

भारत सरकार
वाणिज्य और उद्योग मंत्रालय
विकास आयुक्त का कार्यालय
सीपज़ विशेष आर्थिक क्षेत्र
अंधेरी (पूर्व), मुंबई - 400096



Government of India
Ministry of Commerce & Industry
Office of the Development Commissioner
SEEPZ Special Economic Zone
Andheri (E), Mumbai - 400096

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Circular No...39.../2025

Sub.- Implementation of iGOT Karmayogi Annual Training Targets and Integration with APAR - reg.

In pursuance of Department of Commerce letter No. A-42012/8/2024-CM&T dated 01.08.2025 and Department of Personnel & Training (DoPT) Office Memorandum No. T-28/27/2025-iGOT dated 04.07.2025, all concerned are informed that, as per the directions of the Development Commissioner, the Joint Development Commissioner, the Deputy Development Commissioner, the Specified Officer, the Assistant Commissioners (Audit), all Assistant Development Commissioners and all Authorized Officers shall ensure identification of a minimum of six relevant iGOT Karmayogi courses for each level of officers and staff under their charge and create the corresponding Training Plan for uploading on the iGOT portal.

The courses identified must be in line with the functional, behavioural and domain-specific competencies of the respective roles. Officers and staff must update their iGOT profiles with correct designation, posting and service details so that the prescribed courses reflect in their "My iGOT" section.

As per the DoPT timelines, the identification of courses and creation of the Training Plan is to be completed by 31.08.2025. It is further informed that all officers and staff are required to complete at least 50% of the prescribed courses by 31.03.2026. The completion status, along with the results of the comprehensive assessment to be rolled out by 15.11.2025, will be auto-fetched from the iGOT portal and reflected in the Annual Performance Appraisal Reports (APARs) from the 2025-26 reporting period onwards.

All above-mentioned officers are requested to ensure timely compliance with these directions.

Digitally signed by
Mayur Ramesh Mankar
Date: 20-08-2025
20:17:21
(Mayur Mankar)
Joint Development Commissioner,
SEEPZ-SEZ

F.No.: SEEPZ-SEZ/ADMIN/Training/2012-13/Vol-VII/10811 Date: 21.08.2025

Copy to,

1. All concerned staff
2. DCO/JDCO/DDCO/SO