



Orientation Training on the iGOT Karmayogi Platform

-Prepared by Goa State Nodal Team



Orientation Outline



GIPARD

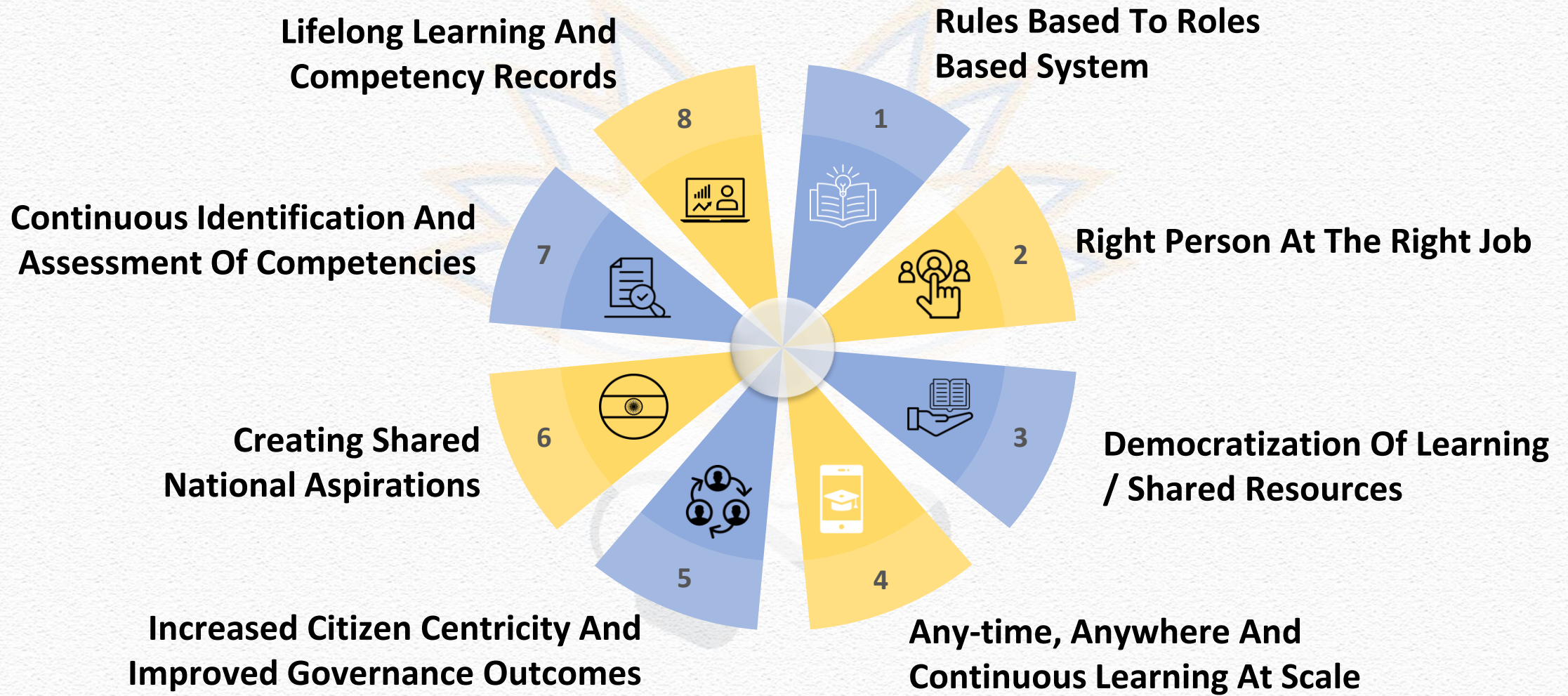
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1. **Understanding Mission Karmayogi**
2. **Elaborate on iGOT Karmayogi in the state of Goa**
3. **How to login on iGOT Portal**
4. **How to Enroll for a Course and Download Certificate**
5. **How to Update Your Profile**
6. **How to make a transfer request**
7. **Comprehend iGOT Instructions**
8. **Important Information**
9. **Capacity Building Plan**
10. **Contact Details**

INTRODUCTION

- ▶ **The National Programme for Civil Services Capacity Building (NPCSCB) – Mission Karmayogi was launched by Govt. of India in September, 2020.**
- ▶ **AIM: Create a professional, well-trained, and future-looking civil service, that is inspired with a shared understanding of India's development aspirations, national programmes and priorities.**

Mission Karmayogi - Principles



Mission Karmayogi: Institutional Framework

Governance | Performance | Accountability

**Prime Minister's HR Council
(PMHRC)**

**Cabinet Secretariat
Coordination Unit**

**Capacity
Building
Commission
(CBC)**

**Karmayogi
Bharat, DoPT
(SPV)**

Mission Karmayogi

PMHRC at apex to provide strategic direction

Cabinet Secretariat Coordination Unit - to monitor progress and oversee plans

Capacity Building Commission support MDOs in the development of annual capacity building plans and monitoring of FRAC

SPV (Karmayogi Bharat) - to own and operate iGOT Karmayogi Platform

iGOT

Integrated Government Online Training

iGOT Karmayogi platform, ensures anytime, anywhere, any-device learning for civil service officials to enhance their competency.

Largest government-led capacity building initiative in the World



98 Lakhs+

Onboarded Users



~2400

Courses



3.6 Cr+

Course Enrolments



3.3 Cr+

**Course
Completions**



25.5 Lakh+

App Downloads



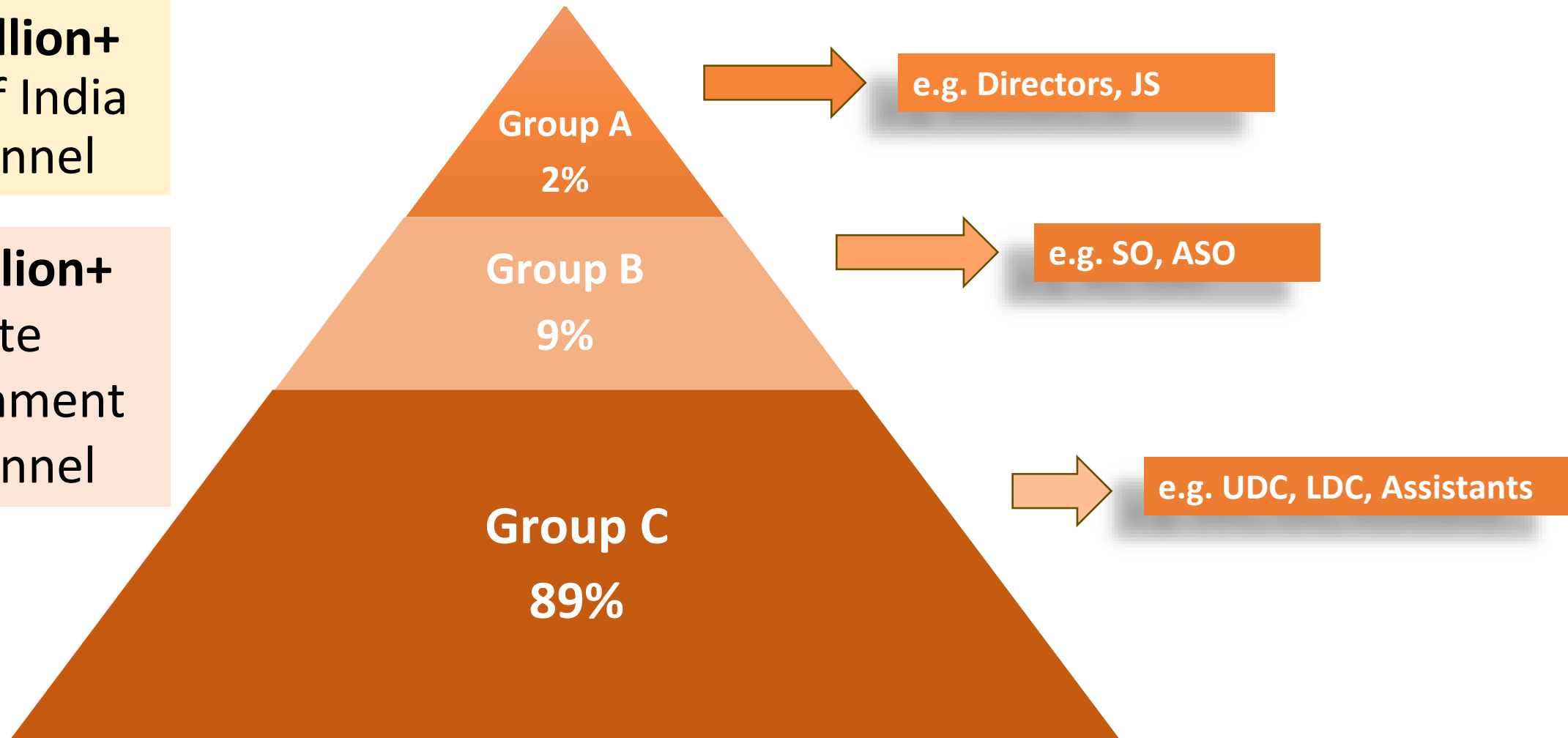
71%+

**Course Completion
Rate**

...tailored for diverse learner segments

3.1 Million+
Govt of India
personnel

22 Million+
State
Government
personnel



iGOT Karmayogi Platform – Usage from Goa



57,515 Onboarded / Registered Officials

Organizations 229



143,310 Course Enrolments

Course Completions 108,662



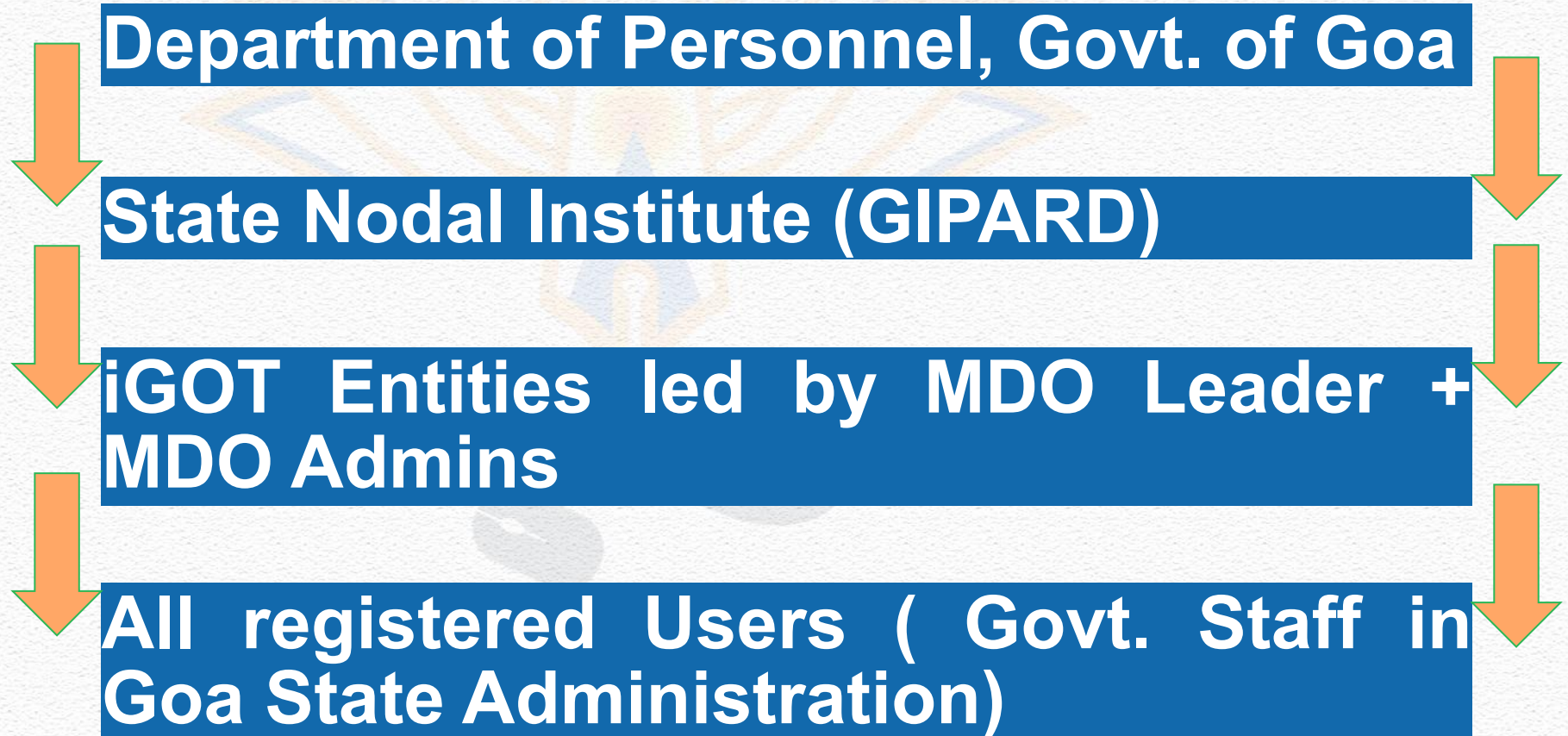


iGOT structure for the State of Goa



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iGOT Goa State Plan



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Phase I:

Onboarding of all Entities

Phase II:

Educating Entities & Users

Phase III:

Effective Learning on iGOT

Phase IV:

Monitoring and Evaluation

iGOT Karmayogi Platform available on Web and Mobile

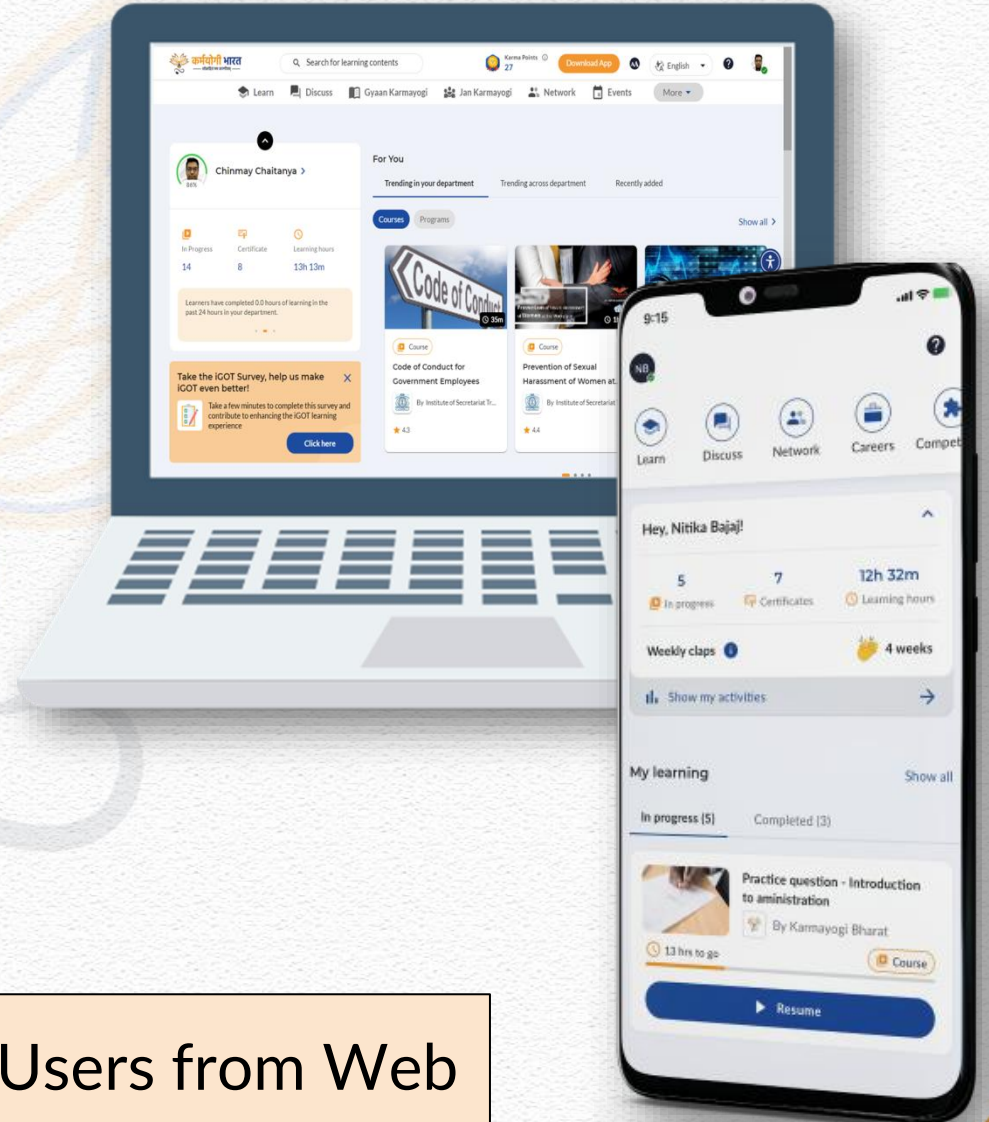
 <https://igotkarmayogi.gov.in/>



Scan to download



Scan to download



25.5 Lakhs+

App Downloads

~67 % Users from Mobile App

~33 % Users from Web



How to Log in on iGOT Karmayogi App



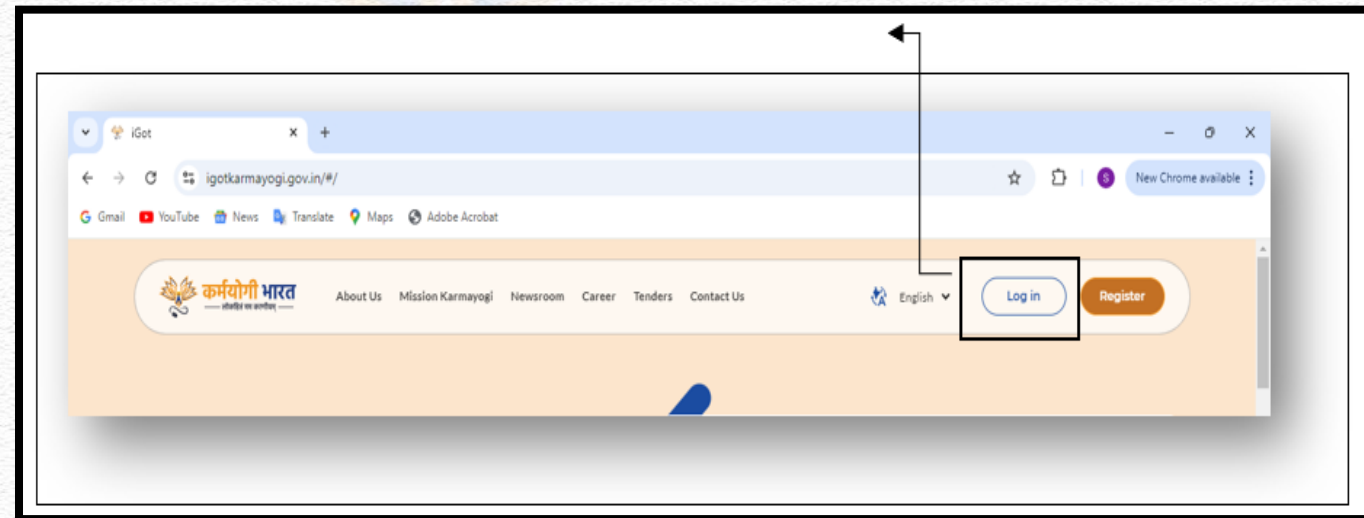
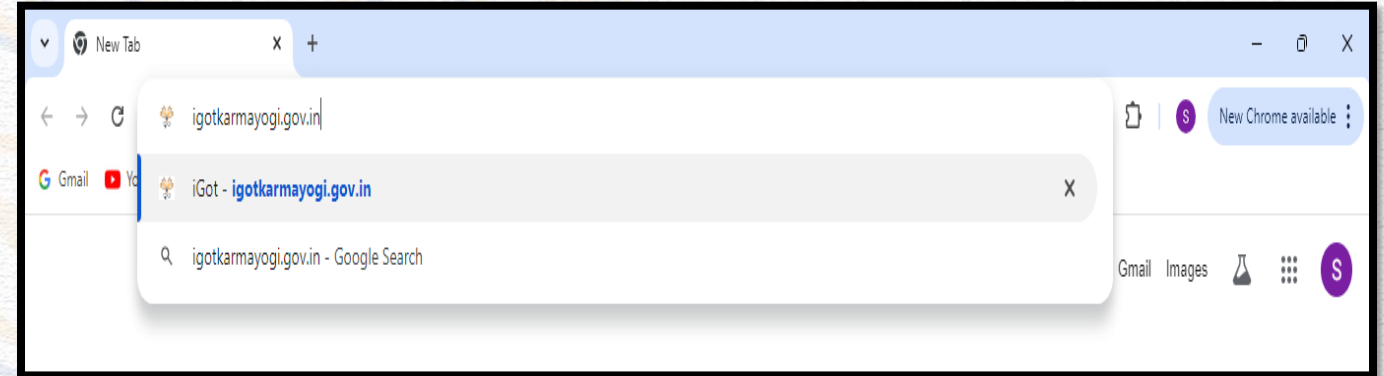
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Login process for existing users

Visit igotkarmayogi.gov.in in your web browser

Login: Click on the 'Login' button at the top right





How to Log in on iGOT Karmayogi App

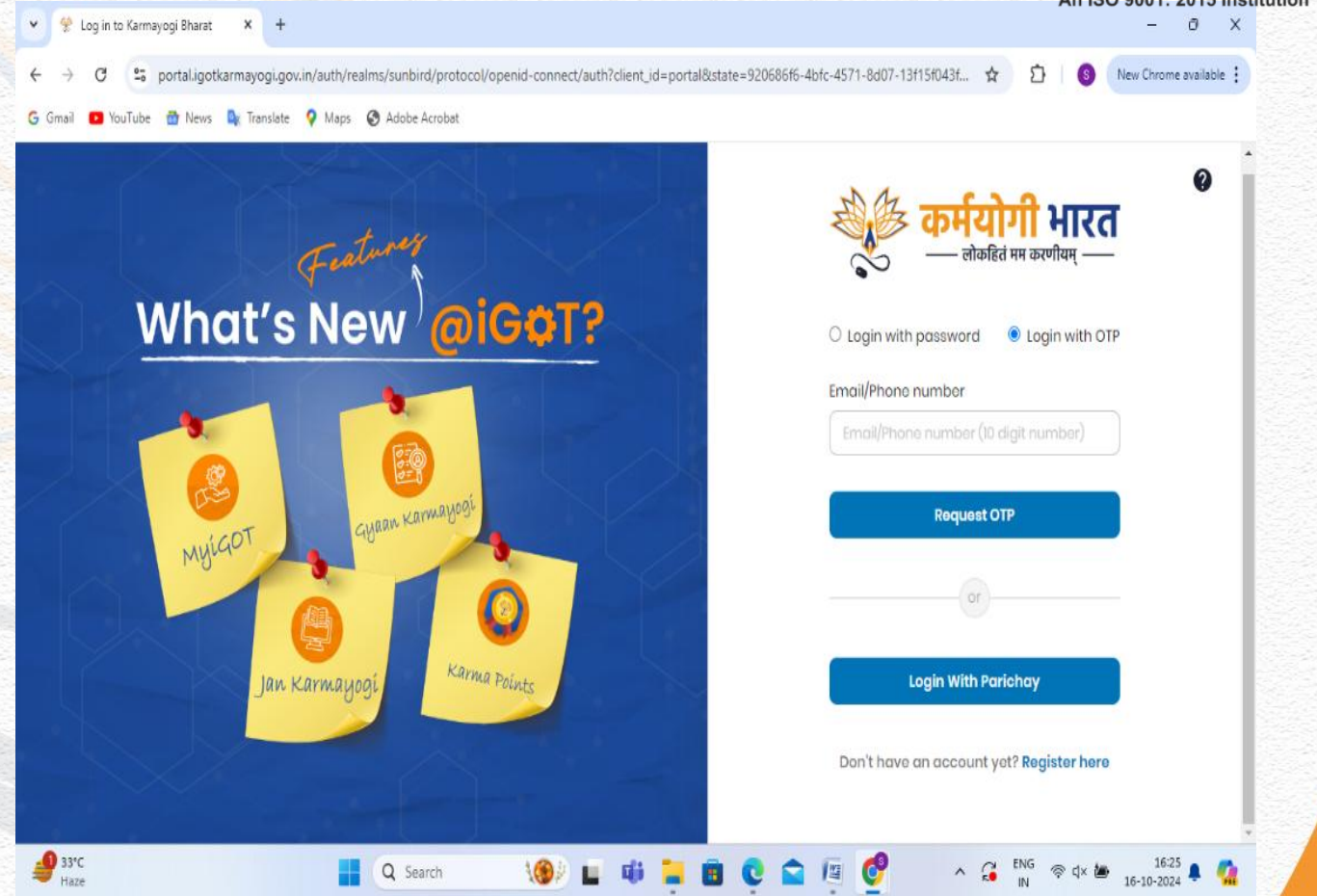


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You can log in while using following steps:

- ▶ Select Login with OTP
- ▶ Enter your registered Phone Number
- ▶ Click Request for OTP
- ▶ Enter OTP which you will receive on your Registered Mobile No.
- ▶ Click Login





Overview of Homepage



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On the home page, you will find your profile button at the right.

कर्मयोगी भारत
सत्यमेव जयते

Search for learning contents

Karma Points 108

Download App

English

Learn Discuss Amrit Gyaan Kosh Events Jan Karmayogi Network More

Siddhi Mehndiratta >

86%

In Progress 54 Certificate 5 Learning hours 3h 21m

Learners have completed 69524.0 hours of learning in the past 24 hours. ↑ +13%

Live Events

Karmayogi Talks

India's Road to Productivity:...

09:30 - 10:45

LIVE Join event

My Space

My iGOT

Upcoming Overdue Completed All Show all >

My Learning

Contents Events

In Progress Completed

28 Feb, 2025

28 Feb, 2025

28 Feb, 2025

WELCOME TO THE COURSE ON



How to Search for a Course on iGOT Karmayogi Portal



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- Home page
- Click on the Search for learning content
- What course you want to undertake
- Click Search

The screenshot displays the iGOT Karmayogi Portal interface. At the top, the header includes the portal logo, a search bar labeled 'Search for learning contents' (highlighted with a red box and arrow), and user information such as 'Karma Points 108' and a 'Download App' button. Below the header, the main content area features a user profile for Siddhi Mehndiratta with a progress bar at 86%. A table shows learning statistics: In Progress (54), Certificate (5), and Learning hours (3h 21m). A notification states that learners have completed 69524.0 hours of learning in the past 24 hours, with a +13% increase. The 'Live Events' section features a card for 'India's Road to Productivity...' scheduled for 09:30 - 10:45, with a 'Join event' button. The 'My Space' section includes a 'My iGOT' tab with filters for 'Upcoming', 'Overdue', 'Completed', and 'All'. The 'My Learning' section at the bottom has tabs for 'Contents' and 'Events', with 'In Progress' and 'Completed' filters. The footer shows a date of 28 Feb, 2025 and a 'WELCOME TO THE COURSE ON' message.

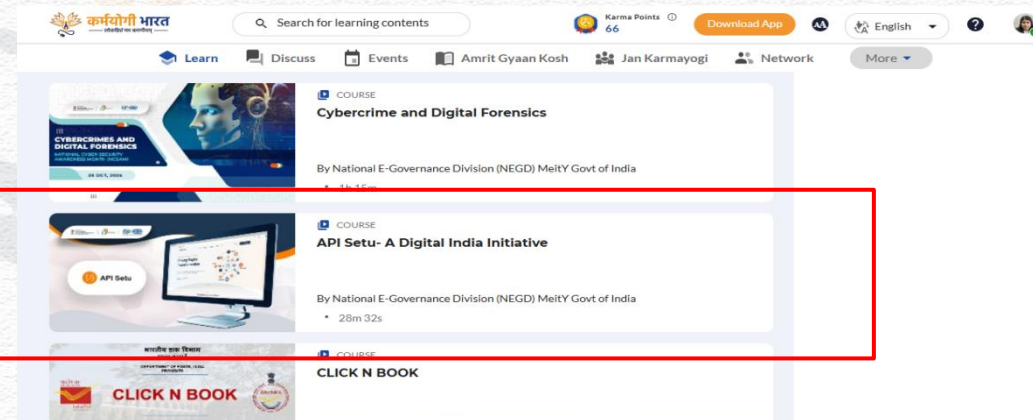
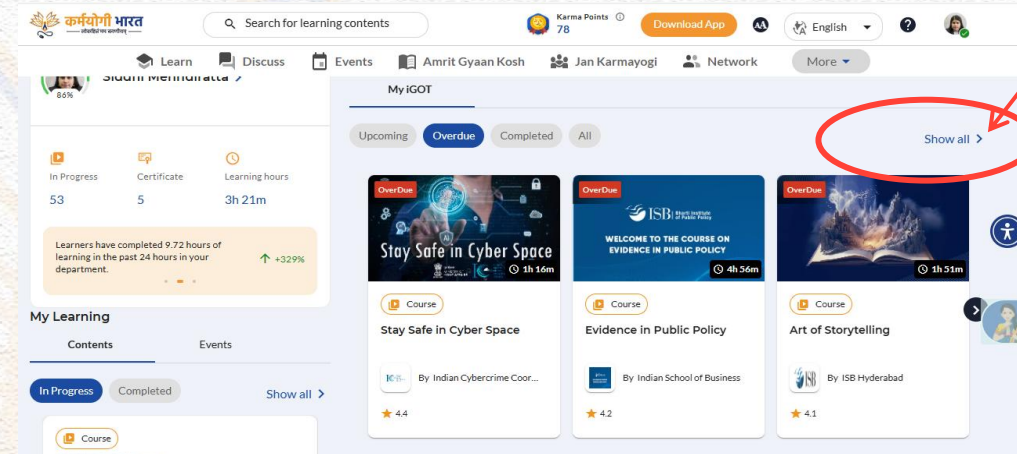


How to Enroll Course and Download Certificate



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- Homepage
- My iGOT
- Select Show All
- Select which course you want undertake / Enroll

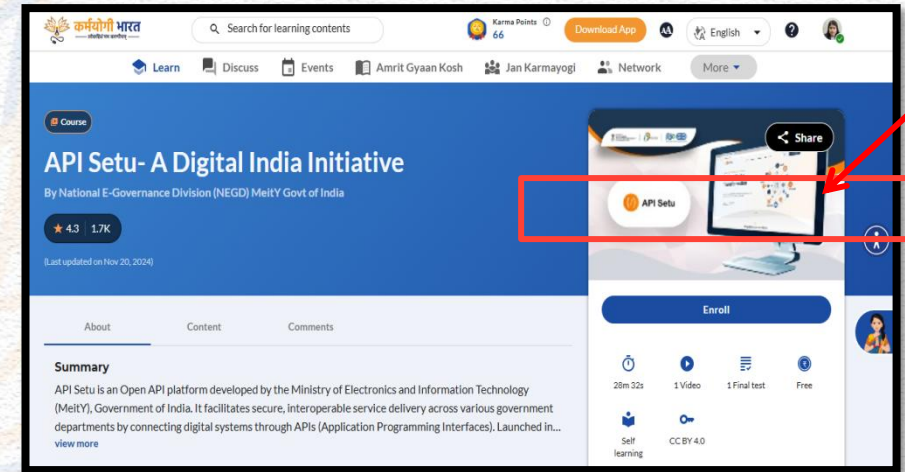




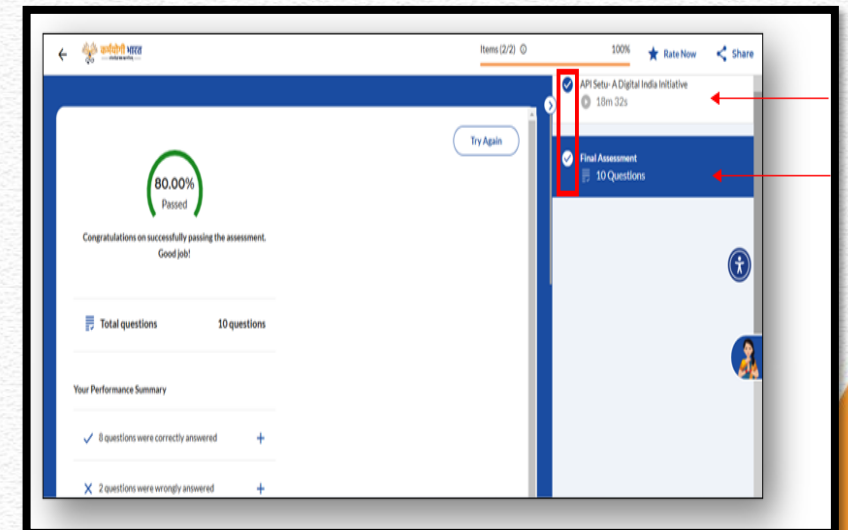
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Course Home Page - where you find all the details regarding the course.

Click the blue Enroll button on the right to start the course.



Complete all the Modules of the Course (which are the parts/chapters into which a course is divided) and Assessments (to test learners' knowledge) completed and show 'Blue Tick' against the module name indicating completion and all the Assessments are taken. Passing an Assessment which is course related earns you 5 Karma Points.

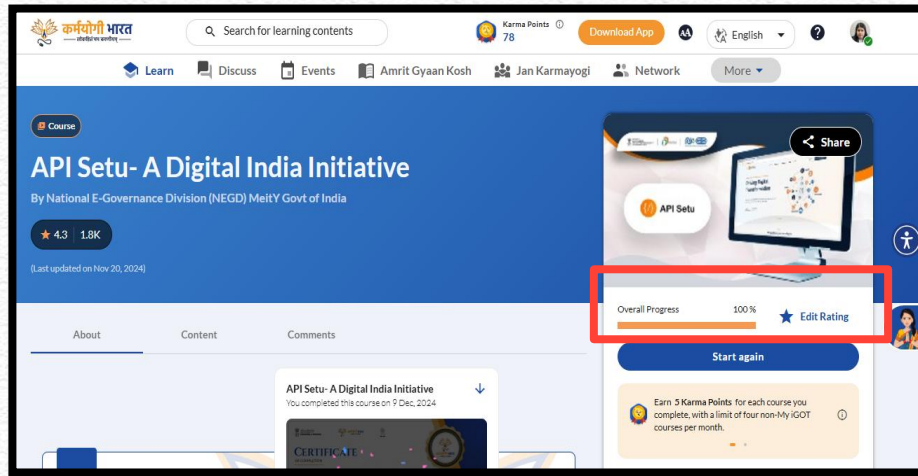




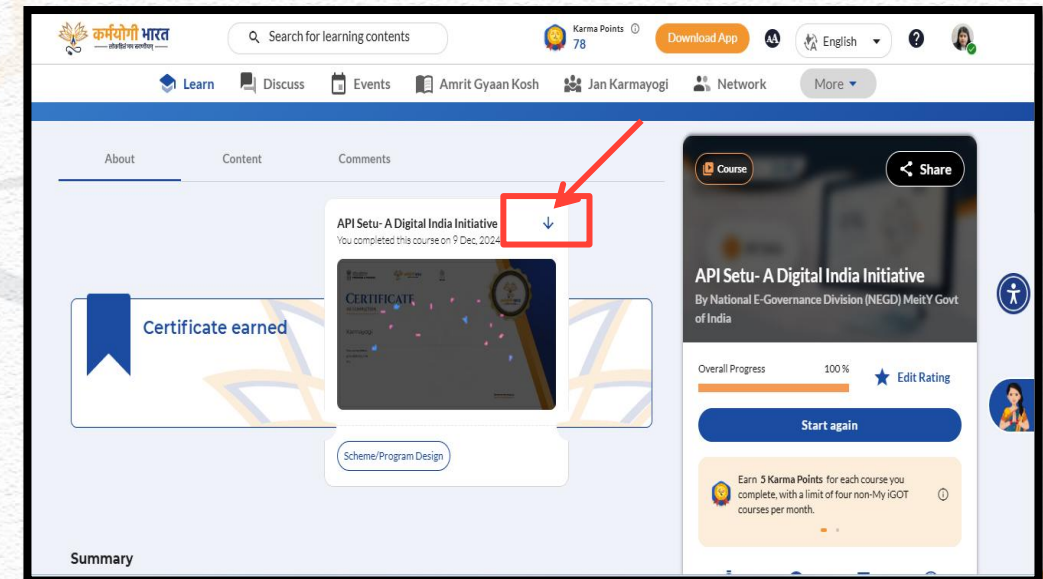
How to Download a Certificate - Once you have completed the course, you will be redirected to the home page of the course. The Start Again button in the blue on the right indicates that you have successfully completed the course.



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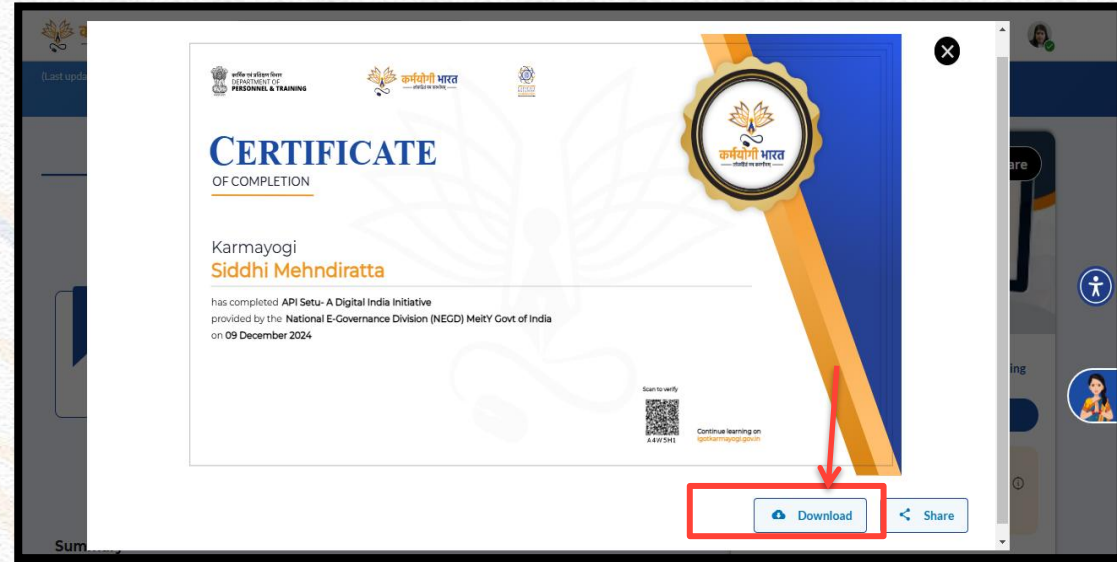


Your certificate will now appear on the screen. The Download Button Arrow in blue is at the top right. Click to download your certificate

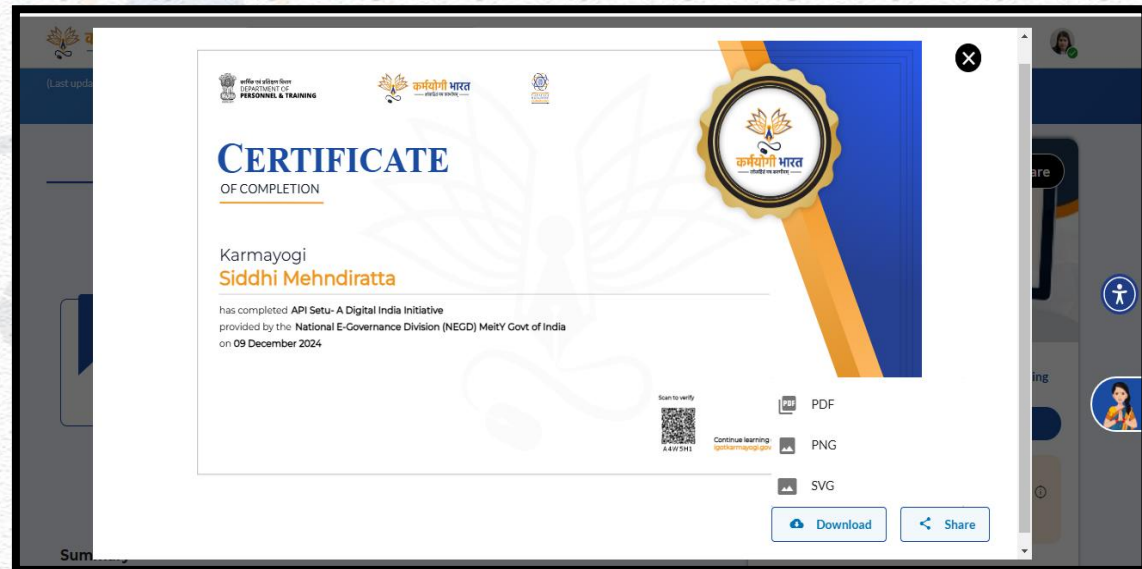




- Click on the Download button.



- Select the format in which you want to download the certificate.



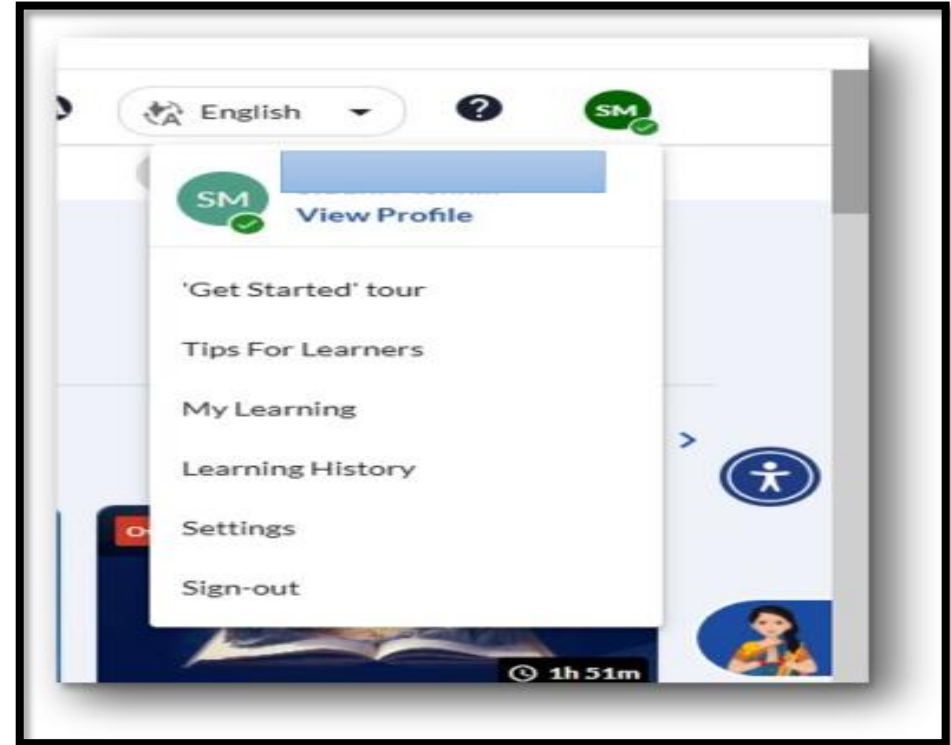
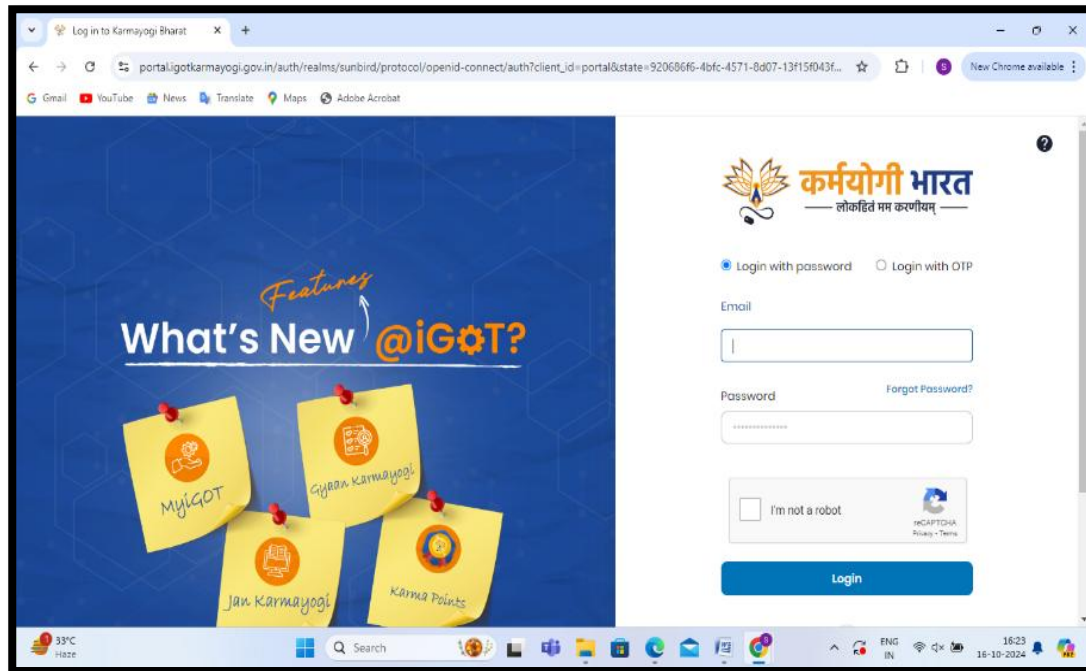
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How to Update Your Profile

You can access the video tutorial for updating your profile here: <https://youtu.be/YRqBJ6hg5vY>
Follow these simple steps to ensure your Profile is up-to-date.

Begin by logging into your profile using your registered mobile number.

Once logged in, click on the button at the top right named by the initials of your name, after clicking that, click on 'View Profile'.





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**To proceed with updating your profile
click on the Edit pen icon to make changes and
update your profile.**

**Complete the Other Details section with your
Gender, Date of Birth, Mother Tongue, Category and
Office PIN Code. Save these changes by clicking on
the 'Save Changes' button.**

Primary Details ⓘ

Group: Contractual Staff ✓ Designation: Young Professional ✓

Other Details

Employee ID NA	Email siddhi.mehndiratta@karmayogi.in	Mobile Number +91 8586852215	Gender Female
Date of Birth 19 Sep 1997	Mother Tongue Hindi	Category General	Office Pin Code NA
eHRMS ID/External System ID NA	Date of Retirement NA	Are you a Cadre Employee? NA	

Other Details

Note

1. Email ID update is allowed for approved government email IDs only. If the user is not able to update, please reach out to MDO Admin.
2. If a user wants to access their Certificates on Diglocker, please make sure the mobile number matches on both platforms.

Employee ID:

Email:

Mobile Number:

Gender:

Date of Birth:

Mother Tongue:

Category:

Office Pin Code:

eHRMS ID/External System ID:

Date of Retirement:

Are you a Cadre Employee?:



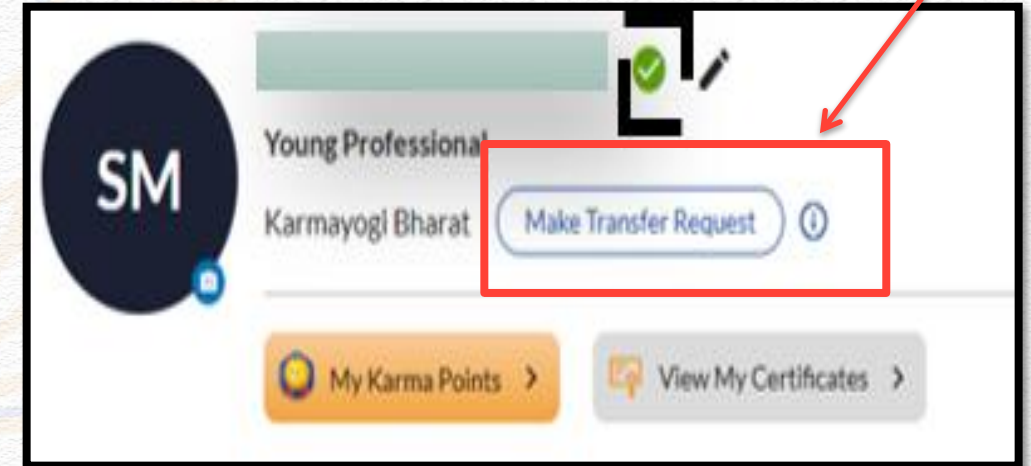
How to make Transfer Request



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- View Profile
- Click three dots
- Make Transfer Request
- Select organisation / Institute / Department you are transfer .
- Click Submit request





iGOT Instructions



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- ▶ **iGOT Karmayogi App:** All registered employees have to be encouraged to download the iGOT Karmayogi App on their mobile phones for better and convenient learning.
- ▶ **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 by the concerned MDO Admins at the earliest.



iGOT Instructions



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- ▶ **Regular updating of information on iGOT:** Timely updating of employee details needs to be undertaken (eg. after promotion) by the concerned MDO Admins. All the updating 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 GIPARD the details of the new Officer whom the rights have to be assigned.
- ▶ **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 week time*** after the new employee joins.



iGOT Instructions



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- **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.



iGOT Instructions



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- **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.
- **Timely support** and encouragement should be given to staff to undertake courses on the iGOT platform. Besides, they should be made aware of the requirement to complete atleast **3courses and 6 hours** of learning for the FY 2025-26 as per the instructions issued by Personnel Department.



Important Information



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- **Every Department would be preparing a Capacity Building Plan with identified six courses which all users have to complete in the FY 2025-26. Once allocated it will reflect on your homepage (My iGOT)**
- **Course completion record would be recorded on APAR of all employees**
- **Avoid undertaking a course during office Hours**
- **Your MDO Leader & Admin can monitor all your activity on iGOT .**
- **For any iGOT related query kindly contact your iGOT Nodal team at the department.**



Capacity Building Plan



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Courses that would be included in CBP

Mandatory Courses

1. CCS (Conduct Rules)
2. Prevention of Sexual Harrasment at Workplace
3. Department Specific Course

Desirable Courses

1. Department Specific Course
2. Department Specific Course
3. Department Specific Course



Contact Details of Nodal Persons on iGOT at Department



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All iGOT related communications should be communicated on the following contact details only:

Email: [Enter department email id](#)

Contact No.: **Enter contact details of MDO Admin or Technical staff**



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Thank You