



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



Phone: 0674-2966533

Email IDs: rtcbbhubaneswar.od@indiapost.gov.in, rtcbbbs.dop@gmail.com

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

Dated at Bhubaneswar the 09.03.2026

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: Reminder – Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi Portal and Reporting in APAR for the year 2025 - 26

Ref: RTC Bhubaneswar Letter No. RTC/105/07-2021-T&D (Ch-I) dated 17.09.2025, 02.01.2026, 29.01.2026 and 04.02.2026.

With reference to the letters cited above regarding the mandatory completion of APAR-related courses and the comprehensive assessment on the iGOT Karmayogi Portal for reflection in APAR for the year 2025–26, it is once again reiterated that strict compliance with the instructions issued by the Directorate is mandatory.

As communicated earlier, six mandatory APAR-related courses have been prescribed for all departmental employees (except GDS and contractual staff), along with comprehensive assessments for three identified courses. The completion status of these courses will be reflected in the APAR for the year 2025–26.

Further, vide Directorate (Training Division) Letter No- Tr – 01/7/2022 – Training- DOP dated 22.01.2026 communicated vide this office letter of even number dated 04.02.2026, it was requested that all departmental employees should complete:

- **At least one mandatory course by 15.02.2026**
- **Three mandatory APAR courses by 28.02.2026**
- **All six mandatory courses along with the comprehensive assessments before 31.03.2026**

However, despite repeated communications and reminders issued from this office, it has been observed that the overall progress in respect of Odisha Circle regarding completion of the APAR related mandatory courses and assessments on the iGOT Portal remains very poor. This matter is of **serious concern and has been viewed seriously by the competent authority.**

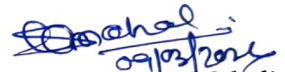
In view of the above, all Divisional/Unit Heads are once again requested to personally monitor the progress and take immediate and effective steps to ensure that all eligible employees under their administrative control must complete the prescribed courses and assessments by **20.03.2026**.

Further, a certificate confirming the completion of all six APAR-related courses along with the comprehensive assessments by all departmental employees of your Division/Unit may kindly be furnished to this office **latest by 20.03.2026** for further necessary action at this end.

Both the Regional Offices are also requested to closely monitor the progress of APAR course completion and submit compliance in respect of the Divisions/ Units under their jurisdiction.

This issues with the approval of competent authority and be treated as **MOST URGENT**.

Encl: Designation wise APAR related
mandatory course list along with
Comprehensive Assessment.



Subrat Kumar Mahali

Assistant Director (Training)
Regional Training Centre, Bhubaneswar

Linked Designations	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	PostOfficeRegulations,2024	Department of Posts	3h52m	https://portal.igotkarmayogi.gov.in/app/toc/do11422033879944396811100_rc/overvieww
	MIS Reports under the AdvancepostalTechnology2.0	RAKNPA	50m51s	https://portal.igotkarmayogi.gov.in/app/toc/do114373388382404608139_rc/overview
	Data Driven Decision Making For Government	Wadhvani Institute of Technology and Policy (CBC)	2h30m	https://portal.igotkarmayogi.gov.in/app/toc/do1137349858229288961285/overview
	Evidence based Policy Making	ISB Hyderabad	1h38m	https://portal.igotkarmayogi.gov.in/app/toc/do113956369201438720137/overview
	Critical Thinking	ISB Hyderabad	1h51m	https://portal.igotkarmayogi.gov.in/app/toc/do_113950139420188672133/overview
	Purpose Driven Leadership	ISB Hyderabad	1h55m	https://portal.igotkarmayogi.gov.in/app/toc/do113952147264946176170/overview

Linked Designations	Course Name	Course Provider	Duration	iGOT Course Link
All officers holding the designation of Director/Principal Private Secretary and equivalent designation as referred in Annexure-III	PostOfficeRegulations,2024	Department of Posts	3h52m	https://portal.igotkarmayogi.gov.in/app/toc/do_11422033879944396811100_rc/overview
	MIS Reports under the AdvancepostalTechnology2.0	RAKNPA	50m51s	https://portal.igotkarmayogi.gov.in/app/toc/do_114373388382404608139_rc/overview
	Fundamentals of Public Policy	Indian Institute Of Management Bangalore	2h21m	https://portal.igotkarmayogi.gov.in/app/toc/do_1143089865482649601691/overview
	Data Driven Decision Making For Government	Wadhvani Institute of Technology and Policy (CBC)	2h30m	https://portal.igotkarmayogi.gov.in/app/toc/do_1137349858229288961285/overview
	Self Leadership	The Art of Living	1h26m	https://portal.igotkarmayogi.gov.in/app/toc/do_113651330692145152128/overview
	Art of Story telling	ISB Hyderabad	1h56m	https://portal.igotkarmayogi.gov.in/app/toc/do_113950003651936256130/overview

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	PostOfficeRegulations,2024	Department of Posts	3h52m	https://portal.igotkarmayogi.gov.in/app/toc/do_11422033879944396811100_rc/overview
	MIS Reports under the AdvancepostalTechnology2.0	RAKNPA	50m51s	https://portal.igotkarmayogi.gov.in/app/toc/do_114373388382404608139_rc/overview
	Fundamentals of Public Policy	Indian Institute Of Management Bangalore	2h21m	https://portal.igotkarmayogi.gov.in/app/toc/do_1143089865482649601691/overview
	Procurement of Goods and Services	Institute of Secretariat Training and Management	1h10m	https://portal.igotkarmayogi.gov.in/app/toc/do_1140046371909632001236/overview
	Moral thinking foraction: An introduction to values and ethics	IIT Kanpur	1h17m	https://portal.igotkarmayogi.gov.in/app/toc/do_114240905287491584135/overview
	Effective Communication	Indian Institute of Technology(Indian School of Mines) Dhanbad	1h6m	https://portal.igotkarmayogi.gov.in/app/toc/do_1143576794390691841545/overview

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	Post Office Regulations,2024	Department of Posts	3h52m	https://portal.igotkarmayogi.gov.in/app/toc/do_11422033879944396811100_rc/overview
	MIS Reports under the AdvancepostalTechnology2.0	RAKNPA	50m51s	https://portal.igotkarmayogi.gov.in/app/toc/do_114373388382404608139_rc/overview
	Communication for Citizen Centricity	Department of Personnel And Training DoPT	1h35m	https://portal.igotkarmayogi.gov.in/app/toc/do_11384383331773644811/overview
	Conduct Rules	Institute of Secretariat Training and Management	1h22m	https://portal.igotkarmayogi.gov.in/app/toc/do_113827496476262400124/overview
	Effective Communication	Indian Institute of Technology(Indian School of Mines) Dhanbad	1h6m	https://portal.igotkarmayogi.gov.in/app/toc/do_1143576794390691841545/overview
	Managing and Leading Teams	ISB Hyderabad	1h40m	https://portal.igotkarmayogi.gov.in/app/toc/do_113955620332421120130/overview

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	PostOfficeRegulations,2024	Department of Posts	3h52m	https://portal.igotkarmayogi.gov.in/app/toc/do_11422033879944396811100_rc/overview
	Know Your Ministry- Department of Posts	RAKNPA	29m9s	https://portal.igotkarmayogi.gov.in/app/toc/do_114254573288022016123/overview
	Communication for Citizen Centricity	Department of Personnel and Training DoPT	1h35m	https://portal.igotkarmayogi.gov.in/app/toc/do_11384383331773644811/overview
	Conduct Rules	Institute of Secretariat Training and Management	1h22m	https://portal.igotkarmayogi.gov.in/app/toc/do_113827496476262400124/overview
	Overview of Gender Sensitization	Department of Posts	1h31m	https://portal.igotkarmayogi.gov.in/app/toc/do_1141342887585955841186/overview
	Effective Communication	Indian Institute of Technology(Indian School of Mines) Dhanbad	1h6m	https://portal.igotkarmayogi.gov.in/app/toc/do_1143576794390691841545/overview

\All employees holding the designation of Multi-Tasking Staff & Canteen staff or equivalent designation as referred in Annexure-III	Know Your Ministry- Department of Posts	RAKNPA	29m9s	https://portal.igotkarmayogi.gov.in/app/toc/do_114254573288022016123/overview
	Citizen Centric Services Offered by India Post	RAKNPA	2h32m	https://portal.igotkarmayogi.gov.in/app/toc/do_1141349374333665281232_rc/overview
	Developing a Customer-Centric Culture in the Department of Posts	Assam Postal Circle	1h37m	https://portal.igotkarmayogi.gov.in/app/toc/do_1142105510656409601690/overview
	Conduct Rules	Institute of Secretariat Training and Management	1h22m	https://portal.igotkarmayogi.gov.in/app/toc/do_113827496476262400124/overview
	Overview of Gender Sensitization	Department of Posts	1h31m	https://portal.igotkarmayogi.gov.in/app/toc/do_1141342887585955841186/overview
	Developing Effective Soft Skills	Central Reserve Police Force (CRPF)	39m59s	https://portal.igotkarmayogi.gov.in/app/toc/do_1140017961653534721223/overview

All employees holding the designation of Postman/Mail Guard, Artisan, Staff Car Driver or equivalent designation as referred in Annexure-III	Know Your Ministry- Department of Posts	RAKNPA	29m9s	https://portal.igotkarmayogi.gov.in/app/toc/do_114254573288022016123/overview
	Citizen Centric Services Offered by India Post	RAKNPA	2h32m	https://portal.igotkarmayogi.gov.in/app/toc/do_1141349374333665281232_rc/overview
	Developing a Customer-Centric Culture in the Department of Posts	Assam Postal Circle	1h37m	https://portal.igotkarmayogi.gov.in/app/toc/do_1142105510656409601690/overview
	Conduct Rules	Institute of Secretariat Training and Management	1h22m	https://portal.igotkarmayogi.gov.in/app/toc/do_113827496476262400124/overview
	Overview of Gender Sensitization	Department of Posts	1h31m	https://portal.igotkarmayogi.gov.in/app/toc/do_1141342887585955841186/overview
	Developing Effective Soft Skills	Central Reserve Police Force (CRPF)	39m59s	https://portal.igotkarmayogi.gov.in/app/toc/do_1140017961653534721223/overview

Designation wise Mandatory Comprehensive Assessment						
Designation Group	Designation on iGOT	Group	Equivalent Designation	Mandatory Course Completion to undertake Comprehensive Assessment	Comprehensive Programme Title	iGOT Link
Section- I:PMG/DDG, Equivalent and above	Secretary(Posts)	Group-A		1- Post Office Regulations, 2024 2- MIS Reports under the Advance postal Technology 2.0 3- Purpose Driven Leadership	Comprehensive Assessment for PMG/DDG Equivalent and above.	https://portal.igotkarmayogi.gov.in/app/toc/do_1144956666452705281183/overview
	Director General (Postal Services)	Group-A				
	Member(Postal Services Board)	Group-A				
	Senior Deputy Director General	Group-A	Sr.DDG(Vigilance)/Sr.DDG(PAF)			
	Additional General Manager	Group-A				
	Chief Post Master General	Group-A				
	Director(Raknpa)	Group-A				
	Chief Engineer(Civil)	Group-A				
	Chief Engineer(Electrical)	Group-A				
	Chief General Manager	Group-A	Chief Investment Officer, CGM-Parcel &CSS Dte, PLI Dte			
	Deputy Director General	Group-A				
	Postmaster General	Group-A				
	General Manager	Group-A	Genral Manager-Parcel & CSS Dte, PLIDte, Postal Dte, Finance, Accounts, Budget			
Joint Secretary and Financial Adviser	Group-A					

Section-II: Director & equivalent	Director	Group-A	Director (PTC) / Director (PAO)/ Director (MV) /Director (Dte)/ Director (GPO)/ Director (Budget)/Director (Costing)/ Director (Finance)/ Director (Internal Audit)/Director (Admin), Deputy Secretary	1- PostOfficeRegulations,2024 2- MIS Reports under theAdvancepostalTechnology2.0 3- Artof Storytelling	Comprehensive Assessment for Director and equivalent	https://portal.igotkarmavogil.gov.in/app/toc/do_11448579525913600011/overview
	Director(Postal Services)	Group-A	DPSHQ/Region/Mail/B Detc			
	Additional Director	Group-A	Additional Director(RAKNPA)			
	Joint Director	Group-A	Joint Director(RAKNPA)			
	Assistant General Manager	Group-A				
	Principal Staff Officer	Group-A				
	Senior Principal Private Secretary	Group-A				
	Principal Private Secretary	Group-A				

Section-III:ADG/SSP/APMG/ Dy Director & equivalent	Assistant Director General	Group-A	IPoS Probationer, Under Secretary	1- PostOfficeRegulations,2024 2- MIS Reports under theAdvancepostalTechnology2.0 3- Effective Communication	Comprehensive Assessment for ADG/SSPoS/APMG /DD and Equivalent	https://portal.igotkarmavogil.gov.in/app/toc/do_114487962336960512127/overview
	Assistant Postmaster General	Group-A				
	Senior Superintendent of Posts	Group-A	Sr. Supdt of Posts/RMS			
	Chief Post Master	Group-A				
	Deputy Director	Group-A	Dy Directors in RAKNPA, PTCs, PAOs, Accounts, GPO			
	Deputy Divisional Manager (Postal Life Insurance)	Group-A				
	Deputy General Manager	Group-A				
	Senior Manager(Mail Motor Service)	Group-A				
	Manager(Mail Motor Service)	Group-A				
	Deputy Manager(Mail Motor Service)	Group-B				
	Chief Accounts Officer	Group-A				
	Assistant Chief Accounts Officer	Group-A				
	Senior Architect	Group-A				
	Architect	Group-A				
	Executive Engineer(Civil)	Group-A				
	Executive Engineer(Electrical)	Group-A				
Superintending Engineer(Civil)	Group-A					
Superintending Engineer(Electrical)	Group-A					

Section-IV:PSGroup-B/ASP/IP/SO/ASO andequivalent	Assistant Director(OL)	Group-A/B		1- PostOfficeRegulations,2024 2- MIS Reports under theAdvancepostalTechnology2.0 3- Conduct Rules	Comprehensive Assessment for PS Gr B/IP/ASP/SO/ASO and equivalent	https://portal.isotkarmayo.gov.in/app/toc/do_1144915428462018561529/overview
	Assistant Director	Group-B	Assistant Directors in Directorate, Circle, Region, PTCs, RTCs, RAKNPA, PSD etc			
	Superintendent of Posts	Group-B	Superintendent (in Post Offices, PSD, CSD RMS, Foreign Post) Dy Manager (PSD-PS Group B),			
	Deputy Chief Postmaster	Group-B	PS Group-B in GPO			
	Senior Postmaster	Group-B	PS Group-B Cadre			
	Assistant Superintendent of Posts	Group-B	ASP(HQ/Tour/CS/PG/OD/PSD/CSD/Foreign Post/RO/CO/Dte/TIs etc.), ASRM, Office Supervisor (ASP Cadre), Office Superintendent (ASP Cadre), Mail Superintendent (ASP Cadre), Manager/DyManager/AssistantManagerinNSH/PH/MMS/BPC(ASPCadre),InChargeBDO/BPC/CRC(ASPCadre) etc			
	Inspector Posts	Group-B	IP, SDH, IRM, CI, IPPG, IP in Post Offices/RMS/FPO/RO/CO /PSD/CSD/Dte/TIs, Dy Manager(PSD) –IP Cadre, Platform Inspector, Office Supervisor (IP Cadre), Office Superintendent (IP Cadre), Manager/Dy Manager/Assistant Manager/ In Charge in NSH/PH/MMS/BPC/CRC/BDO(IP Cadre) etc			
	Senior Accounts Officer	Group-B				
	Accounts Officer	Group-B				
	Assistant Accounts Officer	Group-B				
	Section Officer	Group-B	Section Officer in Directorates			
	Assistant Section officer	Group-B	Assistant Section Officer in Directorates			
	Assistant Library and Information Officer	Group-B/C				
	Junior Engineer(Civil)	Group-B				
	Junior Engineer(Electrical)	Group-B				
	Assistant Engineer(Civil)	Group-B				
	Assistant Engineer(Electrical)	Group-B				
	Senior Hindi Translator	Group-A/B				
	Junior Hindi Translator	Group-B/C				
	Senior Translation Officer	Group-A/B	Translation Officer			
	Junior Translation Officer	Group-B/C				
	Junior Statistical Officer	Group-B				
	Senior Private Secretary	Group-B				
	Private Secretary	Group-B/C				
	Personal Assistant	Group-A/B				
	Draftsman	Group-B/C				
Artist	Group-B/C					
Assistant Architect	Group-B/C					
Assitant	Group-B	Assistant/Head Clerk/Office Superintendent in C&E Wing				

Section- V:HSG/LSG/PA/SA/Steno and equivalent	Higher Selection Grade(Postal)	Group-B	HSG-II,HSG-I&HSG-I NFG official working in Post offices, SBCO, PSD/CSD, RO, CO, TI or Admin Offices at any designation	1-Post Office Regulations, 2024 2- Conduct Rules 3- Overview of Gender Sensitization	Comprehensive Assessment: HSG/LSG/PA/SA/Steno and equivalent	https://portal.igotkarmayogi.gov.in/app/toc/do_11449074607036825613/overview
	Higher Selection Grade(Railway Mail Service)	Group-B	HSG-II, HSG-I & HSG-I NFG official working in RMS setup, FPO, MMS, RLO, TI at any designations			
	Lower Selection Grade (Postal)	Group-C	LSG official working in Post offices, SBCO,PSD/CSD, RO, CO, TI or Admin Offices at any designation			
	Lower Selection Grade (Railway Mail Service)	Group-C	LSG official working in RMS setup, FPO, MMS, RLO, TIs at any designations			
	Postal Assistant	Group-C	Postal Assistant Cadre working at any designation in Post Offices, Division Offices, SBCO, PSD, CSD, TIs etc., except LSG & HSG officials			
	Sorting Assistant	Group-C	Sorting Assistant Cadre working at any designation in RMS, Division Offices, MMS, RLO, FPO, TIs etc. Except LSG & HSG officials			
	Postal Assistant (Circle or Regional Office)	Group-C	PA(CO) Cadre officials			
	Accountant	Group-C	PO & RMS Accountant, PO Accountant			
	Senior Accountant	Group-B/C				
	Junior Accountant	Group-C				
	Senior Secretariat Assistant	Group-C				
	Junior Secretariat Assistant	Group-C				
	Stenographer(Grade D)	Group-C				
	Stenographer(Grade I)	Group-B/C				
	Stenographer(Grade II)	Group-B/C				
	Upper Division Clerk	Group-C	Work Clerk Grade-I			
	Lower Division Clerk	Group-C	Work Clerk Grade-II			
	Hindi Typist	Group-B/C				
	Stores Officer	Group-B/C	MMS, C&E Wing			
	Technical Supervisor	Group-B/C	MMS			

Section-VI: MTS/Canteen Staff & equivalent	Multi Tasking Staff	Group-C	MTS posted in all units PO/RMS/Admin/MMS/Accounts etc, Carpenter, Gardener, Mechanic, Electrician, Plumber, Technician, Waterman, Peon, Watchman, Caretaker, Cleaner, Sweeper, Liftman, wireman, workman etc.	1- Multi Tasking Karmayogi – Dakshata 2- Conduct Rules 3- Overview of Gender Sensitization	Comprehensive Assessment Program for MTS/ Canteen Staff and equivalent	https://portal.igotkarmayogi.gov.in/app/toc/do_1144880558823014401223/overview
	Canteen Staff	Group-C	Caretaker/Assistant Manager-cum-Store Keeper/Account Clerk/ Coupon Clerk/ Canteen Clerk/Assistant Manager-cum-Store Keeper/ Khansama /Halwai/Assistant Halwai-cum-Cook/ Bearer /Tea Maker /Wash Boy			

Section-VII: Postman/Mail Guard/Driver/Artisan & equivalent	Postman	Group-C	Head Postman/ Sorting Postman/ Mail Overseer/LR	1- Developing a Customer-Centric Culture in the Department of Posts 2- Conduct Rules 3- Overview of Gender Sensitization	Comprehensive Assessment Program for Postman/Mail Guard/Driver/Artisan	https://portal.igotkarmayogi.gov.in/app/toc/do_1144887812839833601101/overview
	Mail Guard	Group-C	Postman/ Postwomen/Postman in all Units			
	Dispatch Rider	Group-C	Head Mail Guard, Mail Courier			
	Staff Car Driver	Group-C	Jeep Driver, Driver Grade-I, Driver Grade-II, Special Grade Driver, Staff Car Driver in all units			
	Artisan	Group-C	Skilled Artisans Ord/ Highly Skilled Artisans Grade-II /Grade-I in MMS			

Comprehensive Assessment Instructions

1. All questions are compulsory.
2. The minimum qualifying marks are **50%**
3. There is **no negative marking**.
4. The duration of the assessment is **one hour**.
5. Skipped questions can be attempted again before final submission.
6. If the allotted time expires, the assessment will be **auto-submitted** by the system.
7. Each Comprehensive Assessment consists of **50 questions**.
8. The maximum number of attempts allowed to qualify the assessment is **10**.
9. Marks against each questionnaire indicated
10. Marks for each question shall be as follows:
 - 20 questions of **1 mark** each
 - 15 questions of **2 marks** each
 - 10 questions of **3 marks** each
 - 5 questions of **4 marks** each