क्षेत्रीय आयुर्विज्ञान संस्थान, इंफाल: मणिपुर
REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR
(स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान)
(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)
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OFFICE MEMORANDUM
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Subject: Pay-Level-Wise Learning Courses on the iGOT Karmayogi Portal for completion during the 12th, 13th, 14th and 15th week - reg.

No.GEN/IGOT/1/2025-ESTSec: As part of the Institute's ongoing implementation of the **Annual Capacity Building Plan (ACBP) 2026–2027** through the **iGOT Karmayogi Portal**, it is informed to all the employees of Regional Institute of Medical Sciences (RIMS), Imphal, that specific learning courses have been prescribed for completion on a pay-level-wise basis, for each week to be consumed by the employees for the period 16.11.2026 to 13.12.2026, are given as under:-

I. 12th week (16.11.2026 to 22.11.2026)is as follows:-

Sl. no	Pay Level	Course	Duration	Knowledge partner
1.	14 & above	DHFC - Module 12 - Benefits of Digital Health in Public Health	1 hr 35 mins	Maharashtra University of Health Sciences
2.	12 & 13	General Financial Rules	2 hrs 53 mins	National Academy of Direct Taxes NADT
3.	11	Cyber Security Basics	2 hrs 22 mins	Microsoft
4.	4-10	Computer Related Health Problems	1 hr 12 mins	Sashastra Seema Bal
5.	1-3	Complete Journey to Stress Management	6hrs 8 mins	The Art of Living

II. 13th week (23.11.2026 to 29.11.2026)is as follows:-

Sl. No.	Pay Level	Course	Duration	Knowledge Partner
1.	14 & above	Digital Transformation: Public Financial Management System	1 hr 53 mins	National E-Governance Division (NEGD) MeitY Govt of India
2	12 & 13	Handling CAT Cases	2 hrs 34 mins	Institute of Secretariat Training and Management
3.	11	Beginner Course for GeM Buyer	3 hrs	Government e Market
4.	4-10	Universal Human Values Ethics and Indian Knowledge System	1 hr 11 mins	National Academy of Defence Production (NADP) Nagpur
5.	1-3	Problem Solving and Decision Making	1hr 45mins	Department of Personnel and Training DoPT

III. 14th week (30.11.2026 to 06.12.2026)is as follows:-

Sl. No.	Pay Level	Course	Duration	Knowledge Partner
1.	**14 & above**	Beginner Course for GeM Buyer	3 hrs	Government e Market
2	**12 & 13**	Pre-Hospital protocols in case of a cardiac arrest	1 hr 31 mins	Sashastra Seema Bal (SSB)
3.	**11**	Human Decision Making and its Biases	2 hrs 18 mins	Fractal
4.	**4-10**	Self-Awareness: Putting Emotional Intelligence Into Action	1 hour 10 mins	Ministry of Communications Department of Telecommunications
5.	**1-3**	Redressal Of Grievances (Sexual Harassment) Of Women At Work Place	1hr 33mins	Sashastra Seema Bal (SSB)

IV. 15th week (07.12.2026 to 13.12.2026) is as follows:-

Sl. No.	Pay Level	Course	Duration	Knowledge Partner
1.	**14 & above**	Understanding Ethical Leadership	2 hrs 12 mins	IIM Raipur
2	**12 & 13**	Combating Antibiotic Resistance: A Stewardship-Based Approach	1 hr 11 mins	Public Health Foundation of India
3.	**11**	Ethical Artificial Intelligence in Practice	2 hrs 35 mins	DataDotOrg
4.	**4-10**	Gender Sensitisation	1 hr 5 mins	Border Security Force (BSF)
5.	**1-3**	Communication Skills	1hr 21mins	IIT Kanpur

2. **All concerned employees are hereby directed to strictly adhere to the weekly course prescribed for their respective Pay Level and complete the same within the stipulated period.** The weekly course prescribed by the Institute shall be treated as the designated course for that particular week.

3. Employees are advised to exercise due care while selecting courses on the iGOT Karmayogi Portal (**Course title, Knowledge Partner & Duration**) and should not complete courses other than the courses prescribed for their respective Pay Level and week, unless specifically instructed by the competent authority.

4. The prescribed courses for the **12th, 13th, 14th and 15th Week** shall be completed within the respective scheduled periods as indicated above. All employees shall ensure that the course is successfully completed and that the completion status is duly reflected on their iGOT Karmayogi profile.

5. This issues with the approval of the Director, RIMS, Imphal.

Digitally signed by
NONGTHOMBAM PADAMESHWAR SINGH
Date: 16-11-2026 13:18:36

(Nongthombam Padameshwar Singh)
Administrative Officer

Copy to:-
1. The P.S. to the Director, RIMS, Imphal.
2. The Medical Supdt., RIMS Hospital, Imphal.

3. The Dean (Academics)i/c, RIMS, Imphal.
4. All Heads of Departments/Sections/Units, RIMS, Imphal.
5. The Principal, Dental College, RIMS, Imphal.
6. The Principal, College of Nursing, RIMS, Imphal.
7. The P.S. to the Deputy Director (Admn.), RIMS, Imphal.
8. The C.A.O/F.A., RIMS, Imphal.
9. Prof. Nandita Ksh. Dental College, RIMS, Imphal.
10. Librarian i/c, Central Medical Library, RIMS, Imphal.
11. The Chief Nursing Officer i/c, RIMS, Imphal.
12. Asst. Engineer (Civil)/(Elect.), RIMS, Imphal.
13. All Section Officers, RIMS & RIMS Hospital, Imphal.
14. All members of the Capacity Building Unit (CBU), RIMS, Imphal – *with the direction to ensure that the contents of this Office Memorandum are brought to the knowledge of all regular employees and to ensure compliance.*
15. The System Administrator, RIMS, Imphal- for uploading the above Memorandum.

Note: Sl. Nos. 3 to 14 are requested to bring this Notice to the knowledge of their subordinate staffs.