

**Government of India**  
**Ministry of Environment, Forest & Climate Change**  
**[P-II Section]**

1<sup>st</sup> Floor, Prithvi,  
 Indira Paryavaran Bhavan,  
 Jor Bagh Road,  
 New Delhi-110003

Dated: 18<sup>th</sup> July, 2024

**OFFICE MEMORANDUM**

**Subject: Phase -I of Annual Capacity Building Programme (ACBP) for SOs/ASOs – reg.**

The undersigned is directed to refer to the OM of even number dated 19.02.2024 on the above captioned subject (copy enclosed) wherein all ASOs/SOs were requested to complete the following courses on i-Got Karmayogi platform and update the same on the Google form latest by 25<sup>th</sup> February, 2024:

<b>SOs/ASOs (All Divisions)</b>					
1	Basics of Public Policy Research	9	Right to Information Act Part I and II	17	Self-Leadership
2	Evaluation of Evidence	10	Microsoft Excel for Beginners	18	Judicial Review and Reading a Judgement
3	Formulation of Public Policies	11	Excel Advanced	19	Office Procedure
4	Level-III Training Programme to Develop Domain Competencies	12	Microsoft PowerPoint Beginners	20	Managing Personal Relationships
5	Parliamentary Procedures	13	Budgetary System in Government	21	Effective Communication
6	Preparation of Cabinet Notes	14	Noting and drafting	22	Stress Management
7	Project Management	15	Preventive Vigilance	23	Dissemination and completion of Induction Modules uploaded on iGOT about relevant Acts and Policies
8	GFR 2017- General System of Financial Management	16	Disciplinary Proceedings in Government		

2. However, it has been observed that despite the repeated instructions, the requisite courses have still not completed by the concerned ASOs/SOs.

*Naiveen*  
 18-7-24

3. Further, the following are the Division specific courses under Phase –I of ACBP, that are to be undertaken by the SO/ASOs posted in the respective Division:

Division Specific Courses for SOs/ASOs				
EIA, ESZ, SCM		CP		HSM
1	Fundamentals of Geographic Information System	1	Co-treatment of Faecal Sludge and Septage with Sewage in a STP	1 Co-treatment of Faecal Sludge and Septage with Sewage in a STP
		2	Sustainable Development Goals	2 Sustainable Development Goals
		3	Introduction to Emerging Technologies	3 Introduction to Emerging Technologies
		4	Compendium of Policies, Acts, Regulations, Schemes, Norms and Guidelines for control of pollution	4 Bamboo-based Composite Technologies
5 Carbon Markets and Pricing Learning Lab				
P&L		EE		BC
1	A Course on- Environmental Social and Governance	1	Introduction to Emerging Technologies	1 Biodiversity Conservation
		2	A Course on Environmental Social and Governance	

4. In view of the above, the SOs/ASOs in the Ministry are once again directed to complete the above-mentioned courses on i-Got Karmayogi platform **latest by 30.07.2024** and submit the Certificates to P-II Section. Non-compliance will be viewed seriously.

*Naveen*  
*18.7.24*

(Naveen Kumar)

Under Secretary to the Government of India

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To

- i. All SOs/ ASOs – with the directions to complete the courses/ generate certificates and update the status on google form/drive link, when sought.
- ii. PPS to AS (Admn)/ PPS to JS (Admn)
- iii. PA to DS (Admn)/ PS to AIG (RT)
- iv. Ms. Vishwaja Parupelly, Program Coordinator, Mission Karmayogi, Ministry of Environment, Forest and Climate Change, New Delhi.
- v. Consultant (IT)/ Guard file