



सत्यमेव जयते

অসম চৰকাৰ

Govt of Assam

HANDBOOK ON

iGot-Karmayogi



Assam Administrative Staff College

Jawaharnagar, Khanapara,
Guwahati-781022, Assam Phone: 0361-2363325,

Website: www.aasc.gov.in

ARTPPG Department, GoA

ড° হিমন্ত বিশ্ব শর্মা
Dr. Himanta Biswa Sarma



মুখ্যমন্ত্রী, অসম
Chief Minister, Assam



FOREWORD

The work environment across the globe is undergoing rapid changes, and the utilization of human resources is evolving accordingly, with Assam being no exception. To keep pace with these changes, it is imperative that the Assam government focuses on empowering its human resources with a global outlook while remaining grounded in Indian values.

To achieve this vision, our government is implementing effective changes in work culture and striving to instill new ideas and a broader perspective in the minds of the officials. In line with this effort, the ARTPPG Department of the Government of Assam is introducing a set of training manuals and handbooks. Our Government is ensuring the smooth functioning of the daily administration with the help of these Training Manuals/ Handbooks for the Grade-3 officials. To effectively cater to the requirements of Grade-3 officials, experts have meticulously drafted the training manuals and handbooks, aiming to cover a wide range of relevant topics. Moreover, focused attempts have been made to embed the books with relevant case studies, examples and FAQs on different topics to enable the users to adapt to the procedural yet divergent needs of today's dynamic administration.

True to the objective of our Government in creating a spirited workforce, introduction of multifaceted learning and training programme have been thought of to enable our officials realize their true potential. This would help them to reorient themselves to the day-to-day administrative developments while performing their duties with honesty and transparency.

I believe the Training Manuals / Handbooks will hold immense value as a guiding light on diverse professional trajectories. They will also serve as a roadmap to steer capacity building of the Grade-III officials in a systematic and coherent manner.

(Dr. Himanta Biswa Sarma)

Dr. Ravi Kota, IAS
Chief Secretary
Government of Assam



ড° ৰবি কোটা, ভাঃ প্ৰঃ সেঃ
মুখ্য সচিব
অসম চৰকাৰ



Preparation of a Training policy of a State and aligning it with the needs of the variegated workforce which has to constantly prove its relevance in this era of transition towards technology forms the very backbone of the administration in the form of a challenging task. In this due course of action, capacity building of Grade-III officials not only requires them to remain efficient in their daily official duties but also must be able to motivate them to work, learn and evolve in a comprehensive manner.

The present District training manuals for Grade-III officials have been prepared under the aegis of the Administrative Reforms Training Pension and Public Grievances Department (ARTPPG) and the Assam Administrative Staff College (AASC), who were aided by renowned experts and stakeholders from all the concerned fields. The manuals are a product of much detailed and multiple deliberations on the requisite subjects and it also includes valuable inputs from The Institute of Secretariat Training and Management (ISTM), Delhi in certain applicable topics. The Training Needs Assessment (TNA) was diligently conducted by AASC to chalk out an inclusive need based approach suited for a bottom up perspective for the Grade-III officials and also to ensure that no vital subject has been overlooked.

I believe that the Training manuals will help the Trainers and the trainees as well in a holistic manner and I earnestly request all concerned to send us feedback which would be of great help when we take up further revisionary exercises.

(Dr. Ravi Kota)
Chief Secretary, Assam

Shantanu Gotmare, IAS
Commissioner & Secretary
to the Govt. of Assam
ART, PPG etc. Department
Dispur, Guwahati-6



MESSAGE

The Department of Administrative Reforms, Training, Pension and Public Grievances (ARTPPG) plays a vital role in the formulation of the State Training Policy and training its civil servants to build capacity for improving 'Ease of Living' for people of Assam.

The content of the district training manuals aims to bolster capacity of the Grade-3 employees in an elaborate and lucid manner. We have worked meticulously to prepare content of the manuals by collaborating with experts and have actively collated through appropriate stakeholders, which objectively present a comprehensive picture for the officials, covering a broad spectrum of their daily official duties.

I express my sincere thanks to the Committee for vetting the full content. ARTPPG acknowledges the contributions of Committee Members in the preparation of the training manuals. Special mention must be made to the Assam Administrative Staff College, Khanapara and my team in ARTPPG Department for relentless work to get the training manuals.

I sincerely hope that these manuals will be extremely useful to the trainers, trainees and as well as the officials.

(Shantanu Gotmare)



Foreword

The District Training Manuals for Grade-III officials of the Government of Assam have been designed by the Assam Administrative Staff College (AASC) with the help of renowned guest faculty and experts under the able guidance of the Administrative Reforms, Training, Pension and Public Grievances (ARTPPG) Department and inputs from the Institute of Secretariat Training and Management (ISTM), New Delhi.

I hope these manuals will be used extensively by the trainers and trainees and will help the officials become more knowledgeable, competent and productive at their work places.

I would like to convey my gratitude to all the renowned guest faculty and to all the individuals associated with the successful publication of the manuals for their inputs and support throughout the process of designing and printing these manuals.

A handwritten signature in blue ink, appearing to read 'Riju Gogoi', written in a cursive style.

Riju Gogoi
Director of Training
Assam Administrative Staff College

SOP for Registering and login iGoT Karmayogi platform

Welcome to iGoT Karmayogi platform! The iGoT Karmayogi platform offers government employees a unique opportunity to enhance their Knowledge, skills and capabilities through comprehensive online training. **Basic requirement for using the platform is to have an active Government email ID (with @gov.in or @nic.in domain).** Email IDs in private domain will not work in iGoT Karmayogi platform. To get started on this exciting learning journey, you need to complete a simple **Registration & login Process**. Here's a step-by- step guide to help you through it:

Registration Process:

1. Open your preferred web browser and navigate to the iGoT Karmayogi website. The URL for the website is <https://igotkarmayogi.gov.in>
2. On the iGoT Karmayogi website click on the “**Register**” button.
3. Enter your **Name, Position (Designation)** and **Government email ID**). In case **Position** is not available in the list, click on ‘**Request for help**’.
4. Enter your **mobile no** and validate through **OTP**
5. Click on ‘**State**’ button and enter your **Organisation (Department Name)**. In case **Organisation** is not available in the list click on ‘**Request for help**’.
6. **Confirm** accuracy of the information and **Accept** Terms of service.
7. Click on **SIGN UP** button.
8. Registration confirmation message will appear and an activation link will be sent to your Government email ID. Open your Government email ID and click on the activation link.
9. Message confirming activation link will be displayed.

Login Process :

While login for the first time in iGoT Karmayogi portal, password will have to be changed. Enter New Password and again enter the same password for the second time for confirmation. You will be back to iGoT Karmayogi home page.

1. On the iGoT Karmayogi home page click on **Login**.
2. Three options will appear: Login with Password, Login with OTP or Login with Parichay.
3. **Login With Password:** enter User Name [Gov email ID] and Password
4. **Login with OTP:** Enter e-mail or Mobile No and then click on **Request OTP**. Enter OTP received in e-mail or Mobile.

5. **Login with Parichay:** Enter e-mail and Password. Click on Next.
6. After completing any one of the steps 3 or 4 or 5, You will login into the landing page of iGoT platform. You can browse through the learning modules available on the landing page. Click on any module to learn in detail. You can also look for your favourite topic to learn by typing the **learning** topic in the **Search bar**.





कार्मिक एवं प्रशिक्षण विभाग
DEPARTMENT OF
PERSONNEL & TRAINING



← Register

First name *

Surname *

Position *

Email *

Only government email ids are allowed

Center/State *

← Register

First name *

Surname *

Position *

Email *

Only government email ids are allowed

Center/State *

 Center State

Enter Government e-mail

Click on State



The image shows a registration form with the following fields and annotations:

- Location Selection:** Two radio buttons, "Center" (unselected) and "State" (selected).
- State:** A dropdown menu with "ASSAM" selected. An annotation "Select Assam from the list" points to the dropdown.
- Department:** A dropdown menu with "Administrative Reforms and Training Dej" selected. An annotation "Select Your Deptt. In case your deptt is not available in the list, skip this field." points to the dropdown.
- Organisation:** A text input field with "Assam Administrative Staff College" entered. An annotation "Select Your organization. In case your org is not available in the list, Skip this field." points to the field.
- Confirmation:** A checkbox labeled "I confirm that the above provided information is accurate." with the text "Tick here" pointing to it.
- Sign Up:** A blue "SIGN UP" button with the text "Click here" pointing to it.
- Footer:** A link "Already have an account? Sign in here".

Next Step

- Your Account got registered in the iGot platform
- You will get a notification in your government email with password
- Change the password after login into the system

https://igotkarmayogi.gov.in https://igotkarmayogi.gov.in

WELCOME TO I GOT KARMAYOGI

कर्मयोगी भारत
— लोकहितं मम करणीयम् —

HOME DASHBOARD COURSES LOGIN REGISTER

Click



कर्मयोगी भारत
— लोकहितं मम करणीयम् —

iGOT
The National Programme for
Civil Services Capacity Building

Email

Enter your Government email here →

Password [Forgot Password?](#)

Enter password here →

click here →

Alternatively login with Parichay →

Don't have an account yet? [Register here](#)



Next Step

- You will login into the landing page of iGot platform
- You can browse through the modules available on the landing page. Click on any module to learn in detail
- You can also look for your favorite topic to learn by using the search bar

LANDING PAGE

iGOT Karmayogi: Transforming Government

iGOT-Karmayogi is a mobile-first platform that will enable and incentivise millions of civil servants to become better at their jobs, support their colleagues across government, and achieve an ambitious vision for their careers.

Learning hub
AI driven learning path, matching competencies gaps with high-impact CBPs.

Discussion hub
Focused forums for discussions by leveraging platform intelligence to promote peer learning.

Events hub
A space to discover events of every kind.

Career hub
Competency-driven 'positiv' search, based on smart contextual recommendations.

Network hub
Intelligent recommendations for matching profiles to connect with peers and experts.

Competency hub
Identifying competencies (behavioural, domain, functional) required for every role.

LEARN | Continue learning [Learn ->](#)

COURSE **COURSE** **COURSE** **COURSE**

THANK YOU

