



भारत सरकार Government of India

राष्ट्रीय एटलस एवं थीमैटिक मानचित्रण संगठन National Atlas &amp; Thematic Mapping Organisation

विज्ञान और प्रौद्योगिकी विभाग Department of Science &amp; Technology

35, जी. एन. ब्लॉक, सेक्टर V 35, GN Block, Sector V

सॉल्ट लेक सिटी, कोलकाता – 700091 Salt Lake City, Kolkata – 700091

09.04.25  
For uploading  
Manoj Kumar  
09.04.25

फ़ा. सं - E-004200011(Trng)/2/2024-Estt. / 1666

दिनांक 08.04.2025

**OFFICE MEMORANDUM**

09

**Subject: Implementation of National Programme for Civil Service Capacity Building (NPCSCB) – Mission Karmayogi -Finalization of Annual Capacity Building Plan (ACBP) (2025-26)- reg.**

The undersigned is directed to refer to Training Wing, DoPT's OM dated 18.12.2024 & Training Cell, DST's OM A-33011/35/2022-Trg dated 3<sup>rd</sup> April, 2025 regarding the Guidelines for execution of Scoring System for Implementation of National Programme for Civil Service Capacity Building (NPCSCB) – Mission Karmayogi – Finalization of Annual Capacity Building Plan (ACBP).

2. In the compliance of the above-mentioned OMs, the NATMO has formulated the Annual Capacity Building Plan (ACBP) calendar by identifying level-wise courses (based on competencies i.e. Domain, Functional and Behavioural) on iGOT Karmayogi Platform (Annexure – I to V).

3. All the employees of NATMO are requested to complete the courses Karmayogi platform in correspondence to their designation/ level & also submit Quarter-wise Report to the In-Charge (Training), NATMO for compilation of iGOT data.

4. In addition to this, it is to state that, on every Monday a “**Learning Hour**” may be observed from 4.30 – 5.30 PM in the Department. Employees may devote this “Learning Hour” exclusively to learn new courses from the wide range of courses available on iGOT Platform.

This issues with the approval of the Director, NATMO.

Digitally Signed by Amjad Khan

Date: 09-04-2025 11:50:18

Reason: Approved

(Dr. Md. Amjad Khan)

Head of Office & DD

**Enclo:**

Annexure I, II, III, IV, V

**प्रतिलिपि –**

- (1) Director
- (2) The Under Secretary to the Govt. of India, DST (SMP), Technology Bhavan, New Mehrauli Road, New Delhi-110 016 (for kind information)
- (3) PS to Director, NATMO
- (4) Head of Office, NATMO
- (5) Head of Divisions (I – V)/ In-Charges/ Coordinators/ DDO/ Store-in-Charge, NATMO (for circulation)
- (6) Assistant Director (Official Language), NATMO for Hindi Version
- (7) Administrative Officers (Establishment/ General Administration), NATMO (for circulation)
- (8) In-Charge, NATMO Geo-Portal (for uploading the OM)
- (9) In-Charge, Training (O/C)
- (10) Sri Suman Ghosh, Accountant for circulation through email
- (11) Guard File (Estt Section)

## ANNEXURE-I

**For Senior Level Officers (Above Level: 13 as per 7<sup>th</sup> CPC)**  
(2025-26)

Sr. No.	Competency	Course	Course Provider	Duration	Quarter
1.	Functional	An Introduction to Science Communication	CBC	4 hr	Q1
2.	Functional	Leadership	DoPT	1 hr 35 m	Q1
3.	Behavioral	Increasing your Emotional Quotient	Art of Living	1 hr 7 m	Q1
4.	Behavioral	Time Management	ISTM	2 hr 20 m	Q1
5.	Domain	ChatGPT and Generative AI tools for Government Officials	Wadhvani Foundation	1h	Q1
6.	Functional	Project Management	IIPA	1 hr 59 m	Q2
7.	Functional	Right to Information (RTI)	DoPT	2hr 15 m	Q2
8.	Behavioral	Problem Solving and Decision Making	DoPT	1 hr 45 m	Q2
9.	Behavioral	Stress Management	Indian Institute of Public Administration (IIPA)	3 hr 34 m	Q2
10.	Domain	GenAI: Enhancing Public Sector Efficiency	National E-Governance Division (NEGD) MeitY Govt of India	1h 22m	Q2
11.	Functional	Formulation of Public Policies	ISTM	1 hr 15 m	Q3
12.	Functional	Team Building	DoPT	1 hr 25 m	Q3
13.	Behavioral	Conflict Resolution & Negotiation	DoPT	1 hr 35 m	Q3
14.	Domain	Basics of Climate Change : Science Behind Stories	Indian Institute of Public Administration	2 h 11m	Q3
15.	Functional	APAR	ISTM	38 m	Q4
16.	Functional	Leave Rules	ISTM	55 m	Q4
17.	Behavioral	Self Leadership	Art of Living	1 hr 26 m	Q4
18.	Domain	Insights from Data for Policy	Indian school of Business	5h 19m	Q4

*Via*  
09.04.25

## ANNEXURE-II

**For DD, RO, SO, Statistical Officer, RA (Level: 6-12 as per 7th CPC)**  
(2025-26)

Sr. No.	Competency	Course	Course Provider	Duration	Quarter
1.	Functional	Project Management	IIPA	1 hr 59 m	Q1
2.	Functional	Right to Information (RTI)	DoPT	2hr 15 m	Q1
3.	Behavioral	Problem Solving and Decision Making	DoPT	1 hr 45 m	Q1
4.	Behavioral	Stress Management	Indian Institute of Public Administration (IIPA)	3 hr 34 m	Q1
5.	Domain	GenAI: Enhancing Public Sector Efficiency	National E-Governance Division (NEGD) MeitY Govt of India	1h 22m	Q1
6.	Functional	An Introduction to Science Communication	CBC	4 hr	Q2
7.	Functional	Leadership	DoPT	1 hr 35 m	Q2
8.	Behavioral	Increasing your Emotional Quotient	Art of Living	1 hr 7 m	Q2
9.	Behavioral	Time Management	ISTM	2 hr 20 m	Q2
10.	Domain	ChatGPT and Generative AI tools for Government Officials	Wadhvani Foundation	1h	Q2
11.	Functional	APAR	ISTM	38 m	Q3
12.	Functional	Leave Rules	ISTM	55 m	Q3
13.	Behavioral	Self Leadership	Art of Living	1 hr 26 m	Q3
14.	Domain	Insights from Data for Policy	Indian school of Business	5h 19m	Q3
15.	Functional	Formulation of Public Policies	ISTM	1 hr 15 m	Q4
16.	Functional	Team Building	DoPT	1 hr 25 m	Q4
17.	Behavioral	Conflict Resolution & Negotiation	DoPT	1 hr 35 m	Q4
18.	Domain	Basics of Climate Change : Science Behind Stories	Indian Institute of Public Administration	2 h 11m	Q4

*Vibha*  
09.04.25

## ANNEXURE-III

**For AD (OL), PS, AO (Level: 7-11 as per 7th CPC)**  
(2025-26)

Sr. No.	Competency	Course	Course Provider	Duration	Quarter
1.	Functional	APAR	ISTM	38 m	Q1
2.	Functional	Preparation of Cabinet Notes	ISTM	5 hr 10 m	Q1
3.	Behavioral	Stress Management	IIPA	3 hr 34 m	Q1
4.	Domain	Mainstreaming renewable energy	CBC	1h 35m	Q1
5.	Functional	Team Building	DoPT	1 hr 25 m	Q2
6.	Functional	Noting and Drafting	ISTM	2 hr	Q2
7.	Behavioral	Problem Solving and Decision Making	DoPT	1 hr 45 m	Q2
8.	Behavioral	Self Leadership	Art of Living	1 hr 26 m	Q2
9.	Domain	AI in Government: Transforming Public Service Delivery	Indian Institute of Science (IISc) Bengaluru	1h 16m	Q2
10.	Functional	Project Management	IIPA	1 hr 59 m	Q3
11.	Functional	Microsoft Excel Advanced	Microsoft	3 hr 49 m	Q3
12.	Behavioral	Increasing your Emotional Quotient	Art of Living	1 hr 7 m	Q3
13.	Behavioral	Conflict Resolution & Negotiation	DoPT	1 hr 35 m	Q3
14.	Domain	ChatGPT and Generative AI tools for Government Officials	Wadhvani Foundation	1h	Q3
15.	Functional	Leave Rules	ISTM	55 m	Q4
16.	Functional	Public Grievance Handling and CPGRAM 7.0	ISTM	2 hr	Q4
17.	Behavioral	Efficiency : Competency Framework	IIPA	4 hr 17 m	Q4
18.	Domain	Contract Management	ISTM	1 hr	Q4

*Vikal*  
09.04.25

## ANNEXURE-IV

**For OS, HC, Accountant, Sr.S.A, JT, LIA, Statistical Assistant, Jr.GA, TA (P), LMP Gr-II, SCD-I, UDC, Store Assistant, RCTO, FA, LDC, SK, Electrician, MTS (All officers of Level - 6 and below equivalent as per 7th CPC) (2025-26)**

Sr. No.	Competency	Course	Course Provider	Duration	Quarter
1.	Functional	APAR	ISTM	38 m	Q1
2.	Behavioral	Jan Bhagidari Program (Hindi)	Illumine Knowledge Resources	1 hr 20 m	Q1
3.	Behavioral	Gender Sensitization	ISTM	1 hr 15 m	Q1
4.	Functional	Team Building	DoPT	1 hr 25 m	Q2
5.	Behavioral	Problem Solving and Decision Making	DoPT	1 hr 45 m	Q2
6.	Behavioral	Increasing your Emotional Quotient	Art of Living	1 hr 7 m	Q2
7.	Functional	Leave Rules	ISTM	55 m	Q3
8.	Behavioral	Communication Skills	IIT Kanpur	1 hr 21 m	Q3
9.	Behavioral	Getting Along with the boss	ISTM	30 m	Q3
10.	Functional	E-waste Disposal	ISTM	1 hr	Q4
11.	Behavioral	Do's and Don'ts for Government Employees- Hindi	ISTM	54 m	Q4

## ANNEXURE-V

**Additional Compulsory Courses**  
(for all levels officers of NATMO)

1. Karmayogi Prarambh Module
2. Prevention of Sexual Harassment of Women at Workplace
3. Code of Conduct for Government Employees
4. Introduction to Emerging Technologies
5. Data Driven Decision Making for Government
6. Stay Safe in Cyber Space
7. Orientation Module on Mission LiFE
8. Yoga Break at Workplace
9. Introduction to Bharatiya Sakshya Adhiniyam, 2023
10. Introduction to Bharatiya Nyaya Sanhita, 2023
11. Introduction to Bharatiya Nagarik Suraksha Sanhita, 2023
12. Overview of Bharatiya Nyaya Sanhita, 2023
13. Overview of Viksit Bharat 2047

*Vilas*  
09.06.25