



दक्षिण मध्य रेलवे South Central Railway
मंडल रेल प्रबंधक का कार्यालय (कार्मिक शाखा) विजयवाडा - 520001
Divisional Railway Manager's Office(Personnel Branch)Vijayawada-520001

Dt: 22-12-2023

Lr. No: SCR/P-BZA/Co-ord/2023

**All Commercial Department Supervisors,
All Commercial Department individual Staff of BZA Division.**

Sub: Implementation of Mission Karmayogi.

Ref: 1) AGM/SCR Ltr No: SCR/P.HQ/Opers/Gaz/345/2021 dt: 15-11-2023.

2) ADRM/Infra/BZA's All concerned Lr.No: SCR/P-BZA/Co-ord/2023 dt: 13-09-2023

3) DoPT Ltr No: T-28/95/2023-iGOT dt: 01-11-2023.

As per the directions of DOPT each Government servant has to complete online courses in Karmayogi portal under

Website	igotkarmayogi.gov.in
Mandatory courses To be completed by the employees Joined before 22-10-2022 :	Total - 6 Courses 1) Code of conduct for Govt Employees - 30m 2) Prevention of Sexual Harassment of women at the workplace - 2 hours 3) Introduction to Emerging Technologies - 2.5 hrs 4) Yoga Break at Workplace - 30 minutes 5) Orientation module on Mission LiFE - 30 mins. 6) Stay Safe in Cyber Safe - 1.5 hours.
For Newly Joined employees on or After 22-10-2022:	Total - 8 courses under "Prarambh Module" 1)Code of Conduct for Government Employees 2)Prevention of Sexual Harassment of Women at Workplace - 2 hours 3) STRESS MANAGEMENT - 2 hrs 17 m 4) Understanding Motivation - 1h 35m 5) Self Leadership - 1h 16m 6) Effective Communication - 7h 19m 7) Microsoft Word Beginners - 2h 56m 8) Microsoft Excel for Beginners - 6h 55m.

The above courses should be completed & on completion undergo tests if any and system generated certificate to be sent to email-ID: cci.staff.bza@gmail.com and intimate him through whatsapp over his mobile number **9701373963**.

Kindly ensure all the employees including of yourself to complete the courses.

The directions given by Additional General Manager/SCR vide above reference letter dt: 15-11-2023 is enclosed for strictly implementation.


22.12.23
(B.SAILA SUDHAKAR)

Assistant Personnel Officer/Engg.

For Sr. Divisional Personnel Officer

Vijayawada Division

C/- Sr.DCM/BZA- As per directions of AGM/SCR, the progress should be monitored at Branch officer level in Divisions. Hence it is requested to issue strict guidelines to all commercial department staff regarding completion of courses.