

भारत सरकार/GOVERNMENT OF INDIA

केन्द्रीय कृषि मशीनरी प्रशिक्षण एवं परीक्षण संस्थान/CENTRAL FARM MACHINERY TRAINING & TESTING INSTITUTE

ट्रेक्टरनगरबुदनीमध्यप्रदेश/TRACTOR NAGAR, P.O., BUDNI (M.P.) 466445

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(AN ISO-9001:2015 CERTIFIED INSTITUTE)

फा.स./F.No.: 3-19011/1/2024-Estt. (E-152681) / 22 दिनांक/Date: 25.11.2025

कार्यालय आदेश / OFFICE ORDER**Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi Portal- Linkage to APAR**

मंत्रालय के निर्देशों के अनुसार, उसके O.M. नंबर 15-22-2025-M&T(I&P) 176623, तारीख 24.11.2025 (साथ में) के अनुसार, इस संस्थान के सभी अधिकारियों/कर्मचारियों को निर्देश दिया जाता है कि वे ऊपर बताए गए O.M. में बताए गए ट्रेनिंग कोर्स 31.03.2026 तक पूरे कर लें।/In compliance with Ministry's instructions, vide its O.M. No. 15-22-2025-M&T(I&P) 176623 dated 24.11.2025 (**enclosed**), all the officers/officials of this Institute are hereby directed to complete the training courses as mentioned in the above-mentioned O.M. by 31.03.2026.

सभी नॉन-टेक्निकल ऑफिसर/ऑफिशियल Para-1 में दिए गए टेबल में बताए गए ट्रेनिंग प्रोग्राम पूरे करेंगे और सभी टेक्निकल ऑफिसर/ऑफिशियल Para-2 में दिए गए टेबल में बताए गए ट्रेनिंग प्रोग्राम पूरे करेंगे।/ All the Non-Technical officers/officials shall complete the training programmes as identified in the table at Para-1 and all the Technical Officers/Officials shall complete the training programmes as identified in the table at Para-2.

सभी अनुभाग प्रमुख यह सुनिश्चित करेंगे कि उनके नियंत्रण में सभी कर्मचारी निर्धारित समय तक उपरोक्त निर्धारित प्रशिक्षण पूरा कर लें तथा अपने अधीनस्थ कर्मचारियों के संबंध में प्रशिक्षण समापन रिपोर्ट अधोहस्ताक्षरी को 31.03.2026 तक मंत्रालय को अग्रेषित करने के लिए प्रस्तुत करें।/All the Sectional Heads shall ensure that all the staffs under their control complete the above prescribed training latest by stipulated time and furnish Training Completion Report in respect of their subordinate staff to the undersigned latest by 31.03.2026 for further communication to the Ministry.

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।/This issues with the approval of the Competent Authority.

Digitally signed by
Bikash Kumar Panigrahi
Date: 26-11-2025
11:30:25 (बिकाश कुमार पाणिग्रही)
उपकरण अभियंता/कार्यालय प्रमुख
कृते निदेशक

वितरण:-

1. समस्त अनुभाग अधिकारी
2. समस्त सूचना पट्ट: प्रशिक्षण / परीक्षण / प्रशासन / मुख्य द्वार / छात्रावास / पुस्तकालय
3. उपकरण अभियंता (R): वेबसाईट पर अपलोड करने हेतु
4. गार्ड फाइल

प्रतिलिपि:-

निदेशक महोदय के निजी सहायक: निदेशक महोदय के सादर सूचनार्थ

No. 15-22-2025-M&T (I&P) 176623
 Government of India
 Ministry of Agriculture & Farmers Welfare
 Department of Agriculture & Farmers Welfare
 (Mechanization & Technology Division)

547, Krishi Bhawan, New Delhi-110001

Dated the 24th November, 2025

OFFICE MEMORANDUM

Subject: Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi portal- linkage to APAR- reg.

In supersession of this department's OM dated 01.09.2025 on this subject, the undersigned is directed to refer to the subject cited above and to state that all the officers/officials of M&T Division of this department (other than non-technical officers) and all the officers/officials of all FMTTIs are requested to complete the following courses before 31.03.2026:

1. The following training programmes for all the officers/officials of all FMTTIs (other than technical)

S. No.	Name of the courses	Provider	Remarks
1.	Data Driven Decision Making for Government	CBC	MANDATORY & APAR linked
2.	Managing and Leading Teams	ISB, Hyderabad	
3.	Structured Approach to Problem Solving	FRACTAL	
4.	Work Ethics	IRITM	MANDATORY (any 03 courses)
5.	Understanding and Managing Stress	XLRI	
6.	Understanding Cyber Security and Digital Privacy	NEGD, MEITY	
7.	Government E Marketplace	ISTM	
8.	Workplace Wellbeing	HARAPPA	
9.	Conflict Resolution and Negotiation	DoP&T	

2. The following training programmes for all the officers of M&T Division (Technical) and all FMTTIs (technical).

S. No.	Name of the courses	Provider	Remarks
1.	Code of Conduct for Government Employees	ISTM	MANDATORY & APAR linked
2.	Prevention of Sexual Harassment of Women at Workplace	ISTM	

3.	Know Your Ministry-Ministry of Agriculture and Farmers Welfare	DA&FW	MANDATORY (any 03 courses)
4.	Work Ethics	IRITM	
5.	Stress Management	IIT, Dhanbad	
6.	Fundamental Rules and Supplementary Rules (FRSR) Part-III- Leave Rules	DoE	
7.	CCS (CCA) Rules part 1- CCS CCA Rules - An Overview and Suspension	ISTM	
8.	Drones Technology and Its Applications	NEGD MeitY	
9.	ELECTRIC VEHICLE AND ITS EFFECT ON OUR ECO-SYSTEM	SSB	
10.	E-Office Learning Resources 2025	NIC	
11.	Records Management	Department of Posts	
12.	Stakeholders in Governance	ISTM	
13.	GFR 2017- Procurement	Defence Accounts Department (DAD)	
14.	Records Management	Department of Posts	
15.	Microsoft Word Beginners	Microsoft	
16.	Managing and Leading Teams	ISB Hyderabad	
17.	Annual Performance Appraisal Report (APAR)	ISTM	
18.	Office Procedures	DoPT	
19.	Time Management	DoPT	
20.	GFR 2017- Procurement	By Defence Accounts Department (DAD)	
21.	Time Management	ISTM	
22.	Report Writing Skills for Project	NEGD MeitY	
23.	Filing of APAR and AIPR through SPARROW	National Institute of Communication Finance	
24.	Travelling Allowance (Hindi)	ISTM	
25.	Leave Rules (Hindi)	ISTM	

This issues with the approval of JS(M&T), DoA&FW.

Digitally signed by
Vijaykumar Narayanrao Kale
Date: 24.11.2025 18:21:22

(Dr. V.N. Kale)

Additional Commissioner (Machinery)
Telephone No.011-23387200

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