

CSIR - CENTRAL ELECTRONICS ENGINEERING RESEARCH INSTITUTE  
PILANI – 333031 (RAJASTHAN)

No. 11(130)/22-Estt.

Date: 08.05.2023

OFFICE MEMORANDUM

**Sub: DAKSHTA functional competency courses hosted on i-GOT Mission Karmayogi Platform.**

Ref: E-mail dated 24.04.2023 received from the Head, CSIR-HRDC, Ghaziabad

It is notified for information of all concerned the Capacity Building Commission (CBC) has identified various functional/behavioral competencies of officers. Based on the same, the CBC has curated an applied problem solving set of courses in collaboration with ISTM, in hybrid online/offline mode, called DAKSHTA (Development of Attitude, Knowledge and Skills for Holistic Transformation of Administration).

The DAKSHTA functional competency course comprises 11 module components that can be undertaken by the officers in the online mode on i-GOT Mission Karmayogi Platform. The DAKSHTA Suite of courses comprises the following collection of modules that can also be undertaken as a standalone course:

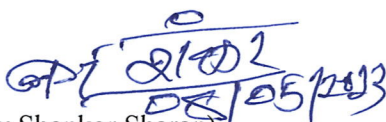
1. Office Procedure
2. Noting
3. Drafting
4. GeM
5. RTI Act
6. Code of Conduct
7. Public Procurement Framework
8. Parliament Procedure
9. Leave Rules
10. Pay Fixation and
11. APAR

Portal address: <https://portal.igotkarmayogi.gov.in/public/signup>

Kindly use NIC domain mail-id xyz.ceeri@nic.in (instead of CEERI domain email ID xyz@ceeri.res.in) and mobile number for registration on the portal.

The details of the procedure to access the online component of the DAKSHTA suite of courses are explained in the Annexure. For assistance on any issue related to accessing or completing the DAKSHTA course on iGOT platform, officers may please contact on the E-mail: [mission.karmayogi@gov.in](mailto:mission.karmayogi@gov.in), Helpdesk: servicedesk.nic.in, Call: 1800 111 555.

All Administrative staff are requested to undertake the course mandatorily before 15.06.2023. They are also requested to share training certificate generated through i-GOT Mission Karmayogi Portal to e-mail ID manishkumar.ceeri@nic.in.

  
(Jay Shankar Sharan)  
Controller of Administration

All Administrative staff – Through e-mail

Copy to:

1. PA to the Director
2. In-charge, AITG – Kindly upload this O.M. on the website of the Institute

Annexure

The link provides e-learning contents for ten day's online classes for the following topics which are available on iGOT

A) Steps to view e-content on Public Procurement in i-GOT is as follows:-

Step 1 - Login to i-GOT (<https://igotkarmayogi.gov.in/page/home>)

Step 2 - On the Home page top, you will be able to see Search option. Kindly place cursor in the search option and click enter. List of all courses that are available on the platform will be visible

Step 3 - Scroll down to the right bottom of the screen. You will find the Content Providers name. Kindly click on Department of Expenditure. Course updated by Department of Expenditure will be visible on the screen.

B) Go to Institute of Secretariat Training and Management on IGOT content providers wherein you will see the following courses : Please consume these courses

Step 4 - Please select Course on 'Public Procurement Framework of GOI'

Step 5 - Office Procedure (20 qns), Noting (25 qns), Drafting (20 qns),

Step 6 - GeM (26 qns), RTI Act (24 qns) and Code of Conduct (5 qns)