

Phone: +91-484-2412300

www.cift.res.in  
E.Mail: [aris.cift@gmail.com](mailto:aris.cift@gmail.com)

केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान  
**CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY**  
 (भारतीय कृषि अनुसन्धान परिषद)  
 (INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
 विलिंगडन आइलैंड, मत्स्यपुरी पी. ओ., कोच्चि-682 029  
 WILLINGDON ISLAND, MATSYAPURI P.O., COCHIN-682 029

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फा. सं./ F.No.28-1/2020-Estt

दिनांक / Date: 24.10.2025

**परिपत्र / CIRCULAR**

In pursuance of Council's O.M.No.F.No.Ag.Edn 01/09/2025-HRM/5229-5250 dated 23.09.2025(enclosed), all officers/officials are required to complete the iGOT courses entrusted to ICAR employees latest by 31<sup>st</sup> January 2026 mandatorily. The implementation of this framework of assessment of performance of the employee will run concurrently with the Department's ongoing quarterly iGOT plans.

Digitally signed by  
 JENNY CHIRANELUR MADHAVAN  
 Date: 31-10-2025 14:00:56

**वरिष्ठ प्रशासनिक अधिकारी**  
**Senior Administrative Officer**

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भारतीय कृषि अनुसंधान परिषद

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि शिक्षा संभाग/Agricultural EDUCATION DIVISION

कृषि अनुसंधान भवन-II, पूसा, नई दिल्ली- 110012

KRISHI ANUSANDHAN BHAVAN -II PUSA, NEW DELHI 110012

F. No. Ag. Edn 01/09/2025-HRM | 5229 - 5250

Dated: 23.09.2025

**OFFICE MEMORANDUM**

**Subject: Rollout of "Mandatory Course Completion and Comprehensive Assessment framework for APAR linkage on the iGOT Karmayogi Portal" for Department of Agricultural Research & Education (DARE) - Indian Council of Agricultural Research (ICAR) – Regarding.**

The undersigned is directed to refer to the DoPT's O.M. No. T-28/27/2025-iGOT dated 4th July 2025 on the above-mentioned subject vide which DoPT has introduced "Mandatory Course Completion and Comprehensive Assessment" framework on iGOT Karmayogi Portal for all Central Government employees and officers of the All-India Services (AIS).

**2. As per the attached OM (referenced above):**

- a) All MDOs of Government of India shall identify a minimum of **06 courses** for employees at each level (covering key domain, functional and behavioral competencies) as annual target on the iGOT Karmayogi Platform.
- b) Further, all the employees (at each level) shall complete at least **50%** of the courses prescribed by the MDOs for the year and a comprehensive Assessment Framework will be rolled out from the reporting period 2025-26, wherein the MDOs has to select a minimum of **three courses** for the standalone comprehensive level 2 assessment with **50% minimum passing percentage** and the same shall be captured in the **Annual Performance Appraisal Reports (APARs)** of the employees.
- c) Once the courses have been identified, a question bank shall be prepared from the selected courses. These questions would be application oriented and shall be different from the assessment already there in the courses.
- d) The status of course completion for mandated courses and the assessment performance of the employee shall be directly fetched from iGOT portal and reflected in the APARs of the employees from the reporting period **2025-26** (corresponding to the APAR cycle of 2026-27).

**3. Accordingly, the Department has identified relevant courses on the iGOT platform for officers and officials (at each level) of DARE-ICAR and its subordinate Institutes/Offices and the list of such courses designation wise has been attached at **Annexure I**.**

**4. All the officers/officials are instructed to complete the iGOT courses entrusted to them latest by **31<sup>st</sup> January, 2026** mandatorily. Detailed instructions for comprehensive assessment test will be issued in due**

course. It may be noted that the implementation of this framework of assessment of performance of the employees will run concurrently with the Department's ongoing quarterly iGOT plans.

This issues with the approval of Secretary, DARE & Director General ICAR.

**Encl:** As above

*Sharma*  
23/09/2025  
(S.K. Sharma)  
ADG (HRM)

**To**

1. All officers/officials of DARE-ICAR and its subordinate organizations.
2. ADG(ICT) with the request to link APAR with the i-GOT Karmayogi portal.
3. All Directors of ICAR-Institutes, JS (Pers.) and Director (Admin/Tech), ICAR HQs with the request to instruct the staff to complete the mandatory course.
4. Director, DARE, Krishi Bhawan with the request to direct the staff working at HQ, ASRB and Agri-innovate to complete the mandatory courses.
5. E-office Notice Board.
6. Guard file.

**CC to**

1. PPS to Secretary, DARE & DG, ICAR/Sr.PPS to Addi. Secretary, DARE & Secretary, ICAR/ Sr. PPS to AS & FA, DARE/ICAR.
2. PPS to all DDGs, ICAR HQs.

## ANNEXURE - I

### Designation-wise Course Allocation

Designation	Competency Type	Course Name on iGOT Portal	Course Provider	Duration	Comprehensive Assessment (Level 2)
<b>DDGs, ADGs, Principal Scientists, Joint Secretaries, Director &amp; Senior Scientists, Scientists, Chief Technical Officers and Comptrollers</b>	Domain	AI led Digital Transformation in Agriculture	Wadhwani Foundation	1h	
	Domain	Green Revolution to Amrit Kaal	Karmayogi Bharat	1h 30m	
	Behavioural	Stress Management	IIPA	3h 34m	Applicable
	Behavioural	Time Management	ISTM	2h 20m	Applicable
	Functional	Gen AI for Everyone	Fractal	2h 49m	
	Functional	Conduct Rules	ISTM	1h 22m	Applicable
<b>Deputy Secretaries, Under Secretaries, Administrative Officers, Deputy Director Finance, Sr. Finance and Account Officers, Finance and Account Officers, Assistant Chief Technical Officers, Senior Technical Officers, Assistant Legal Advisor, Assistant Directors, Sr. Principal Private Secretaries and Principal Private Secretaries</b>	Domain	AI led Digital Transformation in Agriculture	Wadhwani Foundation	1h	
	Behavioural	Time Management	ISTM	2h 20m	Applicable
	Behavioural	Stress Management	IIPA	3h 34m	Applicable
	Functional	Gen AI for Everyone	Fractal	2h 49m	

	Functional	Conduct Rules	ISTM	1h 22m	Applicable
	Functional	Parliamentary Procedures	ISTM	2h	
<b>Section Officers, Technical Officers, Senior Technical Assistants, Senior Technicians, Private Secretaries and Stenographers</b>	Domain	AI led Digital Transformation in Agriculture	Wadhwan Foundation	1h	
	Behavioural	Time Management	ISTM	2h 20m	Applicable
	Behavioural	Stress Management	IIPA	3h 34m	Applicable
	Functional	Fundamental Rules and Supplementary Rules	ISTM	50m	
	Functional	Prevention of Sexual Harassment of Woman at Workplace	ISTM	1h 51m	
	Functional	Conduct Rules	ISTM	1h 22m	Applicable
<b>Assistants</b>	Domain	Green Revolution to Amrit Kaal	Karmayogi Bharat	1h 30m	
	Behavioural	Stress Management	IIPA	3h 34m	Applicable
	Behavioural	Time Management	ISTM	2h 20m	Applicable
	Functional	Fundamental Rules and Supplementary Rules	ISTM	2h 30m	
	Functional	Conduct Rules	ISTM	1h 22m	Applicable

	Functional	Noting and Drafting	ISTM	2h	
<b>UDCs</b>	Domain	Green Revolution to Amrit Kaal	Karmayogi Bharat	1h 30m	
	Behavioural	Stress Management	IIPA	3h 34m	Applicable
	Behavioural	Time Management	ISTM	2h 20m	Applicable
	Functional	Right to Information Act - Part I	ISTM	55m	
	Functional	Conduct Rules	ISTM	1h 22m	Applicable
	Functional	Fundamental Rules and Supplementary Rules	ISTM	2h 30m	
<b>LDCs</b>	Domain	Green Revolution to Amrit Kaal	Karmayogi Bharat	1h 30m	
	Behavioural	Stress Management	IIPA	3h 34m	Applicable
	Behavioural	Time Management	ISTM	2h 20m	Applicable
	Functional	Noting and Drafting	ISTM	2h	
	Functional	Microsoft Excel for Beginners	Microsoft	6h 55m	
	Functional	Conduct Rules	ISTM	1h 22m	Applicable
<b>MTS</b>	Domain	Green Revolution to Amrit Kaal	Karmayogi Bharat	1h 30m	

	Behavioural	Time Management	ISTM	2h 20m	Applicable
	Behavioural	Stress Management	IIPA	3h 34m	Applicable
	Functional	Conduct Rules	ISTM	1h 22m	Applicable
	Functional	Rajbhasha Hindi	FCI	13m 32s	
	Functional	Leave Rules	ISTM	45m	

**Note:** All designated courses must be completed by the stipulated deadline of **31st January, 2026**. The comprehensive assessment framework will be implemented from the APAR cycle 2025-26, and performance will be directly integrated into employee APARs through the iGOT Karmayogi platform.

