



दक्षिण मध्य रेलवे South Central Railway

मंडल रेल प्रबंधक का कार्यालय (कार्मिक शाखा) विजयवाडा – 520001  
Divisional Railway Manager's Office(Personnel Branch)Vijayawada-520001

संNo..बीB/पीP-BZA/Co-ord/2023

दिनांकDate: 29/09/2023.

**PRINCIPAL/ ETTC/BZA, DTTC/BZA,  
MDDTI/BZA, TWTC/BZA,  
ATC/C&W/BZA, DCETC/BZA.**

- Sub: Completion of the Prarambh module on the iGOT digital platform by each of the new recruiters inducted during Rozgar – Melas at Training Institutes/BZA Division.
- Ref: 1) Directions given by AGM/SC for implementation of Mission Karmayogi Prarambh module through video conference on 26-09-2023.  
2) PCPO's Letter No. SCR/P-HQ/OPERS/Gaz/345/2021 dated 01-09-2023  
3) Railway Board's Letter No. E(MPP)2023/3/19 dated 23-08-2023  
4) CEO/Karmayogi Bharat/DOPT's D.O.letter no. CEO/Karmayogi/2023/1708-1 Dated 17-08-2023

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AGM/SC held a video conference on 26-09-2023 with all ADRMs and advised as under regarding the progress of Divisions for Implementation of Mission Karmayogi Prarambh Module for new appointees.

As per Railway Board's Letter "Prarambh course" is mandatory for all the new recruits who joined after 22-10-2022 through RRB/RRC and CGA. New trainees are being trained at various Institutes as per the scheduled training sessions. New trainees must be registered mandatorily in "Prarambh course" on digital platform apart from the respective Training courses. (The sequence of steps to complete Prarambh course are mentioned here => Select **Login with OTP** in "[igotkarmayogi.gov.in](http://igotkarmayogi.gov.in)"-> choose **Learn** option, -> choose **Curated collections** ->select Karmayogi Prarambh Module-> enroll in 8 courses ->1)Code of conduct Rules 2)Prevention of Sexual Harassment of women at workplace, 3)Understanding Motivation, 4)Self Leadership, 5)Stress Management, 6)Effective Communication, 7)Microsoft Word for Beginners and 8)Microsoft Excel for Beginners, view the video content & answer MCQ questions). All Trainees are required to complete the Prarambh Module as a part of the refresher course & submit 8 courses system generated certificates to concerned Training In-charges at training Institutes. It is also mandatory for all the Railway employees under going refresher courses to complete the Prarambh Module.

All the principal's/In-charges of Training Institutes are instructed to issue course completion certificate/competence certificate to trainees after verification & submission of Prarambh Module certificates from the individuals at the end of their training.

Strict implementation of Mission Karmayogi Prarambh Module must be ensured at each training Institute before relieve of trained employees.

(M. Srikanth)  
ADRM/Op/BZA

C/- PS to DRM/BZA – for information please.  
C/- ADRM/Infra – for information please.