

संजय बहादुर, भा.रा.से.  
प्रधान आयकर महानिदेशक (प्रशिक्षण)  
प्रशिक्षण महानिदेशालय, नई दिल्ली



**SANJAY BAHADUR, J.R.S.**  
Principal Director General of Income Tax (Training)  
Directorate of Training, New Delhi

DO No. Pr. DG(Trg.)/NLW/2024-25/ 502

Date: 18<sup>th</sup> October 2024

Dear K.M.,

**Subject:** Observing Karmayogi Saptah कर्मयोगी सप्ताह – the National Learning Week under Mission Karmayogi, from 19.10.2024 to 25.10.2024-reg.

**Ref:** DO Letter No. T-28/102/2024-iGOT dated 10.10.2024 of the Secretary DoPT (as attached).

1. National Programme for Civil Services Capacity Building (NPCSCB) – *Mission Karmayogi* was launched by the Hon'ble Prime Minister with the aim to transform the Civil Servants by enhancing their skills to make them future ready and to deliver efficient and citizen-centric governance. It emphasises fostering an ethos of continual learning and capacity enhancement of public servants befitting their roles.
2. To align with this commitment of sustainable learning and development, the Department of Personnel and Training (DoPT), Capacity Building Commission (CBC) and Karmayogi Bharat (KB) are jointly organising a week-long learning campaign '*Karmayogi Saptah कर्मयोगी सप्ताह – the National Learning Week*' from 19<sup>th</sup> Oct to 25<sup>th</sup> Oct 2024. During this week, each employee of the Govt. of India, including of CBDT, is expected to undertake **at least 4 hours of learning on iGOT Karmayogi platform**. The National Learning week will be **formally launched by the Hon'ble Prime Minister on 19.10.2024** for all Ministries, Departments and Organisation.
3. This program can only be made successful with the support and equal participation of all stakeholders of the Income-Tax department and through continuous support of all Pr. CCsIT (CCA) field Units. Therefore, to ensure the success of this initiative, I request your support in the following areas:

- a. **Awareness Campaigns:** Please facilitate wide coverage and publicity of the National Learning Week (NLW) amongst all the employees, across various stations in your jurisdiction. For this purpose, posters and banners may be displayed at all the offices in your Region.
  - b. **Enrollment and completion of Courses by all employees on iGOT Platform:** In this regard, it is requested to instruct field formations to ensure that they enroll and complete courses on iGOT Platform for a duration of atleast four hours during this week. It is reiterated that the employees should use only their **official name-based email IDs (@incometax.gov.in)** to access iGOT Platform. It is requested to adhere to these guidelines diligently and kindly ensure the completion of the prescribed mandate for all employees of the Income-tax department posted in your region.
  - c. **Suggestive Courses:** In accordance with the directive from the CBC, all employees of the Income-tax department shall undertake **at least 4 hours of learning during the week 19<sup>th</sup> Oct-25<sup>th</sup> Oct 2024**, courses and webinar on iGOT Karmayogi platform during the week. These will be also counted towards the mandatory annual 50 hours of training policy of CBDT. OM issued by DoT in this regard dated 17.10.2024 suggesting 10 courses specially recommended for NLW initiative is separately attached as **Annexure-A** to this letter. It is emphasised that this suggested list is in addition to the 6 mandatory courses as prescribed earlier.
4. **Participation Tracking & Compliance Monitoring:** It is imperative to monitor the participation and completion progress of all employees in your jurisdiction regarding the said initiative on i-GOT. It has been decided that compliance and data reporting is to be done at the level of PCIT/PDIT/CIT/DIT concerned. A separate reporting format is being shared for reference purposes as **Annexure-B** to this letter. This will be considered for the Awards being proposed in Para 6 below.
  5. **Role of NADT-RCs:** Pr. ADGs/ADGs of the concerned NADT-RC in your region have been instructed to coordinate with your office and give timely update regarding compliance for the upcoming *Karmayogi Saptah*: National Learning Week (NLW) (19<sup>th</sup> Oct- 25<sup>th</sup> Oct 2024). It is requested to appoint a Nodal Officer (preferably, the rank of JCIT/Addl. CIT in HQ Admin of Pr. CCIT) to coordinate with concerned NADT-RC in this regard. Details of

such an officer may kindly be shared with concerned Pr. ADG/ADG of concerned NADT-RC of your jurisdiction and with this office.

6. **Recognition and Awards:** Further, it is decided that as an appreciation to the Karmayogis for learning on iGOT Platform following Awards are to be given for completion during this NLW:-

a. **Intra Cadre Category:**

Top 3 “Learner Karmayogi Charges” from all the CIT/PCIT/DIT/PDIT Charges (with at least 25 employees) in the jurisdiction of each **Pr. CCIT (CCA) Region** having maximum Average number of hours per employee completed during NLW. These will be evaluated and awarded by concerned Pr. CCIT (CCA).

b. **National Charge-level Category:**

Top 3 “Learner Karmayogi Charges” in the entire Department out of the above Category (a) having the highest Average number of hours per employee completed during NLW (with at least 25 employees). These will be evaluated and awarded by DoT.

c. **National Pr. CCIT (CCA) Region Category:**

Top 3 Pr. CCsIT (CCA) with highest Average number of hours per employee completed during NLW. These will be evaluated and awarded by DoT.

d. **Overall individual performance Category:**

Top 3 individual learners at every level/ rank (MTS to CCIT) across all Pr. CCIT (CCA) Regions will be awarded Sarvashreshta Karmayogi Samman सर्वश्रेष्ठ कर्मयोगी सम्मान, Shreshta Karmayogi Samman श्रेष्ठ कर्मयोगी सम्मान, Vishesh Karmayogi Samman विशेष कर्मयोगी सम्मान **at the end of NLW for cumulative learning hours** done from 01.04.2024 till 25.10.2024 on i-GOT Platform. These will be evaluated and awarded by DoT.

e. **Pr. CCIT (CCA)-wise Category:**

Top 3 individual learners at every level/ rank (MTS to CCIT) within each Pr. CCIT (CCA) Regions will be awarded **Sarvottam Karmayogi Samman, Ati Uttam**

**Karmayogi Samman and Uttam Karmayogi Samman at the end of NLW for cumulative learning hours** done from 01.04.2024 till 25.10.2024 on i-GOT Platform. These will be evaluated and awarded by DoT.

The above evaluation will be done by Nodal Officer of each Pr. CCIT (CCA) for that Region as per information gathered by them in the prescribed format attached as Annexure B interim report should be forwarded to this office by the Nodal Officer latest by 11.00 AM on 23.10.2024 and a final report by 11 AM on 28.10.2024.

The NLW is an initiative to inspire and energize civil servants towards achieving a culture of continuous learning & capacity building. In this regard, the Central Board of Direct Taxes (CBDT) is expected to lead by example in this mission. I am confident that our coordinated effort is vital for achieving the mandate of the Hon`ble PM and together we can make this event a success. You are requested to kindly instruct field formations to ensure compliance to make the said vision of Hon`ble PM i.e. **Karmayogi Saptah-कर्मयोगी सप्ताह-National Learning Week (19<sup>th</sup> Oct-25<sup>th</sup> Oct 2024)**, a success. Your active participation is crucial for the successful realisation of this initiative, aligning with the vision of the Hon`ble Prime Minister. Please ensure the participation of all your officers and officials in **Karmayogi Saptah-कर्मयोगी सप्ताह** by undertaking courses to complete 4 hours of learning during the said week.

With *no other wishes,*

Yours

*Sincerely,*  
*Sanjay Bahadur*

**(Sanjay Bahadur, IRS)**

Principal Director General (Training),  
Directorate of Training, CBDT, New Delhi

Encl: As above

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