



An ISO 9001: 2015 Institution

Goa Institute of Public Administration & Rural Development

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Workshop for MDO Leader MDO Admins & Technical Staff on iGOT Karmayogi Portal

Instructions to Trainees

1. On receipt of nomination confirmation from GIPARD, Participants have to compulsorily fill in the online registration before the commencement of the Programme the registration link will be sent via email to the concern department.
2. No TA /DA shall be paid by GIPARD to the participants.
3. Participants are required to be punctual and attendance is compulsory for all sessions.
4. No leave of absence will be granted during the training period, except in unavoidable circumstances with prior approval of leave sanctioning authority and upon the recommendation of GIPARD.
5. Tasks/activities assigned during the workshop shall be completed by the participants on time.
6. Misbehavior during the course of the workshop will result in expulsion of the trainee from the workshop and the same will be reported to the concerned Authorities.
7. Workshop kit will be provided before commencement of the Workshop & meals / refreshments will be provided on all workshop days.
8. Participants are encouraged to carry a personal water bottle and the same could be refilled at Workshop venue
9. Any important information like severe allergies, etc may be brought to the notice of concerned iGOT team at GIPARD before commencement of the Workshop.
10. **If the trainee is a Person with Disabilities (PwD) the requirement of wheelchair, other assistance, inability to climb the staircase should be informed to the iGOT team at GIPARD at least one day prior to the commencement of the Workshop.**
11. Consumption of alcohol, intoxicants, narcotic substance, smoking, etc. is strictly prohibited.
12. Participants are expected to be in formal attire during the Workshop period.
13. For any further queries, please contact Ms. Hegel Da Costa, Core Faculty in Public Administration & iGOT team at GIPARD either on email to **missionkarmayogi-go@goa.gov.in** or mobile no. **9503389480**

THANK YOU AND HOPING TO MEET YOU

