



क्षेत्रीय आयुर्विज्ञान संस्थान, इंपाल: 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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C I R C U L A R

Subject: Identification of Weekly Courses under the Capacity Building Plan(CBP) on iGOT Karmayogi Portal - reg.

No. GEN/IGOT/1/2025-ESTSec: It has been observed that a number of Faculty and Non-Faculty employees have inadvertently completed courses, with similar names, to those identified for their respective Pay-levels, under the Annual Capacity Building Plan (CBP) 2026-2027 on the iGOT Karmayogi Portal, as a result, their names are reflected in the list of employees whose task are incomplete.

2. The course identified for each week is announced every Monday. To facilitate easy identification and access to the prescribed course and to avoid inadvertent selection of incorrect courses, a step-by-step guide for searching courses under the CBP Plan is enclosed herewith.

3. All concerned are requested to kindly refer to the weekly course announcement and the enclosed guide, and ensure that the course specifically identified for the respective week is selected and completed within the stipulated period.

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

Encl.: Step-by-step Guide for Searching Courses under the CBP Plan on iGOT Karmayogi Portal.

Digitally signed by
 R K MECOLT SINGH
 Date: 14-09-2026
 13:20:45

(R.K. Mecolt Singh)
 Deputy Director(Admn.)

Copy to:-

1. The P.S. to Director.
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 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. Administrative Officer, RIMS, Imphal.
14. All Section Officers, RIMS & RIMS Hospital, Imphal.
15. 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.
16. The System Administrator, RIMS, Imphal- *for uploading the above order and to send by email to all concerned.*

Note: Sl. Nos. 3 to 15 are requested to bring this Notice to the knowledge of their subordinate staffs.

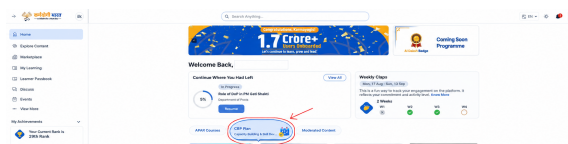
iGOT Karmayogi Portal – Quick User Guide

HOW TO SEARCH FOR A COURSE “of the week” IN THE CBP PLAN

Follow the simple steps below to search for a course specifically under the CBP Plan section.

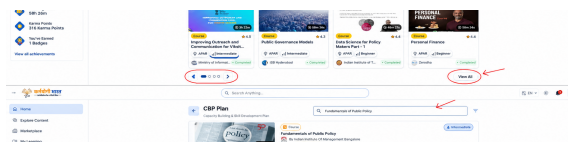
STEP 1: Open the CBP Plan

On the Home page, scroll to the course section and click the “CBP Plan” tab. This opens the courses included in your Capacity Building Plan.



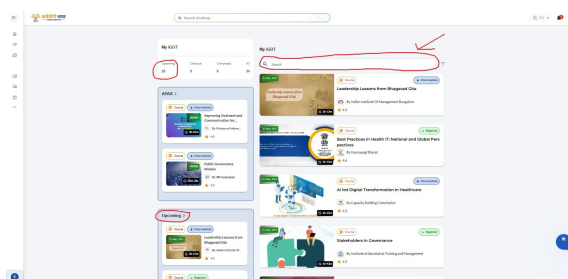
STEP 2: Click “View All”

In the CBP Plan section, click “View All” to see the complete list of courses available under the plan.



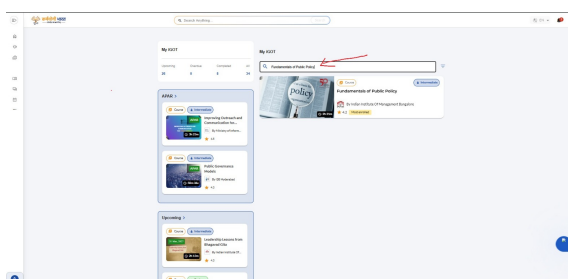
STEP 3: Use the Search Box

At the top of the CBP Plan course list, click the Search box and type the name or a keyword from the course you want to find.



STEP 4: Select the Required Course

The matching course will appear in the results. Check the course title and select the required course to open its details.



QUICK TIP

1. When looking for a course assigned under your Capacity Building Plan, search from the CBP Plan section rather than the general course search.
2. Make sure to match your course (pay level, course name, duration, knowledge partner) as per the weekly circular.

For any queries, support / assistance, kindly contact the NMC/AEBAS Section, Old Community Medicine Block, RIMS, Imphal,