



e-File No.Admin-11027/2/2023-ADMIN-ITPO
India Trade Promotion Organisation
(Administration Division, E-I Section)

Ref. No.18-ITPO(2)/E-I/2019

Bharat Mandapam, New Delhi
21 May 2025

Circular No. Admin/ 31 /2025

This is in continuation of Circular No. Admin/63/2024 dated 21.10.2024, issued under the subject 'कर्मयोगी सप्ताह – the National Learning Week'.

2. It has been observed that majority of ITPO employees have not registered themselves on iGOT-Karmayogi platform. Further during recent interactions it also transpires that many ITPO employees require upskilling in areas such as IT tools, business and marketing strategies, government procedures, and other domain-specific knowledge. Given the dynamic and competitive environment in which ITPO operates - particularly in managing the International Exhibition-cum-Convention Centre and various Exhibitions organised in Bharat Mandapam Complex, - the continuous learning and professional development are essential tools for ITPO employees to upskill their knowledge and professional expertise.

3. In this context, the following steps are being initiated:

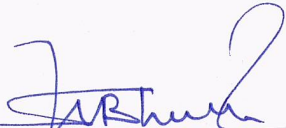
- i. Gap Analysis for Training Needs: All Heads of Departments (HoDs) are required to ensure that a Training Needs Assessment is conducted for all employees under their supervision to identify any skill and knowledge gaps. Based on the findings of this assessment, appropriate online training sessions should be completed by the concerned employees through the iGOT-Karmayogi platform.
- ii. Online Training via iGOT-Karmayogi Platform: The DoPT has launched the 'Karmayogi' initiative and the Integrated Government Online Training (iGOT) platform to offer structured online training across various fields. Based on the results of the Gap Analysis, all HoDs are requested to ensure that employees under their supervisory control

are directed to register themselves on the iGOT-Karmayogi portal, complete the relevant training sessions to enhance their skills, and submit their completion certificates to the ACR Unit through the respective HoDs.

iii. Incorporation into Performance Reports: Completion and application of training will be reflected in the Annual Performance Reports, carrying a weightage of 5-10%. Accordingly, ACR Unit to initiate necessary action.

4. All employees are requested to extend their full cooperation and make use of the opportunities provided to build their skills and contribute more effectively to the organization.

5. This issues with the approval of Competent Authority.


(Shankra Nand Bharti)
GM (BM-Coord)/HoD(Admin)

To:

All Officials of ITPO

Copy to:

1. All HoDs
2. IT Services Division – For uploading on ITPO's Website
3. Circular Register
4. Notice Boards

Copy of information to:

1. PSO to CMD
2. PA to ED