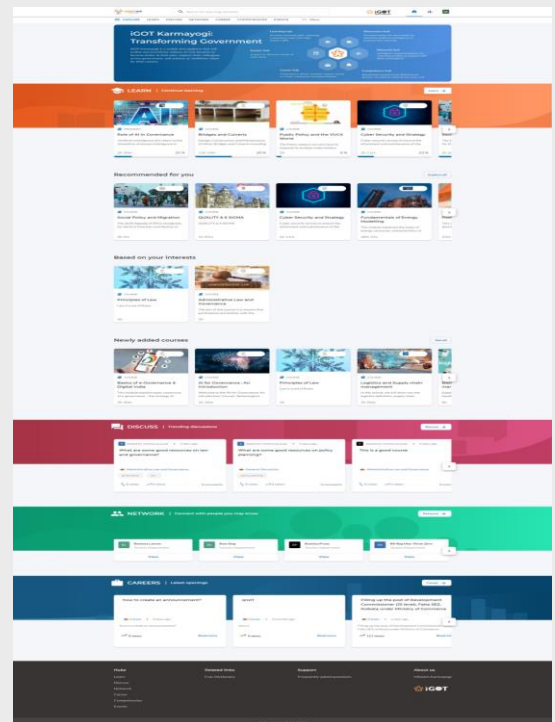
7. Select the desired competency with level of proficiency



8. View the platform walkthrough and click on “Done”



9. You can now have the access to the Home page and you are ready to consume the courses



Exploring the Learn Hub: The iGOT Karmayogi platform consists of six hubs.



Learn hub

All learning related activities on iGOT Karmayogi will occur on this hub, which matches officials with tailored Capacity Building Products (Courses) on the platform, thus facilitating personalised competency development.

Availing the Courses

- Under the Learn Hub, the user can explore the courses uploaded on the platform by topic, competency, or provider. They can search for specific courses by entering appropriate keywords in the search bar
- By clicking on the Search bar and pressing "Enter", the learner can access the entire list of courses with appropriate information for each such as the duration and keywords.
- Additionally, the courses may be filtered according to the type of content, type of resource, and the Provider.

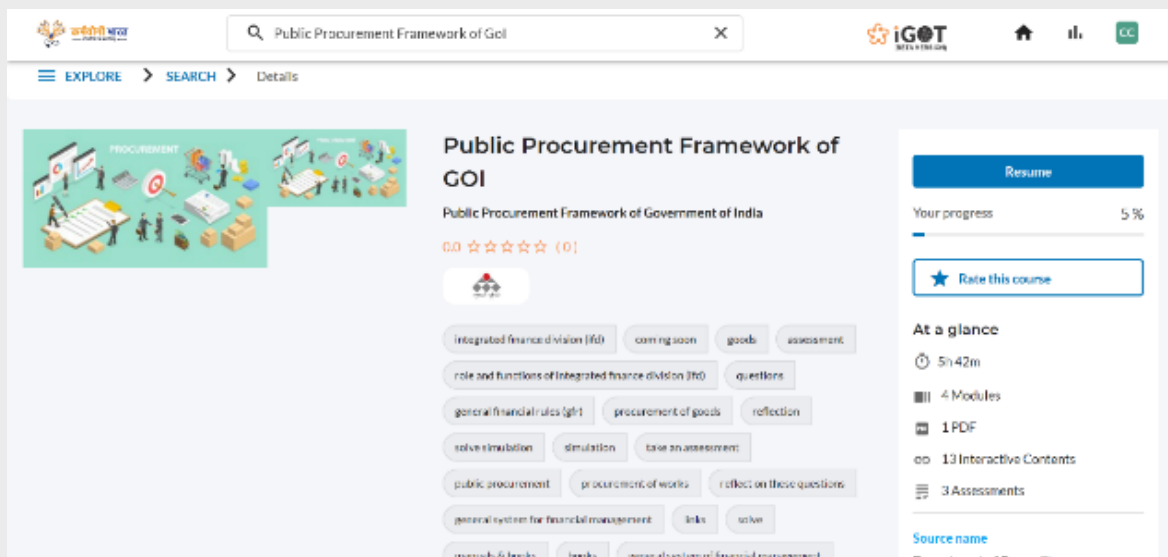
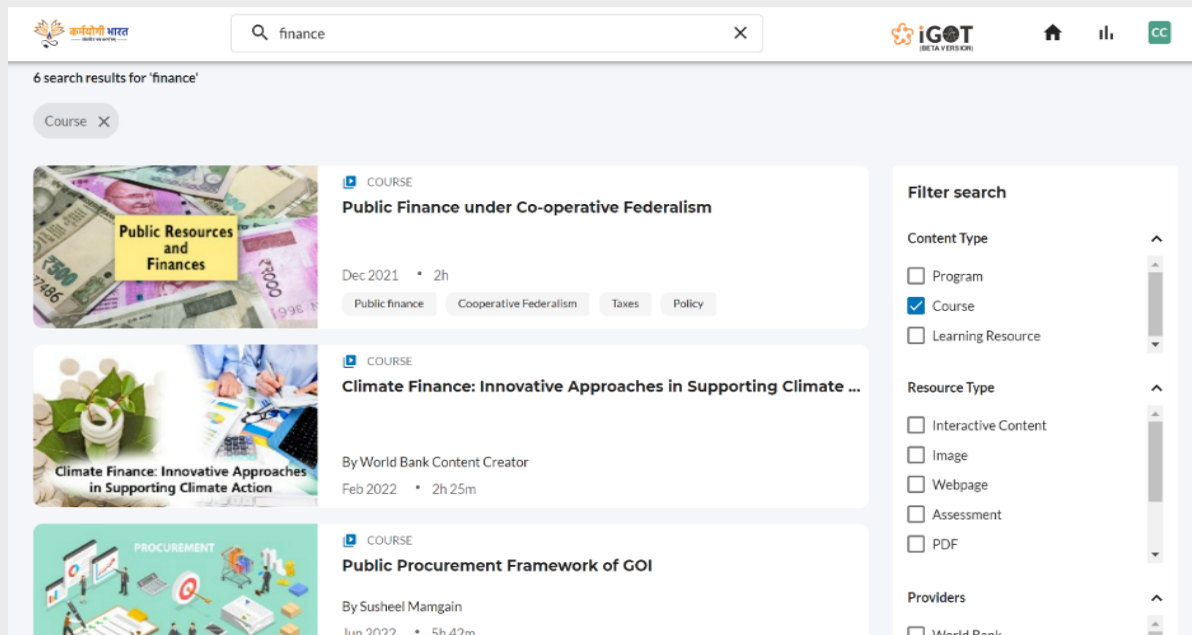
Each course is tagged to competencies and a set of courses would be mandated for the learners as deemed fit for their role and to

bridge the competency gap. Furthermore, they will have recommended learnings based on their browsing and experience on the platform and can later freely explore other available courses.

The learners would see appropriate description of the selected course with other details such as self-paced or instructor-led course, the resources included (PDFs, Videos) and number of assessments.

Learners can find case studies, additional knowledge resources, and suitable hands-on learning exercises through the modules which completes with a final assessment. They can also leave comments and feedbacks and give star rating out of 5 for a course. The user dashboard allows for tracking progress for every learner and marks the enrolment and completion of courses.

For example, the learners can search for courses on financial management or procurement by entering key words of "finance" or "procurement" in the search bar. The relevant courses along with their details would appear on the page, as illustrated. The learner can then select the course and enroll for it as per requirement and interest.



The landing page will prompt the learners of trending discussions, relevant people they can connect with on Network hub, as well as latest career openings that the learners' may wish to consider based on their profile.

Once the learners start engaging and consuming the courses, they would be able to view the courses undertaken with their specified duration and progress on the landing page. Aside from this, courses based on their interests and newly added courses will be reflected.

M-12017/01/2019-Trg

829230(570)202BATRAKING

F.No.T-28/83/2022-iGOT/CS-I(Trg.)

Government of India

Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi

Dated the 1st November, 2022**OFFICE MEMORANDUM**

Subject: Participation of all CSS officers of SO/ASO grades (With 3 years service completed) in the Dakshta functional competency courses hosted on i-GoT Mission Karmayogi platform - reg.

The undersigned is directed to state that the revised Cadre Training Policy (CTP), 2016 for the CSS/CSSS/CSCS services issued vide DoPT OM No.T-2501711/2015-Trg (ISTM Section) dated 04-07-2016 envisages conduct of Refresher / In-service Training programmes for the officers of these services from time to time.

2. Pursuant to the efforts of the Capacity Building Commission (CBC), as part of its mandate, to assist Ministries / Departments in framing their Annual Capacity Building Plans, CBC has identified various functional / behavioural competencies for officers of the CSS cadre. Based on the same the CBC has curated an applied problem solving set of courses in collaboration with ISTM, for the officers of CSS cadre, in hybrid online/offline mode, called Dakshta. 150 officers have already availed these courses and a post 3 month impact assessment of the trained officers is reported to indicate significant improvement in performance in areas they were trained in.

3. The Dakshta functional competency courses comprise a 10 day online component, which can be consumed by the officers online while continuing to work in office. The ASOs/SOs of CSS, who complete the 10 day online module may inform the same directly to ISTM. ISTM will then invite the officers who have completed the online component, in batches of 20, on first come first serve basis, to attend the 5 day physical component of Dakshta at ISTM, as per an appropriate schedule to be drawn up and communicated separately by ISTM to all Ministries. Upon joining ISTM and before the commencement of physical classes, participants will be assessed on the e-learning contents to assess their level of understanding.

4. The functionalities for updating the status of completion of online component of Dakshta by CSS officers and nomination of officers to ISTM for the 5 day physical component, is being envisaged through the CSCMS portal hosted at the web-site - <https://cscms.nic.in/login>. Details regarding the nomination for the physical component at ISTM will be separately informed by ISTM, in consultation with CSCMS Division.

5. The Dakshta functional competency course modules are hosted on the i-GoT platform (<https://igotkarmayogi.gov.in/>) developed under the Mission Karmayogi and related web-sites. The details of the procedure to access the online component of the Dakshta suite of courses are explained in the **Annexure. The Dakshta suite of courses are also displayed prominently under a separate heading, on the home page of igotkarmayogi.**

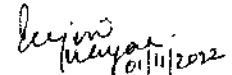
6. Since the above training programme has demonstrated the potential to positively impact the working in the Central Secretariat, I am directed to request all Cadre Units of CSS to –

- (a) Issue suitable directions to all Section Officer/Assistant Section Officer Level officers of the CSS (who have completed their 3 years of service), posted in their respective Ministries/Cadre Units, to immediately undertake and complete the 10 day online module of the Dakshata training, as per the detailed procedure placed at **Annexure.**

-: 2 :-

- (b) Ministries/cadre units are further requested to prepare a complete list of all the SO/ASO level CSS officers (with atleast 3 years of service) posted under them and share the same with updated details of officers who complete the 10 day online Dakshta component with ISTM, fortnightly, through the CSCMS software. Detailed procedure/schedule for nomination of CSS officers to the 5 day physical component of Dakshta, through CSCMS, will be communicated separately by ISTM to all Ministries.
- (c) Ministries may kindly ensure that officers nominated by ISTM are mandatorily relieved to attend the 5 day physical component of the Dakshta programme as per the schedule to be prescribed by ISTM.
- (d) Ministries/cadre units are further requested to intensively pursue with their officers who have not completed the 10 day online component and **ensure that all CSS officers of the grades of SO/ASO complete the online component of Dakshta latest by 31st January 2023**. The competencies of the trained officers will be tagged on the i-GoT platform.

7. For assistance on any issue related to accessing or completing the Dakshta Course on iGoT platform, officers may please contact on the following E-mail – mission.karmayogi@gov.in, Helpdesk: servicedesk.nit.in; Call: Phone 1800 111 555. For any query related to the Dakshta course content/course structure/completion modalities, Shri Deepak Kumar Bist, Jt. Director, ISTM may be contacted.


(Rajeev Nayan)

Under Secretary to the Government of India

Tel : 24624046

Encl- Annexure

To

All Cadre Units of CSS as per list.

Copy to –

1. The Secretary, Capacity Building Commission, Jawahar Vyapar Bhawan, Janpath, New Delhi 110001.
2. The Director, ISTM, Admn. Block, Old JNU Campus, New Delhi – 110067 - *w.r.t to kindly arrange to circulate the Schedule / detailed instructions for nominations to the physical component of Dakshta to all Ministries, in consultation with CSCMS Division of DoPT.*
3. The CSCMS Division, Deptt. of Personnel & Training, North Block, New Delhi -110001 - (Kind Attn: Ms. D. S. Nagalakshmi, DS).
4. The Training Division, Deptt. of Personnel & Training, Old JNU Campus, New Delhi - 110067 -(Kind Attn: Shri Syed Imran Ahmed, DS).

TENTATIVE SCHEDULE FOR DAKSHTA PROGRAMME
FOR ASOs/SOs/USs

The link provides e-learning contents for ten day's online classes for the following topics which are available on iGOT

A) Steps to view e-content on Public Procurement in i-GOT is as follows:-

Step 1 – Login to i-GOT (<https://igotkarmayogi.gov.in/page/home>)

Step 2 - On the Home page top, you will be able to see Search option. Kindly place cursor in the search option and click enter. List of all courses that are available on the platform will be visible

Step 3 - Scroll down to the right bottom of the screen. You will find the Content Providers name. Kindly click on Department of Expenditure. Course updated by Department of Expenditure will be visible on the screen.

B) Go to Institute of Secretariat Training and Management on IGOT content providers wherein you will see the following courses : Please consume these courses

Step 4 – Please select Course on 'Public Procurement Framework of GOI'

Step 5 - Office Procedure (20 qns), Noting (25 qns), Drafting (20 qns),

Step 6 - GeM (26 qns), RTI Act (24 qns) and Code of Conduct (5 qns)

The Microsoft online courses on word, PPT, and excel will also be available , the procedure to take these is explained in attached doc .

After consuming the above e-learning contents for 10 days , the participants will join physical classes for 5 days at ISTM. Upon joining, a test on e-learning contents will be taken to check the level of understanding.

The topics to be covered during classroom sessions are as follows:-

Date/Day	Session & Time	Topics	Faculty
Day 1	I 9.30 to 10.30 AM	Entrance test, Introduction; Program Overview, Context, Expectation sharing	BD/PKS
	10.30 to 10.45 AM	TEA BREAK	
	II 10.45 to 11.45 AM	Ice breaking (Team Building)	NM
	III 11.45 AM to 12.45 PM	Doubt Clearing Session on Noting & Drafting, Office Procedure	MS
	12.45 PM to 1.00 PM	BREAK	
	IV 1.00 to 1.45 PM	Doubt Clearing Session on RTI	VR
	1.45 PM to 2.30 PM	LUNCH	
	V 2.30 to 3.30 PM	RTI - Best practices and Case Studies/Court cases	VR
	3.30 to 3.45 PM	BREAK	
	VI (3.45 to 4.45 PM)	Salient features of General Financial Rules/DFPR	BD
	VII (4.45 to 5.45 PM)	Public Procurement – Goods & Services	BD
	VIII (5.45 – 6.30 PM)	Computer Hands on and exercises - MS Word	Guest

Date/Day	Session & Time	Topics	Faculty
Day 2	I 9.30 to 10.30 AM	Positivity Session (Interpersonal Skills)	NM
	10.30 to 10.45 AM	TEA BREAK	
	II 10.45 to 11.45 AM	Preparation of Tender Documents - RFP/Bid/Award	BD
	III 11.45 AM to 12.45 PM	Government e-Market (GeM) based procurement	Guest
	12.45 PM to 1.00 PM	BREAK	
	IV 1.00 to 1.45 PM	GeM – Practical Sessions on creation of online bids/doubt clearing	Guest
	1.45 PM to 2.30 PM	LUNCH	
	V 2.30 to 3.30 PM	Doubt clearing session on Handling Parliament Matters, exercise on replying to Parliament Questions	DKB
	3.30 to 3.45 PM	BREAK	
	VI (3.45 to 4.45 PM)	Cases studies and exercise – Noting	MS
	VII (4.45 to 5.45 PM)	Data Driven Decision Making in Government	Guest
	VIII (5.45 – 6.30 PM)	Computer Hands on and exercises - MS Power Point	Guest

Date/Day	Session & Time	Topics	Faculty
Day 3	I 9.30 to 10.30 AM	Positivity Session (Managing Stress through Yoga)	Guest
	10.30 to 10.45 AM	TEA BREAK	
	II 10.45 to 11.45 AM	Ethics and Values in Administration	Guest
	III 11.45 AM to 12.45 PM	Doubt Clearing Session on Code of Conduct, exercises	DKB
	12.45 PM to 1.00 PM	BREAK	
	IV 1.00 to 1.45 PM	Conduct Rules and vigilance matters – caselets, exercises	DKB
	1.45 PM to 2.30 PM	LUNCH	
	V 2.30 to 3.30 PM	Gender Sensitization	NM
	3.30 to 3.45 PM	BREAK	
	VI (3.45 to 4.45 PM)	Cases studies and exercise – Drafting and Forms of Communication	MS
	VII (4.45 to 5.45 PM)	Computer Hands on and exercises - MS Excel	Guest
	VIII (5.45 – 6.30 PM)	Computer Hands on and exercises – MS Word	Guest

Date/Day	Session & Time	Topics	Faculty
Day 4	I 9.30 to 10.30 AM	Government of India (Allocation of Business) Rules, 1961 & Government of India (Transaction of Business) Rules, 1961	VR
	10.30 to 10.45 AM	TEA BREAK	
	II 10.45 to 11.45 AM	Handling Public Grievances/Sevottam and appeals	PKS/SG
	III 11.45 AM to 12.45 PM	PFMS, Sanction, Income-tax – compliance instructions	Guest
	12.45 PM to 1.00 PM	BREAK	
	IV 1.00 to 1.45 PM	Negotiation Skills – practical exercises	DD(SG)
	1.45 PM to 2.30 PM	LUNCH	
	V 2.30 to 3.30 PM	Cases studies and exercise – Drafting and Forms of Communication	MS
	3.30 to 3.45 PM	BREAK	
	VI 3.45 to 4.45 PM	Computer Hands on and exercises – MS Power Point	Guest
	VII (5.15 to 6.30 PM)	Computer Hands on and exercises - MS Excel	Guest

Date/Day	Session & Time	Topics	Faculty
Day 5	I 9.30 to 10.30 AM	Departmental Security Instructions/Cyber Security	DD(PKS)
	10.30 to 10.45 AM	TEA BREAK	
	II 10.45 to 11.45 AM	Records Management – Physical and digital format	DD(AA)
	III 11.45 AM to 12.45 PM	Examining Cabinet Notes	VR
	12.45 PM to 1.00 PM	BREAK	
	IV 1.00 to 1.45 PM	Hands on e-Office – doubt clearing	Guest
	1.45 PM to 2.30 PM	LUNCH	
	V 2.30 to 3.30 PM	Handling of Court Cases + LIMBS and general awareness	DD(SG)
	3.30 to 3.45 PM	BREAK	
	VI 3.45 to 4.45 PM*	Comprehensive exercise on Noting & Drafting	MS
	VII 5.15 to 6.15 PM	Hands on Exercise on MS Excel	Guest
	VIII	Exit Exam & Valediction	BD/PKS

** 20 Minutes Yoga and stretching Session

Summary of Sessions

S.no	Topic	Details	Session
	Inauguration	Welcome, Course Overview	01
	Team Building	Ice Breaking	01
	Interpersonal Skills	Positivity Session	01
	Managing Stress through Yoga	Positivity Session	01
	Ethics & Values in Administration	Principles and Caselets	01
	Gender Sensitisation	Principles and Caselets	01
	Negotiation Skills	Principles and Caselets	01
	Office Procedure & Noting, Drafting	Doubt Clearing	01
		Noting – Case studies & exercise	02
		Drafting & Forms of Communication - Case studies & exercises	02
	RTI Act	Doubt Clearing	01
		Best practices and case studies	01
	GFR/DFPR	Input and discussion on cases	01
	Public Procurement	Doubt clearing and cases	01
	Tender Documents – RFP, Bid, Award, QCBS	Input and demonstration of tender documents	01
	GeM	Doubt Clearing session	01
		Practical Session – creating online documents	01
	PFMS, Sanctions, Income-tax	PFMS procedure, Sanction orders and Income tax calculation	01
	MS Word	Input and Hands on	02
	MS Power Point	Input and Hands on	02
	MS Excel	Input and Hands on	03
	e-Office	Hands on	01
	Data Analytics	Input and use of Data Analytics	01
	Parliament Matters	Doubt Clearing session & exercise on replying to a Parliament Questions	01
	Court/CAT cases	Procedure, Best practices & LIMBS	01
	Conduct Rules/Vigilance	Doubt Clearing Session	01
		Caselets and exercises	01
	GOI Allocation & Transaction Rules	Practical session	01
	Examining Cabinet Note	Identify deficiencies in Cabinet Note	01
	Handling Public Grievances, Sevottam & Appeals	Scenarios in grievance handling, New Feature in Grievance Redressal	01
	Departmental Security Instructions & Cyber Security	Input and demonstration	01
	Records Management	Input on principles of RM, Best practices, Recording and Classification of Reports	01
	Exit Exam & Valediction		01
		Sessions on Yoga	



Microsoft



सत्यमेव जयते
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP
GOVERNMENT OF INDIA



Skill India
कौशल भारत - कुशल भारत

Capacity Building of Government Officials by MSDE and CBC in Microsoft Digital Productivity Skills

*Standard Operating Procedure to Use Microsoft Office Word, Excel, PowerPoint and other tools free through Office on the Web - latest version
(In Incase learners don't have the latest version on their Desktop)*

Content Partner





About this Program:

Ministry of Skill Development & Entrepreneurship (**MSDE**), Capacity Building Commission (**CBC**) and Microsoft have entered a Tripartite Memorandum of Understanding (**MOU**) to enhance the functional digital productivity Skills of Civil Servants. This program will digitally empower the officials to provide efficient and effective last mile social welfare services to the vulnerable and underprivileged sections of the society.

Under this MOU, 24 hours of digital productivity course is being offered free of cost through two modules - **Basic & Advanced Microsoft Office 365 Productivity Suite Offerings** to all the civil Servants. Certificate of Completion would be issued upon the completion of each course and the learners would be provided with access to additional digital productivity courses.

Know More:

Microsoft News Center: [Microsoft collaborates with MSDE and CBC for capacity building of India's 2.5 million civil servants in Digital Literacy - Microsoft Stories India](#)

News Articles:

- [Microsoft joins hands with MSDE, CBC to train 2.5 mn civil servants in India \(timesnownews.com\)](#)
- [Microsoft joins hands with MSDE, CBC to train 2.5 mn civil servants in India | Business Insider India](#)

Capacity Building Commission: [LinkedIn](#)

Skill India Twitter: [Skill India on Twitter](#)

Skill India Facebook: [Facebook](#)

Skill India Instagram: [Skill India on Instagram](#)



Step 02: Once you land in the home page of Microsoft 365, Click on the **Sign In** button if you already have an account with Microsoft, else click **Sign Up For Free**.

Note: Incase you need mobile applications of these productivity tools free, kindly enter your email address in the **Enter Your Email Address** Field to get links to download them free in your email Inbox.

Microsoft | Microsoft 365 | Products | Services | Support | My account | Buy now

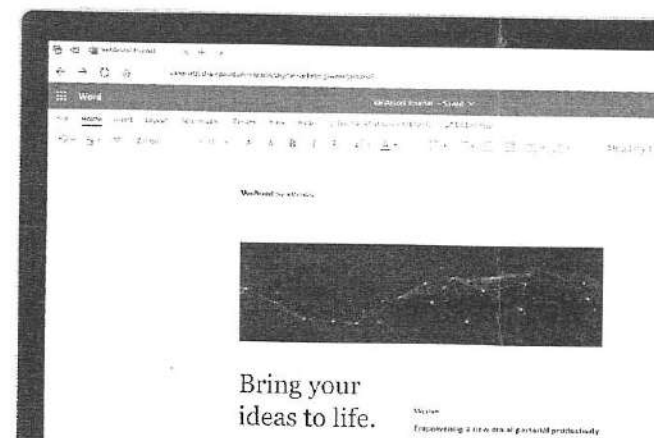
All Microsoft | Search | Sign in

Use Word, Excel, PowerPoint
and more for free with Office
on the web

Sign in | Sign up for free

Want Microsoft 365? See plans and pricing

Get the Office mobile App¹



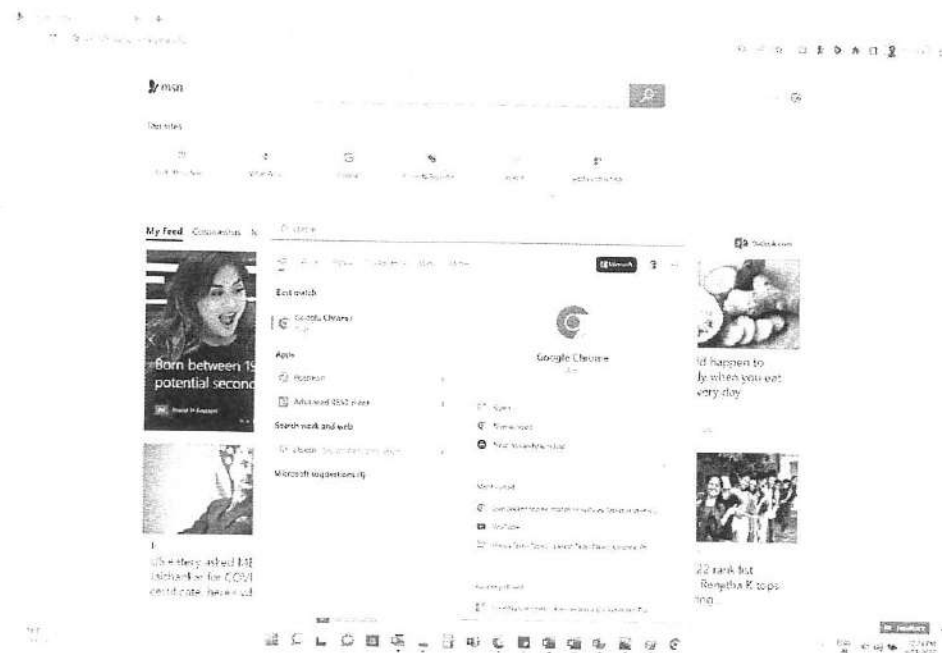
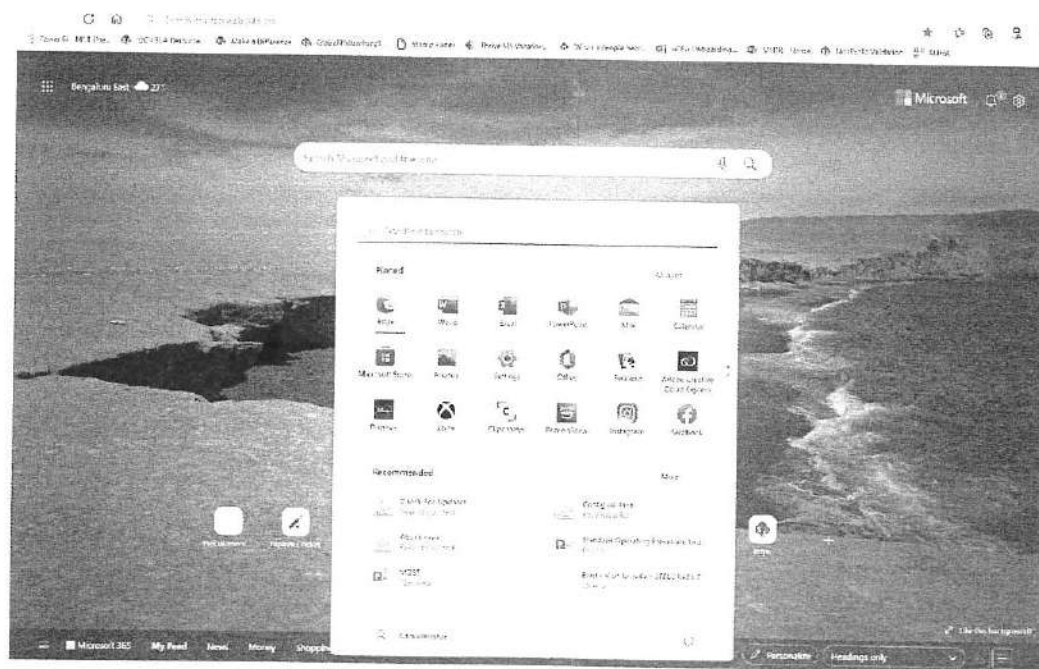
Enter your email address and we'll send a download link.

Send now

How your email address is used.



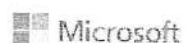
Step 01: Click Open your browser (**Edge, Chrome, Safari etc.**) in your desktop, laptop or mobile devices and enter this URL (**Microsoft 365 online**) or search “**Microsoft 365 Office Online free**” to land on the home page of Microsoft 365 Website that offers Word, Excel, PowerPoint and other tools free through **Office on the web**.





Step 03: To Sign In - One of the other preferred ways to Sign In is using the **Password**. You can Use this Option by clicking on **Other Ways to Sign In**. Clicking on the same would land you in **Choose a way to sign in** and kindly select **Use my password**. Enter the Password associated with your Email Address and click on Sign In towards reaching your **Office for the Web** Home page.

Note: Click on **Forgot Password** incase of any challenges in accessing the account with your **Password** and you would be redirected to a window, where you could choose between your Email Address or Phone Number to receive a Security Code and login to the **Office for the Web** Home page.



██████████.com

Sign in

We'll send a code to ██████████.com to sign you in.

Other ways to sign in

Send code



Choose a way to sign in



Use a security key



Use my password



Email ██████████.com

Back



██████████@outlook.com

Enter password

Because you're accessing sensitive info, you need to verify your password.

██████████

Forgot password

Sign in with Windows Hello (optional)

Use your phone to verify your sign in

Sign in



Step 03: To Sign In - Enter your registered Email Address or Mobile Phone number or Skype Id associated with your Microsoft Account and click **Next**. Click on **Send Code** to allow Microsoft send you an authentication code. A code will be generated and sent on the registered email/mobile number/Skype Id, based on the option entered. Enter the code and click on **Sign In** towards reaching your Office for the Web Home page.

Note: You may also Choose other ways to Sign In other than sending a code by clicking on **Other Ways to Sign In**. Click on **Create One!** to Sign Up for Free and Click on **Can't access your account** incase of any challenges.

Sign in

[Forgot your password?](#)
[Sign in with your phone number](#)

[Back](#)
[Next](#)

Sign in options

Sign in

We'll send a code to to sign you in.

[Other ways to sign in](#)

[Send code](#)

Enter code

We emailed a code to . Please enter the code to sign in.

[Other ways to sign in](#)

[Sign in](#)



Step 03: Click on **Forgot Password** incase of any challenges in accessing the account with your **Password** and you would be redirected to a window, where you could choose between your **Email Address** or **Phone Number** to receive a Security Code. Click on **Get Code** after choosing the **Email Address** or entering the **last 4 digits** of your registered Phone Number while choosing **Text Phone Number**. Enter the code from Email Address or Text Message to reach the window to **Reset your password**. Once you reset the password, you can restart the Sign In process.

Note: Incase you don't know the **Email Address** or **Phone Number** associated with your Microsoft account, Click on **I don't have any of these** to recover your account using an alternate email address. Kindly enter the **alternate Email Address** and **Captcha Characters** to receive a security code to your alternate email address and to further recover your Microsoft account.

We need to verify your identity

How would you like to get your security code?

☐ Email ☐ Text

☐ I don't have any of these

Cancel

We need to verify your identity

How would you like to get your security code?

☐ Email ☐ Text

To verify that this is your phone number, enter the last 4 digits including 0s, and then click "Send code" to receive your code.

Get code

Cancel

Reset your password

2-character, minimum case sensitive

Reenter password

Cancel Next

Recover your account

What Microsoft account are you trying to get back into?

Email, phone, or Skype name

Where should we contact you?

Contact email address

Enter the characters you see

Next



Step 04: To Sign Up for Free - Enter your **Email Address** and click **Next**. Create a **Password** of your choice (**Note:** Passwords must have at least 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers, and symbols). A code will be generated and sent to the registered email. Check your email for code and Enter the code and click **Next**. Your Microsoft account has been created now and kindly follow **Step 03 to Sign In** towards reaching Office for the Web Home page.

Note: You can also create a new email address with Outlook or Hotmail by Clicking on **Get a New Email Address** and then **Sign Up for Free** using new email address. You would be redirected to a window to choose email address details and further setting your password to create email account. Kindly follow **Step 04 to Sign Up for Free** using new email address.



Create account

someone@example.com

[Use a phone number instead](#)

[Get a new email address](#)

Next



Create a password

Enter the password you would like to use with your account.

Create password

☐ Show password

Next



Verify email

Enter the code we sent to

someone@example.com If you didn't get the email, check your junk folder or try again.

Enter code

☒ I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the Microsoft Services Agreement and privacy and cookies statement.

Next

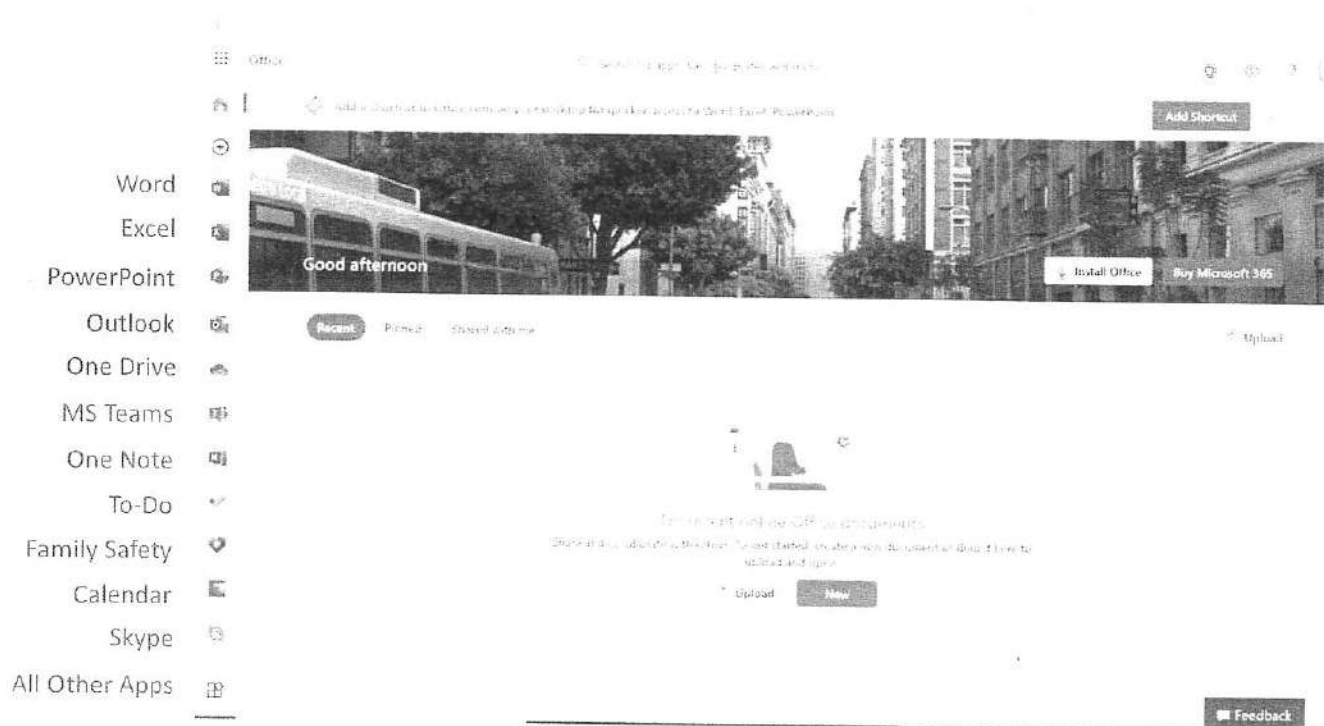


Step 04: To Sign Up for Free - You can also Enter your **Mobile Phone Number** by choosing **Use a phone number instead** to enter your Phone Number and click **Next**. Create a **Password** of your choice (**Note:** Passwords must have at least 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers, and symbols). A code will be generated and sent to the phone number as Text Message. Check your SMS for the code and Enter the code and click **Next**. Your Microsoft account has been created now and kindly follow **Step 03** to **Sign In** towards reaching Office for the Web Home page.

Note: Click on **resend the code** incase of any challenges in accessing the code and Check your SMS for the code to create your Microsoft Account.



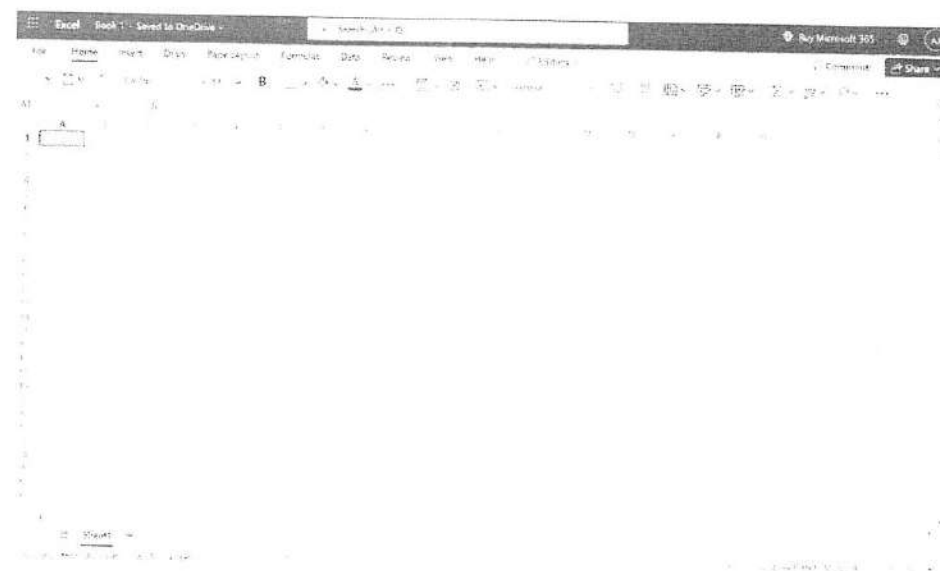
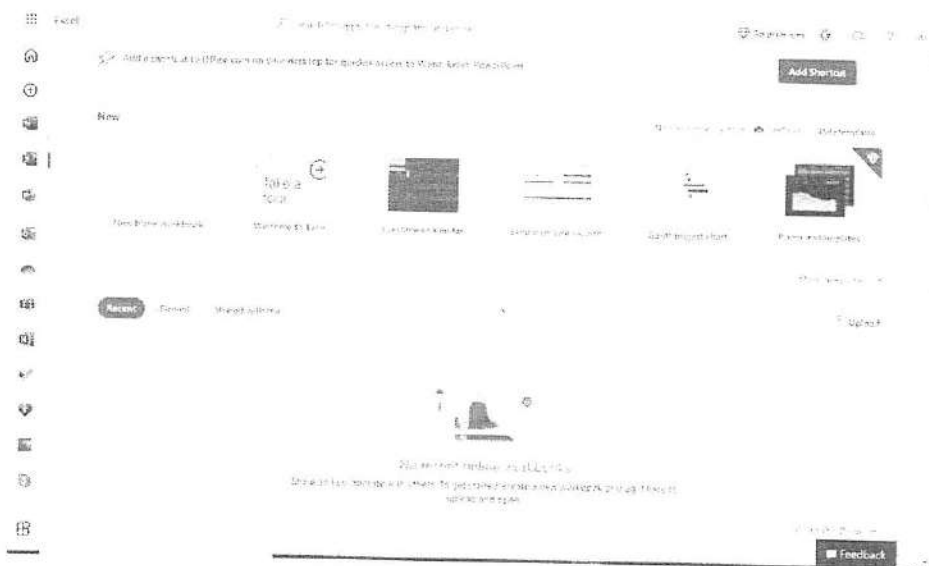
Step 05: Once you are signed into online **Microsoft 365 Office Home page**, you will find various applications provided by Microsoft 365 office free in the **extreme left side** of the home page. Search for the application you want to use in the search tab at the top-center or choose the application of your need from the left side Menu. Click on **New button** to create new document and the document automatically gets saved for you in this account for you to refer and work. Click on **Upload button** to upload any document from your desktop.





Step 06: To execute an assignment or assessment on **Excel**, Click on the **Excel** icon present on the left navigation panel or Click on New Button and Choose **Excel** Icon. Click on Create New blank workbook to start working on an Online latest version of the Excel Workbook. Click on **Welcome to Excel** to get a guiding tour of Excel.

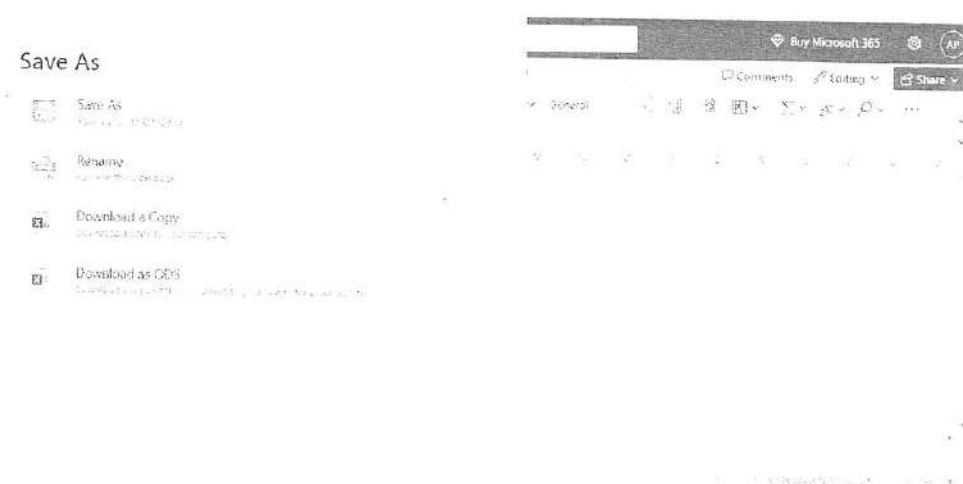
Note: Workbooks are automatically saved to your **OneDrive** and the same can be accessed from your **Microsoft 365 Office Home page**.





Step 06: Once you have completed the assignment, Download / Save your workbook, by clicking on **File**. Then click on **three dots (More file options)** and select **Save As**. Click on **Download a copy** to download the workbook to your system. Click on **Rename** to change the name of your workbook.

Note: Upload the Workbook with completed assignment/assessment through the **Submit Button** in **Microsoft Community Training Portal** and move to the next course in the module. You would be provided with the right solution to the assignment and assessments at the end of the course in the summary file for you to verify and learn the solution.





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MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP
GOVERNMENT OF INDIA



Skill India
कौशल भारत-कुशल भारत

Thank You

Kindly mail to missionskill@nggggn.onmicrosoft.com for any queries