



Department of Personnel

GIPARD, P.O. - Goa

Entry No.

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Government of Goa

Date

06/04/2026

Secretariat, Porvorim, Goa-403521.

File No. 10/1/Trg/2023-PER/919

Dated: 30/03/2026

Sub:- Capacity Building Plan on iGOT for the Year 2026-27.

C I R C U L A R

For the **Financial Year 2026-27**, all the Head of Departments shall prepare and implement AI based Annual Capacity Building Plans for the Departments on the iGOT platform. GIPARD has already conducted workshops for MDO Leaders, Admins and Support Staff on generation of AI-based Capacity Building Plans with a focus on role based requirements and learning for the department. As such, a department specific user credential to use the AI tool was shared during the workshop. Those Departments who did not attend the workshop have to collect the AI tool login details from GIPARD at the earliest.

2. Further, in view of rapidly evolving technology and emerging governance challenges, Artificial Intelligence (AI) and Cybersecurity play a critical role. It is important that all Government officials are adequately sensitized to contemporary developments, risks and responsible application of AI and cybersecurity in public administration. With this background and as per the suggestions of Karmayogi Bharat, the State Nodal Team have identified the following two mandatory courses for FY 2026-27:

a. 'Staying Safe in Cyberspace' offered by CRPF (duration 2h 10mins)

b. Artificial Intelligence (AI)- Hindi offered by Microsoft (duration 1h 35 mins)

The Head of Departments shall add both the above-mentioned courses to the AI generated Annual Capacity Building Plan of their department.

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Ms. H. H. H.
[Signature]

3. Following timelines shall be followed by all Head of Departments as regard Capacity Building Plans for the Year 2026-27.

1	Submission of Department specific AI generated draft Annual Capacity Building Plans to GIPARD	Email to missionkarmayogi-go@goa.gov.in	1 st May 2026
2	Departments to make Annual CBP live on iGOT platform	To be created through the MDO portal of the MDO leader	15 th May 2026

For the effective use of iGOT Platform, state Nodal Team of GIPARD will hold a **monthly review meeting through online platform on the second Monday of every month** which shall be attended by MDO Leader/Admin.

The instructions/guidelines for iGOT Karmayogi are also enclosed for information and compliance.


(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.

INSTRUCTIONS / GUIDELINES FOR IGOT KARMAYOGI IN THE STATE OF GOA

(updated in February 2026)

1. **Display details of departments iGOT Nodal Team:** Name and contact details of departments nodal team for iGOT karmayogi i.e. MDO leader, Admin, dealing hand, should be mandatorily displayed at a prominent place and circulated among staff for the convenience of staff to approach the departments nodal team with iGOT queries. Department nodal team should try to address the queries at their end and only in case of inability to solve the issue the Goa State Nodal Team could be contacted.
2. **Trained Nodal Team:** Every Entity is expected to have a trained Nodal team on iGOT comprising of MDO Leader, Admin and Technical Staff who under the guidance of State Nodal Team are responsible for training and addressing queries of all their respective Staff. Regular orientation trainings for staff could be conducted by the departmental nodal team with the assistance of the reference material provided by the state nodal team. Incase any departmental nodal team had missed the training or requires further training, they could contact the State Nodal Team.
3. **Timely support and encouragement to staff to undertake courses on the iGOT platform:** Every employee should be given due support to undertake learning on the iGOT platform as per the Annual Capacity Building Plan of the department.
Departments could adopt a learning strategy for their staff withlout hampering the normal functioning of the department and service to public. The following ideas could be taken into consideration:
 - **Learning Hour:** A dedicated hour could be decided half monthly/monthly as per the schedule of the department wherein some staff especially Multi Tasking Staff (MTS) could gather to learn from a common platform (a dedicated computer) and an apprentice/Interns/NSS students or any competent staff could assist in learning. This provision could benefit those staff who do not have a smart phone/laptop, at the same time, peer learning would help in better understanding of the course content which is mostly available in English or Hindi.
Kindly note: for the purpose of a certificate every user have to login from their personal account
 - Titles like iGOT star of the month could be displayed on the notice board or staff WhatsApp group for further motivation.

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Kindly note that staff should be instructed not to undertake courses during office hours by sidelining the assigned work.

4. **Monthly Review Meets:** A representative of the department (preferably MDO Leader/Admin/Dealing hand) is requested to attend the monthly review meets online. These meets will focus on key performance indicators of the department on the iGOT platform.
5. **Annual Capacity Building Plan:** Annually every Entity needs to prepare an '**Annual Capacity Building Plan**' and ***publish the same through the MDO portal of the MDO Leader*** on the iGOT portal for their respective Departments and ensure completion of atleast three courses and minimum six hours of learning/training on the iGOT Karmayogi platform and record the same in the Annual Performance Appraisal Report (APAR) of the concerned Officer/employee.

Kindly note that your staff will be able to view courses marked as APAR under 'My iGOT' only if their profiles are verified and they are included in the CBP. Besides, the 'APAR assignment' toggle needs to be put on while creating CBP through the MDO portal.

6. **Record Management:** All data and records including course completion certificates of iGOT Karmayogi needs to be maintained by every Entity. These records could be maintained in digital or physical form.
7. **Profile Verification:** MDO Admin have to make sure all the accounts registered under their respective Entity are verified. Non verified accounts will not be able to avail all the befits of the iGOT portal including viewing APAR marked courses.
8. **Designations:** Incase a designation is not found on the iGOT portal, the same needs to be imported from the iGOT designation master data file through the MDO portal. Further, those designations not reflected on the Master file, needs to be emailed to the state nodal team with a request to include the same in the master file.
9. **Adding Secondary Data of all employees:** Each entity had uploaded the primary details like name, email, contact no., group and designation of all its regular and contractual employees on the iGOT portal during the onboarding process. Further, all employees' Secondary data like D.O.B, Gender, caste, category, etc. has to be updated timely by the concerned MDO Admins.
10. **Regular updation of information on iGOT:** Timely updating of employee details needs to be undertaken (eg. after promotion) by the concerned MDO Admins. All the updation should be undertaken on a timely manner preferably within 5days. Similarly, when MDO leader rights have to be assigned to a new Officer incase of a transfer, retirement, resignation, etc., the entity should email the State Nodal Team the details of the new Officer whom the rights have to be assigned.



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11. **New Recruitment:** When a staff is recruited (Regular or Contractual) of any rank, the MDO Admin under the advice of the MDO Leader has to register the new entrant on the iGOT portal. The registration should be undertaken within a weeks time after the new employee joins.

12. **Retired Staff:** A registered employee of your entity when retires, terminated, resigns or by death cease the office, needs to be removed from the iGOT portal immediately (within 2 days) by marking them as 'not my users' on the MDO portal.

13. **Transfer:** Transfer should be initiated only after a concerned Officer/Official reports to the new entity on grounds of a transfer, deputation or working arrangement. The transferred employee should to be advised by the MDO Admin to make a transfer request to the present entity on the iGOT portal from the concerned Officer/ Officials personal iGOT account.

After the transfer request is made, the MDO Admin at the new place of posting has to approve the transfer request and approve him/her at the new entity. Transfer process should be completed within 5days after joining.

Kindly note that incase of intra departmental transfer (eg. Junior Engineer's transfer from one sub office to another sub office within PWD) the concerned Officer/Official has to be advised for a transfer ONLY if a separate entity is created by the concerned department on the iGOT portal. The list of entities reflected on Goa iGOT state portal are attached as annexure I for your kind perusal.

Further, it may kindly be noted that all information of the transferred Officer/ Official like the Karma points, certificates earned, etc will remain intact on his/ her iGOT personal account.

14. **iGOT Karmayogi App:** All registered employees have to be encouraged to download the iGOT Karmayogi App from play store/apple store on their mobile phones for better and convenient learning. 'How to download the iGOT Karmayogi App' video could be viewed by clicking the link

15. **Kindly note all iGOT related communications should be communicated on the following contact details only:**

Email: training@gipard.org

Contact No.: 9503389480


(Mr. Vasudev Shetye)

Director (Training) GIPARD / iGOT State Admin