I/3081058/2023

File No. 71-12/2022-23/APAR
Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road, New Delhi-1

Dated 23.1.2023

<u>Office Memorandum</u>

Subject: Inclusion of assessment parameters of iGOT courses undertaken by officers of DoT, in APAR from 2023-24 onwards

Reference: (i)NTIPRIT OM no 1-85/2022-NTI.Admn./MKY dated 3.1.2023
(ii) Training division letter no 53-1/2022-MK-Trg dated 8.12.2022

The undersigned is directed to refer to the National Telecommunications Institute for policy research, innovation and Training (NTIPRIT) OM No 1-85/2022-NTI.Admn./MKY dated 3.1.2023 and training division letter no 53-1/2022-MK-Trg dated 8.12.2022 on the subject cited above and to say that as per directions of NTIPRIT that every individual officer (ITS Group A and TES Group B) must register himself on iGoT portal and enroll himself for relevant courses of his choice and interest available on iGoT portal. Secretary (Telecom) in review meeting of Mission Karmayogi (MKY), has desired that every officer must complete minimum of two courses available on iGOT, before 3lst Jan 2023.

2   Mission Karmayogi - National Program for Civil Services Capacity building, aims to create a "citizen - centric, future - ready civil service, with right attitude, skills and knowledge aligned to the vision of New India". Backbone of Mission Karmayogi i.e. iGoT portal, is an integrated Government online training and learning platform developed under Mission Karmayogi with an objective of building the capacity of Civil Servants not only to perform there day to day functions more efficiently but also to adopt to the changing requirement of the modern era Technology, challenges and citizen centricity.

3 .   All ITS Group A and TES Group B officers are hereby directed to enroll for the iGoT portal and complete minimum of two courses available on iGOT, before 3lst Jan 2023. Further, all officers must comply the instructions issued time to time by NTIPRIT without fail. Further, it may please be noted that APAR of 2023-24 would be evaluated on the basis of assessment of their performance in iGoT training modules. Undertaking MKY courses and active participation in immersion program etc., may be made one of the work items to be reviewed/reported upon by the reporting officer in the APAR. The concerned reporting officers may lay down target for completion of mandatory courses for their team members for the year 2022-23 and 2023-24 based on the Annual Capacity Building Plan(ACBP) being prepared.

Signed by Hitesh
Date: 23-01-2023 16:15:19
Reason: Approved (Hitesh)
ADG (STG-III)

Enclosure: As Above.

To
1.   All ITS Group A and TES Group B officers,
2.   All Nodal officers of SPARROW,
3.   DDG (Training)-For information and necessary action please.
4.   Director (IT-II), DoT HQ - For Coordinating with NIC backend team   for creation of instances in SPARROW portal for iGoT training modules   assessment.

Copy to:

I/3081058/2023

1. PPS to Hon'ble MoC/ Hon'ble MoSC;
2. PPS to Secretary (T);
3. Member (S)/ Member (T)/ Member (F)/ DG Telecom;
4. Advisor (O)/ Advisor (T)/ Advisor (F)/ AS (T)/ Admn (USOF);
5. CMD BSNL/ MTNL/ BBNL/ TCIL;
6. CVO, DoT HQs;
7. All Heads of LSAs;
8. DG (NTIPRIT)/ Sr DDG (TEC)/ Sr. DDG (NCCS);
9. JS(T)/ JS(A)/ All DDsG, DoT HQs
10. US (SNG), DoT HQs

No. 53-1/2022/MK-Trg
Government of India
Department of Telecommunications
212, Mahanagar Doorsanchar Bhawan, Old Minto Road, New Delhi- 110002
(Capacity Building and Training Division)

Dated 08.12.2022

Subject   Inclusion of assessment parameters of iGOT courses undertaken in APAR grading -reg.
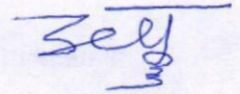
Reference: DoT OM No. 24-1/2021-O&M dated 21.11.2022 regarding Minutes of SMG meeting

1. This is in reference with the Minutes of SMG meeting issued vide OM dated 21.11.2022. Vide para 3. (iii) of SMG which inter alia mentioned that "A *circular may be issued that APAR of 2023-24 would be evaluated on the basis of assessment of their performance in iGOT training modules*".

2. Government of India has launched Mission Karmayogi, a National Programme for Civil Services Capacity Building (NPCSCP) in September 2020. The programme aims at building a future-ready civil service with the right attitude, skills and knowledge, aligned to the vision of New India. It also aims to prepare Indian Civil Servants for the future by making them more creative, constructive, imaginative, proactive, innovative, progressive, professional, energetic, transparent, and technology-enabled.

   The Mission envisages a comprehensive reform of the capacity building which will be delivered through **iGOT Karmayogi** Digital Platform. It is an Integrated Government Online Training digital platform under the Ministry of Human Resources and Development (MHRD). which will deliver capacity building programmes by drawing content from global best practices rooted in Indian national ethos. Civil servants will have to take online courses and they will be evaluated based on their courses, their performances in each course.

3. iGOT Karmayogi platform presently hosts around 300 courses under various broad themes such as Public administration, E-Governance, Public procurement process, GeM, Information & Communication Technology, Economics, Digital Governance, Law, Management and Emerging technologies etc.

4. In this regard, CB&T Division has issued OM no. 53-1/2022/MK-Trg dated 05.12.2022 (*copy enclosed*), and encouraged officers to **enrol and take up the courses** available of the iGOT platform to augment their existing skillset.

5. Accordingly, in view of Minutes of SMG meeting para 3. (iii) referred above, it is requested to issue the suitable circular for respective cadres for incorporating mechanism for evaluation of APAR of 2023-24 on the basis of assessment of course undertaken by the officers in iGOT account.

Ashish Kushwaha
Director (Training-II)

To:

1. Wireless Advisor
2. DDG(Personnel)/ DDG(Establishment)/ DDG(E&T) Finance/ DDG(C&A)

Copy to:

1. Sr. PPS to Member (S)/ Member(T)/ Member (F), DCC
2. JS (A), DoT HQ

No. 1-85/2022-NTI.Admn./MKY

भारत सरकार/ Government of India

संचार मंत्रालय/ Ministry of Communications

दूरसंचार विभाग/ Department of Telecommunications

राष्ट्रीय दूरसंचार नीति शोध, नवप्रवर्तन एवं प्रशिक्षण संस्थान/ National Telecommunications Institute for Policy Research, Innovation & Training

Dated 03.01.2023

<u>Office Memorandum</u>

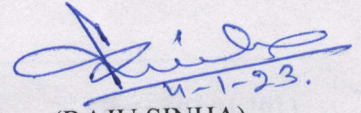**Sub: Utilization of iGoT Karmayogi portal for competency development.**

Mission Karmayogi – National Program for Civil Services Capacity building, aims to create a "citizen - centric, future - ready civil service, with right attitude, skills and knowledge aligned to the vision of New India". Backbone of Mission Karmayogi i.e. iGoT portal, is an integrated Government online training and learning platform developed under mission Karmayogi with an objective of building the capacity of Civil Servants not only to perform there day to day functions more efficiently but also to adopt to the changing requirement of the modern era Technology, challenges and citizen centricity.

2. iGoT portal, presently under evolution phase, will eventually evolve into a full-fledged learning and knowledge sharing platform having world class training contents. However, it has been observed that several, very useful training courses has already been hosted on iGoT portal.

3. NTIPRIT has identified 67 such courses meeting the competency requirement of our officers working in different units of DoT. A list of such courses is attached at Annexure-I. These courses have been developed by Subject matter experts of ISTM, GeM, IIPA, Ministry of expenditure NTIPRIT etc. with high quality of standards. These courses will be very helpful in capacity building of our officers. Secretary (Telecom) has directed that each officer of DoT must immediately start using the training courses available on iGoT for their Capacity Building.

4. Accordingly, it is requested that every individual officer must register himself on iGoT portal and enroll himself for relevant courses of his choice and interest available on iGoT portal. Secretary (Telecom) in review meeting of Mission Karmayogi, has desired that every officer must complete minimum of two courses available on iGOT, before 31st Jan' 2023.

5. All heads of offices and DDGs heading divisions are requested to issue suitable direction to the officers posted in their office / division in this regard. Report in the prescribed format attached at Annexure-II, may be sent on email id dir.ict-nti@gov.in by 7th Feb' 2023.

(RAJU SINHA)

DG – NTIPRIT

राजू सिन्हा / Raju Sinha
महानिदेशक/Director General
रा.दू.नी.शो.न.प्र.सं./NTIPRIT
दूरसंचार विभाग /Department of Telecommunications
भारत सरकार /Govt. of India
एल्ट परिसर गाजियाबाद /ALTTC Campus, Ghaziabad

To,

1. PS to Secretary (T) for kind info. of Sect. (T)
2. Member (S) for kind info. pl.
3. Member(T) for kind info. pl.
4. DG (Telecom) for kind info. pl.
5. Administrator-USOF
6. Sr. DDG (TEC)
7. Sr. DDG (NCCS)
8. All Sr. DDG - Heads of LSAs
9. All DDGs of DoT HQ.

List of courses available on iGOT mapped with competency requirement for DoT officers.

S.No.	Course name	Provider Name
1.	Constitutional provisions at workplace	ISTM
2.	Annual performance appraisal report (apar)	ISTM
3.	Appeal revision and review	ISTM
4.	Budget	ISTM
5.	Central government employees group insurance scheme (cgegis)	ISTM
6.	Central government health scheme (cghs) & central services medical attendance (csma) rules	ISTM
7.	Code of conduct for government employees	ISTM
8.	Consolidated instructions on suspension	ISTM
9.	Consultation with upsc in disciplinary cases	ISTM
10.	Development of attitude, knowledge, skill for holistic transformation in administration (dakshta)	ISTM
11.	Evaluation of evidence	ISTM
12.	Formulation of public policies	ISTM
13.	Foundation training programme - teaser	ISTM
14.	Government e marketplace	ISTM
15.	Handling central administrative tribunal (cat) cases	ISTM
16.	Leave rules	ISTM
17.	Leave travel concession (ltc)	ISTM
18.	Noting & drafting	ISTM
19.	Office procedure	ISTM
20.	Parliamentary procedures	ISTM
21.	Pay fixation	ISTM
22.	Pensionary benefits	ISTM
23.	Preparation and maintenance of reservation rosters	ISTM
24.	Preparation of cabinet notes	ISTM
25.	Prevention of sexual harassment of women at workplace	ISTM
26.	Reform initiatives of government of India	ISTM
27.	Right to information act, 2005 - part 1	ISTM
28.	Right to information act, 2005 - part 2	ISTM
29.	Travelling allowances	ISTM
30.	Bill passing, imprest, accounts & audit inspection	Ministry Of Railways
31.	People politics and change	World Bank
32.	Basics of e-governance & digital India	IIPA
33.	Bid participation	GeM
34.	Buyer dashboard	GeM
35.	Catalogue management	GeM
36.	Introduction to gem for buyers	GeM
37.	Introduction to sellers & service provider	GeM
38.	Invoicing and payment process	GeM
39.	Mode of procurement & procurement processes	GeM
40.	Payment process for buyers	GeM
41.	Registration of buyers	GeM
42.	Vendor registration	GeM
43.	Introduction to government emarketplace	National E-Governance Division Negd
44.	Fundamental rules (fr) and supplementary rules (sr)	Department Of Expenditure
45.	Public procurement framework of goi	Department Of Expenditure
46.	Introduction to emerging technologies	CBC

47.	Pm gatishakti	DPIIT
48.	Geographical information system	Department Of Space
49.	Effective communication	IIMB
50.	Basics of public policy research	NACITN
51.	Understanding the telecommunications licensing regime	NICF
52.	Code of conduct for Govt. Employee	ISTM
53.	Understanding Motivation	LBSNAA
54.	Self-Leadership	Art of Living
55.	Stress Management	iGOT
56.	Effective communication	IIMB
57.	5G Usage scenarios and its key Capabilities	NTIPRIT
58.	Audit and inspection of Internet service provider (ISP)	NTIPRIT
59.	Prime Minister's Wi-Fi Access Network Interface (PM-Wani)	NTIPRIT
60.	Disaster Management- Role of Telecommunications	NTIPRIT
61.	Open Radio Access Network (O-RAN)	NTIPRIT
62.	Information Security Basics	NTIPRIT
63.	5G Core Network Architecture	NTIPRIT
64.	5G New Radio Spectrum Related Aspects	NTIPRIT
65.	5G New Radio Frame Structure	NTIPRIT
66.	Lawful Interception Architecture of 5G	NTIPRIT
67.	Trusted Sources Framework for Telecom Network Equipment	NTIPRIT

<u>Annexure – II</u>

Report on Utilization of iGOT portal
Name of the Unit: ……………………….

S. No.	Name of the Officer/Official	Designation	Email id	Name of Course Completed

Note - Please attach the Course Completion/Assessment Certificate generated by iGOT portal.