



Department of Personnel
Government of Goa
Entry No. 31
Date 06/04/2026 Secretariat, Porvorim, Goa-403521.

File No. 10/1/Trg/2023-PER / 918

Dated: 30/03/2026

C I R C U L A R

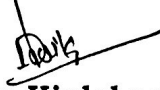
Attention is invited to the Circular No.10/1/2025-PER/1768 dated 11/06/2025, wherein all the Head of Departments were instructed to prepare Capacity Building Plan (CBP) for their respective Departments and were instructed to complete at **least three courses and minimum six hours of training on iGOT Karmayogi Platform annually**, and the completion of these courses shall be recorded in the Annual Performance Appraisal Report (APAR) of the concerned Officer/employee in order to ensure the need for continuous, role-specific capacity building. It has been decided to extend the last date for completion of the prescribed mandatory courses for the Reporting Year 2025-26 from 31st March 2026 to **30th April 2026**. **The employees may complete the mandatory courses** before 30.04.2026 or before sending their APAR to their Reporting Authority, whichever is earlier.

2. Further, the Head of Departments who have **NOT yet** prepared current years CBP for their department on the iGOT platform, shall mandatorily publish a common CBP on the Departments MDO portal by including the below mentioned courses and instruct all their staff to mandatorily complete the said courses before the last date:-

- a. Conduct Rules offered by ISTM (duration 1h.22min)
- b. Prevention of Sexual Harassment of Women at Workplace offered by ISTM (duration 1h.51min)
- c. Time Management offered by ISTM (duration 2h 20 min)
- d. Common Yoga Protocol- Konkani offered by Moraji Desai National Institute of Yoga (duration 51min)

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3. All Head of Departments are required to email compliance report in prescribed format about completion of courses to GIPARD (State Nodal Agency for iGOT) on email id: missionkarmayogi-go@goa.gov.in by 5th May 2026 (**Copy of format enclosed**).


(Durga Kinlekar)
Under Secretary (Personnel-II)

Encl.: As above

To,

All HODs/Offices/Corporations/Autonomous Bodies

Copy to:-

1. The Joint Secretary to Hon'ble Chief Minister, Mantralaya, Porvorim-Goa.
2. P.A to Chief Secretary, Secretariat, Porvorim-Goa.
3. The Director (Trg.), GIPARD, Ella Farm, Old Goa.
4. Guard file
5. Office copy.

Phone Nos.: +91 (832) 2419807/2419806/2419808
Department of Personnel

email: us-pers.go@nic.in

Compliance Report Format

To
The State Nodal Team
iGoT Karmayogi
GIPARD
Goa

Sub.: Compliance of course completion under Capacity Building Plan & 6 hours of learning on iGoT Karmayogi Portal for the financial year 2025-26.

Sir / Madam,

This is to inform you that No. onboarded staff of the Name of the Department have successfully completed mandatory courses of Conduct Rules & Prevention of Sexual Harassment of Women at Workplace along with the other assigned courses of this department on Date (100% course completion). The course completion certificates of all the staff are maintained by this department.

This is for your kind information.

Signature of the Competent
Authority

Date.: _____