

**J-34/1/2024-MTU**  
**Government of India**  
**Ministry of Labour & Employment**  
**Labour Bureau**

**Dated: 08.09.2025**

**Office Memorandum**

**Subject: Rollout of "Mandatory Course Completion & Comprehensive Assessment framework on iGOT Karmayogi Portal"- regarding.**

Reference: DOPT's OM no T-28/27/2025-iGOT dated 04.07.2025 & 29.08.2025.

The undersigned is directed to refer to MoLE's OM no Z-11025/01/2021-Adm.1(pt.1) dated 04.09.2025 [copy attached] on the above cited subject vide which, MoLE has finalised the relevant mandatory courses at each level, in respect of officers/officials of all its attached/ subordinate/ autonomous organizations. The list of the courses is attached at Annexure-I.

2. In this regard, all officers/officials of Labour Bureau are requested to ensure that their profile are fully updated on iGOT portal to reflect current organization as Labour Bureau, designation, pay level etc., and complete the prescribed mandatory courses at the earliest.

This issues with the approval of DDG (VS).

  
**Mohan Singh**  
**(Programmer)**

**Distribution:**

- DDG (AKS), DDG (VS), DDG (KGS); with a request to direct all concerned.
- All official through e-Office [KMS] notice board.

## Annexure-I

<b>Deputy Director General &amp; Above (and equivalent)</b>		
<b>Competency</b>	<b>Course Name on iGOT portal</b>	<b>Duration</b>
Behavioral	Problem Solving and decision making	35min
Functional	Communication for citizen centricity	1hr 35min
	Parliamentary procedures	2hr
Domain	Code on wages	30min
	Code on social security 2020	30min
	Occupational Safety, Health and Working Conditions code 2020	30min

<b>Director/Deputy Secretary/Joint Director (and equivalent)</b>		
<b>Competency</b>	<b>Course Name on iGOT portal</b>	<b>Duration</b>
Behavioral	Conflict Resolution and Negotiation	1hr 35min
Functional	Purpose driven leadership	1hr 55min
	Preparation of Cabinet Notes/ मंत्रिमंडल टिप्पणियां (कैबिनेट नोट्स) तैयार करना	4hr (English), 2hr 40min(Hindi)
Domain	Code on wages	30 min
	Code on social security 2020	30 min
	Occupational Safety, Health and Working Conditions code 2020	30 min

<b>Under Secretary/Deputy Director (and equivalent)</b>		
<b>Competency</b>	<b>Course Name on iGOT portal</b>	<b>Duration</b>
Behavioral	Data driven decision making for government	1hr 20min
Functional	Preparation of Cabinet Notes / मंत्रिमंडल टिप्पणियां (कैबिनेट नोट्स) तैयार करना	4hr (English), 2hr 40min(Hindi)
	Central Civil Services (conduct) Rules 1964 (English)/ सीसीएस (आचरण) नियमावली 1964 (हिंदी)	1hr 22min (English), 1hr 40min(Hindi)
	Parliamentary procedures	2hr
Domain	Code on wages	30min
	Code on social security 2020	30min
	Occupational Safety, Health and Working Conditions code 2020	30min

<b>AD/Programmer/SO/ALIO/DPA/Inv. Gr-I/STO (and equivalent)</b>		
<b>Competency</b>	<b>Course Name on iGOT portal</b>	<b>Duration</b>
Behavioral	Team Building and team management	1hr 25Min
Functional	Government E Marketplace	1hr 9min
	Central Civil Services (conduct) Rules 1964 (English)/ सीसीएस (आचरण) नियमावली 1964 (हिंदी)	1hr 22min (English), 1hr 40min(Hindi)
	Parliamentary procedures	2hr
Domain	Code on wages	30min
	Occupational Safety, Health and Working Conditions code 2020	30min

<b>Inv. Gr-II/ASO/SLIA/JTO/DEO/SSA (and equivalent)</b>		
<b>Competency</b>	<b>Course Name on iGOT portal</b>	<b>Duration</b>
Behavioral	Time management	2hr 20min
	Developing effective soft skills	39min
Functional	Noting & Drafting	2hr
	Right to Information act part 1&2/ सूचना का अधिकार अधिनियम, 2005- भाग 1 एवं 2	2hr 28min
	Central Civil Services (conduct) Rules 1964 (English)/ सीसीएस (आचरण) नियमावली 1964 (हिंदी)	1hr 22min (English), 1hr 40min(Hindi)
Domain	Understanding of Labour Law	46min

<b>MTS (and equivalent)</b>		
<b>Competency</b>	<b>Course Name on iGOT portal</b>	<b>Duration</b>
Behavioral	Common Yoga Protocol (English)/	54min
	Jan Bhagidari Program (Hindi/English)	1hr 20min
	Time management	2hr 20min
Functional	Basic Computer Course for new entrants (english) BASIC COMPUTER TROUBLESHOOTING (HINDI)	36min (English), 30min (Hindi)
	Leave Rules(Hindi/English)	55min (English), 45min (Hindi)
	Central Civil Services (conduct) Rules 1964 (English)/ सीसीएस (आचरण) नियमावली 1964 (हिंदी)	1hr 22min (English), 1hr 40min(Hindi)



No. Z-11025/01/2021-Admn.1(Pt.)-Part(1)  
Government of India  
Ministry of Labour & Employment

Shram Shakti Bhawan, New Delhi  
Dated 4 September 2025

**OFFICE MEMORANDUM**

**Subject:** Rollout of "Mandatory Course Completion and Comprehensive Assessment framework on the iGOT Karmayogi Portal" in the Ministry of Labour and Employment and its attached/subordinate/autonomous organisations – reg.

The undersigned is directed to refer to DoPT's OM No. T-28/27/2025-iGOT dated 04.07.2025 (copy enclosed) on the above cited subject vide which DoPT has introduced mandatory annual course completion and comprehensive assessment framework on iGOT Karmayogi Portal for all Central Government employees and officers of the All India Services (AIS).

2. In accordance with DoPT's OM dated 04.07.2025, the Ministry has finalised the relevant courses on the iGOT Karmayogi portal for employees/officers at each level in respect of all officers/officials of the Ministry as well as all the attached/subordinate/autonomous organisations to be uploaded as Training Plan on the iGOT Portal. The list of the finalised courses is attached at Annexure-I.

3. All the attached/subordinate/autonomous organisations of this Ministry are requested to publish all the mandatory courses (level wise) as per list attached at Annexure-I through their Nodal Officers on the iGOT Karmayogi Portal at the earliest ensuring that profiles of all employees under their purview are updated on iGOT Portal to reflect correct organization, designation and level etc.

4. The detailed guidelines and presentation issued by DoPT's OM No. T-28/27/2025-iGOT dated 29.08.2025 in this regard are enclosed for reference and necessary action.

5. This may be given 'top priority'.

6. This has the approval of Secretary (L&E).

Encls: As above.

(Rahul Sinha) 4/9/25

Under Secretary to the Govt. of India  
Tele No.: 011-23718922

To,

1. All Bureau Heads
2. O/o EPFO / ESIC / VVGNI / DTNBWED / DGMS / DGFASLI / DGLB / CLC(C) / DGE / DGLW – a compliance report may be forwarded to this office.
3. PPS to Secretary (L&E)
4. PS to JS (Admin)