

Annexure-I

For JS level officers and above				
S.No.	Course Name on iGOT portal	Course Provider	Duration	Remarks
1	Problem solving	Institute of Secretariat Training and Management	35min	
2	Communication for citizen centricity	Department of Personnel & Training	1hr 35min	
3	Parliamentary procedures	Institute of Secretariat Training and Management	2hr	
4	Code on wages	V V Giri National Labour Institute (VVGNI) - Noida	30min	Mandatory Assessment
5	Code on social security 2020	V V Giri National Labour Institute (VVGNI) - Noida	30min	Mandatory Assessment
6	Occupational Safety, Health and Working Conditions Code 2020	V V Giri National Labour Institute (VVGNI) - Noida	30min	Mandatory Assessment
For Director/DS level officers and equivalent				
	Course Name on iGOT portal	Course Provider	Duration	Remarks
1	Conflict Resolution and Negotiation	Department of Personnel & Training	1hr 35min	Mandatory Assessment
2	Purpose-driven leadership	Indian School of Business, Hyderabad	1hr 55min	
3	Preparation of Cabinet Notes	Institute of Secretariat Training and Management	5h 10min	
4	Code on wages	V V Giri National Labour Institute (VVGNI) - Noida	30min	
5	Code on social security 2020	V V Giri National Labour Institute (VVGNI) - Noida	30min	Mandatory Assessment
6	Occupational Safety, Health and Working Conditions Code 2020	V V Giri National Labour Institute (VVGNI) - Noida	30min	Mandatory Assessment
For US/DD level officers and equivalent				
	Course Name on iGOT portal	Course Provider	Duration	Remarks
1	Data driven decision making for government	Capacity Building Commission	2hr 30min	
2	Preparation of Cabinet Notes	Institute of Secretariat Training and Management	5h 10min	Mandatory Assessment
3	Conduct Rules	Institute of Secretariat Training and Management	1hr 22min	Mandatory Assessment
4	Parliamentary procedures	Institute of Secretariat Training and Management	2hr	
5	Code on wages	V V Giri National Labour Institute (VVGNI) - Noida	30min	
6	Code on social security 2020	V V Giri National Labour Institute (VVGNI) - Noida	30min	Mandatory Assessment
7	Occupational Safety, Health and Working Conditions Code 2020	V V Giri National Labour Institute (VVGNI) - Noida	30min	

For SO/AD level officers and equivalent				
	Course Name on iGOT portal	Course Provider	Duration	Remarks
1	Team building and team management	Institute of Secretariat Training and Management	1hr 25min	
2	Government E Marketplace	Institute of Secretariat Training and Management	1hr 9min	
3	Conduct Rules	Institute of Secretariat Training and Management	1hr 22min	Mandatory Assessment
4	Parliamentary procedures	Institute of Secretariat Training and Management	2hr	Mandatory Assessment
5	Code on wages	V V Giri National Labour Institute (VVGnLI) - Noida	30min	Mandatory Assessment
6	Occupational Safety, Health and Working Conditions Code 2020	V V Giri National Labour Institute (VVGnLI) - Noida	30min	
For ASO/SSA/JSA level officers/officials and equivalent				
	Course Name on iGOT portal	Course Provider	Duration	Remarks
1	Time management	Institute of Secretariat Training and Management	2hr 20 min	
2	Developing effective soft skills	Central Reserve Police Force	39min	
3	Noting and Drafting	Institute of Secretariat Training and Management	2hr	Mandatory Assessment
4	Right to Information Act - Part 1	Institute of Secretariat Training and Management	55min	Mandatory Assessment
5	Right to Information Act - Part 2	Institute of Secretariat Training and Management	1hr 22 min	Mandatory Assessment
6	Conduct Rules	Institute of Secretariat Training and Management	1hr 22min	Mandatory Assessment
7	UNDERSTANDING OF LABOUR LAW	National Institute of Communication Finance	46min	
For MTS level officials and equivalent				
	Course Name on iGOT portal	Course Provider	Duration	Remarks
1	सामान्य योग अभ्यासक्रम	Morarji Desai National Institute of Yoga (MDNIY)	54min	
2	Jan Bhagidari Program (Hindi)	Illumine Knowledge Resources	1hr 20min	Mandatory Assessment
3	Time management	Institute of Secretariat Training and Management	2hr 20 min	
4	BASIC COMPUTER TROUBLESHOOTING	Sashastra Seema Bal	30min	Mandatory Assessment
5	Leave rules (Hindi)	Institute of Secretariat Training and Management	45min	
6	सीसीएस (आचरण) नियमावली, 1964	Institute of Secretariat Training and Management	1hr 40min	Mandatory Assessment