

No. T-28/27/2025-iGOT
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
(Training Wing)

Block-IV, Old JNU Campus,
New Delhi – 110067
Dated: 07.10.2026

OFFICE MEMORANDUM

Sub: Continuation of Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi Portal for APAR Cycle 2026-27, in alignment with Annual Capacity Building Plans (ACBPs) - reg.

The undersigned is directed to refer to this Department's O.M. of even number dated 04.07.2025 (copy enclosed), regarding Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi Portal, in respect of all Central Government employees and officers of the All India Services (AIS). Further the course completion status would be reflected in the Annual Performance Appraisal Reports (APARs) from the reporting year 2025-26 onwards.

2. As per the aforesaid policy, the requirement of mandatory course completion and Comprehensive Assessment on iGOT Portal with completion getting recorded on SPARROW Portal shall continue for the Reporting Year 2026-27. Accordingly, each Ministry, Department, and Organisation (MDO) or Cadre Controlling Authority (CCA) is requested to identify a list of six or more courses for each level of employees and publish them as "APAR Training Plans" on the iGOT portal.

3. A large number of MDOs across the Union Government have revised/updated their Capacity Building Plans (CBPs) this year, having incorporated more role-relevant, domain-focussed courses in the revised CBPs. The AI-CBP Tool developed by SPV-Karmayogi Bharat has been extensively used for revising the CBPs. MDOs which have not updated their plans/ are yet to create their CBPs may utilize the AI CBP tool to publish their CBPs at the earliest. Further, in order to ensure that the APAR Training Plans are anchored to role-based competency requirement, it is recommended that the APAR Training Plans may, as far as possible, be aligned with the revised Capacity Building Plans (CBPs) of the concerned MDOs. Thus, courses identified for the "APAR Training Plan" on iGOT, including those selected for Comprehensive Assessment, may, as far as possible, be drawn from, and remain consistent with, the revised CBPs. Where an MDO/CCA is of the

considered view that the courses notified in 2025-26 continue to subserve the current competency requirements of a given level, it may, if it deems fit, continue with the same courses, subject to the condition that the courses selected for Comprehensive Assessment are not repeated from the previous cycle.

4. To further assist the MDOs/CCAs in identifying courses for the APAR Training Plan, the iGOT Team has prepared an indicative list of 100 courses anchored in behavioral and functional competencies that are cross-cutting in nature. MDOs/CCAs may consider drawing upon this indicative list, as appropriate, while formulating their APAR Training Plans. The said indicative list is attached along with.

5. The broad guidelines for the APAR Cycle 2026-27 are as under:

- The courses for Central Government employees and officers of the AIS on Central Deputation shall be prescribed by their respective MDOs. For all other AIS officers and Central Government employees not working with any MDO of the Government of India, the courses shall similarly be decided by their respective CCAs.
- The Capacity Building Unit (CBU) of all MDOs/CCAs shall identify relevant courses, consistent with the CBP, for employees at each level as the annual target, and get them published as “APAR Training Plans” on the iGOT Portal. A minimum of six courses may be identified for employees at each level.
- Competency attainment will be evaluated through a standalone Comprehensive Assessment, configured on the basis of a minimum of 3 courses out of the prescribed basket for each level/band.
- All employees shall complete at least 50% of the courses prescribed by the respective MDO/CCA for the year and undertake the Comprehensive Assessment subsequently.
- Completion status – for both courses and the Comprehensive Assessment – shall be fetched automatically from the iGOT Portal through the SPARROW-iGOT integration, and reflected in the appropriate section of Part-II (Self Appraisal) of the APAR. Services/Organisations where the APAR is not filed through SPARROW portal, may ensure that the APAR forms are updated to capture the completion status of the courses and Comprehensive Assessment.

6. A detailed instruction with respect to the above, along with the timelines for implementation, is placed at **Annexure-I**.

7. All MDOs and CCAs are requested to ensure strict compliance with the aforementioned guidelines and to take active steps for their time-bound implementation, in accordance with the timelines specified

in Annexure-I.

8. This is issued with the approval of the competent authority.

Encl: As stated.

**Digitally signed by
Gaurav Anand
Date: 07-10-2026
18:27:15**

(Gaurav Anand)

Under Secretary to the Government of India
Tele: 011-26706377

To

- (i) Secretaries to all the Ministries/Departments of the Government of India
- (ii) All Cadre Controlling Authorities

Copy to:

- (i) Chief Secretaries of all State Governments/UT Administrations
- (ii) PSO to Secretary (P)
- (iii) Secretary, Capacity Building Commission
- (iv) CEO, Karmayogi Bharat
- (v) Director (IT), NIC
- (vi) Deputy Secretary/Director, AIS Division, DoPT
- (vii) Deputy Secretary/Director, PP Division, DoPT

Annexure-I

Detailed Instructions - Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi Portal for the APAR Reporting Year 2026-27, in alignment with the Annual Capacity Building Plan (ACBP)

A. Prescribing Authority

As before, the courses for Central Government employees and officers of the AIS on Central Deputation shall be prescribed by their respective Ministries/Departments/Organisations (MDOs); for AIS officers outside Central Deputation and other Central Government officers not attached to any MDO of the Central Government, the same shall be prescribed by the respective Cadre Controlling Authorities (CCAs).

B. Alignment with the Capacity Building Plan (CBP)

The APAR Training Plan is not a standalone exercise. It shall be drawn from, and remain consistent with, the Capacity Building Plan (CBP) prepared by for the year, which in turn is based on the role-competency requirements within the organisation. The MDOs shall ensure that the CBU concerned may draft/update the CBP and get it approved by competent authority, prior to configuration of the APAR Training Plan on iGOT, if not approved already. Courses selected as part of the "APAR Training Plan" on iGOT, including those selected for Comprehensive Assessment, shall be as far as possible, drawn from, and remain consistent with, the CBP.

C. Course Basket - Illustration and Reference to KB-SPV List

All MDOs/CCAs shall identify relevant courses, consistent with the CBP, on the iGOT Karmayogi Platform for employees at each level for the current cycle, i.e., APAR Reporting Year (RY) 2026-27. As an illustration, a minimum of six (06) courses may be identified for each level (e.g., MTS, SO/ASO & equivalent, US & equivalent, DS/Director & equivalent, JS & above for MDOs; upto 9 years of service, above 9 and upto 16 years of service, above 16 and upto 25 years of service, 25 years and above of service for CCAs).

Karmayogi Bharat (KB-SPV) has prepared an indicative list of 100 courses, customised to the domain/functional requirements for various Sectors. MDOs/CCAs may draw upon this list, as considered appropriate, while formulating or updating the ACBP and the resultant course basket.

D. Continuation of Previous Year's Courses

MDOs/CCAs that had already notified a Training Plan of six or more courses in 2025-26 may, upon review of the ACBP for 2026-27, continue with the same courses for a given level, if such courses are found to remain relevant and if no material update to the CBP is considered necessary for that level. In such cases, the courses selected for Comprehensive Assessment (a minimum of three) must be different from those selected in the previous cycle. To illustrate: an MDO that had prescribed 6 courses (say A, B, C, D, E, and F) for a given level in 2025-26, of which 3 (A, B, and C) were identified for Comprehensive Assessment, has the option of retaining the other 3 (D, E, and F), previously optional, courses and add three more courses (say X, Y, and Z) to create the APAR Training Plan for 2026-27. Any three courses out of D, E, E, X, Y, and Z may be identified for the Comprehensive Assessment in this case.

E. APAR Training Plan and Profile Updation

The finalised basket, with the mandatory subset clearly marked, shall be published as the '**APAR Training Plan**' for 2026-27 against each role/level on the iGOT Karmayogi Portal. Targets will be reflected on the employee's '**My iGOT**' dashboard only if the profile correctly shows the current role, level, Ministry/Department/Organisation and, for AIS officers, their Service, Cadre and Batch.

F. Completion Threshold

Employees shall complete not less than 50% of the prescribed courses during the year, as well as the Comprehensive Assessment, that will get unlocked after completion of all mandatory courses. All Central Government employees and AIS officers must pass the Comprehensive Assessment mandated for their level. The passing score for the assessment is 50%, and there is no limit to the number of attempts.

G. Data Flow to APAR

Completion status - for both courses and the Comprehensive Assessment - shall be fetched automatically from the iGOT Portal through the API-based integration between SPARROW and iGOT, and reflected in the appropriate section of Part-2 (Self Appraisal) of the APAR. MDOs/CCAs of employees whose APAR is not recorded on SPARROW may ensure that the APAR form is suitably modified to capture the status of completion of courses and assessment on iGOT.

H. Applicability and Exemptions

- i. Mid-year promotees/transferees: Employees who serve in two different organisations, or at two different levels in the same (or a different) organisation, may complete the requirement (50% of the number of courses and the Comprehensive Assessment) for

any of the roles served during the Reporting Year.

ii. Long Leave/Study Leave/Not on duty for a substantial part of the year: It is mandatory for all Central Government employees and officers of the AIS to complete the prescribed courses and Comprehensive Assessment. The only exception is for officials who are on duty for a period less than 90 days during the reporting year, due to long leave or otherwise.

iii. Officers on deputation abroad or to States/PSUs/Autonomous Bodies: To be governed by the Training Plans of their parent cadre/CCAs.

iv. Contractual/Outsourced/Consultancy personnel: Shall be outside the scope of this policy unless specifically extended by the respective MDOs/CCAs.

I. Monitoring & Nodal Officers

The CBU of each MDO/CCA shall be the nodal point for CBP finalisation, course identification, Training Plan configuration, grievance resolution, compliance monitoring, and other actions as per the implementation timelines stated below.

J. Implementation Timelines for APAR Cycle 2026-27

Sl. No.	Item	Deadline
1.	Finalisation of Annual Capacity Building Plan (ACBP) for 2026-27 by MDOs/CCAs, and alignment/configuration of the "APAR Training Plan" (with mandatory subset) on the iGOT Karmayogi Portal.	31.10.2026
2.	Creation of Question Banks for Comprehensive Assessment by all MDOs/CCAs.	30.11.2026
3.	Comprehensive Assessments made live on the iGOT Karmayogi Portal for each level.	15.12.2026
4.	Compliance dashboard furnished by Karmayogi Bharat to DoPT/MDOs/CCAs.	31.12.2026 and thereafter
5.	Employees to complete at least 50% of the courses prescribed by the MDO/CCA for the year, and complete the prescribed Comprehensive Assessment.	31.03.2027