



हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय
Hemvati Nandan Bahuguna Garhwal University
श्रीनगर गढ़वाल (उत्तराखण्ड)-246174
Srinagar Garhwal (Uttarakhand) - 246174
(केन्द्रीय विश्वविद्यालय)
(A Central University)

Ref. No. HNBGU/ADM/NT/2025/ 253

Date : 18 / 04 / 2025

CIRCULAR

Subject : iGOT Karmyogi Platform in the University for training of Officers and Staff.

Ref: UGC Review meeting on iGOT KARMYOGI PALTFORM- 16 April, 2025.

Govt. of India has launched the iGOT Karmyogi Platform for training all Government employees. The Ministry of Education has directed all the Central Universities to onboard all the employees on the iGOT Karmyogi Platform. The onboarding of Officers and staff members are in progress. All the employees are requested to get their details like Employee Name (Spelling mismatch if any), Employee Code, Date of Birth, Mobile Number and email_id updated on the iGOT Karmyogi Platform immediately by Administration Section of the University positively forwarded through their Controlling officers.

1. The University Grants Commission in its review meeting held on 16.04.2025 has instructed University Officers and Staff members to mandatorily complete the courses (Group Wise) as listed **enclosed at Annexure-A**.
2. The course completion will be monitored by the MDO Administrator so that it can be reported to UGC on timely basis to evaluate the effectiveness of the learning process.
3. The training modules are mandatory for Officers and Staff members of the University; willing Academic/Faculty staffs are also encouraged to pursue the modules as per their assigned roles and responsibilities.
4. All the staff members are requested to login on the iGOT KARMYOGI PALTFORM by logging into their respective individual profile through their registered mobile number/email_id over <https://igotkarmyogi.gov.in> or by downloading the iGOT KARMYOGI APP.
5. Supervisory Officers are advised to take into consideration the progress of completing assigned courses of their subordinate staff while writing APARs.
6. For any Technical help in this regard Shri Surendra Singh, LDC, Admin.(NT) may be contacted over Mobile No. 9412964830.

Copy to:

- 1- All Campus Directors/Deans/HoDs/Controlling Officers.
- 2- All Deputy Registrar/Assistant Registrar/EE/PRO.
- 3- PS to Registrar/Finance Officer.
- 4- I/c System Manager to upload on the University website.
- 5- PS to VC for kind information of Hon'ble Vice Chancellor.
- 6- Guard File.


Registrar


Registrar

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IGOT KARMAYOGI

Annexure-A

Mandatory Courses for Group A Officers

Group A

S.No.	Name of Course	Duration	Courses Prepared By
1	Effective Communication	1h 34m	IIMB
2	Time Management	1h 15m	Department of Personnel and Training DoPT
3	Business Process Management	1h 29m	Genpact
4	Noting and Drafting	2h	Institute of Secretarial Training and Management
5	Reservation Policy, Reservation in Service	2h 55m	Institute of Secretarial Training and Management
6	Constitutional Provisions at Workplace	2h	Institute of Secretarial Training and Management
7	Project Management	41m 12s	Ministry of Railway
8	Intellectual Property Rights	1h 35m	Central Board of Indirect Taxes and Customs (CBIC)
9	Right to Information (RTI)	2h 15m	Department of Personnel and Training DoPT
10	Code of Conduct of Government Employee	35m	Institute of Secretarial Training and Management
11	Pensionary Benefits	55m	Institute of Secretarial Training and Management
12	Leave Rules	55m	Institute of Secretarial Training and Management
13	Leave Travel Concession	1h 7m	Institute of Secretarial Training and Management
14	Budget	1h 40m	Institute of Secretarial Training and Management
15	Finance and Accounts	1h 35m	Department of Personnel and Training DoPT
16	Introduction to functions and organization of accounts department	50m 25s	Ministry Railway
17	Procurement Process	3h 6m	Government E Market Place (GeM)
18	Mode of Procurement (Service)	1h 40m	Government E Market Place (GeM)
19	Mode of Procurement (Product)	3h 51m	Government E Market Place (GeM)
20	Beginner Course for GeM Buyer	38m 10s	Government E Market Place (GeM)
21	Direct Purchase on GeM	38m 11s	Bharat Sanchar Nigam Limited (BSNL)
22	FRSR Part II Travelling Allowances Rules	3h 36m	Department of Expenditure
23	National Pension System (NPS) (Prarambh)	25m 5s	Department of Post
24	Exit and Withdrawal Norms under NPS	16m 34s	Defence Headquarters Training Institute (DHTI)

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Mandatory Courses for Group B Officers

Group B

S.No.	Name of Course	Duration	Courses Prepared By
1	Effective Communication	5h 34m	IIMB
2	Time Management	1h 15m	Department of Personnel and Training DoPT
3	Business Process Management	1h 29m	Genpact
4	Microsoft PowerPoint Beginners	3h 17m	Microsoft
5	Microsoft PowerPoint Advance	2h 28m	Microsoft
6	SharePoint	1h 29m	Microsoft
7	Microsoft Excel for Beginners	7h 3m	Microsoft
8	Excel Advance	3h 49m	Microsoft
9	Outlook	2h 3m	Microsoft
10	Microsoft Teams	2h 24m	Microsoft
11	Microsoft One Drive	1h 2mm	Microsoft
12	Microsoft Word	2h 56m	Microsoft
13	Word Advance	2h 49m	Microsoft
14	Introduction to Emerging Technologies	2h 20m	Capacity Building Commission
15	AI using Google Bard and ChatGPT for Beginning	25m 1s	Invest India
16	ChatGPT and Generative AI tools : An Introduction	2h 20m	Capacity Building Commission
17	Noting and Drafting	2h	Institute of Secretarial Training and Management
18	Reservation Policy, Reservation in Service	2h 55m	Institute of Secretarial Training and Management
19	Constitutional Provisions at Workplace	2h	Institute of Secretarial Training and Management
20	Code of Conduct of Government Employee	35m	Institute of Secretarial Training and Management
21	Pensionary Benefits	55m	Institute of Secretarial Training and Management
22	Leave Rules	55m	Institute of Secretarial Training and Management
23	Leave Travel Concession	1h 7m	Institute of Secretarial Training and Management
24	Budget	1h 40m	Institute of Secretarial Training and Management
25	Finance and Accounts	1h 35m	Department of Personnel and Training DoPT
26	Introduction to functions and organization of accounts department	50m 25s	Ministry Railway
27	Procurement Process	3h 6m	Government E Market Place (GeM)
28	Mode of Procurement (Service)	1h 40m	Government E Market Place (GeM)
29	Mode of Procurement (Product)	3h 51m	Government E Market Place (GeM)
30	Beginner Course for GeM Buyer	38m 10s	Government E Market Place (GeM)
31	Direct Purchase on GeM	38m 11s	Bharat Sanchar Nigam Limited (BSNL)
32	FRSR Part II Travelling Allowances Rules	3h 36m	Department of Expenditure
33	National Pension System (NPS) (Prarambh)	25m 5s	Department of Post
34	Exit and Withdrawal Norms under NPS	16m 34s	Defence Headquarters Training Institute (DHTI)

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Mandatory Courses for Group C Officers

Group C

S.No.	Name of Course	Duration	Courses Prepared By
1	Microsoft PowerPoint Beginners	3h 17m	Microsoft
2	Microsoft PowerPoint Advance	2h 28m	Microsoft
3	SharePoint	1h 29m	Microsoft
4	Microsoft Excel for Beginners	7h 3m	Microsoft
5	Excel Advance	3h 49m	Microsoft
6	Outlook	2h 3m	Microsoft
7	Microsoft Teams	2h 24m	Microsoft
8	Microsoft One Drive	1h 2mm	Microsoft
9	Microsoft Word	2h 56m	Microsoft
10	Word Advance	2h 49m	Microsoft
11	Introduction to Emerging Technologies	2h 20m	Capacity Building Commission
12	AI using Google Bard and ChatGPT fof Beginning	25m 1s	Invest India
13	ChatGPT and Generative AI tools : An Introduction	2h 20m	Capacity Building Commission
14	Code of Conduct of Government Employee	35m	Institute of Secretarial Training and Management
15	Pensionary Benefits	55m	Institute of Secretarial Training and Management
16	Leave Rules	55m	Institute of Secretarial Training and Management
17	Leave Travel Concession	1h 7m	Institute of Secretarial Training and Management
18	Budget	1h 40m	Institute of Secretarial Training and Management
19	Finance and Accounts	1h 35m	Department of Personnel and Training DoPT
20	Introduction to functions and organization of accounts department	50m 25s	Ministry Railway
21	Procurement Process	3h 6m	Government E Market Place (GeM)
22	Mode of Procurement (Service)	1h 40m	Government E Market Place (GeM)
23	Mode of Procurement (Product)	3h 51m	Government E Market Place (GeM)
24	Beginner Course for GeM Buyer	38m 10s	Government E Market Place (GeM)
25	Direct Purchase on GeM	38m 11s	Bharat Sanchar Nigam Limited (BSNL)
26	FRSR Part II Travelling Allowances Rules	3h 36m	Department of Expenditure
27	National Pension System (NPS) (Prarambh)	25m 5s	Department of Post
28	Exit and Withdrawal Norms under NPS	16m 34s	Defence Headquarters Training Institute (DHTI)