

F. No. 44/65/MCTC/2021-Part(1) (Comp No. 8152891)
I/3618179/2023

भारत सरकार
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
केंद्रीय सरकार स्वास्थ्य योजना महानिदेशालय

कें. स. स्वा.यो. भवन, दिल्ली
दिनांक -26-09-2023

परिपत्र/CIRCULAR

Subject: Completion of courses uploaded on iGOT platform by all the employees of CGHS - regarding

In reference to Circular of MoHFW vide A-11033.9.2023-Trg. dated 12.09.2023 & 14.09.2023, it has been decided that the following courses on the iGOT platform are to be completed by all the Government employees within one month: -

- i. Prevention of Sexual Harassment of Women at Workplace;
- ii. Code of Conduct for Government Employees;
- iii. Y-Break Yoga at Workplace;
- iv. Orientation Module on Mission LiFE;
- v. Stay Safe in Cyber Space; and
- vi. Course on Emerging Technology.

2. These courses are to be completed by all the Government employees working in CGHS. This will help in making the Civil Service more competent, confident and purposeful.

3. All the new recruits of Central Government Health Scheme are requested to complete the collection of 8 courses "Karmayogi Prarambh" available on the iGOT portal.

Signed by

Manoj Jain

(Dr. Manoj Jain)

Director CGHS

Tel: 011-26872280

Encl:

1. Circular of MoHFW vide A-11033.9.2023-Trg. dated 12.09.2023 & 14.09.2023
2. Karmayogi Portal User Manual

Copy:

All the officials/staff of the CGHS

File No. A-11033/9/2023-Trg.
Government of India
Ministry of Health & Family Welfare
(Training Division)

Nirman Bhawan, New Delhi-11
Dated: 12-09-2023

CIRCULAR

Subject: Completion of courses uploaded on iGOT platform by all the employees of MoHFW - regarding.

The officers/officials of the M/o Health & Family Welfare has been registered on iGOT platform through bulk upload on the basis of the data available with Training Division. All the officers/officials are requested to login by official email id on the iGOT Karmayogi Bharat platform either through welcome email received from iGOT platform or through forgot password. In case of any difficulty, the officer/official concerned may contact Training Division, Room No. 511, D Wing (Tel: 011-23062412) along with the duly filled in details as per the prescribed format (**Copy enclosed**).

2. National Programme for Civil Services Capacity Building (NPCSCB) - "Mission Karmayogi" has been launched by the Government to promote role based capacity building of Civil Servants with the goal of offering a wide range of learning resources on the iGOT Karmayogi platform to enhance the knowledge, skills and attitude of officials. A large no. of courses approx. 520+ have been published on the iGOT Karmayogi platform covering a wide range of competencies.

3. The consumption of these courses by officers of all Ministries/Departments have demonstrated beneficial effects on the overall efficiency and quality of functioning in Ministries/Departments as per assessments made by the Capacity Building Commission (CBC).

4. Recently, Karmayogi Bharat SPV has on boarded following courses on iGOT for having a beneficial and useful impact on all the employees in their professional and personal lives:-

- i. Prevention of Sexual Harassment of Women at Workplace;
- ii. Code of Conduct for Government Employees;
- iii. Y-Break Yoga at Workplace;
- iv. Orientation Module on Mission LiFE ; and
- v. Stay Safe in Cyber Space

5. These courses are to be completed by all the Government employees. Therefore, all the officers/officials under the Ministry are requested to complete the above mentioned courses within one month. This will help in making the Civil Service more competent, confident and purposeful.

Signed by Amit Kumar

Date: 12-09-2023 14:20:19

Reason: Approved
(Amit Kumar)

Under Secretary to the Government of India
Tele: 011-23061521

Encl: As above.

Copy to:

- (i) All the officers/officials of the MoHFW through e-office Notice Board
- (ii) All Training Institutes of MOHFW for taking similar action in their organisation.

Full Name	Email Id	Mobile Number	Group	Tags	External Reference ID	External Reference System
New User	new_user01@yopmail.com	8688586858	Contractual Staff	southwest,s2	USER123	USERABC
New User	new_user03@yopmail.com	8688885858	Group B	s1,s2		USERABC
New User	newuser_08@yopmail.com	8688585858			USER123	USERABC

File No. A-11033/9/2023-Trg.
Government of India
Ministry of Health & Family Welfare
(Training Division)

Nirman Bhawan, New Delhi-11
Dated: 14-09-2023

CIRCULAR

Subject: Completion of courses uploaded on iGOT platform by all the employees of MoHFW - regarding.

In continuation of circular dated 12.09.2023 on the subject cited above, all the officers/officials under the Ministry are requested to complete "**Course on Emerging Technology**" on iGOT Platform in addition to the five courses mentioned in the aforesaid circular.

2. All the new recruits of Ministry of Health and Family Welfare are requested to complete the collection of 8 courses "**Karmayogi Prarambh**" available on the iGOT portal.

Signed by Amit Kumar

Date: 14-09-2023 11:42:15

Reason: Approved (Amit Kumar)

Under Secretary to the Government of India

Telefax: 011-23061521

Copy to:

All the officers/officials of the MoHFW through e-office Notice Board



KARMAYOGI PORTAL USER MANUAL

User Manual
Document Version: 1.1

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1. Overview

The iGOT Karmayogi platform is accessible by the users authorized by the Department of Personnel and Training (DoPT) for the NIC environment. This document describes the features available on the iGOT Karmayogi platform for an official. An official can:

1. Self register to the platform and experience guided onboarding
2. View and learn courses/ program that are created by different MDO's/ CBP's
3. Post queries and ideas
4. Connect with different officials across departments
5. View career openings
6. View and join events that are happening
7. View and self attest the competency
8. View knowledge resources
9. View the FRAC dictionary

2. Audience

This user manual has been created to enable an official to use the Karmayogi portal on the iGOT platform.

3. Key actors

The key actors and roles in managing the SPV portal are the following:

Actor	Description
Official	Officials are government serving people who can access the Karmayogi portal to consume learning content, discuss ideas ,connect with other users across MDOs, see the latest job opportunities and add competencies for it

4. Pre-requisites

In order to access the features of the MDO portal, MDO Admin user will need the following:

1. Access to Karmayogi portal: A link to the appropriate karmayogi portal is needed.

For eg:

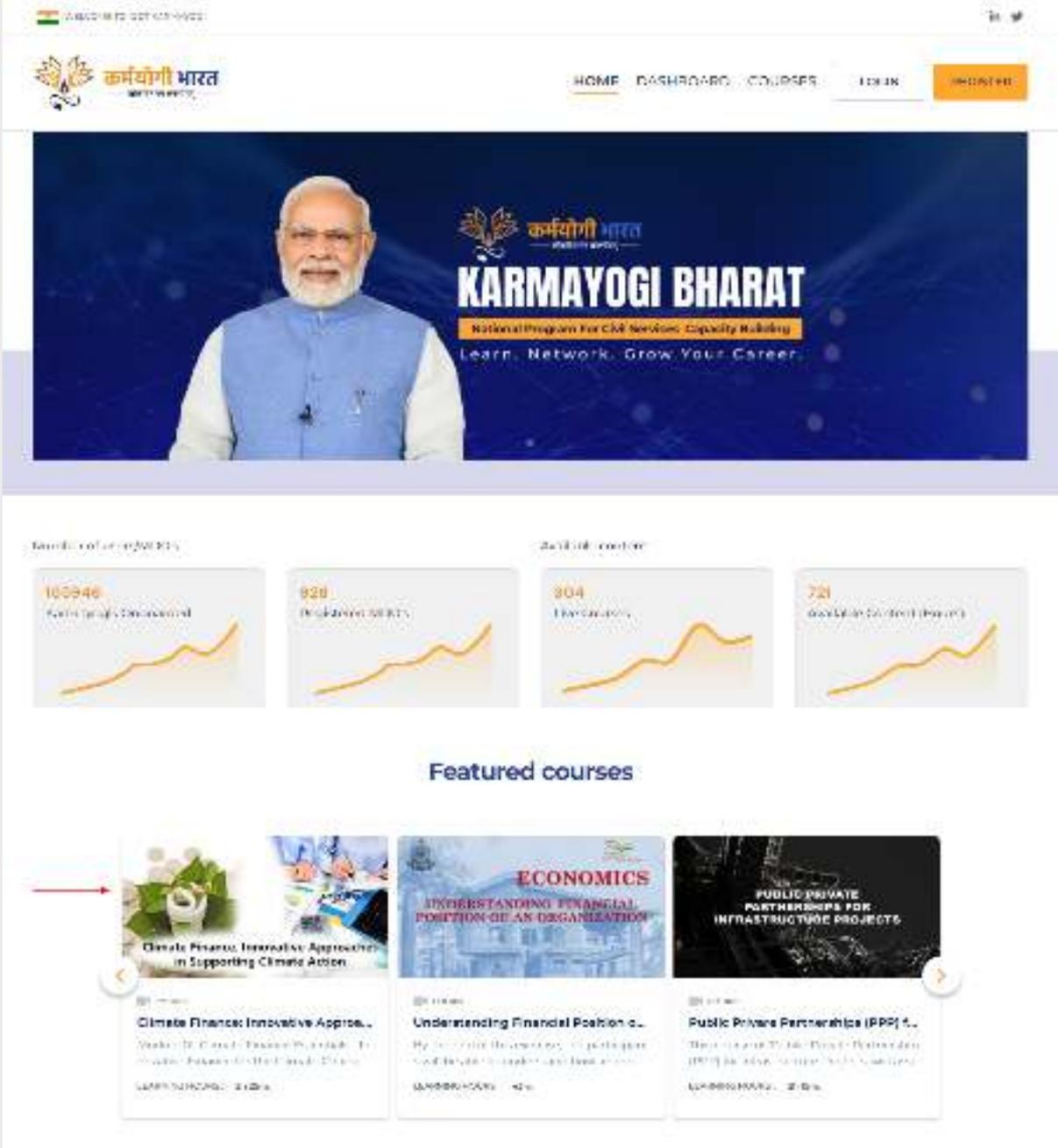
Karmayogi user portal link : <https://igotkarmayogi.gov.in/>

2. Login credentials with the required roles / officials should self register in the portal

5. Open access to featured courses

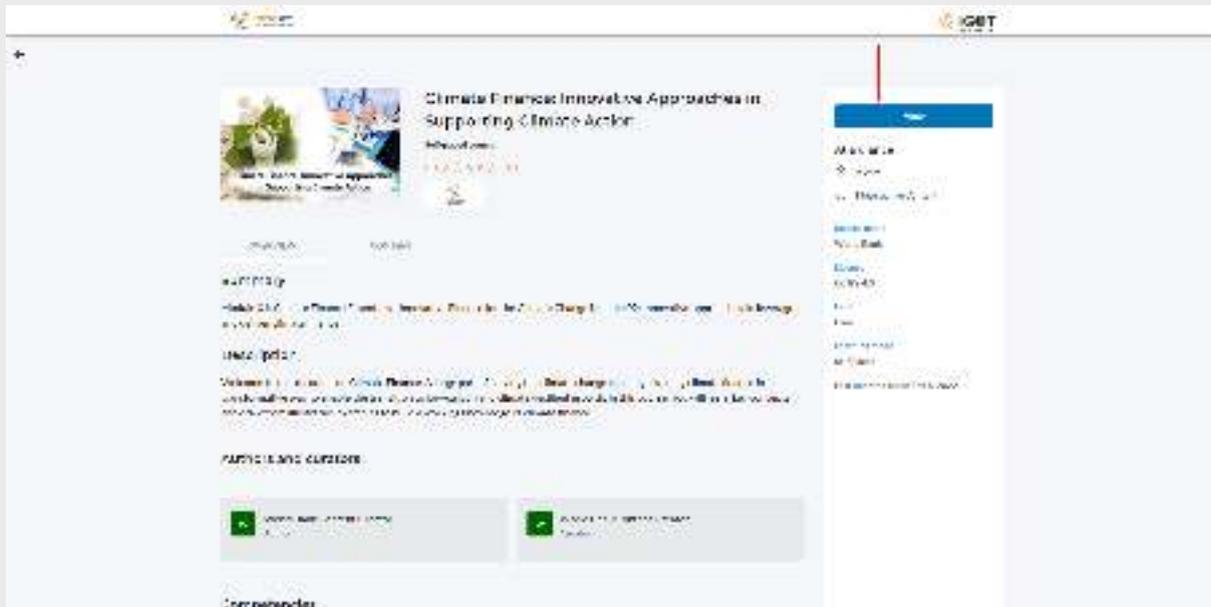
This provides any public users can view the portal and access the featured courses available and if they have government ids they can self register to track their progress and get certificates on completing the courses

1. Launch the karmayogi URL
2. Click on any featured courses



The screenshot displays the Karmayogi Bharat portal homepage. At the top, there is a navigation bar with links for HOME, DASHBOARD, COURSES, LOGIN, and REGISTER. The main banner features a portrait of Prime Minister Narendra Modi and the text "KARMAYOGI BHARAT National Program for Civil Services Capacity Building. Learn. Network. Grow Your Career." Below the banner, there are four statistics cards: "Total number of employees" (105946), "Total number of courses" (928), "Total number of employees" (904), and "Total number of courses" (721). The "Featured courses" section is highlighted with a red arrow and contains three course cards: "Climate Finance: Innovative Approaches in Supporting Climate Action", "ECONOMICS UNDERSTANDING FINANCIAL POSITION OF AN ORGANIZATION", and "PUBLIC PRIVATE PARTNERSHIPS FOR INFRASTRUCTURE PROJECTS".

3. Click on “View”



4. Click on “Sign in” (if already accounts is created) or “Register” (for new govt users)



Note: The learning progress is not calculated for the guest users who consumes the courses, also assessments are not available for the guest users

6. Self registration

This provides a basis to personalize the user experience, enabling easier discovery of more relevant content - enabling increased user engagement on the platform. The below image depicts the process flow of self registration and guided onboarding.

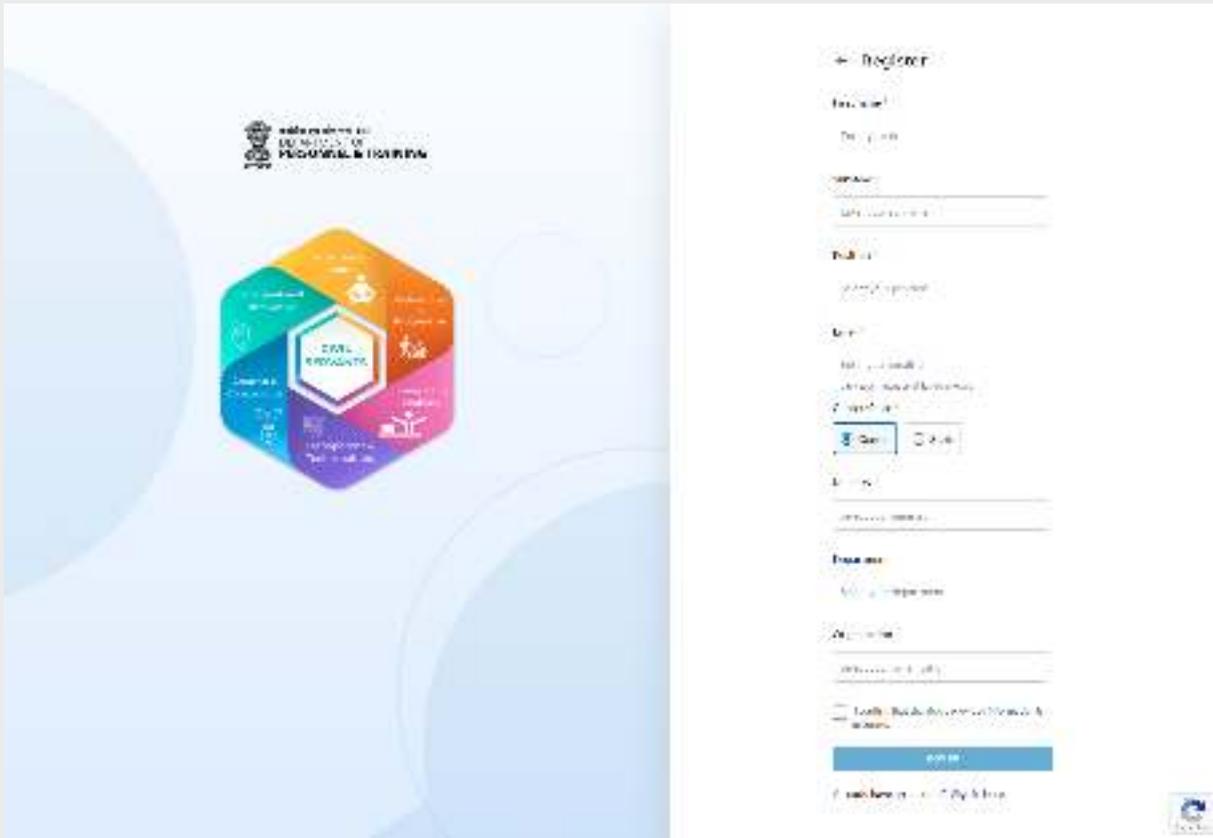


Users can self register to karmayogi portal by following the below steps

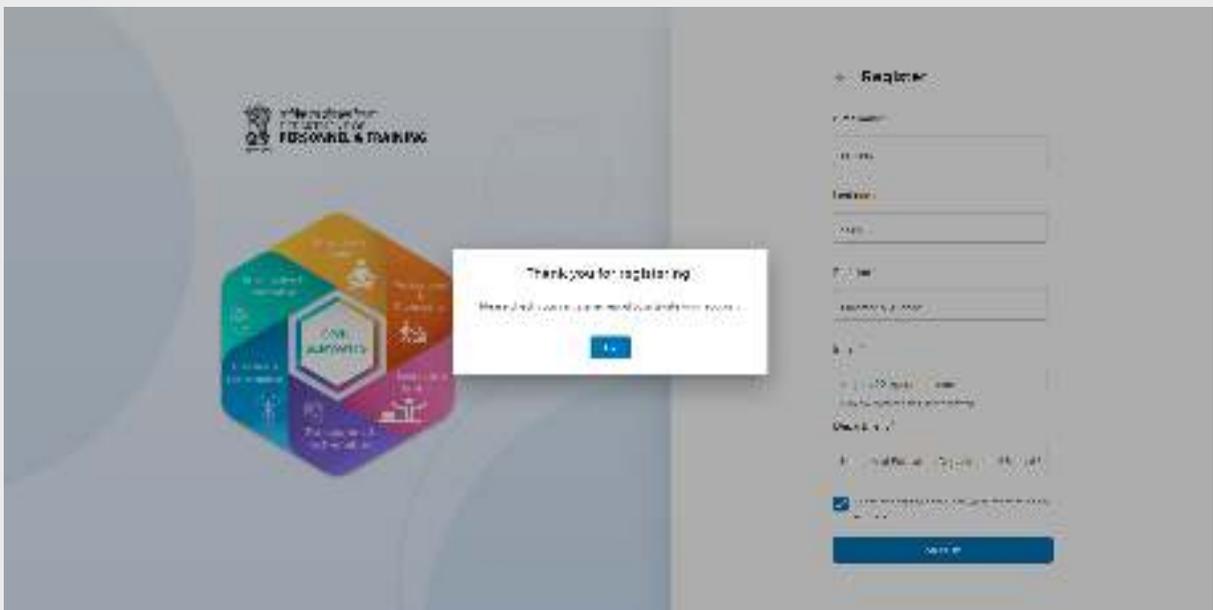
1. Launch the karmayogi portal URL and Click on “Register” button



2. Fill all mandatory fields - First name, Last name, Position, email id, MDO and check the self declaration



3. Click on "SIGN UP"



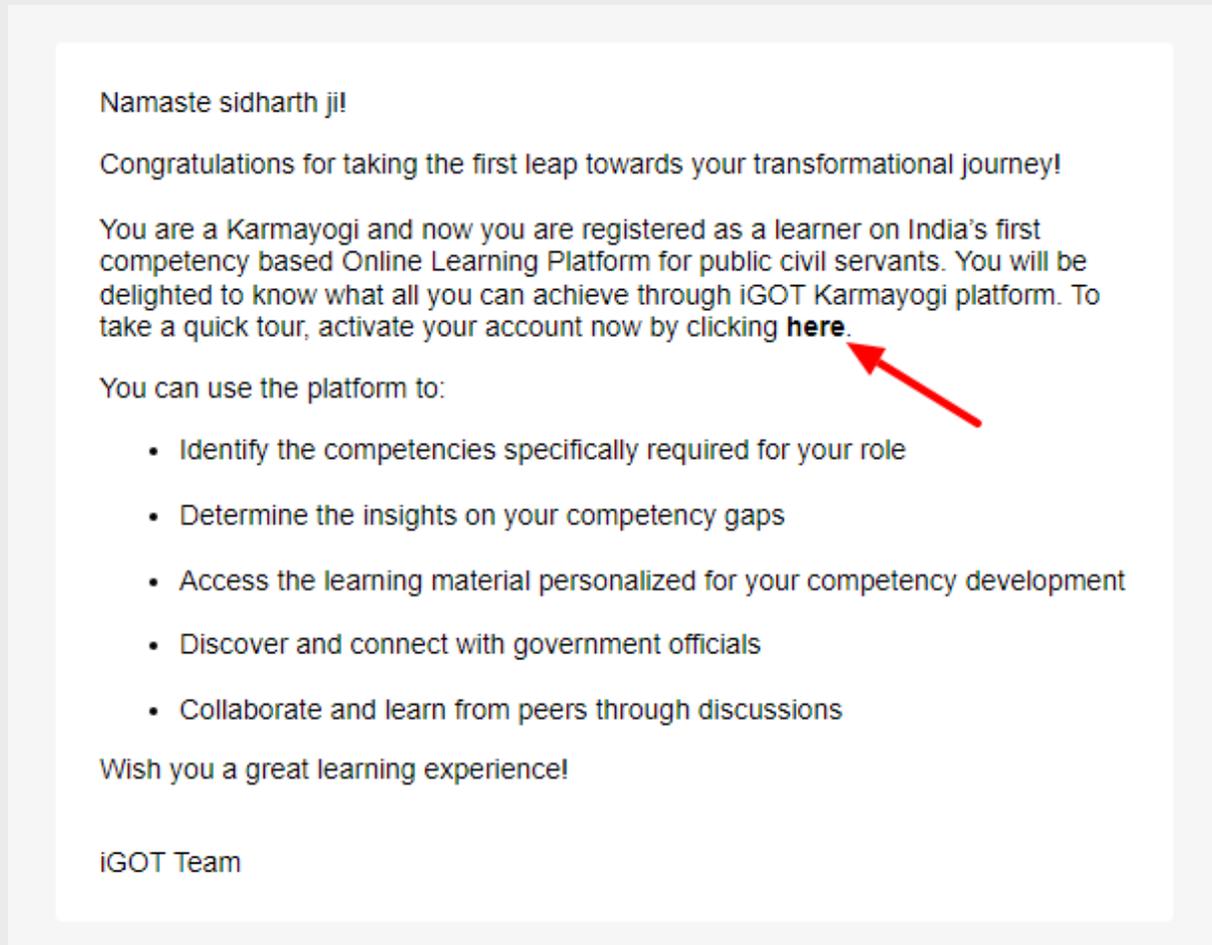
7. Login

7.1 Login after self registration

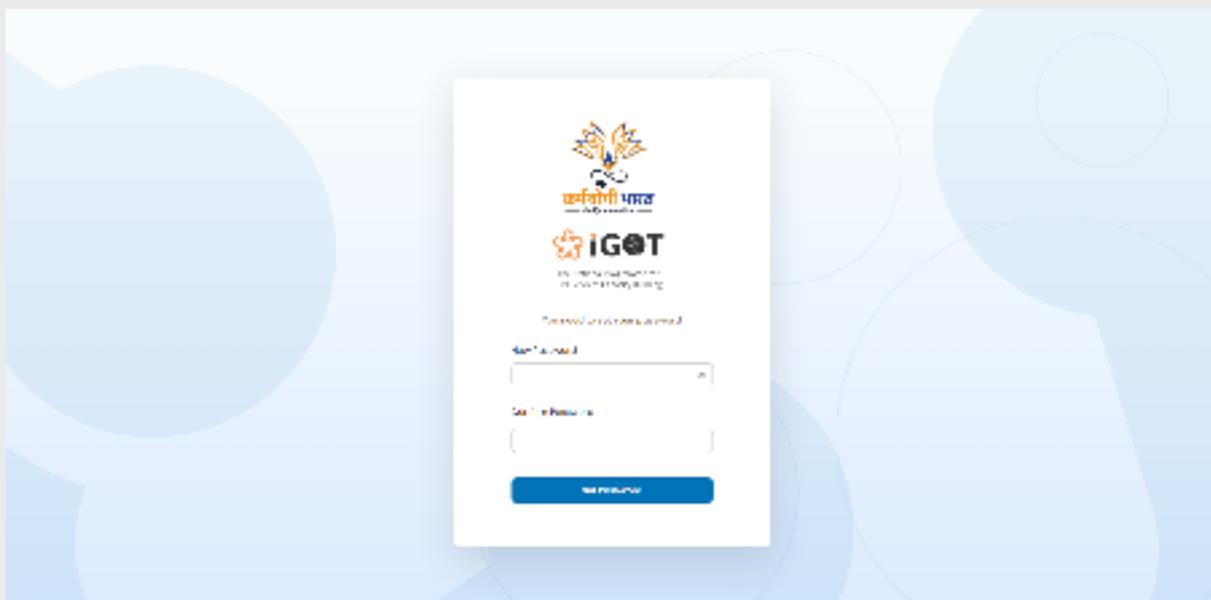
Once the iGOT user account gets created, they will receive an email to set the password.

Follow steps to set the password

1. Check the registered email and click on “here” to set the password



2. Enter the password and click on “Set password” button



Once the password is set, users will be redirected to the landing page and using the new password they can login to the portal.

After login to the Karmayogi user portal and clicking on the profile image on top right, users can see the link and access the various portals like the SPV portal, MDO portal, CBP portal and the FRAC dictionary based on their roles. Learners can access the Karmayogi portal to consume learning content, discuss ideas, connect with other users across MDOs, see the latest job opportunities and add competencies for. Karmayogi is a capacity building platform for government officials.



7.2 Login via parichay

Once the iGOT user lands on the landing page, they have an option to either self register or sign in.

Follow the below steps to sign in to the iGOT Portal

1. Click on the login button in the landing page



2. Click on “Login via parichay” button



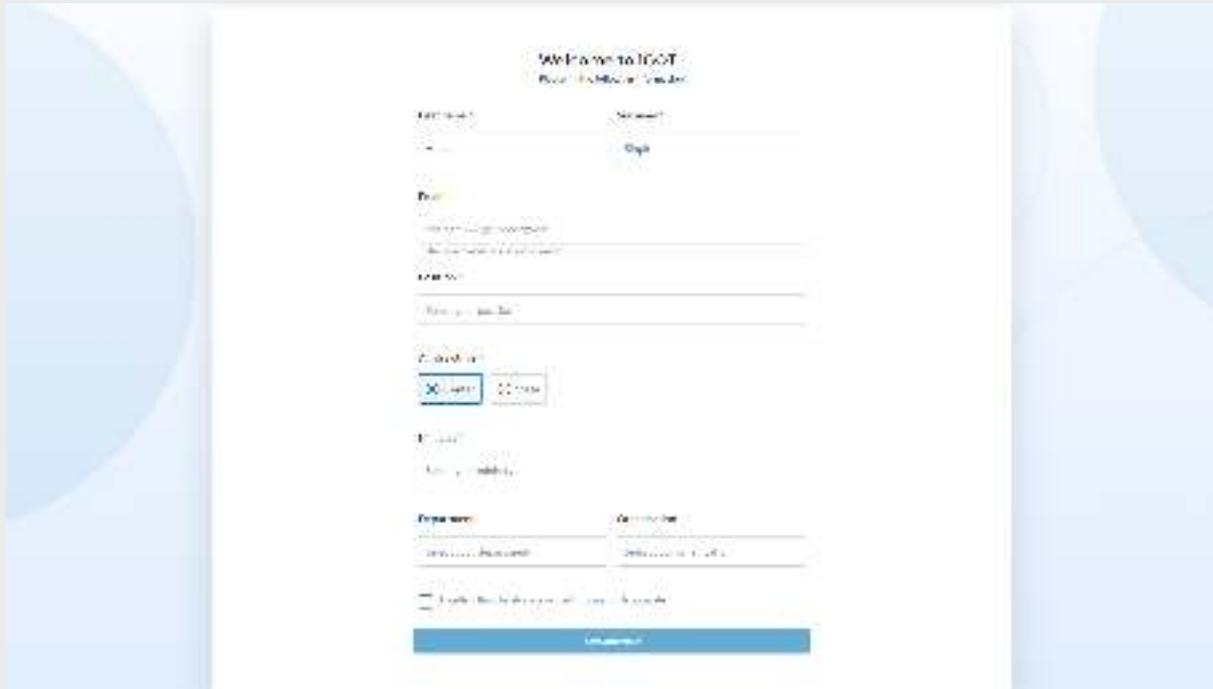
3. Enter the parichay credentials and click on “Next”



4. Enter the OTP received in registered mobile number



5. Once navigated back to the iGOT portal, provide the position, ministry/state information



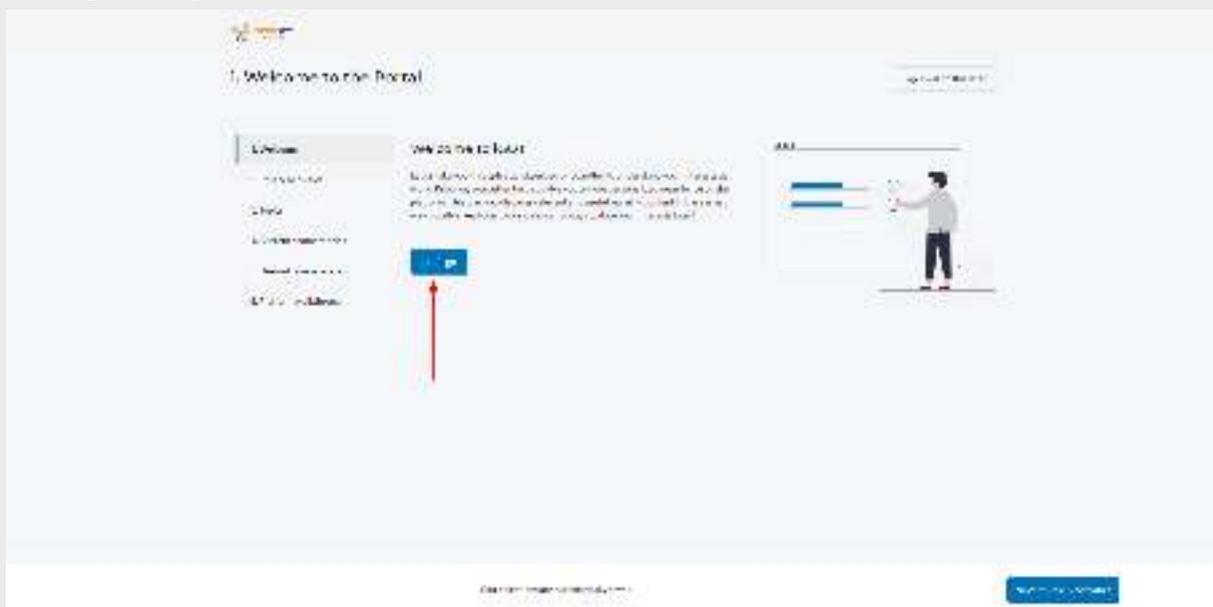
The screenshot shows a registration form titled "Welcome to iGOT" with the subtitle "Rural Healthcare Provider". The form includes several sections: "Affiliation" with dropdown menus for "Ministry" and "State"; "Phone" with a "Phone Number" field and a "Phone" dropdown; "Email" with an "Email" field; "Department" with a "Department" field and a "Department" dropdown; and "City" with a "City" field. At the bottom, there is a "Save and Next" button.

6. Check the self declaration and click on “Save and Next” button

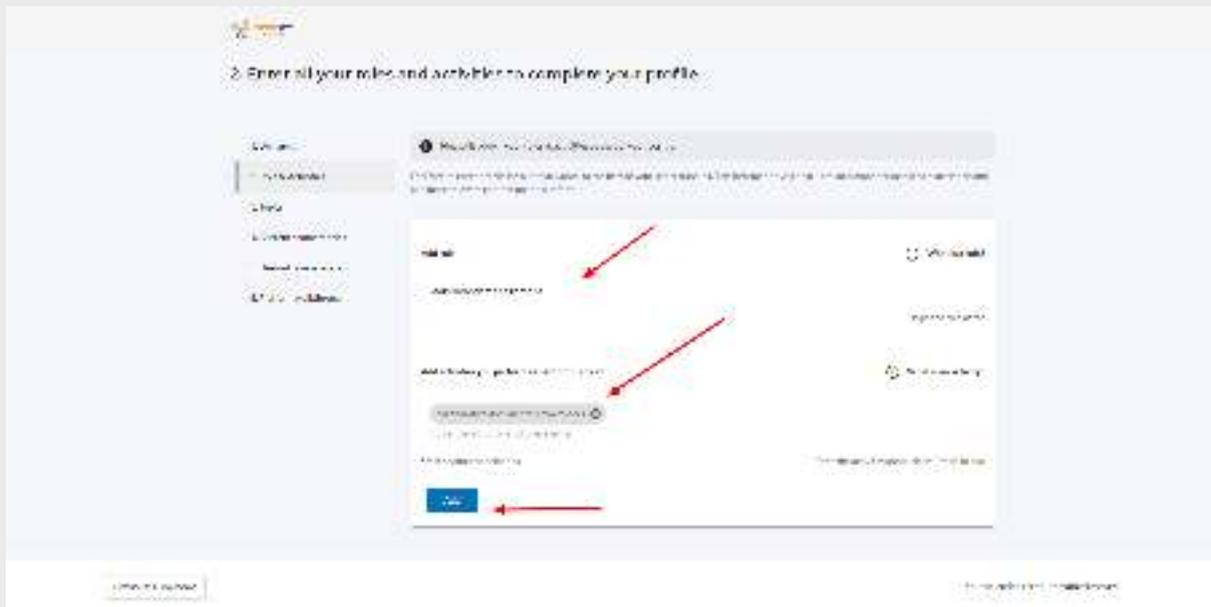
8. Home

Users log in to the Karmayogi portal and land on the below screen where they can experience the guided onboarding process.

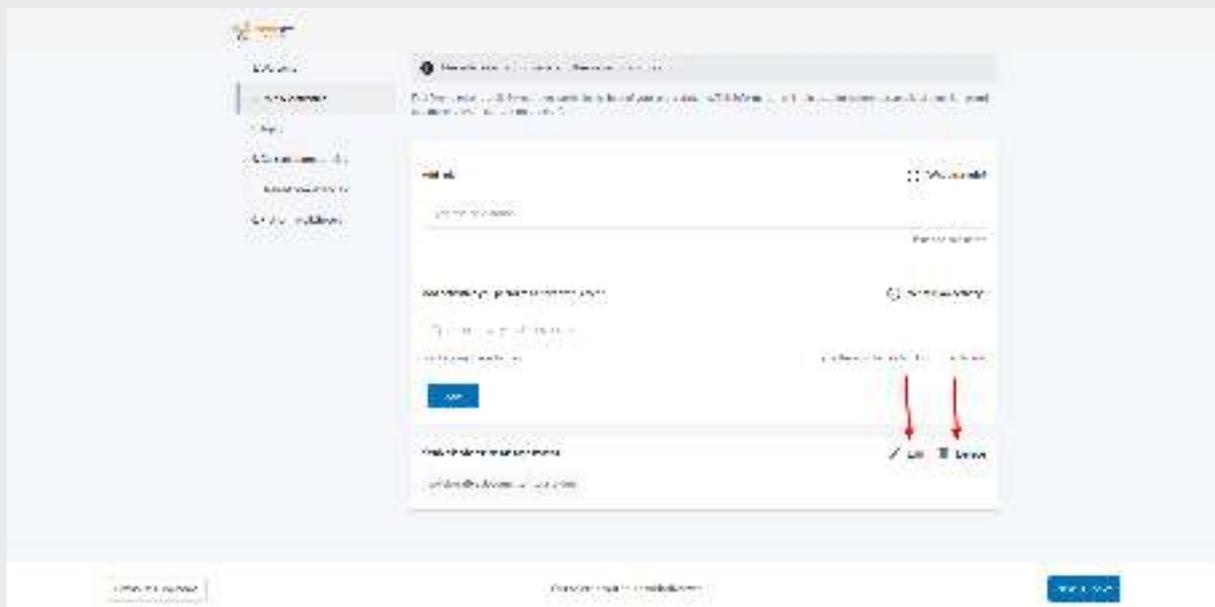
1. Login using valid credentials and click on “Let’s Go”



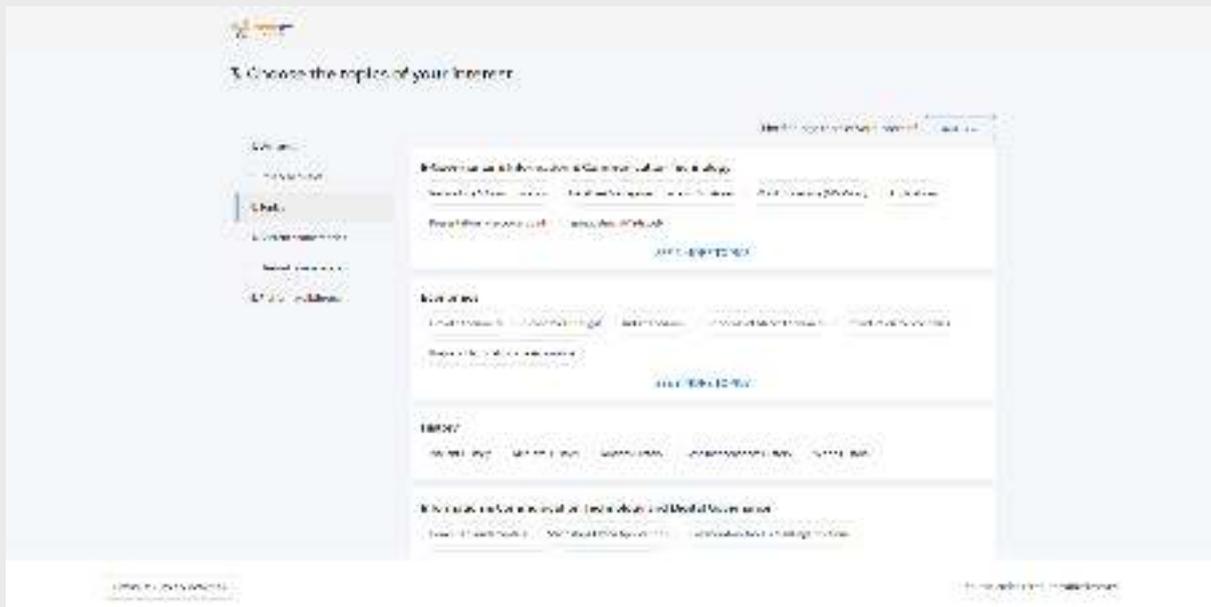
2. Enter the role and activities, and click on “Add”



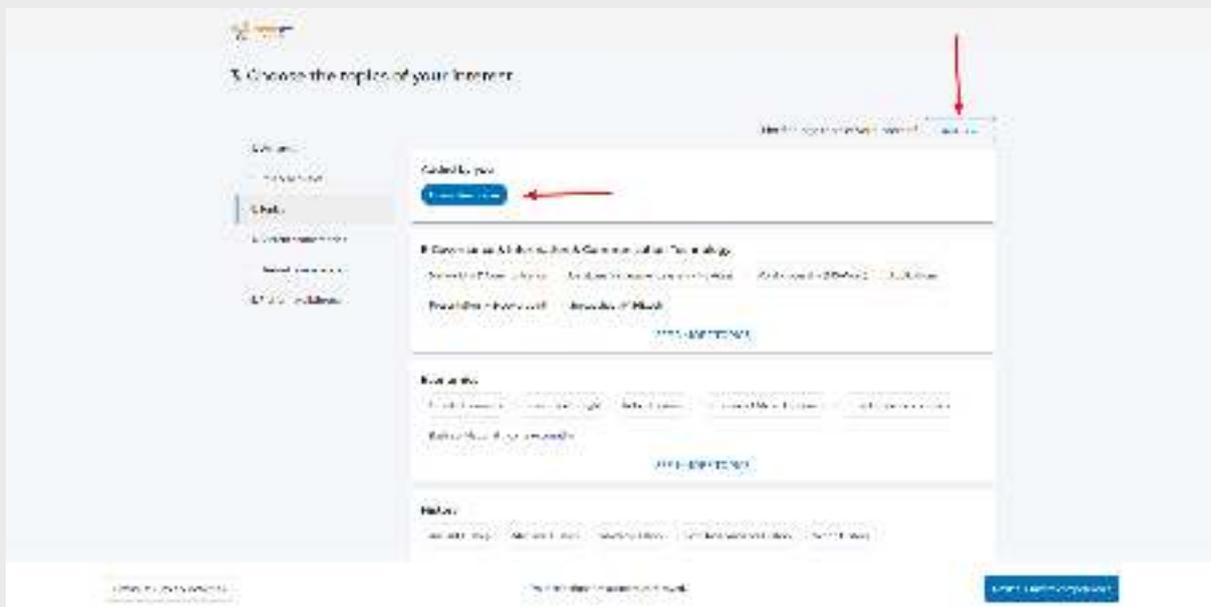
3. To edit or delete the added role & activity, click on “edit” or “delete” icon



4. Select the topic of interest



5. To add a new topic click on “Add topic” and provide the details



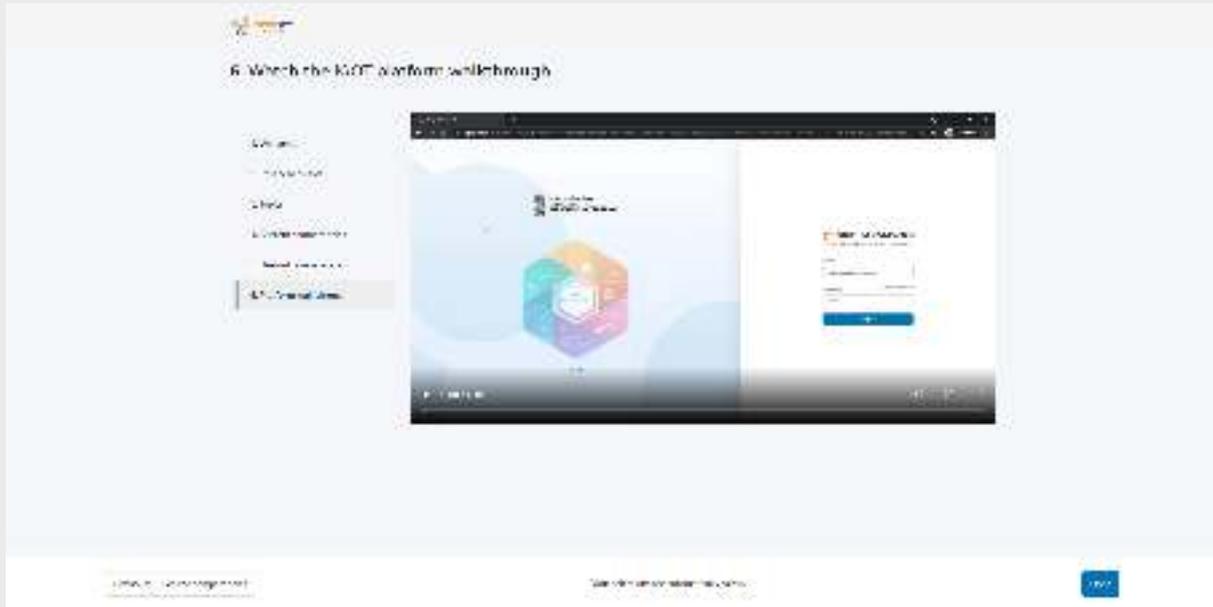
6. Select the current competency with level of proficiency

The screenshot shows a web interface for selecting a current competency. The title is "6. Choose the current competency that you are skilled with". On the left, there is a sidebar with navigation options: "Home", "Competencies", "New Competency", and "My Competencies". The main content area is titled "Data Analytics Specialist" and includes a search bar. Below the search bar, there are three competency cards. The first card, "Data Analytics Specialist", is selected and shows proficiency levels: "Level 1" (selected), "Level 2", "Level 3", and "Level 4". The second card, "Data Analytics Specialist", shows proficiency levels: "Level 1", "Level 2", "Level 3", and "Level 4". The third card, "Data Analytics Specialist", shows proficiency levels: "Level 1", "Level 2", "Level 3", and "Level 4". At the bottom, there are buttons for "Go Back", "Save Changes", and "Save and Continue".

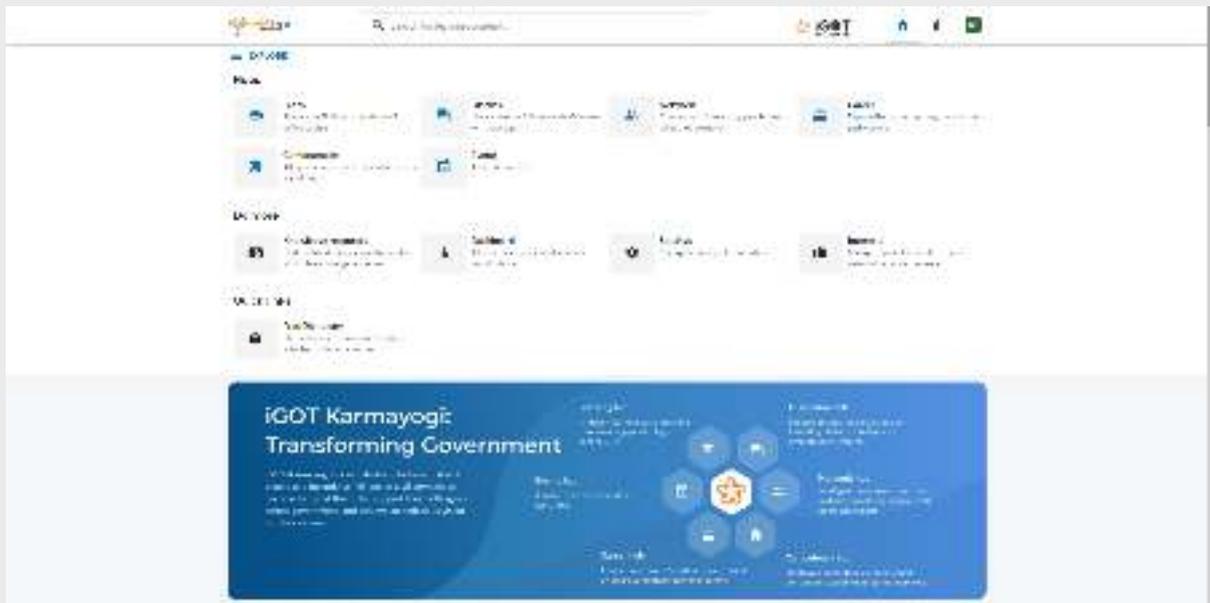
7. Select the desired competency with level of proficiency

The screenshot shows a web interface for selecting a desired competency. The title is "5. Choose the competency that you desire to possess". On the left, there is a sidebar with navigation options: "Home", "Competencies", "New Competency", and "My Competencies". The main content area is titled "Data Analytics Specialist" and includes a search bar. Below the search bar, there are three competency cards. The first card, "Data Analytics Specialist", shows proficiency levels: "Level 1", "Level 2", "Level 3", and "Level 4". The second card, "Data Analytics Specialist", shows proficiency levels: "Level 1", "Level 2", "Level 3", and "Level 4". The third card, "Data Analytics Specialist", shows proficiency levels: "Level 1", "Level 2", "Level 3", and "Level 4". At the bottom, there are buttons for "Go Back", "Save Changes", and "Save and Continue".

8. View the platform walkthrough and click on “Done”



9. Hubs

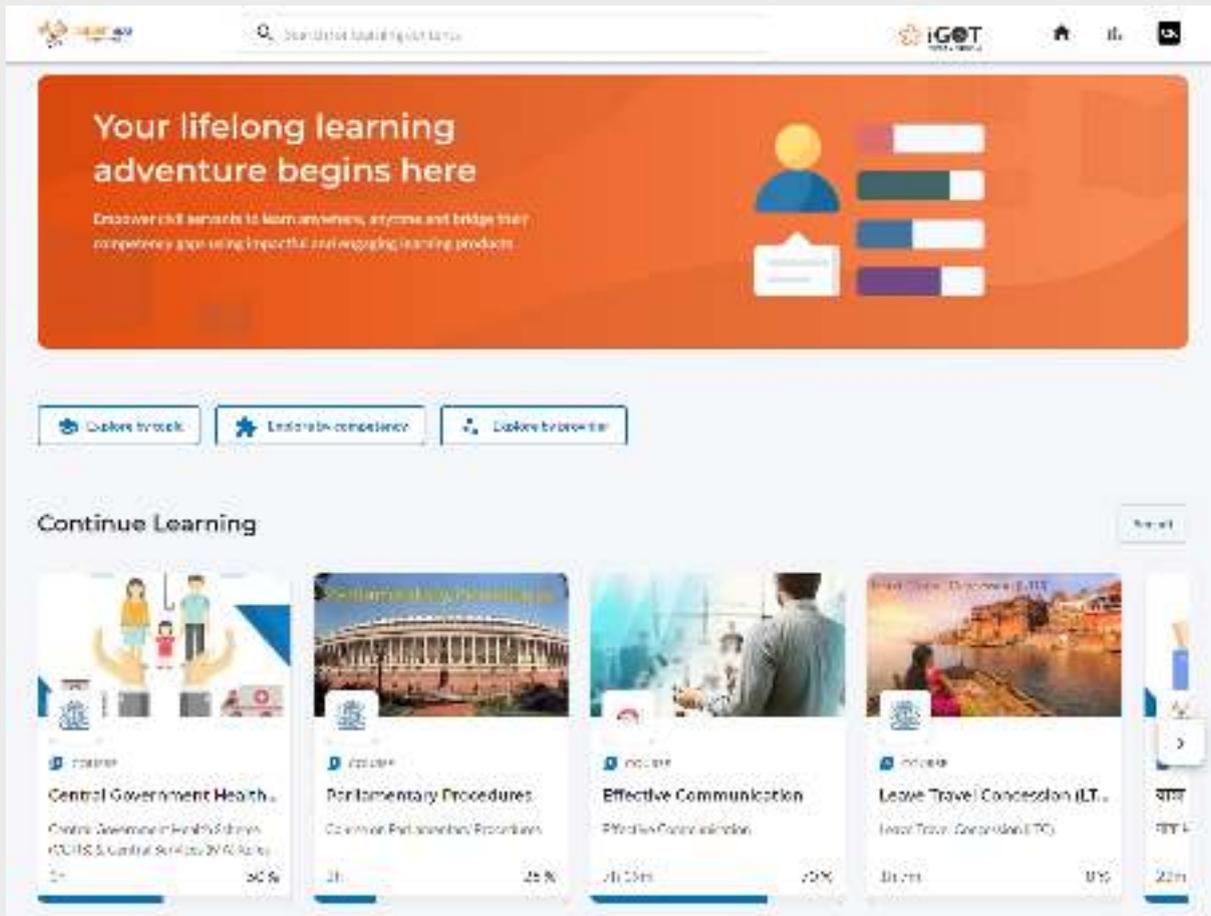


Currently, the Karmayogi portal supports 6 hubs:

1. Learn Hub
2. Discuss Hub
3. Network Hub
4. Career Hub
5. Competencies Hub
6. Events Hub

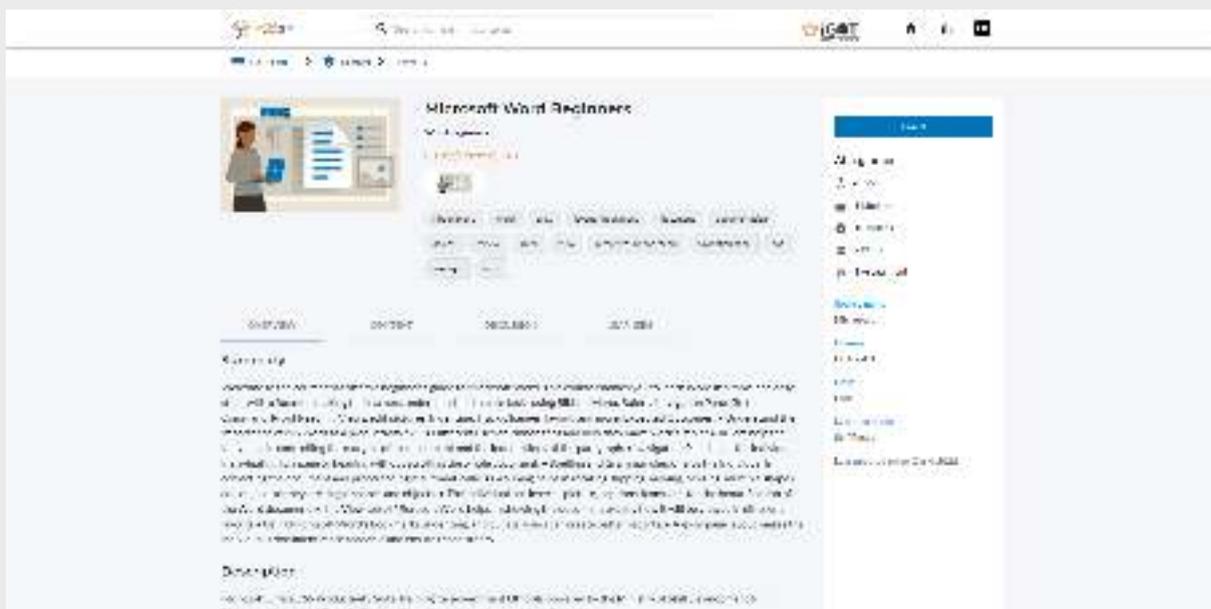
9.1 Learn Hub

The platform offers a variety of content to learners under Learn hub. Learner views the content offered by multiple content providers. They can consume the available content on the platform. User lands on the below screen after clicking on 'Hubs -> Learn hub' or the "Learn" button under the learn section in the home page.

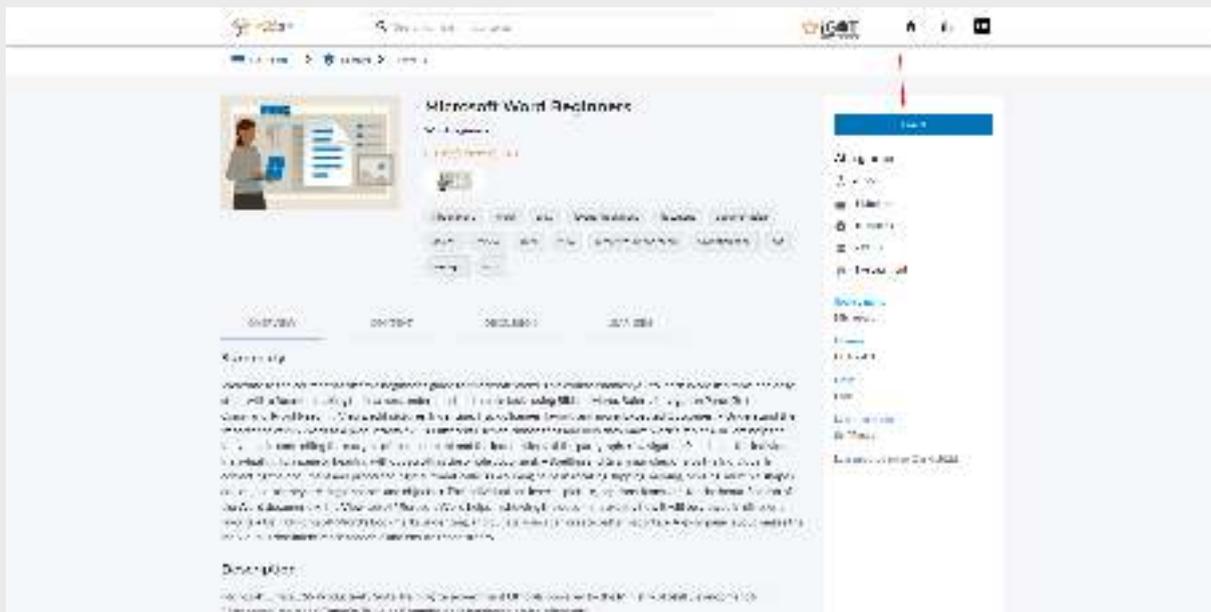


9.1.1 Content Consumption

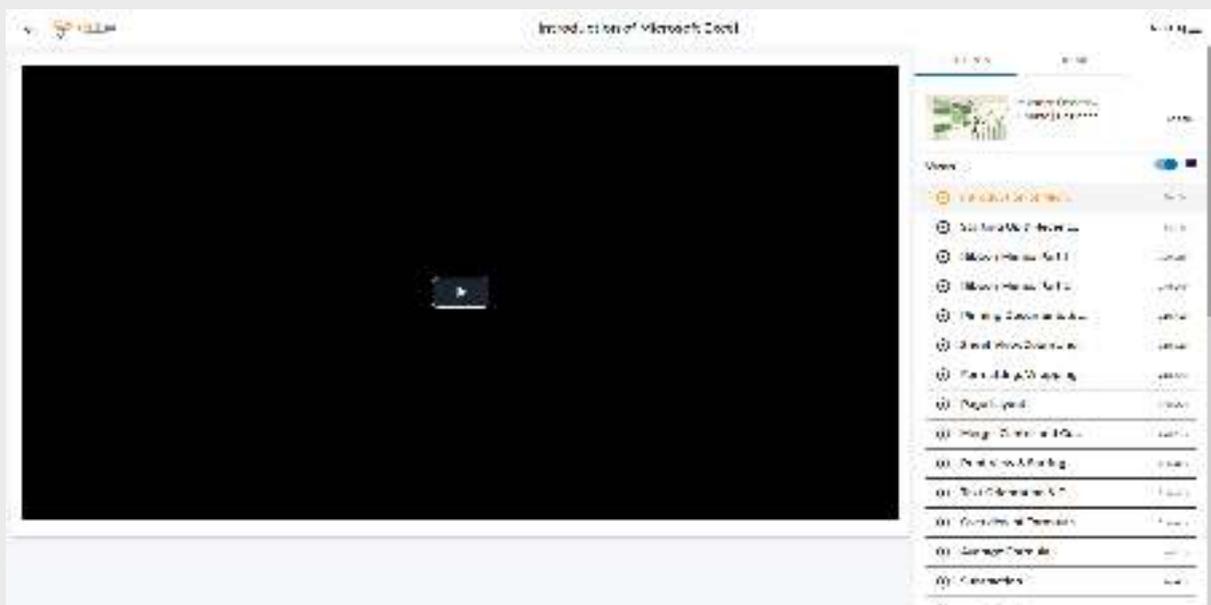
User clicks on any content under the "Learn hub" to land on the below screen.



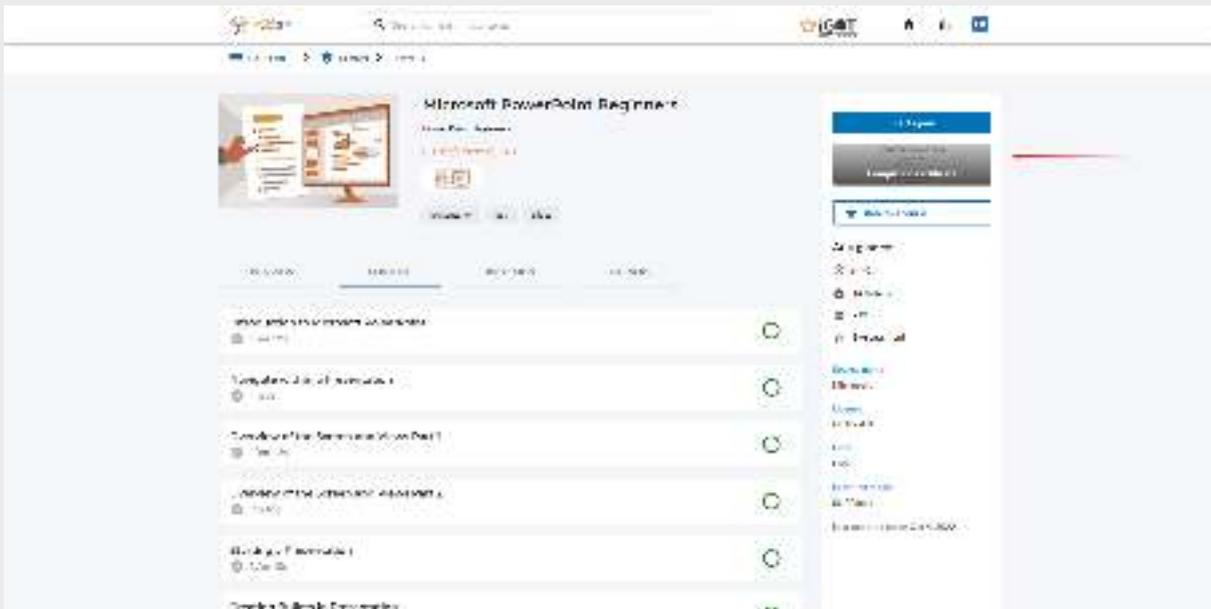
User clicks on the “Enroll” button and then “Start” button to start consuming the course.



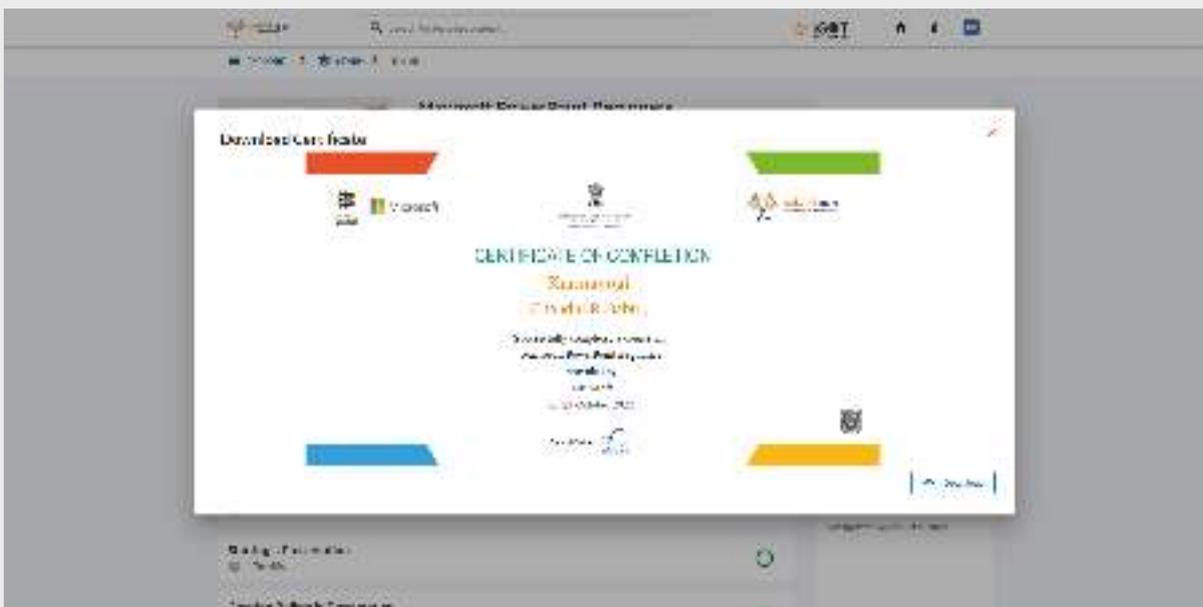
Once the start button is clicked the user will navigate to the content consumption screen as shown below.



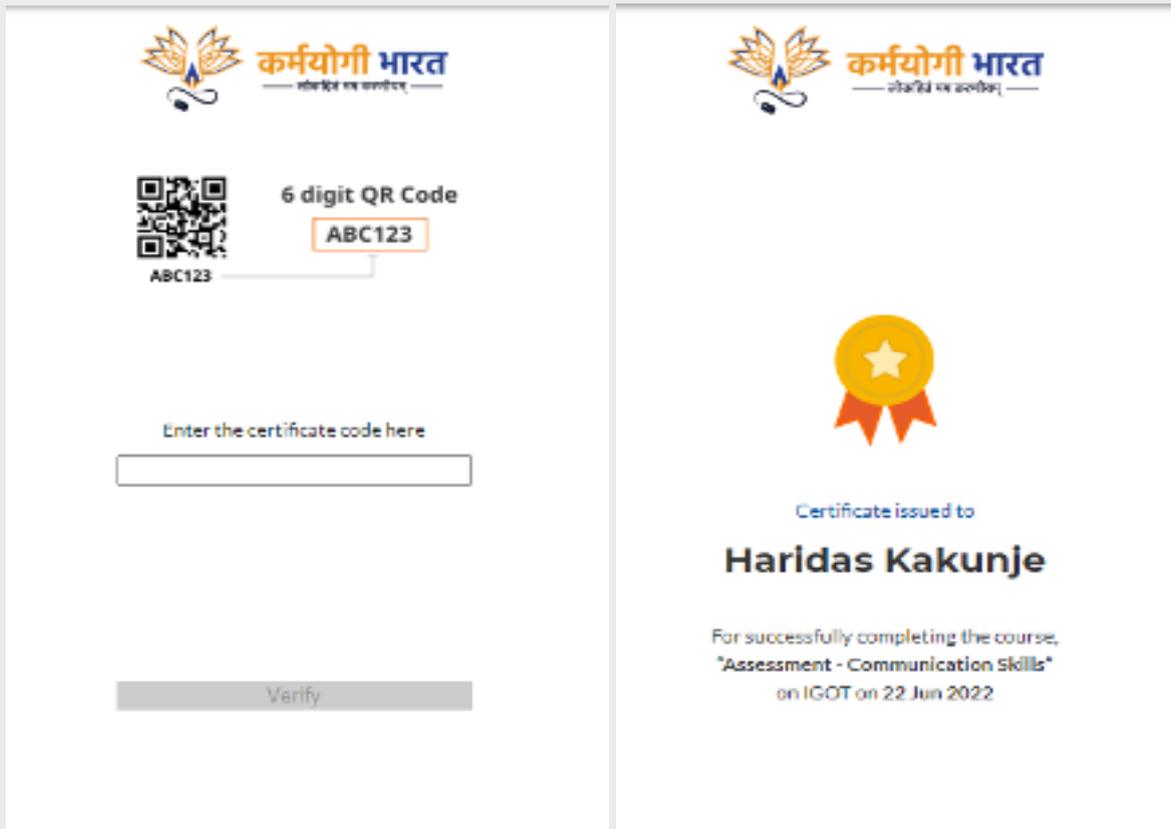
As soon as the user completes a course, a certificate will be displayed as shown below (Note: only if content creator has uploaded one)



To download the certificate, click on the certificate card



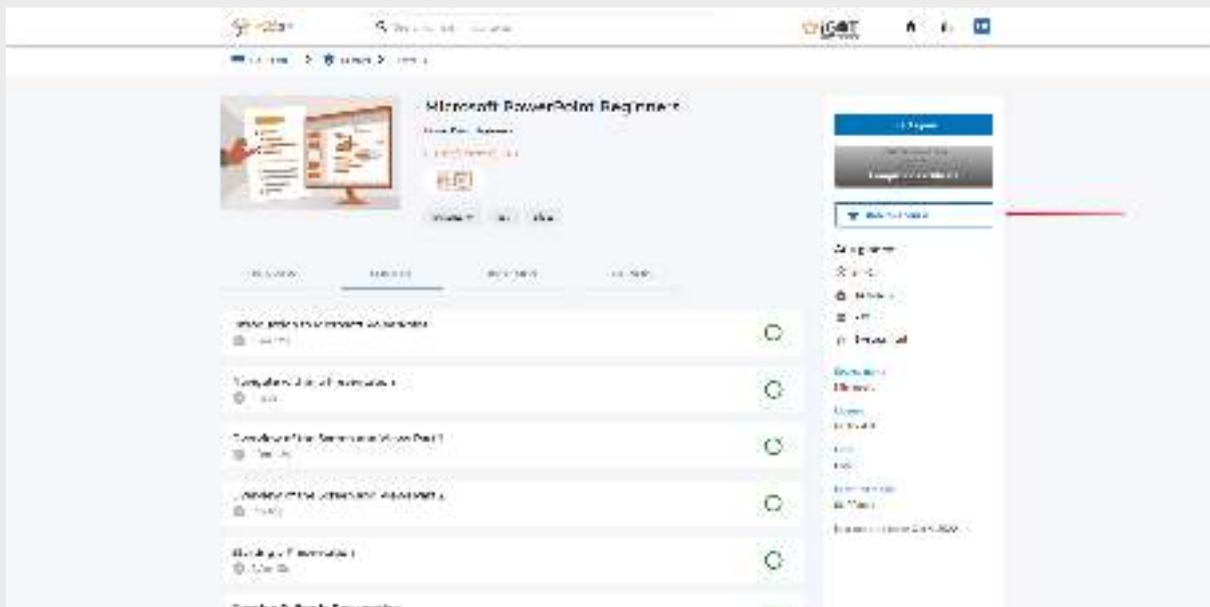
Completed courses will be displayed under user profile. To get a digital certificate, users can scan the QR code.



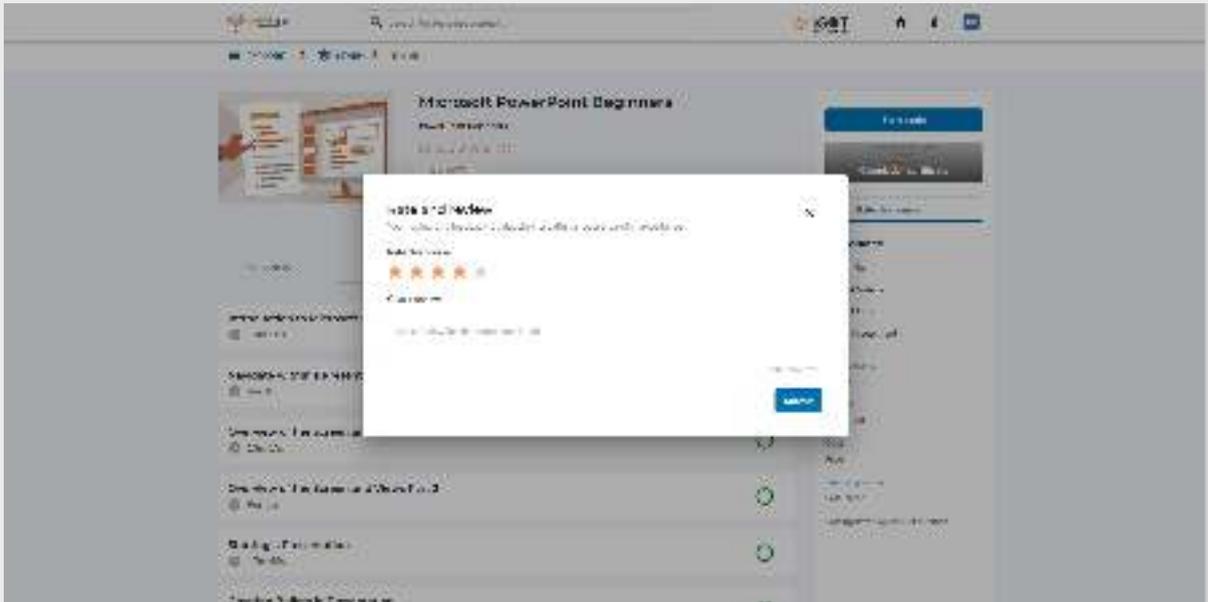
To consume the course again, user can click on the “Start again” button

9.1.2 Rate this course/program

Users can rate the course they have consumed by clicking on the “Rate this course” button.

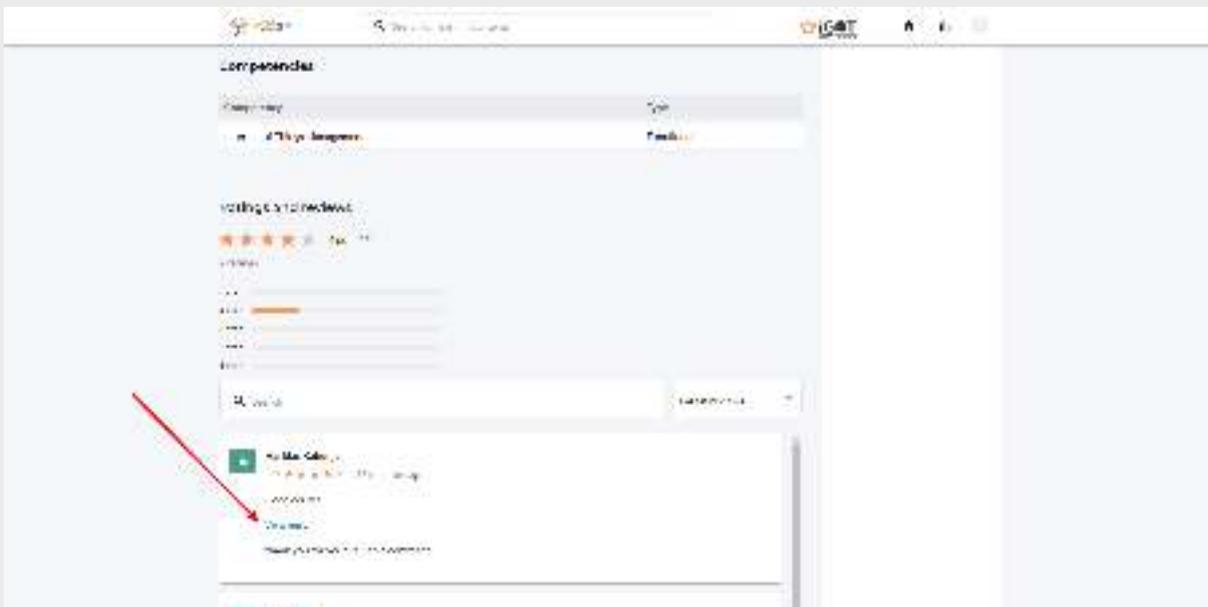


Choose the rating star and provide the review comment in the comment box which is optional and click on “Submit”



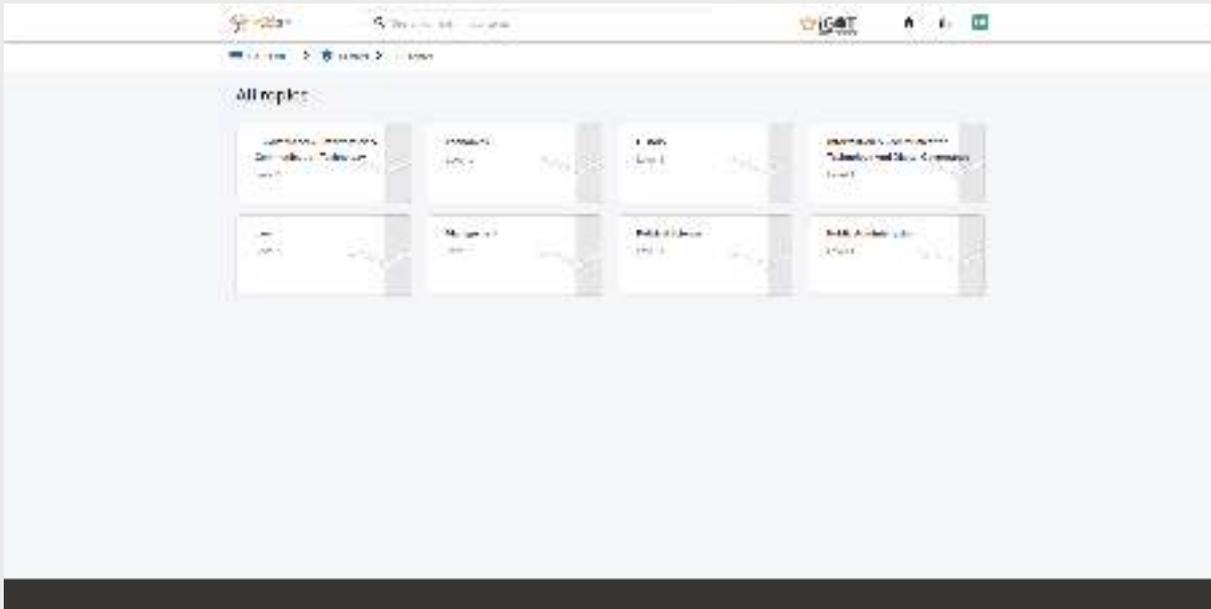
The ratings and reviews will be displayed in the course overview page

Learners can view the replies from the content creator in the course overview page. For that click on the overview tab and click of “view reply”

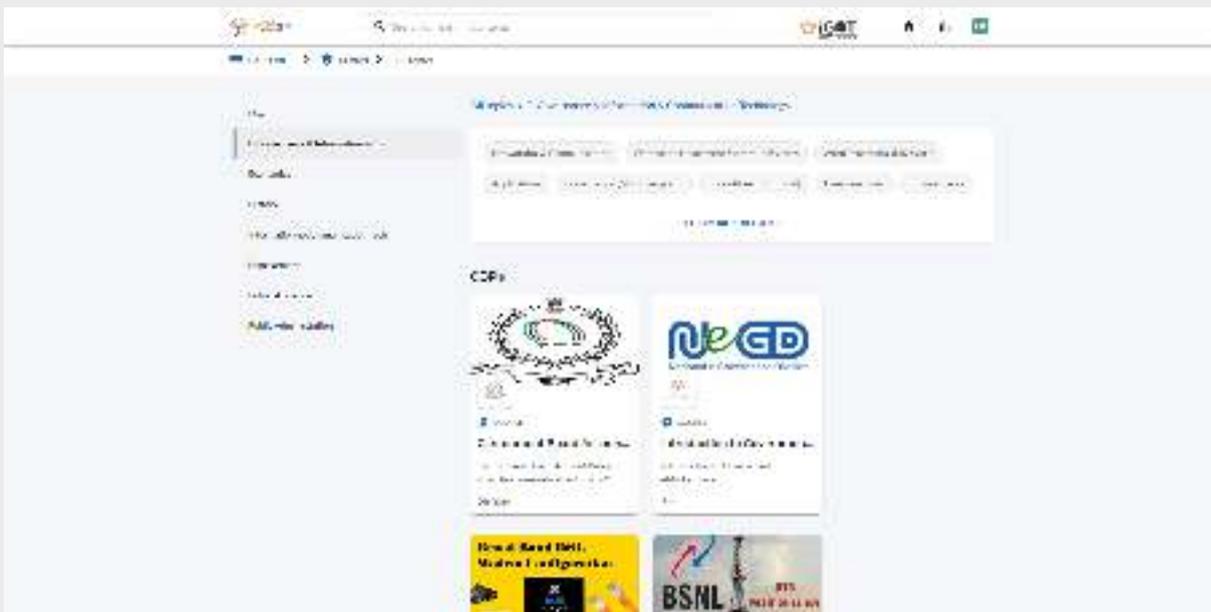


9.1.3 Explore by topic, competency and provider

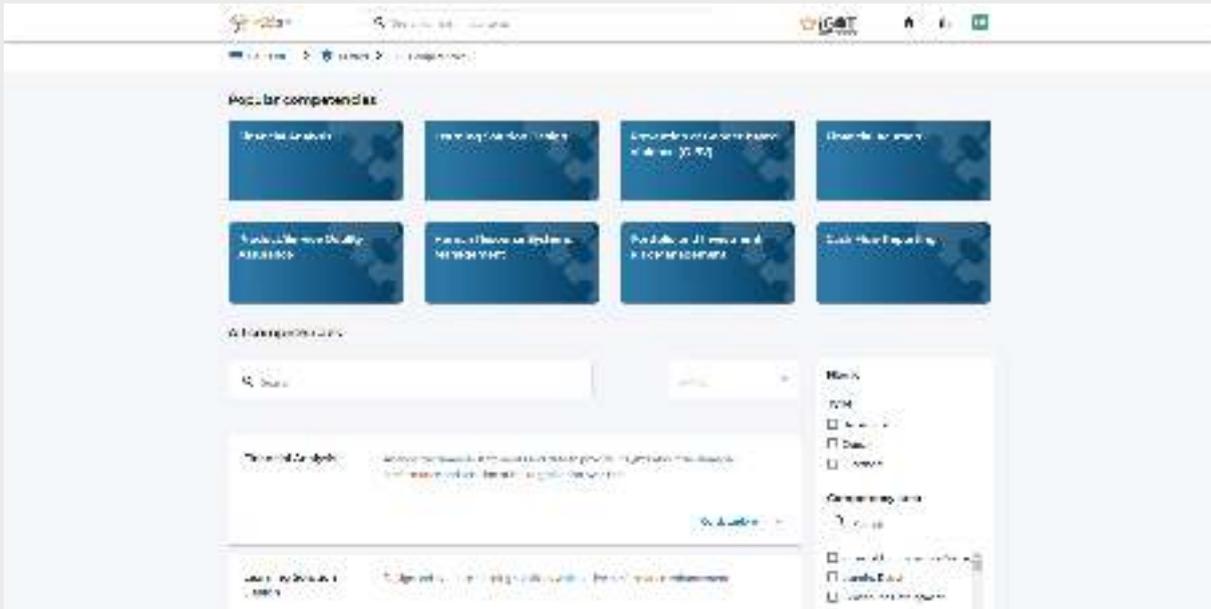
User clicks on the “Explore by topic” to land on the below screen where courses are classified into different categories.



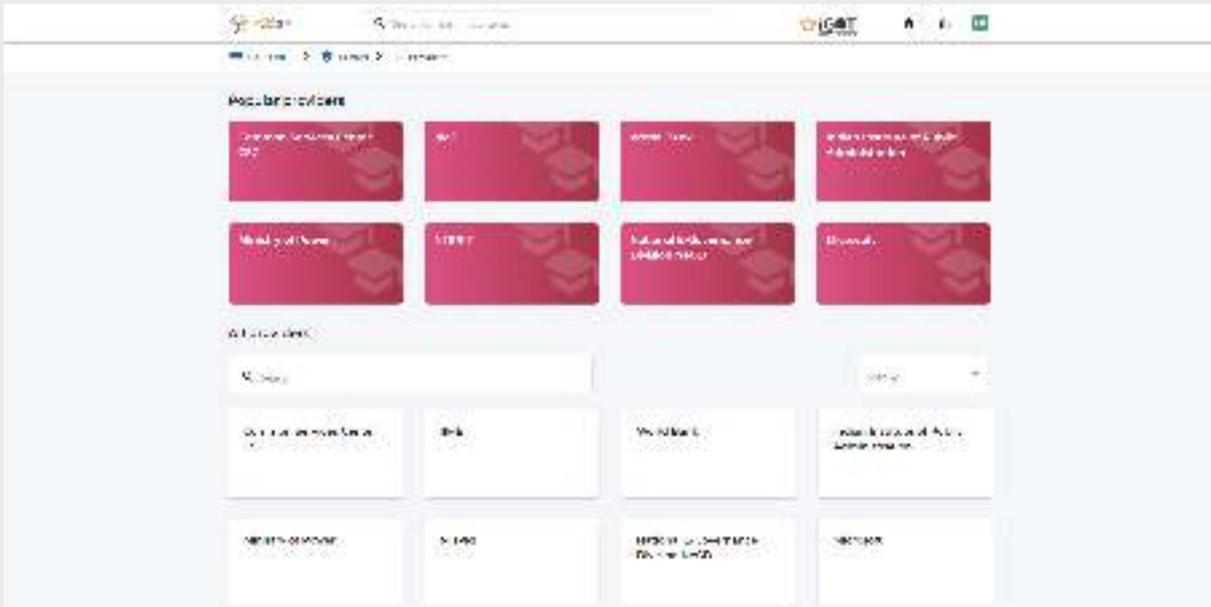
Clicking on any topics from the above page, the user will land on the below screen where the list of courses based on the selected topic can be viewed.



User clicks on the “Explore by competency” to land on the below screen where courses are classified into different categories.



User clicks on the “Explore by provider” to land on the below screen where courses are classified into different categories.

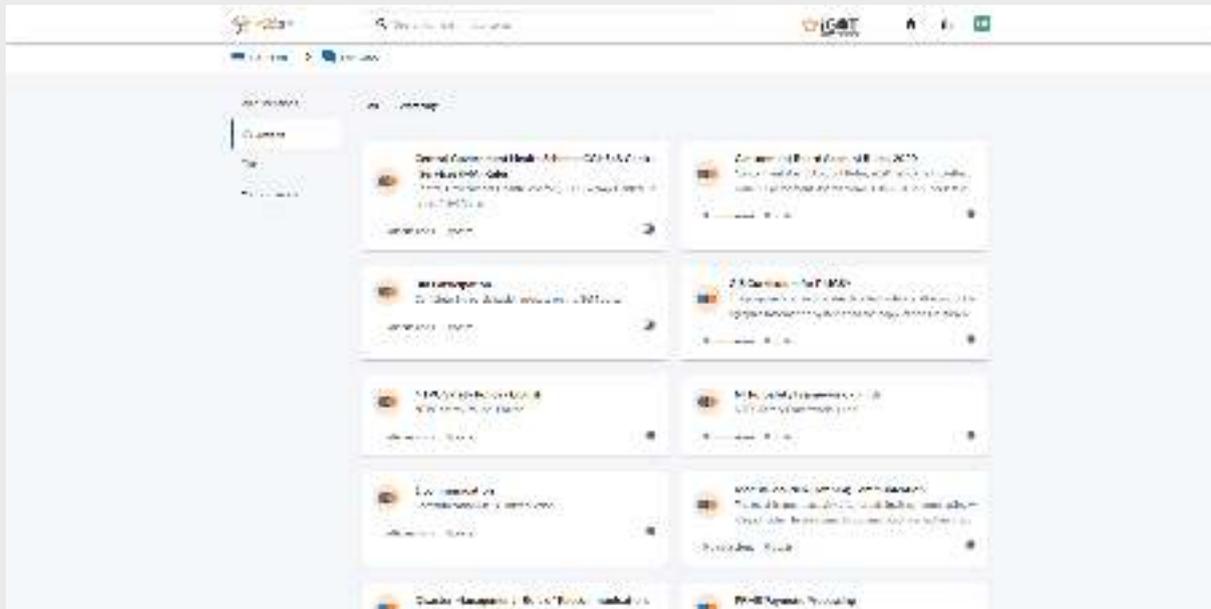


9.2 Discuss Hub

User navigates to the below screen by clicking on ‘Hubs-> Discuss’ or clicking on the “Discuss” button under the Discuss section in the home screen.

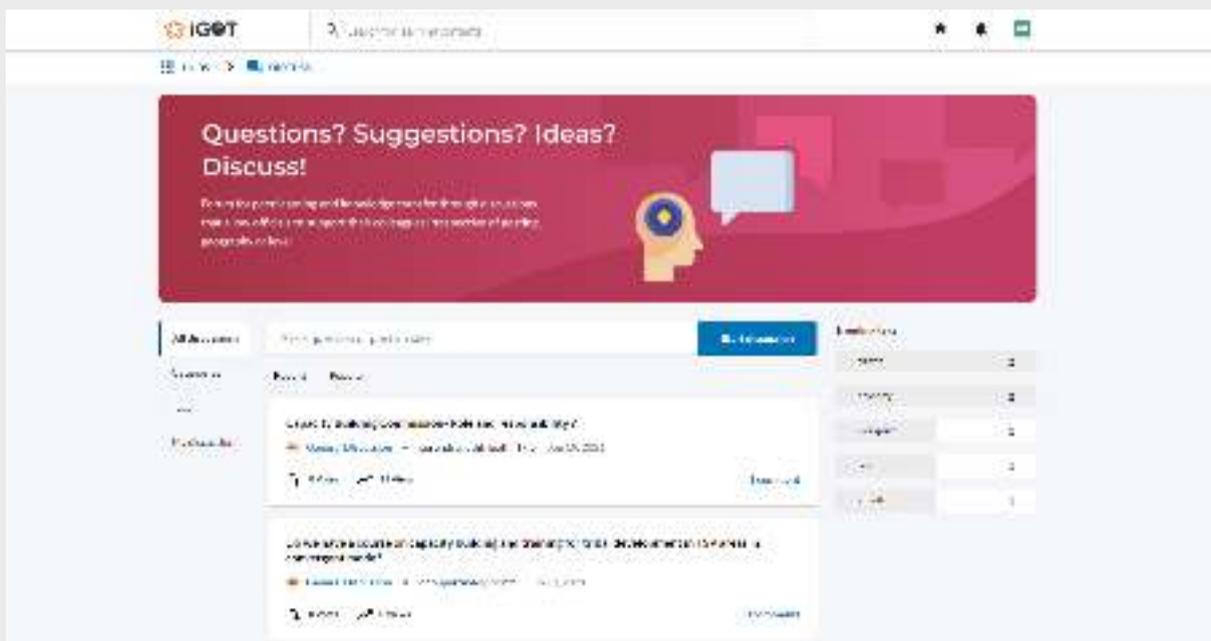
9.2.1 Categories

Users after clicking on the "Discuss hub" will be redirected to the page displayed below, where the discussion/topics/posts are categorized as Announcements, General discussion, Comments & feedback and Blogs.

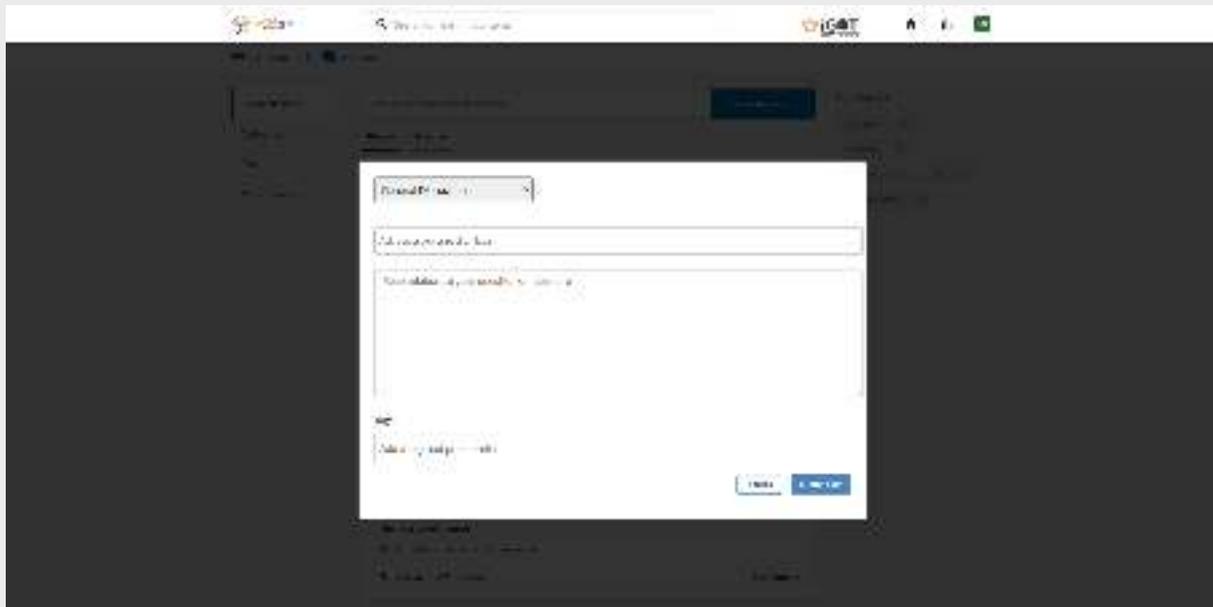


9.2.2 All Discussions

Users will be able to see all discussions which are made by other users in the "All discussions" tab under the Discuss Hub.



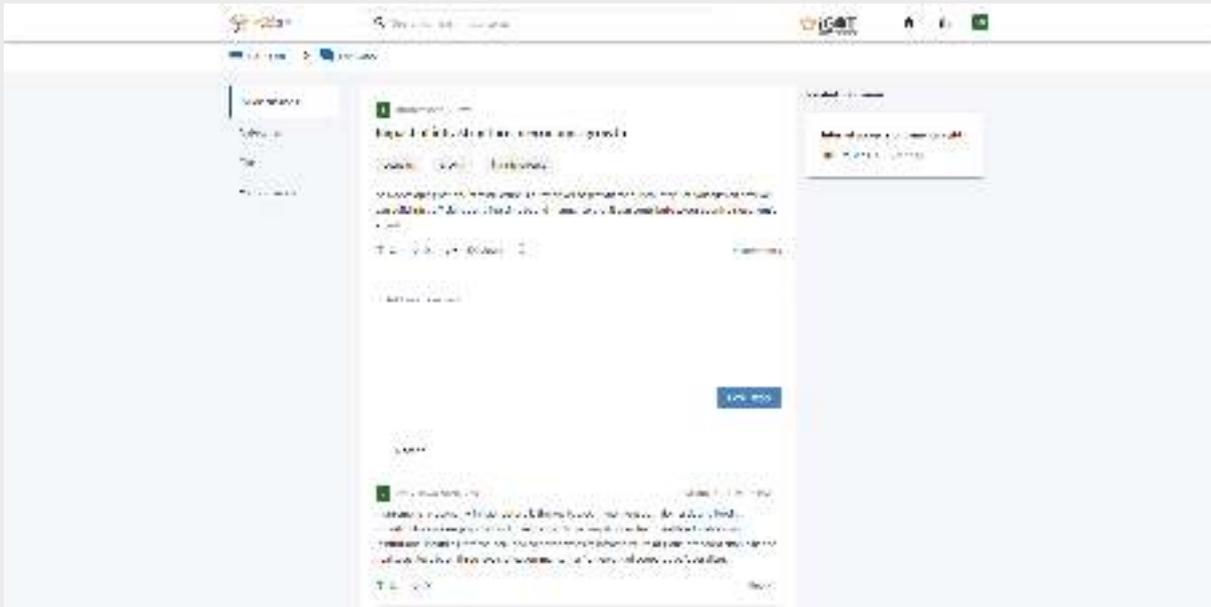
Users can start a discussion by clicking on the “Start discussion” button. A popup will open where they can post their ideas, also they will have the option to categorize and add tags to their post.



Note: Once submitted, the post will be displayed in both ‘All discussion ‘and ‘Categories’ section .

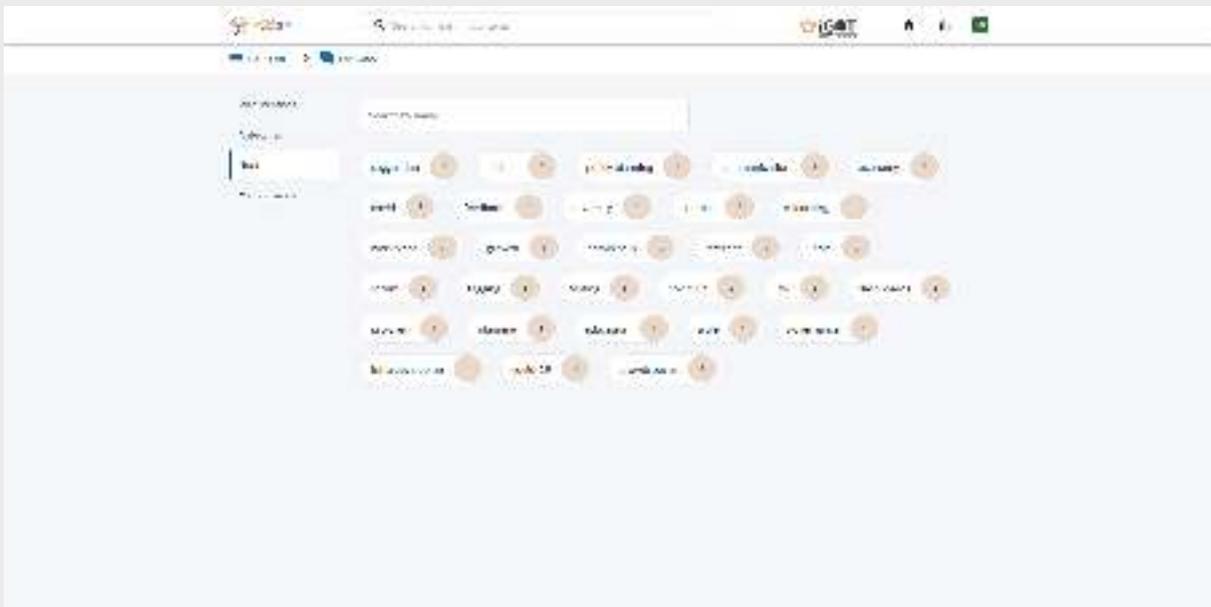
By clicking on any post/topic ,the user will be directed to the details of the post.

- On clicking the bookmark icon , the user can bookmark any post. Clicking on the same bookmark icon again will remove it.
- User can upvote or downvote other’s posts by clicking on the up and down arrow below the post
- Users can post comments on other’s posts by clicking on the “Reply” button.
- User can provide reply to any posted comment by clicking on “Reply” under each comment

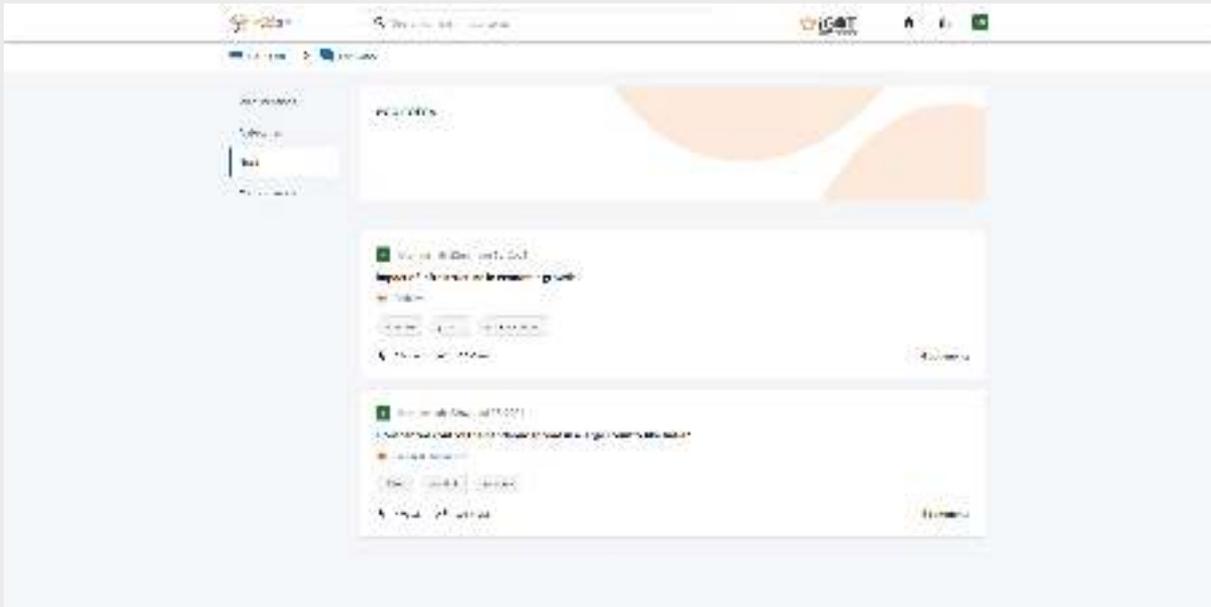


9.2.3 Tags

Users click on the “Tags” option to land on the below screen where they will be able to view the post based on the tags used.



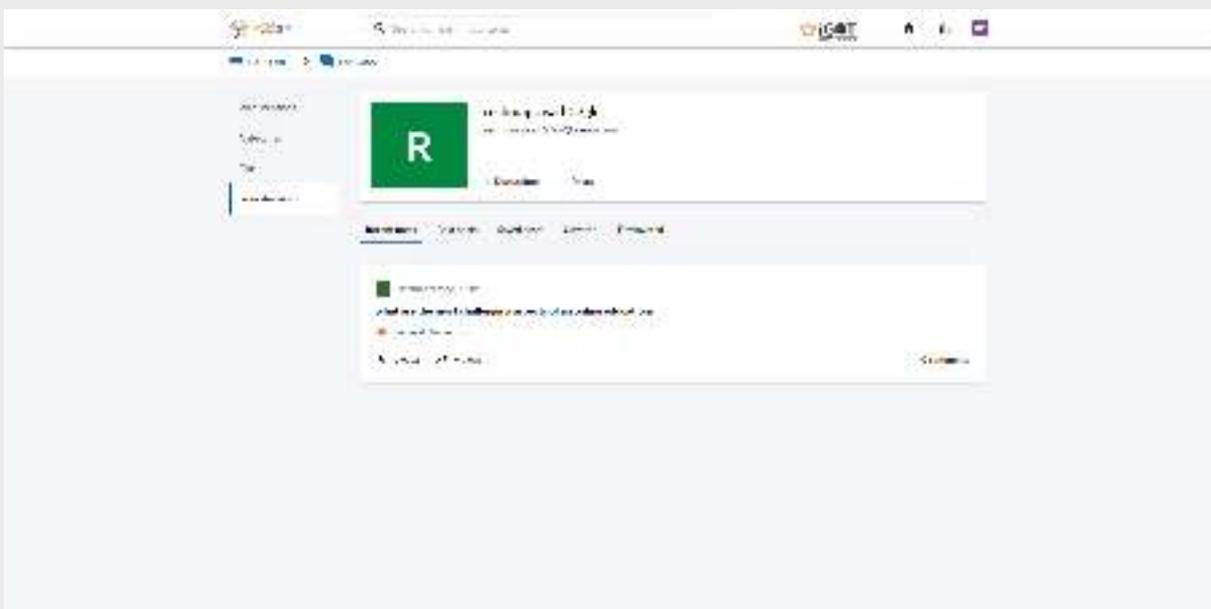
As the user clicks on any tags, a list of discussions with the selected tag will be displayed as below.



9.2.4 Your Discussion

User clicks on the “Your discussions” option from the left menu to view the discussions posted by themselves. As the user clicks on “Your discussion” there will be five tabs under that screen as:

1. Recent posts: Posts that are recently created by the user will be displayed in this tab
2. Best posts: User can view all the post based on the ascending order of the number of votes
3. Saved posts: User can view all the saved/bookmarked posts
4. Upvoted: Any posts that is upvoted by the user will be displayed under this section
5. Downvoted: Any post that is downvoted by the user will be displayed under this section

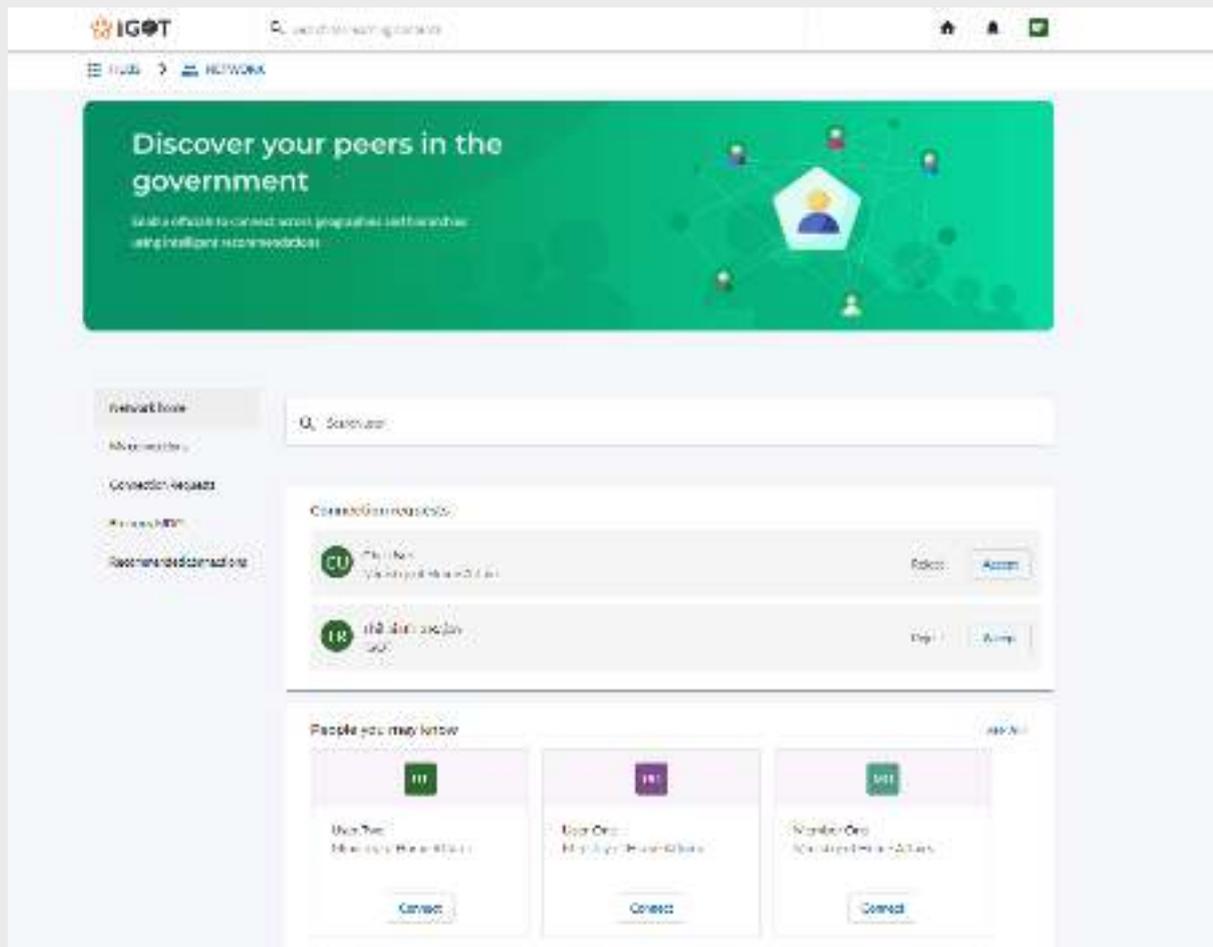


9.3 Network Hub

Users are able to connect with other users from the same or other MDOs under Network Hub.

9.3.1 Network Home

The user navigates to the below screen by clicking on 'Hubs-> Network' or clicking on the "Network" button under Network sections in the home page.

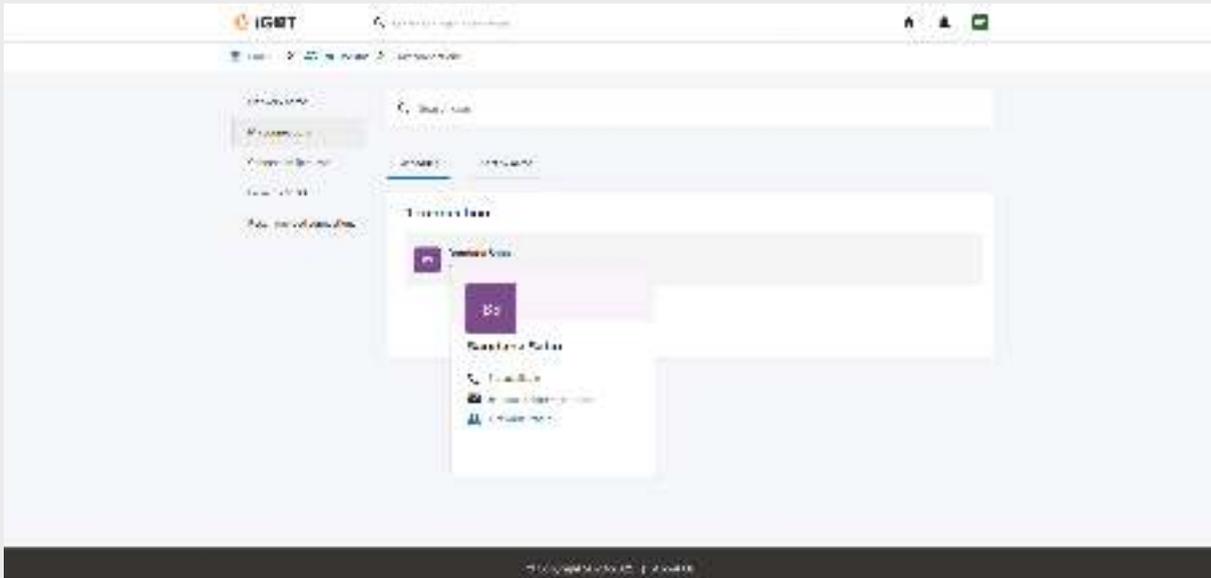


- To accept a connection request, user needs to click on the "Accept" button in the above image
- To reject a connection request, user needs to click on the "Reject" button in the above image

9.3.2 Your Connections

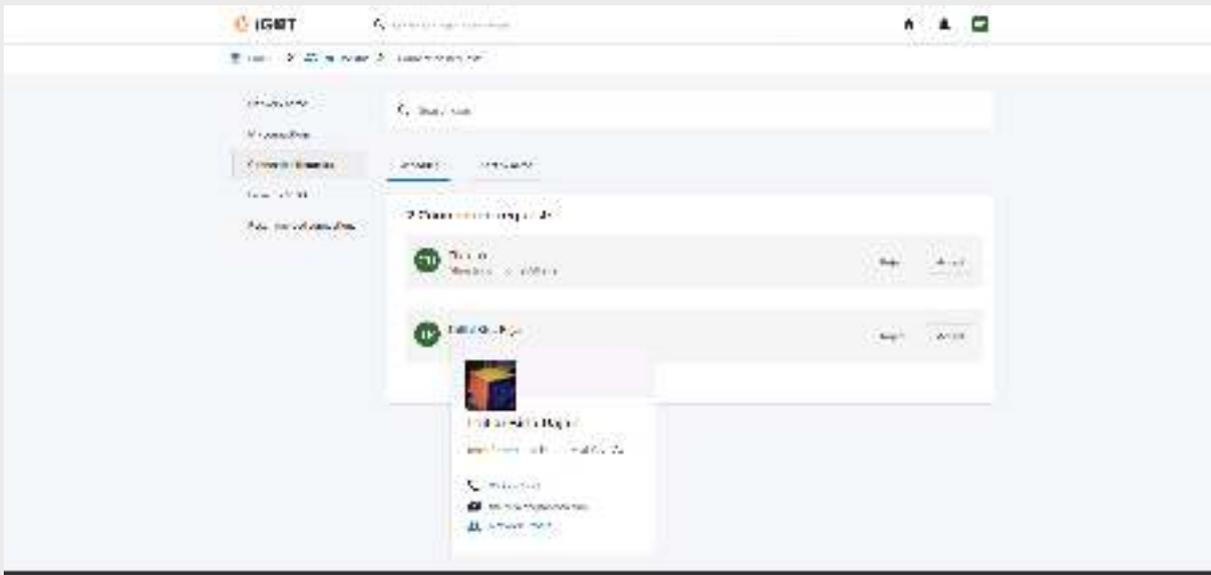
Users can see the list of connected users under "My connections".

On hover under my connections, the user can see a card with the basic details of the connected user.



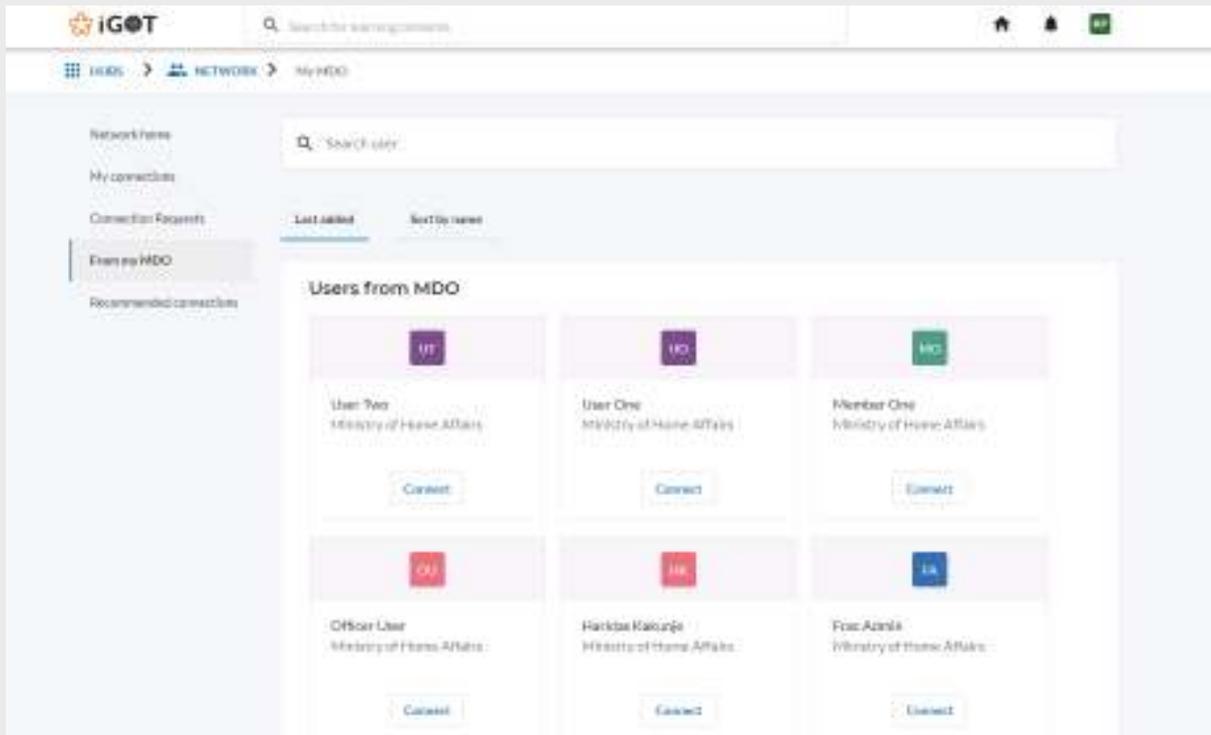
9.3.3 Connection Requests

Users can see the connection request sent by other users under the “Connection requests” tab. Hovering on the name, the user can view the details of the requested user.



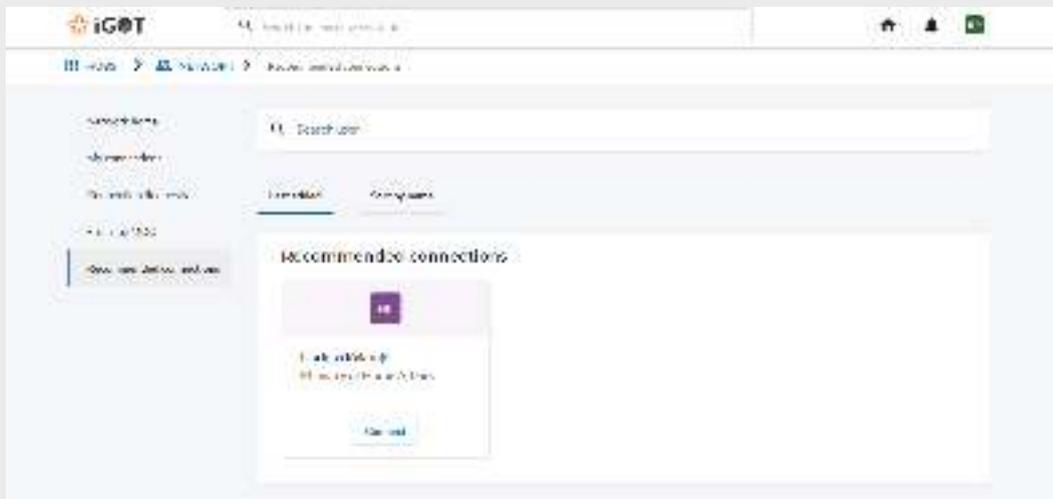
9.3.4 From your MDO

Users from the same MDO will be displayed here. To connect with other members in the MDO, they can click on the “Connect” button.



9.3.5 Recommended Connections

Users clicking on “Recommended connections” can see all recommended users based on their already connected users.



9.3.6 User profile

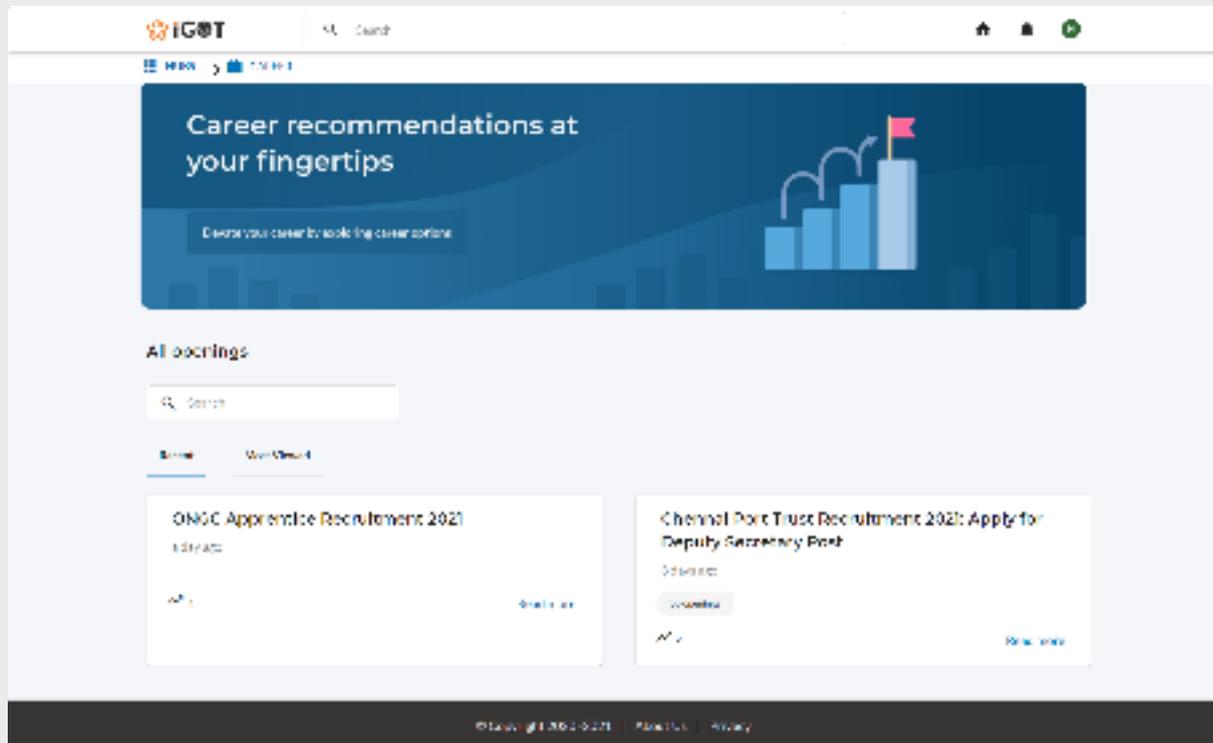
By clicking on any of the user’s profile in the “Network hub”, the user will be navigated to the profile page of that user.

Details below have to be updated in the user “Update Profile” under “Explore all features”.

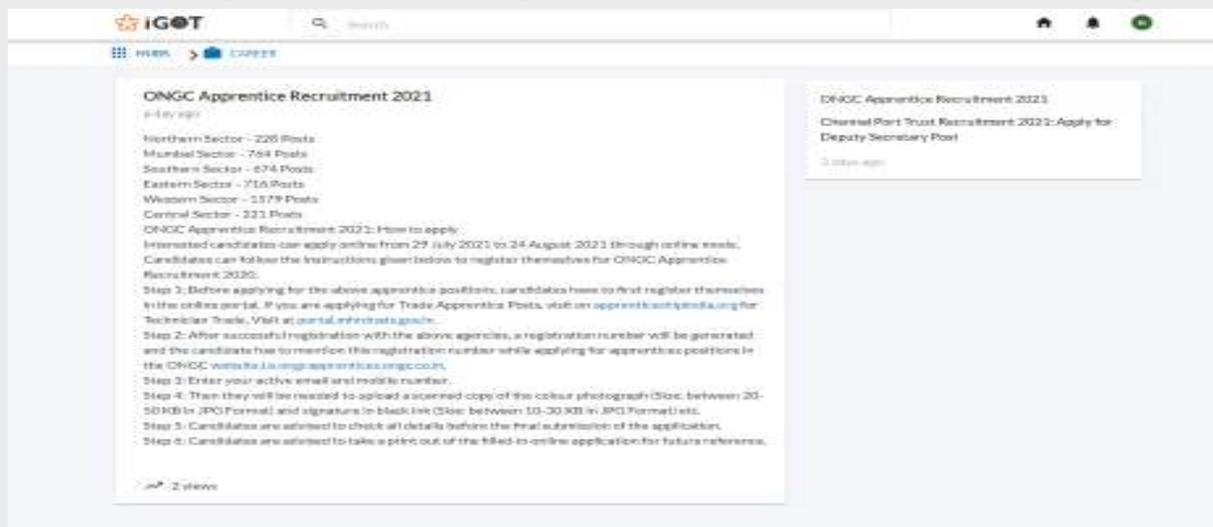
9.4 Career Hub

Users are able to see All Openings which are created by Admin.

The user navigates to the below screen by clicking on 'Hubs-> Career' or clicks on the "Career" button under the Career section on the home page.



Users by clicking on any of the openings will display the details of the career opening.



9.5 Competencies Hub

Users can add competencies under “Competencies Hub”. The user navigates to the below screen by clicking on ‘Hubs-> Competencies’.

The screenshot displays the 'Competencies Hub' interface. At the top, there is a navigation bar with the IGOT logo and a search bar. Below the navigation bar, a blue banner features the text 'A career built on competencies' and an illustration of a person with three colored boxes (red, blue, green) below them. The main content area is titled 'Your competencies' and includes a search bar, a list of recommended competencies, and a list of competencies to be added. The footer contains navigation links for Home, About Us, Support, and IGOT logo.

Home
Home
About Us
Support
Competencies
Privacy

Related links
IGOT Home
The Company
IGOT Store

Support
Employee self-services
Feedback and questions
Support requests

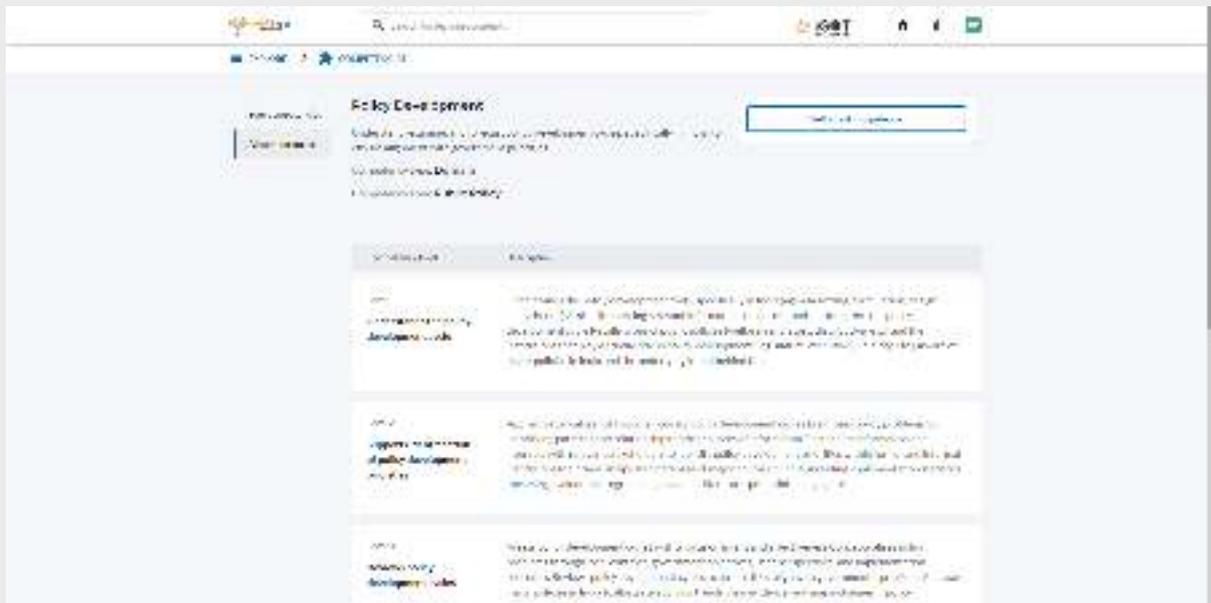
About us
About IGOT
Our background
Employee training and development

IGOT

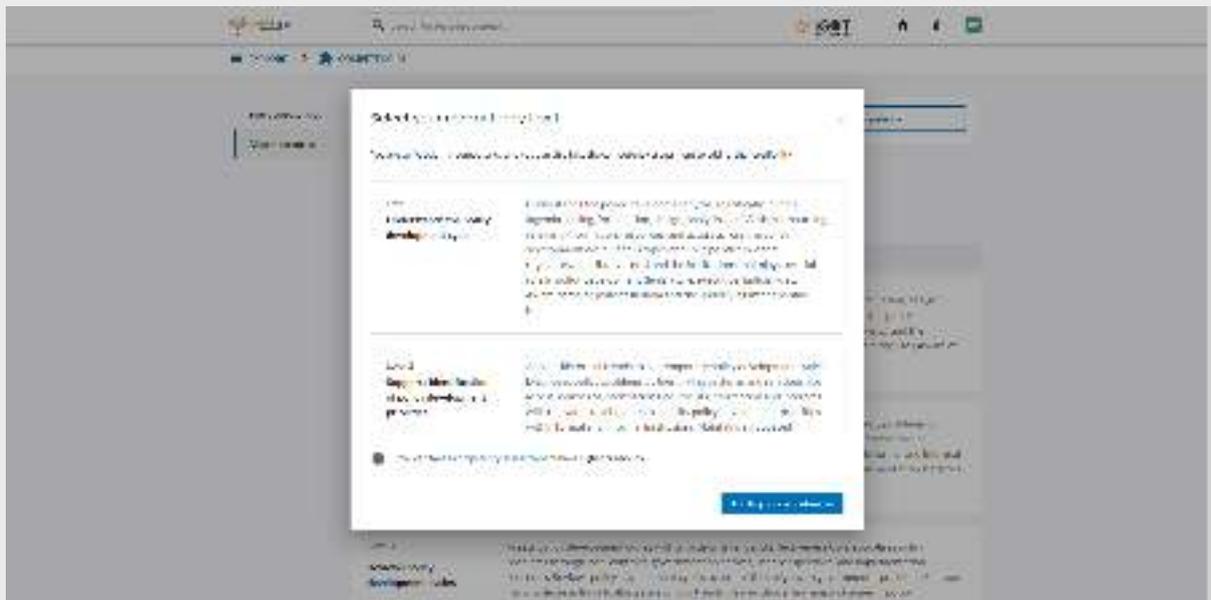
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9.5.1 Self attest competency

As the user clicks on any competency from the recommended list



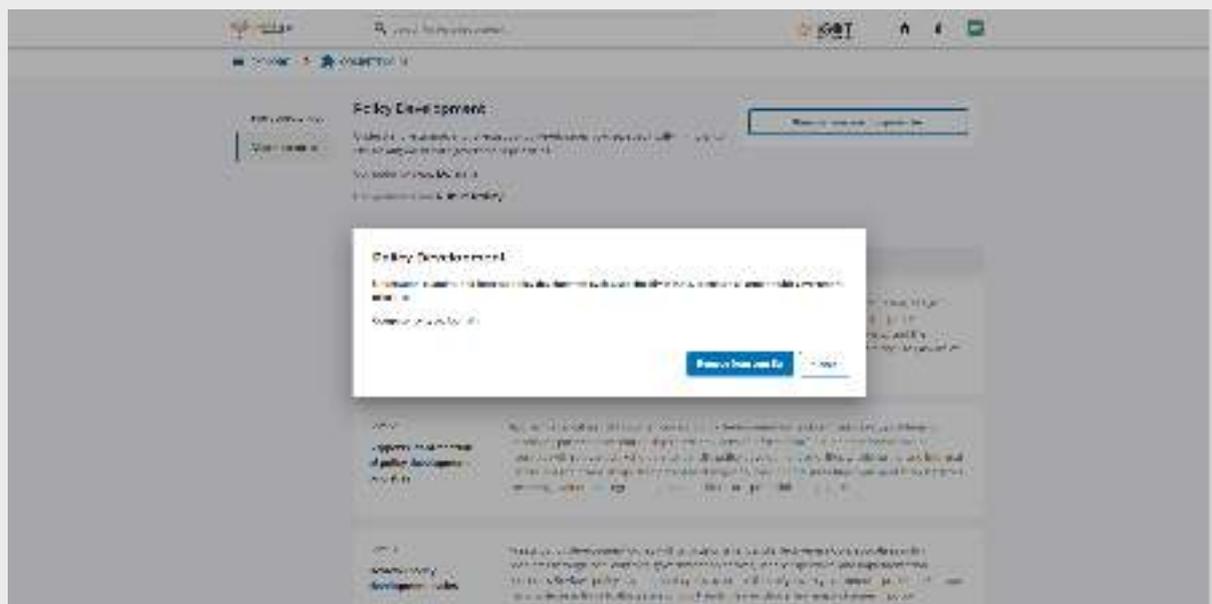
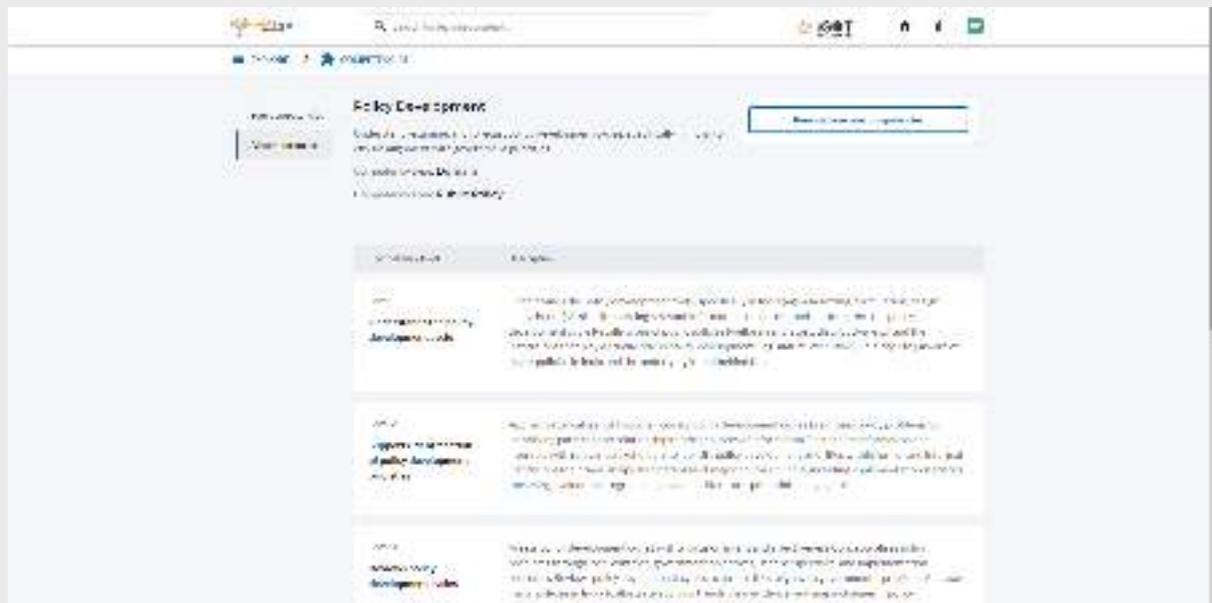
User clicks on “Self attest competency” , then a popup to choose the proficiency level will be displayed



User needs to click on the add competency button to add the competency

9.5.2 Remove competency

User removes the added competency by selecting the competency and then clicking on the “Remove from my list” button.



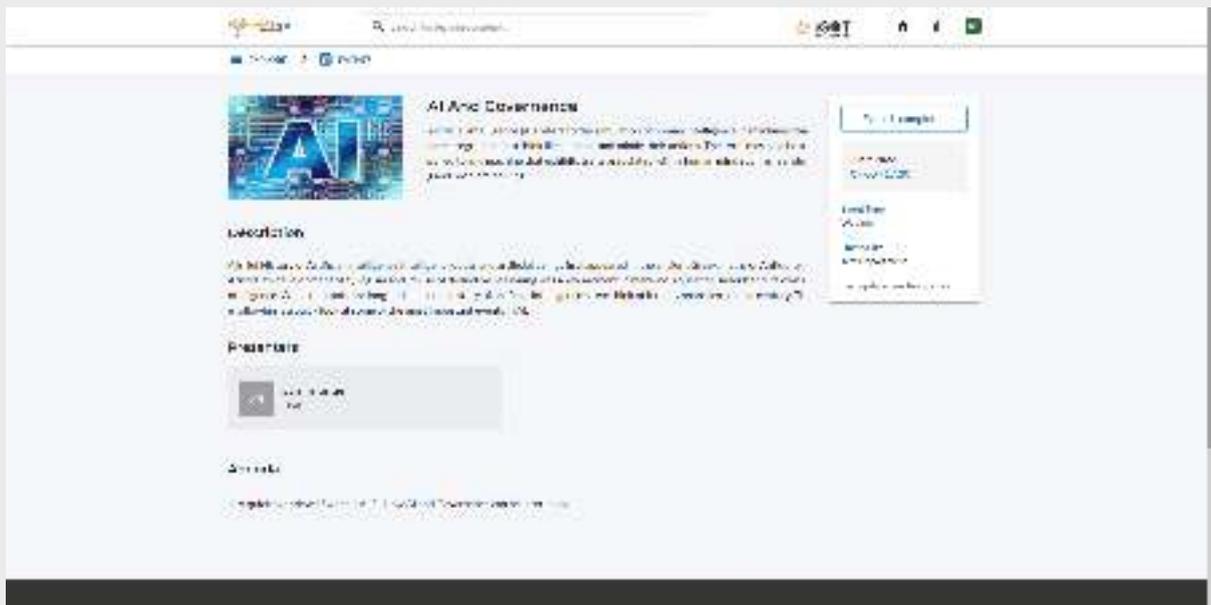
9.6 Events Hub

The user navigates to the below screen by clicking on 'Hubs-> Events' where officers can view all the events under "All" tab and events hosted by their MDO under "Hosted by my MDO" tab

The screenshot displays the 'Events Hub' interface. At the top, there is a navigation bar with 'EXPLORE' and 'EVENTS' tabs. Below this is a purple banner with the text 'Get together to discuss big ideas' and 'Participate in events, spread good ideas'. To the right of the banner are three colorful balloons (green, orange, yellow). Below the banner is a section titled 'Today's events' featuring a card for 'BICYCLE TOURS - Exploring...' with a 'Live' button. Underneath is an 'All events' section with a search bar and two tabs: 'All' (selected) and 'Hosted by my MDO'. A grid of three event cards is shown below. The first card is for 'BICYCLE TOURS - Exploring India at ...' on Jan 25, 2022, 10:00. The second card is for 'Productivity Improvement through ...' on Jan 22, 2022, 11:00. The third card is for 'E-Waste Management: As a Challen...' on Jan 22, 2022, 17:00. Each card includes a title, date, time, and a brief description.

Officers can click on any event and based on the time of event they can view the details of that event

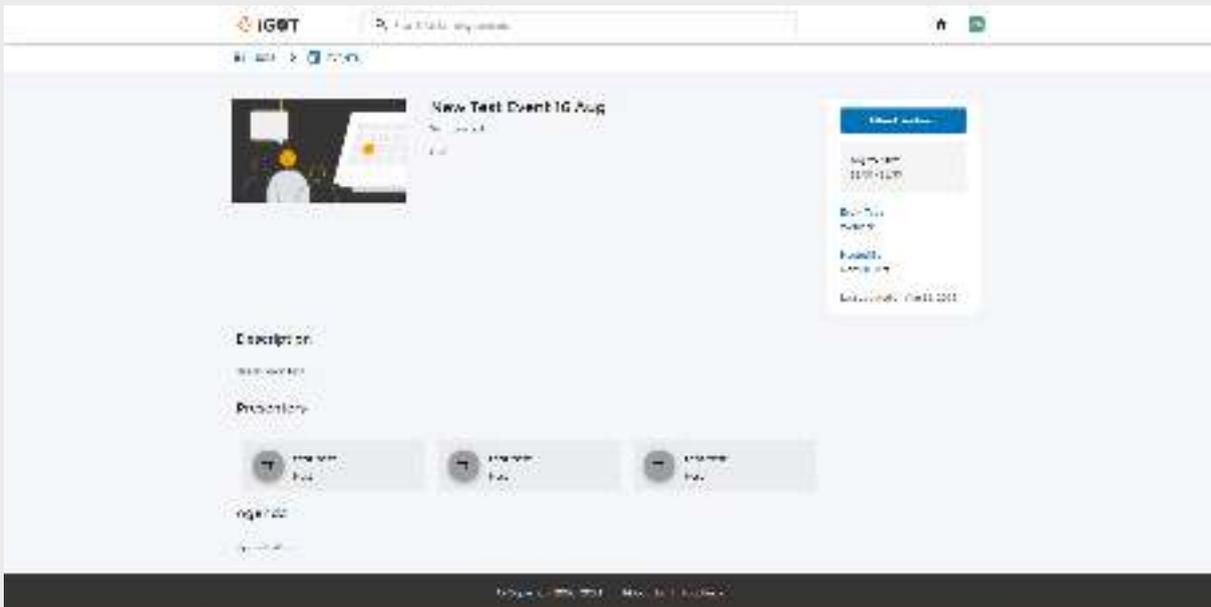
a) For a past event, the screen will look like below



b) For a future event, the screen will look like below



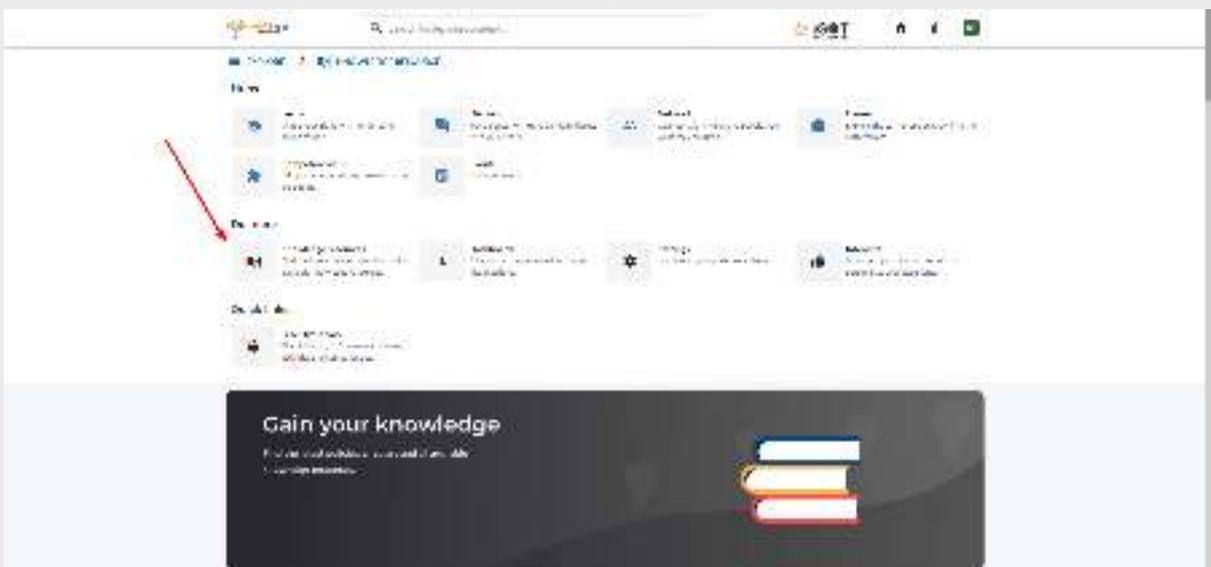
c) For a present day event, the screen will look like below



10. Knowledge Resources

Officers can find the latest policies , circulars and all knowledge resources under the knowledge resource section. To access that follow the below steps

1. Click on “Knowledge resources “from mega menu

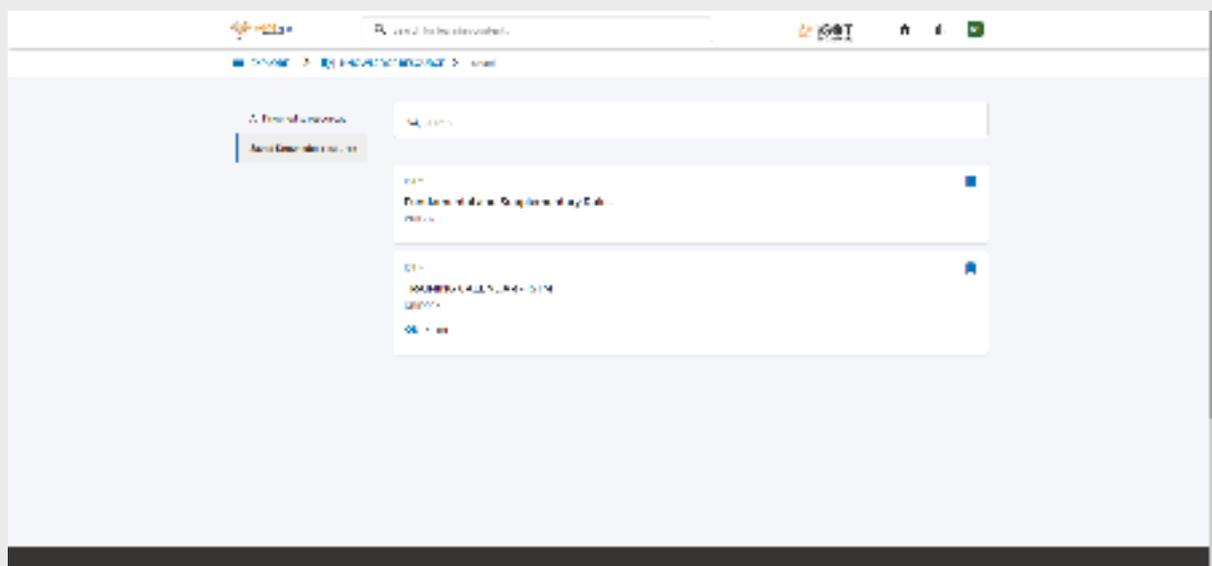


2. Choose any resources, click on save icon to save the resources

3. Click on copy url to copy the URL



4. Click on saved resources



11. Interests

Officers can manage topics of your interest and personalize their experience by accessing the interest section. To access that follow the below steps

1. Click on the “Interest” section



2. Choose the section and make the changes

