

Tr/3/2025-Training-DOP
Government of India
Ministry of Communications
Department of Posts
(Training Division)

Dak Bhawan, Sansad Marg
New Delhi – 110001
Date: 06.02.2026

Office Memorandum

Subject: Mandatory Course completion of “**Improving Outreach & Communication for Viksit Bharat**” on the iGOT Portal, for the APAR Cycle 2025-26, by Director/DS and above level officers – reg

This is in reference to the DoPT's OM T-28/27/2025-iGOT-Part(3) dated 20.01.2026 on the above-cited subject (**copy enclosed**) and in continuation of this Division OM No. Tr/3/2025-Training-DOP dated 02.02.2026 regarding the **mandatory course completion & comprehensive assessment** for all Central Government employees on the iGOT Portal for the APAR cycle 2025-26.

2. All officers of the level of Director/Deputy Secretary & above, up to Special Secretary in the Department, are requested to complete the course “**Improving Outreach & Communication for Viksit Bharat**” on the iGOT Portal by 31.03.2026. The course is available under the “APAR” section of users' iGOT login, and may also be accessed through the link https://portal.igotkarmayogi.gov.in/app/toc/do_1144773146063912961797/overview. This course completion is mandatory for the designation as listed in the **Annexure** and shall be reflected in their APAR.

3. For any queries or assistance, you are kindly requested to write to us at missionkarmayogi.dop@indiapost.gov.in.

4. This has the approval of the Competent Authority.

Enclosures: As above.

Aarti Verma

Aarti Verma
Director (Training)

To

1. All Head of Circles / HOC CEPT / Director (RAKNPA)/ CGM (Parcel & CSS Directorate) /CGM (PLI Directorate)/ Sr. DDG (Vigilance)/ Sr. DDG (PAF)
2. All DDsG, JS & FA – Postal Directorate,
3. Chief Engineers (Civil/ Electrical)
4. All officers of the level of Director / Deputy Secretary and above (Through e-Office Notice Board, India Post Website, Through Concerned Circles/Division/Dte)

Copy to: -

1. Sr. PPS/PPS to Secretary (Posts)/ DGPS

2. Sr. PPS/PPS to Member (PSB)
3. Deputy Secretary, Mission Karmayogi (Nodal Officer), Training Wing, DoPT.

Annexure

Designation on iGOT	Group	Equivalent Designation
Director General (Postal Services)	Group-A	
Member (Postal Services Board)	Group-A	
Senior Deputy Director General	Group-A	Sr. DDG (Vigilance) / Sr. DDG (PAF)
Additional General Manager	Group-A	
Chief Post Master General	Group-A	
Director (Raknpa)	Group-A	
Chief Engineer (Civil)	Group-A	
Chief Engineer (Electrical)	Group-A	
Chief General Manager	Group-A	Chief Investment Officer, CGM- Parcel & CSS Dte, PLI Dte
Deputy Director General	Group-A	
Postmaster General	Group-A	
General Manager	Group-A	Genral Manager- Parcel & CSS Dte, PLI Dte, Postal Dte, Finance, Accounts, Budget
Joint Secretary and Financial Adviser	Group-A	
Director	Group-A	Director (PTC) / Director (PAO)/ Director (MV) / Director (Dte)/ Director (GPO)/ Director (Budget)/ Director (Costing)/ Director (Finance)/ Director (Internal Audit)/ Director (Admin), Deputy Secretary
Director (Postal Services)	Group-A	DPS HQ/Region/Mail/BD etc
Additional Director	Group-A	Additional Director (RAKNPA)
Joint Director	Group-A	Joint Director (RAKNPA)
Assistant General Manager	Group-A	
Principal Staff Officer	Group-A	
Senior Principal Private Secretary	Group-A	

No. T-28/27/2025-iGOT-Part (3)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
(Training Wing)

Block IV, Old JNU Campus,
New Delhi - 110067

Dated: 20th January, 2026

OFFICE MEMORANDUM

Subject: Mandatory completion of "Outreach & Communication for Viksit Bharat" Course, on iGOT, for the APAR Cycle 2025-26, by DS and above level officers - reg.

Reference is drawn to this Department O.M. dated 04.07.2025 vide which it was mandated for all Central Government employees and officers of the All India Services (AIS) to complete courses, as prescribed by the respective Ministries/Departments/Cadre Controlling Authorities, on iGOT annually and that this will also be reflected in their Annual Performance Appraisal Reports (APARs). In continuation of the same and in compliance of the Cabinet Secretary's D.O. letter dated 31.10.2025, the undersigned is directed to state that **a course titled "Improving Outreach and Communication for Viksit Bharat" has been accorded mandatory status for the APAR Cycle 2025-26 for all officers of level of Deputy Secretary to Special Secretary to Govt of India posted in Central Ministries/Departments/Organisations (MDOs).**

2. The course has been developed by Ministry of Information & Broadcasting and is available on the iGOT Karmayogi platform. It highlights the pivotal role of strategic communication in augmenting governance, transparency, and public trust by elucidating how effective messaging on policies and schemes enhances citizen understanding and facilitates implementation. It underscores the need of citizen-centric, structured communication going beyond routine announcements, with a pronounced emphasis on digital media, visual storytelling, and audience-specific outreach.

3 . This course may be added to the Training Plan already created for officers of the levels mentioned above by their MDOs for the purpose of the 2025-26 APAR Cycle, and must be consumed by the officers before 31.03.2026. All Ministries/Departments are requested to ensure compliance of this OM.

Digitally signed by
Gaurav Anand

Date: 20-01-2026

12:41:33 (Gaurav Anand)

Under Secretary to the Government of India

Tele: 011-26706377

To

1. The Secretaries of all the Ministries/Departments of Govt. of India
2. The CBU Heads of all the Ministries/Departments of Govt. of India
3. The CEO, Karmayogi Bharat with request to make necessary arrangements to reflect the said course as mandatory APAR course for all the eligible officers on iGOT Platform.
4. All officers concerned.
5. NIC, DoPT with request to upload the circular on DoPT's website.