

भारत सरकार/GOVERNMENT OF INDIA

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

ट्रैक्टर नगर बुदनी मध्य प्रदेश/TRACTOR NAGAR, P.O., BUDNI (M.P.) 466445

Website: http://www.fmttibudni.gov.in Email: fnti-mp@nic.in Extn:07564-299003 GSTIN:23AAAGC0890H1ZS

(AN ISO-9001:2015 CERTIFIED INSTITUTE)

फा.स./F. No.: 3-19011/1/2024-Estt. (E-152681) 126

दिनांक/Date: 17.12.2025

कार्यालय आदेश / OFFICE ORDER**MANDATORY COURSE COMPLETION AND COMPREHENSIVE ASSESSMENT ON THE IGOT KARMAYOGI PORTAL- TIMELINE**

इस संस्थान के सम संख्या आदेश दिनांक 25.11.2025 (प्रति संलग्न) के संदर्भ में यह उल्लेखित है कि इस संस्थान के सभी तकनीकी एवं गैर-तकनीकी अधिकारी/कर्मचारियों को 06 पाठ्यक्रम [03-एपीएआर सम्बद्ध पाठ्यक्रम तथा 03-अनिवार्य पाठ्यक्रम] दिनांक 31.03.2026 तक पूर्ण करने हेतु निर्देशित किया गया था।/In reference to this Institute's even no. Order dated 25.11.2025 (**copy enclosed**), it is to state that all the Technical and Non-Technical officers/officials of this Institute were directed to complete 06 courses [03-APAR linked courses and 03-Mandatory Courses] latest by 31.03.2026.

2. अब, मंत्रालय के कार्यालय ज्ञापन सं. A/27/2025-E.I (154057) दिनांक 15.12.2025 (प्रति संलग्न) के संदर्भ में, उपर्युक्त 06 पाठ्यक्रमों को पूर्ण करने हेतु संशोधित समय-सीमा निम्नानुसार निर्धारित की गई है / Now, in reference to Ministry's O.M. No. A/27/2025-E.I (154057) dated 15.12.2025 (**copy enclosed**), revised timeline to complete the above 06 courses has been decided, as under: -

Category of Courses	No. of courses	Last date for completion*
Mandatory APAR-linked course- 1	Minimum 01	31.12.2025
Mandatory APAR-linked courses - 2 & 3	Minimum 02	31.01.2026
Remaining Mandatory Courses (any 03 out of remaining courses)	03 or balance	28.02.2026

* वेतन बिलों की समय पर तैयारी को ध्यान में रखते हुए, सभी अधिकारियों/कर्मचारियों को सलाह दी जाती है कि वे प्रशिक्षण प्रमाणपत्र प्रत्येक माह के अंत से एक सप्ताह पूर्व, अर्थात् प्रत्येक माह की 24 तारीख तक अनिवार्य रूप से प्रस्तुत करें। Keeping in view of the timely preparation of salary bills, all the officers/officials are advised to submit the training certificate(s) one week before the end of month, i.e., on/before 24th of each month.

3. इस संस्थान के सभी अधिकारी/कर्मचारियों को निर्देशित किया जाता है कि वे उपर्युक्त समय-सीमा के भीतर पाठ्यक्रमों की पूर्णता सुनिश्चित करें। / All the officers/officials of this Institute are directed to ensure completion of the courses strictly within the above timeline.

4. सभी अनुभागाध्यक्ष यह सुनिश्चित करेंगे कि उनके नियंत्रणाधीन समस्त कर्मचारी उपर्युक्त निर्धारित प्रशिक्षण को नियत समय-सीमा के भीतर पूर्ण करें तथा अपने अधीनस्थ कर्मचारियों के संबंध में प्रशिक्षण पूर्णता प्रतिवेदन प्रमाण-पत्रों सहित अधोहस्ताक्षरी को उपर्युक्त समय-सीमा के भीतर 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 along-with certificates in respect of their subordinate staff to the undersigned latest by the above timelines.

5. आहरण और संवितरण अधिकारी से अनुरोध है कि वे दिसंबर, जनवरी एवं फरवरी माह का वेतन केवल स्थापना अनुभाग से प्रशिक्षण पूर्णता प्रमाण-पत्र प्राप्त होने के उपरांत ही, उपर्युक्त समय-सीमा के अनुरूप, भुगतान करें। / DDO is requested to release the salary for the months of December, January, February only after receiving the training completion certificates from the Establishment Section, in line with the above timelines.

6. 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: 18.12.2025
09:46:54 कृते निदेशक

वितरण:-

1. समस्त अनुभाग अधिकारी
2. आहरण और संवितरण अधिकारी (DDO): उपरोक्त पैरा-5 के निर्देशों के अनुपालन हेतु
3. समस्त सूचना पट्ट: प्रशिक्षण / परीक्षण / प्रशासन / मुख्य द्वार / छात्रावास / पुस्तकालय
4. उपकरण अभियंता (R): वेबसाइट पर अपलोड करने हेतु

5. गाई फाइल

प्रतिलिपि:-

निदेशक महोदय के निजी सहायक: निदेशक महोदय के सादर सूचनार्थ

भारत सरकार/GOVERNMENT OF INDIA
 केन्द्रीय कृषि मशीनरी प्रशिक्षण एवं परीक्षण संस्थान/CENTRAL FARM MACHINERY TRAINING & TESTING INSTITUTE
 ट्रैक्टरनगरबुदनीमध्यप्रदेश/TRACTOR NAGAR, P.O., BUDNI (M.P.) 466445
 Website: <http://www.fmttibudni.gov.in> Email: fmti-mp@nic.in Extn: 07564-299003 GSTIN: 23AAAGC0890H1ZS
 (AN ISO-9001:2015 CERTIFIED INSTITUTE)

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

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): वेबसाइट पर अपलोड करने हेतु
4. गार्ड फाइल

प्रतिलिपि:-

निदेशक महोदय के निजी सहायक: निदेशक महोदय के सादर सूचनार्थ

F. No. A/27/2025-E.I (154057)
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture and Farmers Welfare

Krishi Bhawan, New Delhi
Dated the 15th December, 2025

OFFICE MEMORANDUM

Subject: - Mandatory Course Completion and Comprehensive Assessment on the I GOT Karmayogi portal- Timeline - regarding.


The undersigned is directed to refer to this Department's OM dated 21.11.2025 and to state that 09 courses were identified on the iGOT Karmayogi portal for this Department. Out of these, 03 courses are mandatory APAR-linked courses, and from the remaining 06 courses, any 03 were required to be completed by 31.03.2025.

2. In this regard, revised timeline to complete the above 06 courses (03-APAR linked and 03-Mandatory courses) has been decided by the Competent Authority as given below-

Category of Courses	Number of Courses	Last Date for Completion
Mandatory APAR-linked Course – 1	Minimum 01	31.12.2025
Mandatory APAR-linked Courses – 2 & 3	Minimum 02	31.01.2026
Remaining Mandatory Courses (any 03 out of 06)	03 or balance	28.02.2026

3. All officers/officials of this Department are directed to ensure completion of the courses strictly within the above timeline.

4. The DDO, DA&FW, is requested to release the salary for the months of December, January and February only after receiving the training completion certificates from the Establishment Section, in line with the above timelines.


(Sumona Bhattacharya)
Under Secretary to the Government of India

Enclosure: a/a-

To

1. All the officers/officials
DA&FW (Through e-office notice board)

Copy for information to:-

- (a.) All Divisional Heads with the request to issue similar instructions to all Attached/Subordinate Offices/ Autonomous Bodies under their purview regarding adherence to the timelines indicated in para 3 above and to issue direction to respective DDOs to implement the direction at Para 5 above.)
- (b.) DDO, DA&FW with regard to Para 4 above

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
vn.kale@gov.in