



Department of Personnel
Government of Goa
Secretariat, Porvorim, Goa-403521.

File No.10/1/2025-PER / 3131

Dated: 09/10/2026

C I R C U L A R

Subject: **Increase in mandatory Learning Hours on iGOT Platform & Creation of AI CBP... clarification regarding.**

Attention is invited to the Circular No.10/1/2025-PER/2247 dated 22/07/2026, wherein all Heads of Departments were instructed to prepare and publish an AI-based Capacity Building Plan (CBP) on the iGOT Karmayogi platform and ensure completion of the prescribed learning hours by all staff. The Circular prescribed 15 hours of learning on iGOT Karmayogi for the Financial Year 2026-27, except for the categories covered under Para 3 thereof of the said Circular, for whom the learning requirement was restricted to 04 hours on iGOT platform.

The following instructions are issued :-

a. Publication of AI-based CBP with designation-wise course recommendations

- HODs of the Entities who have already published their CBP within the timeline prescribed earlier are appreciated and the remaining Departments/Institutions are hereby directed to complete the preparation and publication of their respective Departmental CBP latest by 30th October, 2026.
- Further, to facilitate easy access to relevant learning opportunities and enable employees to identify courses appropriate to their roles and responsibilities, all Heads of Departments shall ensure that the AI-generated Capacity Building Plan (AI CBP) is published with designation-wise course recommendations on the iGOT Karmayogi platform.
- Besides the above, every Entity shall publish a separate CBP with the three mandatory courses as prescribed by Dept of Personnel earlier.

b. Explanation for 15 hours of learning:

- In order to fulfill 15 hours of mandated learning, every employee shall include 4 hrs 35 mins of the three mandatory courses. As regards the balance 10 hrs 25 mins, every employee shall have the liberty to choose courses from the AI CBP or of own interest (*preferably that are relevant to the employee work function and overall wellbeing*).

c. Relaxation in the mandatory learning-hours

- ❖ Further relaxation in the mandatory learning-hour requirement under para 3 of the Circular stated above is hereby extended to employees with remaining full two Financial Years of service before retirement.

- ❖ The concerned HODs shall examine and finalize the applicability of this relaxation within their respective Departments/Institution. It may be noted that, wherever the 04-hour provision is made applicable, the three mandatory recommended courses shall be included within the prescribed four hours.
- ❖ The Heads of Departments shall clearly indicate the number/category of employees to whom such relaxation has been extended and communicate the same to GIPARD along with the departmental compliance report by 15th March 2027.

d. Distribution of learning across the Financial Year

- ✓ For FY 2026-27, learning on iGOT Karmayogi shall not be concentrated towards the end of the financial year and HODs shall encourage and monitor continuous and distributed learning throughout the year.
- ✓ Every employee should endeavour to complete a **minimum of 90 minutes of iGOT learning every month**, thereby promoting a culture of continuous learning and ensuring timely completion of the annual learning requirement.

The above instructions may be brought to the notice of all concerned.


(Durga Kinlekar)

Under Secretary (Personnel-II)

To,

1. All Head of Departments.
2. All Goa Government Officers/Employees
3. All 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.