

A. 33021/3/2023/A2/ARW
GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT (ARW)

Puducherry, dated 02.06.2023.

CIRCULAR/I.D. NOTE

Sub: ARW-Online training-IGOT Karmayogi platform-Reg.

The IGOT Karmayogi online platform is offering many online courses for benefit of the Government staff of various cadres. The online portal <https://igotkarmayogi.gov.in/index.html#> has been developed, to impart necessary knowledge to the Government servants to go about their day-to-day work in an effective manner, by the Government of India.

2. The said portal presently contains many online courses with evaluation module and certificate is also issued. This can be utilised by the staff of Government of Puducherry to enhance their productivity such as:

- Office Procedure
- Self Leadership
- Right to Information Act
- Noting and Drafting
- Annual Appraisal Reports
- Code of conduct of a Government Employee
- Effective Communication
- Microsoft Word for beginners
- Microsoft Excel for beginners
- Leave Rules
- Prevention of Sexual Harassment of Women at Workplace
- Etc.,

3. In view of utilizing the online content available in the karmayogi portal, the staff of this UT Administration are requested to avail the courses enlisted in the portal.

4. Accordingly, all the Heads of Departments are requested to give suitable instructions and ensure that all their staff enroll in the Karmayogi platform through the website <https://igotkarmayogi.gov.in/index.html#igotcourses> and make use of the opportunity to get benefitted.

/By Order/



(N. UDAYAKUMAR)

UNDER SECRETARY TO GOVT. (ARW)

To

All Heads of Department,
Government of Puducherry