

ADMINISTRATIVE/S/55/2020-P-II-Part (1) 31-203053
Government of India
Ministry of Environment, Forest & Climate Change
[P-II Section]

1st Floor, Prithvi,
 Indira Paryavaran Bhavan,
 Jor Bagh Road,
 New Delhi-110003

Dated: 18th July, 2024

OFFICE MEMORANDUM

Subject: Phase –I of Annual Capacity Building Programme (ACBP) for DS/Directors/US– reg.

The undersigned is directed to say that as part of phase –I of ACBP under Mission Karmayogi , a list of Division specific Courses, that are to be undertaken by the officers of DS/Director/US level, has been identified, as under:

General Co-Ordination(GC)			
Director	1	Completion of capacity building modules on iGOT Karmayogi platform	US
	2	Stress Management	
	3	Dissemination and completion of Induction Modules uploaded on iGOT about relevant subject	
	4	Microsoft PowerPoint Beginners	
	5	Microsoft Excel for Beginners	
	6	Code of Conduct for Government Employees	
	7	Effective Communication	
	8	Gender Sensitivity	
	9	Self Leadership	
	10	Prevention of Sexual Harassment of Women at Workplace	
	11	Time Management	
Integrated Finance Division(IFD)			
Director	1	Stress Management	US
	2	Parliamentary Procedures	
	3	GFR 2017- General System of Financial Management	
	4	Self Leadership	
	5	Dissemination and completion of Induction Modules uploaded	
1	Stress Management	US	
2	Parliamentary Procedures		
3	GFR 2017- General System of Financial Management		
4	Noting and drafting skills		
5	Dissemination and completion of Induction		

Naveen
 18.7.24

	on iGOT about relevant subject*	Modules uploaded on iGOT about relevant subject*
	6 Microsoft PowerPoint Beginners	6 Microsoft PowerPoint Beginners
		7 Preparation of Cabinet Notes
Statistics Division		
DDG/AD	1	Dissemination and completion of Induction Modules uploaded on iGOT about relevant subject
	2	Project Management
	3	Stress Management
Vigilance Division		
DS/US	1	Preventive Vigilance
	2	Dissemination and completion of Induction Modules uploaded on iGOT about relevant Acts, Policies and Guidelines
	3	Microsoft PowerPoint Beginners*
	4	Effective Communication
	5	Disciplinary Proceedings in Government
	6	Stress Management
	7	Ethics and Values
International Co-operation		
Director/DS/US	1	Dissemination and completion of Induction Modules uploaded on iGOT about relevant subject
	2	GFR 2017- General System of Financial Management
	3	Noting and Drafting
	4	Preparation of Cabinet Notes
	5	Budgetary System in Government
	6	Managing Personal Relationships
	7	Effective Communication

2. The DS/Director/US level officers posted in the Divisions concerned are requested to complete the above-mentioned courses on i-Got Karmayogi platform **latest by 30.07.2024** and submit the Certificates to P-II Section.

Naveen
18.7.24

(Naveen Kumar)

Under Secretary to the Government of India

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To

- i. Concerned DS/Director/US
- 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
- v. Consultant (IT)/ Guard file