<u>F. No. 25-4/2013-SPG (Vol II) (Pt.)</u>
Government of India
Ministry of Communications
Department of Posts
(Personnel Division)
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Dak Bhawan, Sansad Marg
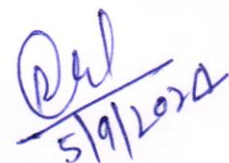New Delhi – 110 001
Dated: 05/09/2024

<u>CIRCULAR</u>

Subject: **Instructions for submitting details of training courses completed on iGOT Karamyogi and Dak Karmayogi portal in self-appraisal of APAR -reg.**

iGOT Karmayogi is an online learning platform being developed as an integral part of the Digital India stack for capacity building of all government employees. Alongside iGOT Karmayogi, the Department of Posts has indigenously developed and maintains the Dak Karmayogi portal, specifically designed to cater to the unique training and capacity-building needs of postal employees. Both platforms provide personalized learning paths, facilitate continuous professional development, and support career advancement by offering training resources that cover various aspects of governance, leadership, and specialized knowledge areas. Through these portals, employees can access high-quality training materials and assessments, helping them stay updated with the latest best practices and improve their overall effectiveness in their roles.

2.   In view of the above, all Heads of Circle are requested to instruct all employees posted within their respective circles to record the details of training courses completed on both the iGOT Karmayogi Portal and the Dak Karmayogi Portal, in the "Target and Achievement" column (para 2 of Part 2) of the Annual Performance Appraisal Report (APAR). Additionally, employees should attach the course completion certificates from both portals with their self-appraisal.

3.   Furthermore, Reporting and Reviewing officers should take into account the training courses completed by the employee on the iGOT Karmayogi Portal and the Dak Karmayogi Portal while assessing the officer's performance.
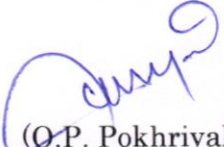
(Rajpal)
Assistant Director General (SPG)

Copy to (Through India Post website):

1. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services.

2. PPS/ PS to Addl. DG (Co-ordination)/ Member (Banking)/ Member (O)/ Member (P)/ Member (Planning & HRD)/ Member (PLI)/ Member (Tech).

3. Sr. DDG (Vigilance) & CVO / CGM, Parcel Directorate / PLI Directorate/BD Directorate.

4. Director, Rafi Ahmed Kidwai National Postal Academy, Ghaziabad.

5. All Chief Postmasters General/Postmasters General.

6. Addl. DG, APS C/o 56 APO.

7. Secretary, Postal Services Board/ All Deputy Directors General.

8. GM, CEPT Mysore, with a request to upload the order in India Post Website.

9. All DDsG/Directors/ADsG Postal Directorate.

10. ADG (Admin), Postal Directorate with a request to upload the order on e-Office notice board.

11. CS to Member (P).

12. Guard File.

(O.P. Pokhriyal)
Assistant Director (SPG-I)