



भारतसरकार /Government Of India  
डाकविभाग/Department Of Posts  
क्षेत्रीयप्रशिक्षणकेन्द्र/Regional Training Centre  
प्राचीनपी.पी.पीकैम्पस/ Old PPP Campus  
रसुलगढ़उप-डाकघरकेसामने/Opposite Rasulgarh Sub Post Office  
मंचेश्वरइंडस्ट्रीयलइस्टेट /Mancheswar Industrial Estate  
भुवनेश्वर /Bhubaneswar - 751010



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No. RTC/105/07-2021-T&D (Ch-I)

Dated at Bhubaneswar the 29.01.2026

To

The Postmaster General, Sambalpur/ Berhampur Region  
All the SSPOs/ SPOs/ SSRM/ SRMs in Odisha Circle  
The Asst. Director (Staff/RE), O/o the Chief PMG, Odisha Circle, Bhubaneswar

Subject: Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi Portal - Reg.

Ref: RTC Bhubaneswar Letter No. RTC/105/07-2021-T&D (Ch-I) dated 02.01.2026

With reference to the letter cited supra on the captioned subject, it is hereby reiterated that all departmental employees are required to complete the **six mandatory APAR-related courses** available on the iGOT Karmayogi platform. The successful completion and assessment status of these courses shall be mandatorily recorded in the Annual Performance Appraisal Report (APAR) for the year 2025-26.

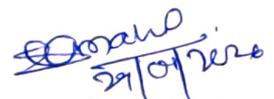
The cadre-wise list of mandatory APAR related courses is enclosed as Annexure-I for ready reference.

After logging in by the concerned employees these courses are available under the "My iGOT" section of the iGOT Karmayogi Portal. All employees are required to complete the prescribed courses within the stipulated time frame. Further, employees must ensure that their iGOT profiles are correctly updated with respect to their designation and group in order to access the relevant courses.

However it is observed from the data received from the Training Division, Directorate that the overall performance of Odisha Circle in respect of completion of the six mandatory APAR related courses is very poor, and the Training Division has expressed its dissatisfaction over the same. The matter has, therefore, been viewed seriously by the competent authority.

In view of the above, it is once again requested that Divisional Heads/ Unit Heads to pay their personal attention and take necessary steps to ensure that all departmental employees (except Gramin Dak Sevaks and Contractual Staff) to complete the prescribed courses positively on or before **31.03.2026**.

Please treat this as **most urgent**.



Subrat Kumar Mahali)

Assistant Director (Training)

Regional Training Centre, Bhubaneswar

## Annexure-I

## List of APAR Courses linked with Designations

Linked Designations	Competency	Course Name	Course Provider	Duration	iGOT Course Link
All officers holding the designation of PMG/DDG and above i.e., Secretary (Posts), Director General Postal Services, Member (PSB), Sr. Deputy Director General, Chief Post Master General, Deputy Director General, Postmaster General, Chief Engineer) & equivalent designation as referred in Annexure-III	Domain	Post Office Regulations, 2024	Department of Posts	3h52m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_11422033879944396811100_rc/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_11422033879944396811100_rc/overview</a>
		MIS Reports under the Advance postal Technology 2.0	RAKNPA	50m51s	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_114373388382404608139_rc/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_114373388382404608139_rc/overview</a>
	Functional	Data Driven Decision Making For Government	Wadhvani Institute of Technology and Policy (CBC)	2h30m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_1137349858229288961285/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_1137349858229288961285/overview</a>
		Evidence based Policy Making	ISB Hyderabad	1h38m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_113956369201438720137/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_113956369201438720137/overview</a>
	Behavioural	Critical Thinking	ISB Hyderabad	1h51m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_113950139420188672133/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_113950139420188672133/overview</a>
		Purpose Driven Leadership	ISB Hyderabad	1h55m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_113952147264946176170/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_113952147264946176170/overview</a>
All officers holding the designation of Director/Principal Private Secretary and equivalent designation as referred in Annexure-III	Domain	Post Office Regulations, 2024	Department of Posts	3h52m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_11422033879944396811100_rc/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_11422033879944396811100_rc/overview</a>
		MIS Reports under the Advance postal Technology 2.0	RAKNPA	50m51s	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_114373388382404608139_rc/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_114373388382404608139_rc/overview</a>

	Functional	<b>Fundamentals of Public Policy</b>	Indian Institute Of Management Bangalore	2h21m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_1143089865482649601691/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_1143089865482649601691/overview</a>
		<b>Data Driven Decision Making For Government</b>	Wadhvani Institute of Technology and Policy (CBC)	2h30m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_1137349858229288961285/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_1137349858229288961285/overview</a>
	Behavioural	<b>Self Leadership</b>	The Art of Living	1h26m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_113651330692145152128/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_113651330692145152128/overview</a>
		<b>Art of Storytelling</b>	ISB Hyderabad	1h56m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_113950003651936256130/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_113950003651936256130/overview</a>
<b>All officers holding the designation of Assistant Postmaster General, Deputy Director, Assistant Director General, Senior Superintendent of Posts, Superintending Engineer, Executive Engineer, Architect, Manager, or equivalent designation as referred in Annexure-III</b>	Domain	<b>Post Office Regulations, 2024</b>	Department of Posts	3h52m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_11422033879944396811100_rc/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_11422033879944396811100_rc/overview</a>
		<b>MIS Reports under the Advance postal Technology 2.0</b>	RAKNPA	50m51s	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_114373388382404608139_rc/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_114373388382404608139_rc/overview</a>
	Functional	<b>Fundamentals of Public Policy</b>	Indian Institute Of Management Bangalore	2h21m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_1143089865482649601691/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_1143089865482649601691/overview</a>
		<b>Procurement of Goods and Services</b>	Institute of Secretariat Training and Management	1h10m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_1140046371909632001236/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_1140046371909632001236/overview</a>
	Behavioural	<b>Moral thinking for action: An introduction to values and ethics</b>	IIT Kanpur	1h17m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_114240905287491584135/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_114240905287491584135/overview</a>
		<b>Effective Communication</b>	Indian Institute of Technology (Indian School of Mines) Dhanbad	1h6m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_1143576794390691841545/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_1143576794390691841545/overview</a>

<p><b>All officers holding the designation of Superintendent of Posts, Assistant Director, Assistant Superintendent of Posts, Inspector Posts, Private Secretary, Section Officer, Assistant Section Officer, Translator, Accounts Officer, Assistant Engineer, Junior Engineer, Assistant or equivalent designation as referred in Annexure-III</b></p>	Domain	<b>Post Office Regulations, 2024</b>	Department of Posts	3h52m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_11422033879944396811100_rc/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_11422033879944396811100_rc/overview</a>
		<b>MIS Reports under the Advance postal Technology 2.0</b>	RAKNPA	50m51s	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_114373388382404608139_rc/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_114373388382404608139_rc/overview</a>
	Functional	<b>Communication for Citizen Centricity</b>	Department of Personnel and Training DoPT	1h35m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_11384383331773644811/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_11384383331773644811/overview</a>
		<b>Conduct Rules</b>	Institute of Secretariat Training and Management	1h22m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_113827496476262400124/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_113827496476262400124/overview</a>
	Behavioural	<b>Effective Communication</b>	Indian Institute of Technology (Indian School of Mines) Dhanbad	1h6m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_1143576794390691841545/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_1143576794390691841545/overview</a>
		<b>Managing and Leading Teams</b>	ISB Hyderabad	1h40m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_113955620332421120130/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_113955620332421120130/overview</a>
<p><b>All officials/officers holding the designation of Postal Assistant, Sorting Assistant, Postal Assistant (CO/RO), Accountant, Stenographer, Lower Division Clerk or equivalent designation as referred in Annexure-III</b></p>	Domain	<b>Post Office Regulations, 2024</b>	Department of Posts	3h52m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_11422033879944396811100_rc/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_11422033879944396811100_rc/overview</a>
		<b>Know Your Ministry - Department of Posts</b>	RAKNPA	29m9s	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_114254573288022016123/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_114254573288022016123/overview</a>
	Functional	<b>Communication for Citizen Centricity</b>	Department of Personnel and Training DoPT	1h35m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_11384383331773644811/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_11384383331773644811/overview</a>
		<b>Conduct Rules</b>	Institute of Secretariat Training and Management	1h22m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_113827496476262400124/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_113827496476262400124/overview</a>

	Behavioural	<b>Overview of Gender Sensitization</b>	Department of Posts	1h31m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_1141342887585955841186/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_1141342887585955841186/overview</a>
		<b>Effective Communication</b>	Indian Institute of Technology (Indian School of Mines) Dhanbad	1h6m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_1143576794390691841545/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_1143576794390691841545/overview</a>
<b>All employees holding the designation of Multi-Tasking Staff &amp; Canteen staff or equivalent designation as referred in Annexure-III</b>	Domain	<b>Know Your Ministry - Department of Posts</b>	RAKNPA	29m9s	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_114254573288022016123/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_114254573288022016123/overview</a>
		<b>Multi Tasking Karmayogi – Dakshta</b>	Department of Posts	5h31m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_1138978774471475201440/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_1138978774471475201440/overview</a>
	Functional	<b>Communication for Citizen Centricity</b>	Department of Personnel and Training DoPT	1h35m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_11384383331773644811/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_11384383331773644811/overview</a>
		<b>Conduct Rules</b>	Institute of Secretariat Training and Management	1h22m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_113827496476262400124/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_113827496476262400124/overview</a>
	Behavioural	<b>Overview of Gender Sensitization</b>	Department of Posts	1h31m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_1141342887585955841186/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_1141342887585955841186/overview</a>
		<b>Developing Effective Soft Skills</b>	Central Reserve Police Force (CRPF)	39m59s	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_1140017961653534721223/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_1140017961653534721223/overview</a>
<b>All employees holding the designation of Postman/Mail Guard, Artisan, Staff Car Driver or equivalent designation as referred in Annexure-III</b>	Domain	<b>Know Your Ministry - Department of Posts</b>	RAKNPA	29m9s	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_114254573288022016123/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_114254573288022016123/overview</a>
		<b>Citizen Centric Services Offered by India Post</b>	RAKNPA	2h32m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_1141349374333665281232_rc/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_1141349374333665281232_rc/overview</a>

Functional	<b>Developing a Customer-Centric Culture in the Department of Posts</b>	Assam Postal Circle	1h37m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_1142105510656409601690/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_1142105510656409601690/overview</a>
	<b>Conduct Rules</b>	Institute of Secretariat Training and Management	1h22m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_113827496476262400124/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_113827496476262400124/overview</a>
Behavioural	<b>Overview of Gender Sensitization</b>	Department of Posts	1h31m	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_1141342887585955841186/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_1141342887585955841186/overview</a>
	<b>Developing Effective Soft Skills</b>	Central Reserve Police Force (CRPF)	39m59s	<a href="https://portal.igotkarmayogi.gov.in/app/to/c/do_1140017961653534721223/overview">https://portal.igotkarmayogi.gov.in/app/to/c/do_1140017961653534721223/overview</a>