

**E-mail**

File No. A-11033/14/2024-Trg.  
Government of India  
Ministry of Health & Family Welfare  
(Training Division)

Nirman Bhawan, New Delhi-11

Dated: 14-10-2024

**CIRCULAR**

The undersigned is directed to refer to the Secretary, DoP&T's DO letter dated 10-10-2024 (**Copy enclosed**) and state that Ministry of Health and Family Welfare will actively participate in the National Learning Week - Karmayogi Saptah from 19-10-2024 to 25-10-2024, a joint initiative of DoP&T, CBC and KB.

2. It has also been decided to recommend courses for employees to complete within the Karmayogi Saptah for at least 4 hours from 19-10-2024 to 25-10-2024. It is also mentioned that MoHFW has already mandated certain courses on the portal to the officials of the Ministry (**Copies enclosed**). However, learners may decide from a large base of courses available on iGOT portal depending upon the competency they want to build on from courses mentioned in the table below:-

S. No.	Course Name	Course Provider	Duration
1.	Overview of Viksit Bharat 2047	Karmayogi Bharat	1 hr 3 mins
2.	Leading the Karmayogi Way	Totally Aligned Organization	2 hrs 15 mins
3.	Jan Bhagidari (Bilingual)	Illuminate Knowledge Resources	1 hr 20 mins
4.	Know Your Ministry- Ministry of Health and Family Welfare	Ministry of Health and Family Welfare	2 hrs 45 mins
5.	Stress Management	DoPT	25 mins
6.	ChatGPT and Generative AI Tools for Government Officials	Wadhvani Group	1 hr
7.	Microsoft Word Advanced	Microsoft	2 hrs 49 mins
8.	Office procedures	DoPT	1 hr 35 mins

3. In addition, insightful live webinars on topics related to Health

Establishment, time management, policies of national importance, learning innovations are being planned to be conducted by various CTIs of the Ministry.

4. Further, details of the officers nominated for the inaugural event on 19-10-2024 at 10:00 A.M. at Dr. Ambedkar International Centre are as follows:

S. No.	Name	Designation	Mobile No.	E-mail
1.	Shri Pushpendra Rajput	JS (Admin)	9319788255	js.me-mohfw@nic.in
2.	Dr. Dheeraj Shah	Dir (NIHFW)	8851872472	director@nihfw.org
3.	Ms. Nidhi Kesarwani	Dir (Training)	9897508787	nidhikesarwani@nic.in
4.	Ms. Kavita Narayan	Sr. Technical Advisor	9650002244	narayan.kavita@nic.in
5.	Dr. Dharmendra Kumar Yadav	Nodal Officer	9559974339	drdkyadav@nihfw.org

Signed by Sushil Kumar  
Mishra

Date: 15-10-2024 12:18:24

(Sushil Kumar Mishra)

Under Secretary to the Government of India

Telefax: 011-23062959

To:

1. All JSs/EAs/Directors/Deputy Secretaries
2. Ms. Ankita Singh, Deputy Secretary, Capacity Building Commission (CBC)
3. Concerned Officers
4. All MDO leaders via e-mail with request to encourage the officials of their Organisation to download the mobile application of iGOT Karmayogi mobile app and to actively participate in the National Learning Week - Karmayogi Saptah from 19-10-2024 to 25-10-2024, a joint initiative of DoP&T, CBC and KB by consuming the above

mentioned courses within the campaign period..

Copy to:

All the officers/officials of the MoHFW through e-office Notice Board with request to download the mobile application of iGOT Karmayogi mobile app and to actively participate in the National Learning Week - Karmayogi Saptah from 19-10-2024 to 25-10-2024, a joint initiative of DoP&T, CBC and KB by consuming the above mentioned courses within the campaign period.

**File No. A-11033/9/2023-Trg.**  
Government of India  
Ministry of Health & Family Welfare  
(Training Division)

Nirman Bhawan, New Delhi-11  
Dated: 12-09-2023

**CIRCULAR**

**Subject: Completion of courses uploaded on iGOT platform by all the employees of MoHFW - regarding.**

The officers/officials of the M/o Health & Family Welfare has been registered on iGOT platform through bulk upload on the basis of the data available with Training Division. All the officers/officials are requested to login by official email id on the iGOT Karmayogi Bharat platform either through welcome email received from iGOT platform or through forgot password. In case of any difficulty, the officer/official concerned may contact Training Division, Room No. 511, D Wing (Tel: 011-23062412) along with the duly filled in details as per the prescribed format (**Copy enclosed**).

2. National Programme for Civil Services Capacity Building (NPCSCB) - "Mission Karmayogi" has been launched by the Government to promote role based capacity building of Civil Servants with the goal of offering a wide range of learning resources on the iGOT Karmayogi platform to enhance the knowledge, skills and attitude of officials. A large no. of courses approx. 520+ have been published on the iGOT Karmayogi platform covering a wide range of competencies.

3. The consumption of these courses by officers of all Ministries/Departments have demonstrated beneficial effects on the overall efficiency and quality of functioning in Ministries/Departments as per assessments made by the Capacity Building Commission (CBC).

4. Recently, Karmayogi Bharat SPV has on boarded following courses on iGOT for having a beneficial and useful impact on all the employees in their professional and personal lives:-

- i. Prevention of Sexual Harassment of Women at Workplace;
- ii. Code of Conduct for Government Employees;
- iii. Y-Break Yoga at Workplace;
- iv. Orientation Module on Mission LiFE ; and
- v. Stay Safe in Cyber Space

5. These courses are to be completed by all the Government employees. Therefore, all the officers/officials under the Ministry are requested to complete the above mentioned courses within one month. This will help in making the Civil Service more competent, confident and purposeful.

**Signed by Amit Kumar**

**Date: 12-09-2023 14:20:19**

**Reason: Approved**  
(Amit Kumar)

Under Secretary to the Government of India  
Tele: 011-23061521

**Encl: As above.**

Copy to:

- (i) All the officers/officials of the MoHFW through e-office Notice Board
- (ii) All Training Institutes of MOHFW for taking similar action in their organisation.

Full Name	Email Id	Mobile Number	Group	Tags	External Reference ID	External Reference System
New User	<a href="mailto:new_user01@yopmail.com">new_user01@yopmail.com</a>	8688586858	Contractual Staff	southwest,s2	USER123	USERABC
New User	<a href="mailto:new_user03@yopmail.com">new_user03@yopmail.com</a>	8688885858	Group B	s1,s2		USERABC
New User	<a href="mailto:newuser_08@yopmail.com">newuser_08@yopmail.com</a>	8688585858			USER123	USERABC

**File No. A-11033/9/2023-Trg.**  
Government of India  
Ministry of Health & Family Welfare  
(Training Division)

Nirman Bhawan, New Delhi-11  
Dated: 14-09-2023

**CIRCULAR**

**Subject: Completion of courses uploaded on iGOT platform by all the employees of MoHFW - regarding.**

In continuation of circular dated 12.09.2023 on the subject cited above, all the officers/officials under the Ministry are requested to complete "**Course on Emerging Technology**" on iGOT Platform in addition to the five courses mentioned in the aforesaid circular.

2. All the new recruits of Ministry of Health and Family Welfare are requested to complete the collection of 8 courses "**Karmayogi Prarambh**" available on the iGOT portal.

**Signed by Amit Kumar**

**Date: 14-09-2023 11:42:15**

**Reason: Approved** (Amit Kumar)

Under Secretary to the Government of India

Telefax: 011-23061521

Copy to:

All the officers/officials of the MoHFW through e-office Notice Board

**File No. A-11033/9/2023-Trg.**  
Government of India  
Ministry of Health & Family Welfare  
(Training Division)

Nirman Bhawan, New Delhi-11

Dated: 05-08-2024

**CIRCULAR**

**Subject: Completion of courses uploaded on iGOT platform by all the employees of MoHFW - regarding.**

National Programme for Civil Services Capacity Building (NPCSCB) - "Mission Karmayogi" has been launched by the Government to promote role based capacity building of Civil Servants with the goal of offering a wide range of learning resources on the iGOT Karmayogi platform to enhance the knowledge, skills and attitude of officials. A large no. of courses approx. 520+ have been published on the iGOT Karmayogi platform covering a wide range of competencies.

2. The consumption of these courses by officers of all Ministries/Departments have demonstrated beneficial effects on the overall efficiency and quality of functioning in Ministries/Departments as per assessments made by the Capacity Building Commission (CBC). Accordingly, all the officers/officials of the Ministry were requested to complete the mandatory courses vide circular of even no. dated 12.09.2023 and 14.09.2023 (**Copy enclosed**).

3. In continuation of the above, induction module of the Ministry along with the courses developed by NIHFW are being mandated for all the officers/officials under the MoHFW / DoHFW / DHR /Autonomous Bodies / Regulatory Bodies / Institutes etc and need to be completed by 30-09-2024. The title of these courses are as under:-

- i. Induction Module of MoHFW under the title "Know Your Ministry",
- ii. Health and Well being Prospective of Yoga,
- iii. Health and well being perspective of naturopathy, &



iv. Management of Metabolic Syndrome Through Naturopathy.

4. It is also mentioned that the completion of these courses will be recorded in the APARs of the concerned Officers/Officials as per the directions given in the Senior Officers Meeting.

**Encl: As above.**

Signed by Sushil Kumar  
Mishra

Date: 05-08-2024 14:39:56

(Sushil Kumar Mishra)

Under Secretary to the Government of India

Telefax: 011-23062959

Copy to:

1. All the officers/officials of the MoHFW through e-office Notice Board
2. All the MDOs of DoHFW / DHR /Autonomous Bodies / Regulatory Bodies / Institutes through Whatsapp group.

**File No. A-11033/14/2024-Trg.**

Government of India  
Ministry of Health & Family Welfare  
(Training Division)

Nirman Bhawan, New Delhi-11

Dated: 14-10-2024

**CIRCULAR**

Mission Karmayogi is a flagship initiative by the Government of India, aimed at transforming the country's civil services by fostering a culture of continuous learning and development among government officials. The mission was formally announced in the year 2020. This program emphasises the importance of capacity building, skill enhancement, and a results-oriented approach to governance. Through a blend of online courses, workshops, and mentorship, Mission Karmayogi seeks to equip civil servants with the necessary tools to effectively address contemporary challenges, promote efficient service delivery, and ultimately enhance citizen engagement in the democratic process.

2. In order to achieve the goals of the Mission Karmayogi, DoPT in coordination with Capacity Building Commission and Karmayogi Bharat has decided to organize **Karmayogi Saptah-National Learning Week from 19-10-2024 to 25-10-2024** in which all the employees are requested to commit a minimum of 4 hours for learning through iGOT courses (i.e. courses assigned in the My-iGOT menu on the iGOT portal), Daily Webinars on various themes (to be organized by CBC) and MDO specific programmes.

3. All the employees of MoHFW are requested to dedicate a minimum of 4 hours on courses assigned to each individual in the MyiGOT portal and in addition to MyiGOT courses the following may also be completed in the iGOT portal:-

- i. Know Your Ministry module (Compulsory)
- ii. Vikshit Bharat \*
- iii. Jan Bhagidari \*
- iv. Leading the Karmayogi Way \*

**\* Any one of the three.**

Signed by Sushil Kumar  
Mishra  
Date: 14-10-2024 12:58:37

(Sushil Kumar Mishra)

Under Secretary to the Government of India

Telefax: 011-23062959

To:

All JSs/EAs/Directors/Deputy Secretaries

Copy to:

All the officers/officials of the MoHFW through e-office Notice Board



D.O No. T-28/102/2024-iGOT

10<sup>th</sup> October, 2024

**Dear Secretary,**

As you are aware, the National Programme for Civil Services Capacity Building (NPCSCB) - Mission Karmayogi was launched by the Hon'ble Prime Minister with the aim to transform the Civil Servants by enhancing their skills to deliver efficient, citizen-centric governance. It emphasises *sewabhaav* and citizen centricity, fostering a culture of continuous learning and capacity development of public servants according to their roles.

2. In line with the commitment to sustainable learning and development, this Department, Capacity Building Commission (CBC) and Karmayogi Bharat (KB) are jointly organizing a week-long learning campaign '**कर्मयोगी सप्ताह – the National Learning Week**' under Mission Karmayogi, from **19.10.2024 to 25.10.2024**. The objective of the Learning Week is to catalyse competency building for civil servants. Each employee of the Govt of India will be expected to undertake 4 hours of competency-linked learning during the week, on iGOT Karmayogi platform and from selected webinars in the week.

3. The National Learning week will be launched by **Hon'ble Prime Minister on 19.10.2024 at Dr Ambedkar International Centre at 10 A.M.** The inaugural function will be a half day event comprising of public lectures by eminent personalities. You are cordially invited to participate in the inaugural function, subsequent lectures and lunch.

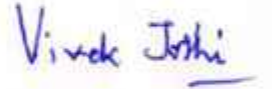
4. This program can only be made successful with the support and equal participation of all ministries and departments. Therefore, you are requested to:

- i. Ensure that all employees of your Ministry/Department/Organisation (MDO) are registered on iGOT platform.
- ii. Direct all employees to complete 4 hours of learning on the iGOT Karmayogi portal during the National Learning week.
- iii. Provide list of courses recommended by your MDO, if any.
- iv. Organize and conduct workshops, lectures, and seminars during the learning week, from 20.10.2024 to 25.10.2024 and share the MDO's learning plan during the week.
- v. Nominate officers - You are requested to nominate total 6 officers from all levels for the inaugural event, including Secretary, Additional Secretary, Joint Secretary (Training), CBU Head / CBU nodal and officers from other levels.

5. The list of recommended courses pertaining to your Ministry/Department as well as the nomination of the officers attending the inauguration function may be emailed to Ms Ankita Singh, Deputy Secretary, CBC (ankita.167090.cbd@nic.in) and Shri Abhishek Gourav, Section Officer, DoPT (abhishek.gourav@gov.in) by 11.10.2024. For any additional query you may reach out to Ms Ankita Singh, DS, CBC. Final Agenda of the event will be shared closer to the event.
6. A brief overview about the National Learning week is enclosed herewith.
7. I urge you to extend your support in making this workshop a success. This will help in taking the capacity building activities to all levels in the Central Government setup, thereby enabling the *Karmayogis* to shoulder the responsibility of making Bharat a developed nation.

Warm regards,

Yours sincerely,



(Vivek Joshi)

Encl: As above

To,

**Secretaries of all Ministries/ Departments of Govt. of India**

## Karmayogi Saptah - National Learning Week

While the Government of India's National Programme for Civil Services Capacity Building (NPCSCB) - Mission Karmayogi has made substantial progress, a National Learning Week (NLW) will elevate the capacity building journey for everyone. Hon'ble Prime Minister's initiatives for all probationary officer-trainees i.e 'Aarambh' at Kevadia, Gujarat, as well as the continuous three-day learning program for all civil servants in Gujarat are exemplary examples of such learning campaign models. Once institutionalized, mega L&D campaigns can help foster a culture of life-long learning.

Realizing this, the Department of Personnel and Training (DoPT), Capacity Building Commission (CBC) and Karmayogi Bharat (KB) are collaboratively organizing the National Learning Week under Mission Karmayogi from 19<sup>th</sup> October 2024 to 25<sup>th</sup> October 2024. The Learning Week will be the largest event of its kind providing fresh impetus towards individual and organizational capacity development for 3 million+ central civil servants. Participation in the learning week will also be open to 22 million+ state civil servants and 5 million+ officials in Urban Local Bodies (ULBs). NLW aims to create a "One Government" message, align everyone with national goals, in addition to stimulating renewed commitment to learning and development.

### Duration and Learning Goal

**NLW is planned to be launched by the Hon'ble Prime Minister** on 19<sup>th</sup> October 2024, and will be broadcasted to all civil service official across the country. The learning week will be dedicated to learning through various forms of engagement and conclude with recognition to individual participants and Ministries, Departments, and Organizations (MDOs). During it, each Karmayogi will commit to achieving a **target of at least 4 hours of competency-linked (a)synchronous learning**, through various formats of engagement.

### Formats of Engagement

#### 1. Individual Role-Based Learning through already activated online courses on iGoT:

- 2 – 3 common courses recommended by CBC/KB/DoPT
- 3 - 4 courses recommended by Ministries or through Annual Capacity Building Plans (ACBP)
- 2 - 3 courses recommended by CBC/KB/DoPT from list of courses by level
- Any other course that the individual wants to do on IGOT

Course catalogues will be developed based on competencies, sectors, tenure and role, on IGOT.

#### 2. Lectures / Policy Masterclass (Webinars):

These will be focused on national priorities, citizen centricity, emerging technology and international scenario. These sessions will provide insights from globally renowned experts, innovators, thought leaders, and development practitioners, on themes such as finance, technology, health, international affairs, economy, management best practices, strategic

orientation, Indic knowledge systems, pride in our heritage and others. Speakers will include persons who are motivational, have practical knowledge, are eminent in the field and have been closely related with the country. Through the week we will request eminent persons to deliver hour long webinars in the forms of lectures, masterclasses, and interviews. These sessions will be streamed on the iGOT Karmayogi platform, making it accessible to all civil service officers across the country.

- 3. MDO-specific learning programmes:** The core aim of this will be to deliver information about the MDO, discuss achievement of national priorities, share knowledge in their relevant domain areas, and to give fresh impetus and direction to learning innovation. The MDO-wise event may be on one of the days or spread across a few days of the NLW.

### Karmayogi Leaderboard Recognition

To recognize the effort put into learning & development, Karmayogi leaders will be felicitated at the individual and Ministry level after the learning week is over. Top 5 or 10 leaders may be awarded a special honor-roll certificate bearing the PM's signature.



कार्मिक एवं प्रशिक्षण विभाग  
DEPARTMENT OF  
PERSONNEL & TRAINING



CAPACITY  
BUILDING  
COMMISSION



कर्मयोगी भारत  
— लोकहितं मम करणीयम् —



# कर्मयोगी सप्ताह

## NATIONAL LEARNING WEEK

19<sup>th</sup>-25<sup>th</sup> October 2024



**“ The training of govt officials should nurture their potential; as well as inculcate a whole-of-government approach and the spirit of Jan Bhagidari ”**

**— Hon'ble Prime Minister Shri Narendra Modi**





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## **Karmayogi Saptah - National Learning Week**

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Karmayogi Saptah - National Learning Week (NLW) is an initiative to inspire and energize civil servants towards achieving a culture of continuous learning and capacity-building, and will serve as a platform to realign our national service goals.

The week-long program aims to foster a 'One Government' vision by instilling a commitment to lifelong learning and self-improvement for over 3 million central civil servants, alongside state officials and public officers.

### **Objective Highlights:**

- Align civil servants with national goals and service missions
- Encourage continuous capacity-building across ministries and sectors
- Build a cohesive learning ecosystem with active participation and reflection



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### **Minimum 4-Hour Learning Goal**

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Every participant in the Karmayogi Saptah will commit to a minimum of 4 hours of competency-linked learning over the National Learning Week (19<sup>th</sup> October – 25<sup>th</sup> October 2024).

This learning will be through various forms, such as:

- **iGOT courses:** Completing recommended courses on the iGOT platform
- **Daily webinars:** Insightful lectures and policy masterclasses
- **MDO-specific programmes:** Engaging in Ministry-wise learning sessions through iGOT and internal seminars

The learning objectives align with the broader goals of Mission Karmayogi, reinforcing the Chaar Sankalp of a Karmayogi: Vikasa, Garva, Kartavya and Ekata.

## iGOT Courses

Karmayogis can explore an array of courses on the iGOT platform tailored to their level and functional area. This structured learning is grouped into categories:

- **Common Recommended Courses:** All civil servants must complete at least one endorsed course such as Viksit Bharat, Jan Bhagidari or Leading the Karmayogi Way.
- **CBC/DoPT recommended role-based learning:** Courses curated for specific job roles focused on developing key competencies.
- **Ministry-Recommended Courses:** Each Ministry, as per its Annual Capacity Building Plan (ACBP), will suggest essential courses relevant to its officials.
- **Self-selected:** Officers can pursue self-selected courses to enrich their skills and contribute more effectively to their roles.

## Webinars

NLW will host live webinars masterclasses, featuring global thought leaders and subject-matter experts who will provide fresh insights into India's core developmental goals.

### THE THEMES INCLUDE:

Indian Knowledge Systems

Infrastructure

Inspirational stories

Economy

Technology

Citizen centricity

Finance

Geopolitics

Agriculture

Health

Education

Climate /  
Disaster Management

International Affairs

One of the days will be dedicated to the Indic framework of learning.





## Ministries, Departments, and Organizations (MDOs) - Specific Learning Programs

MDOs are encouraged to organize internal seminars and discussions during the week. These MDO-wise events are designed to:

- Deliver ministry-specific insights on MDO's achievements and priorities
- Foster knowledge sharing and encourage cross-functional collaboration
- Encourage innovation in learning practices.

Each MDO can organize up to 4 hours of learning events within the week, culminating in recognition for high-performing ministries at the conclusion of NLW.



## Leaderboard

At the closure of NLW, the top-performing Karmayogis and MDOs will be felicitated for their commitment to learning and excellence.

Recognition Categories:

- **Individual Excellence:** High performers based on course completion, webinar participation, and learning hours
- **MDO Leadership:** Ministries that lead in organizing impactful events and showcasing high engagement will be specially recognized

विवेक जोशी

सचिव

VIVEK JOSHI

Ph.D (Economics), Geneva  
SECRETARY

सत्यमेव जयते

भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
Government of India  
Department of Personnel & Training  
Ministry of Personnel, Public  
Grievances and Pensions

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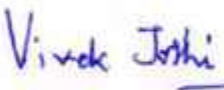
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-2-

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Warm regards,

Yours sincerely,

  
(Vivek Joshi)

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**Secretaries of all Ministries/ Departments of Govt. of India**



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