



“हर काम देश के नाम”
कार्यालय रक्षा लेखा महानियंत्रक
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE
ACCOUNTS
प्रशिक्षण एवं विकाश केंद्र) CENTRAD)
CENTRE FOR TRAINING AND DEVELOPMENT (CENTRAD)
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No: TD/3433/DTC/Prog/2022-23

Dated: 10.07.2023

To,
PCsDA/ PIFAs/PCD(Fys)
CsDA//IFAs/RTCs
(Through CGDA website)

Sub: - SOP for registration on iGOT Karmayagi Platform.

A copy of DO letter bearing no. T-29/73/2023/3005-02 dated-30/05/2023 alongwith a step-by-step guide to register users on the iGOT Karmayogi platform is enclosed for reference please.

2. All the users of this department are requested to register themselves on the platform at the earliest.

This issues with the approval of Addl. CGDA (SGD).

(Girijesh Kumar)
Sr. AO (Trg)

Copy to:-
IT&S wing (Local) ----- For uploading in HQrs office website please.

(Girijesh Kumar)
Sr. AO (Trg)

पुस्तक

अभिषेक सिंह, आई. ए. एस.
मुख्य कार्यकारी अधिकारी
ABHISHEK SINGH, I.A.S.
Chief Executive Officer



कर्मयोगी भारत
कार्मिक और प्रशिक्षण विभाग
(भारत सरकार)
KARMAYOGI BHARAT
Department of Personnel & Training
(Government of India)

स्वा लेखा व. संयुक्त महानियंत्रक (अ न च) / Sr. Joint CGDA (AND)

फाईल सं० / Dy. No. 438
तिथि / Date 9/6/23

D.O.No.T-29/73/2023/3005-02

स्वा लेखा व. संयुक्त महानियंत्रक रायचिवा
C.G.D.A. Secretariat Dated: 30th May 2023

जायरी सं० / Dy. No. 691.....
दिनांक / Date 8/6/2023

Dear Sr/Madan,

iGOT Karmayogi platform has seen registration of more than Five lacs users in the last six months. However, it has been pointed out that several employees of Ministries, Departments and Organizations are not able to register on iGOT Karmayogi platform as they do not have NIC email ID or any Government approved email account. Several Ministries have reached out to Karmayogi Bharat for enabling users to register on iGOT Karmayogi platform Without mandating the need of having any official email ID.

2. Presently, the iGOT Karmayogi platform allows users to login with either a Government email ID or mobile number and OTP. Most users find login by use of mobile number and OTP to be more convenient. Thus, it is felt that making mobile number the default mode of login on the iGOT platform will be more useful for majority of the users. All users will be able to login on the portal with their registered mobile number and OTP. Those users who have official email ID will also be able to login by their official email using the Parichay Single Sign on. For user without an official email ID, login will be possible only with mobile number and OTP and their unofficial email ID will only be used for communication purposes.

3. Karmayogi Bharat will also register users based on the employee list provided by the concerned MDOs along with their verified mobile numbers. Thus, if any MDO wants to register their employees in bulk they will need to give all necessary details in the format prescribed wherein the mobile number will be mandatory.

4. This SOP will be followed for registering users on the iGOT platform with immediate effect.

5. A step-by-step guide to register users on the iGOT Karmayogi platform is enclosed for ready reference.

With regards

Yours sincerely,

AS
20/5/23
(Abhishek Singh)

To
The Secretaries of Govt of India

(As per List enclosed)

स्वा लेखा अपर महानियंत्रक (एस.जी.डी.) / Addl. CGDA (SGD)

फाईल सं० / File No. 320

तिथि / Date 9.6.23



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7/6
Addl CGDA
(SGD)

SP
8/6

Sr. Jt. CGDA (SGD)
A 7/6
ACG (Fg)

6/6
12/06



S. No	Designation	Department
1	Secretary	Department of Agricultural Research and Education
2	Secretary	Department of Agriculture, Cooperation & Farmers Welfare
3	Secretary	Department of Atomic Energy
4	Secretary	Department of Biotechnology
5	Secretary	Department of Chemicals and Petrochemicals
6	Secretary	Department of Commerce
7	Secretary	Department of Consumer Affairs
8	Secretary	Department of Defence
9	Secretary	Department of Defence Finance
10	Secretary	Department of Defence Production
11	Secretary	Department for Promotion of Industry and Internal Trade
12	Secretary	Department of Drinking Water & Sanitation
13	Secretary	Department of Economic Affairs
14	Secretary	Department of Ex-Servicemen Welfare
15	Secretary	Department of Expenditure
16	Secretary	Department of Fertilizers
17	Secretary	Department of Financial Services
18	Secretary	Department of Fisheries
19	Secretary	Department of Food and Public Distribution
20	Secretary	Department of Health & Family Welfare
21	Secretary	Department of Health Research
22	Secretary	Department of Heavy Industry
23	Secretary	Department of Higher Education
24	Secretary (Home Secretary)	Department of Home
25	Secretary	Department of Investment & Public Asset Management
26	Secretary	Department of Justice
27	Secretary	Department of Land Resources (DLR)
28	Secretary	Department of Legal Affairs
29	Secretary	Department of Official Languages
30	Secretary	Department of Pharmaceuticals
31	Secretary	Department of Posts
32	Secretary	Department of Public Enterprises
33	Secretary	Department of Revenue
34	Secretary	Department of Rural Development (DRD)
35	Secretary	Department of School Education & Literacy
36	Secretary	Department of Science & Technology,
37	Secretary	Department of Scientific & Industrial Research
38	Secretary	Department of Social Justice and Empowerment
39	Secretary	Department of Space
40	Secretary	Department of Sports
41	Secretary	Department of Telecommunications
42	Secretary	Department of Youth Affairs
43	Secretary	Dept of Admin Reforms
44	Secretary	Dept of Border Management
45	Secretary	Department of Pensions
46	Secretary	Department of Personnel & Training
47	Secretary	Empowerment of Persons with Disabilities
48	Secretary	Legislative Department

49	Secretary	Ministry of Animal Husbandry, Dairying and Fisheries
50	Secretary	Ministry of Ayush
51	Secretary	Ministry of Civil Aviation
52	Secretary	Ministry of Coal
53	Secretary	Ministry of Cooperation
54	Secretary	Ministry of Corporate Affairs
55	Secretary	Ministry of Culture
56	Secretary	Ministry of Development of North Eastern Region
57	Secretary	Ministry of Earth Sciences
58	Secretary	Ministry of Electronics and Information Technology
59	Secretary	Ministry of Environment, Forests & Climate Change
60	Foreign Secretary	Ministry of External Affairs
61	Secretary	Ministry of Food Processing Industries
62	Secretary	Ministry of Housing and Urban Affairs
63	Secretary	Ministry of Information and Broadcasting
64	Secretary	Ministry of Labour and Employment
65	Secretary	Ministry of Micro, Small & Medium Enterprises
66	Secretary	Ministry of Mines
67	Secretary	Ministry of Minority Affairs
68	Secretary	Ministry of New & Renewable Energy
69	Secretary	Ministry of Panchayati Raj
70	Secretary	Ministry of Parliamentary Affairs
71	Secretary	Ministry of Petroleum & Natural Gas
72	Secretary	Ministry of Ports, Shipping and Waterways
73	Secretary	Ministry of Power
74	Secretary	Ministry of Railways
75	Secretary	Ministry of Road Transport and Highways
76	Secretary	Ministry of Skill Development & Entrepreneurship
77	Secretary	Ministry of Statistics and Programme Implementation
78	Secretary	Ministry of Steel
79	Secretary	Ministry of Textiles
80	Secretary	Ministry of Tourism
81	Secretary	Ministry of Tribal Affairs
82	Secretary	Ministry of Women and Child Development
83	CEO	Niti Aayog
84	Secretary	Water Resources, River Development and Ganga Rejuvenation

STEP BY STEP GUIDE TO REGISTER USERS

Introduction:

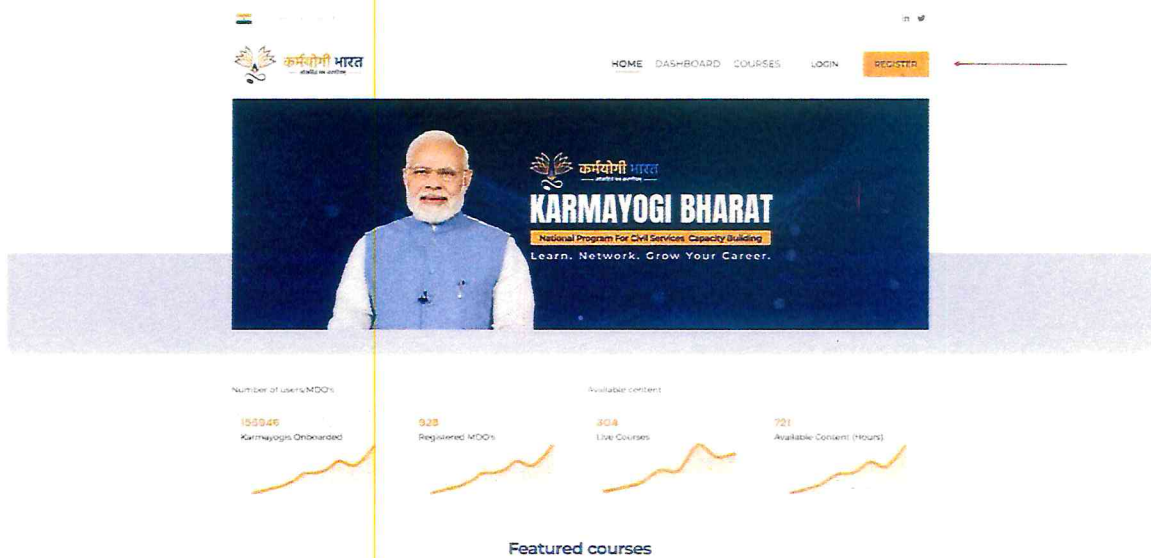
Your “Karmayogi Bharat” experience is improving as we work to squash bugs and release new features. Here’s an account of the improvements you’ll find in the latest releases.

1. Self- registration enhancements

- a) Added mobile number as a mandatory field.
- b) Request for position
- c) Request for organization

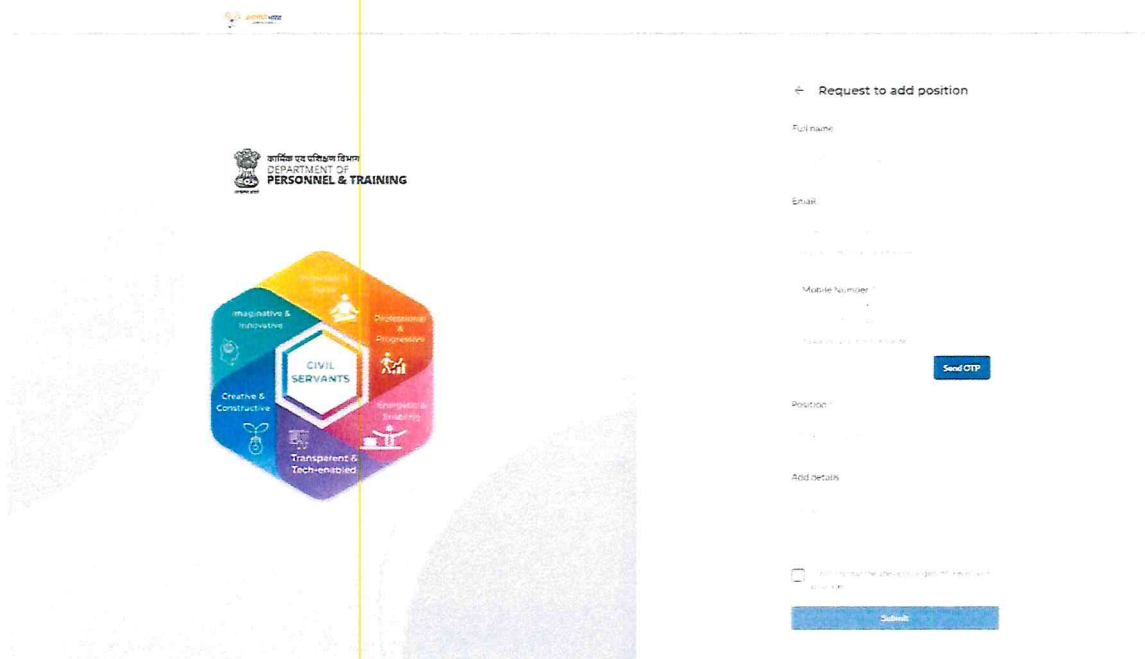
Users can self-register to the iGOT Karmayogi portal by following the below steps.

1. Open the iGOT Karmayogi portal URL (www.igotkarmayogi.gov.in) and Click on the “Register” button.

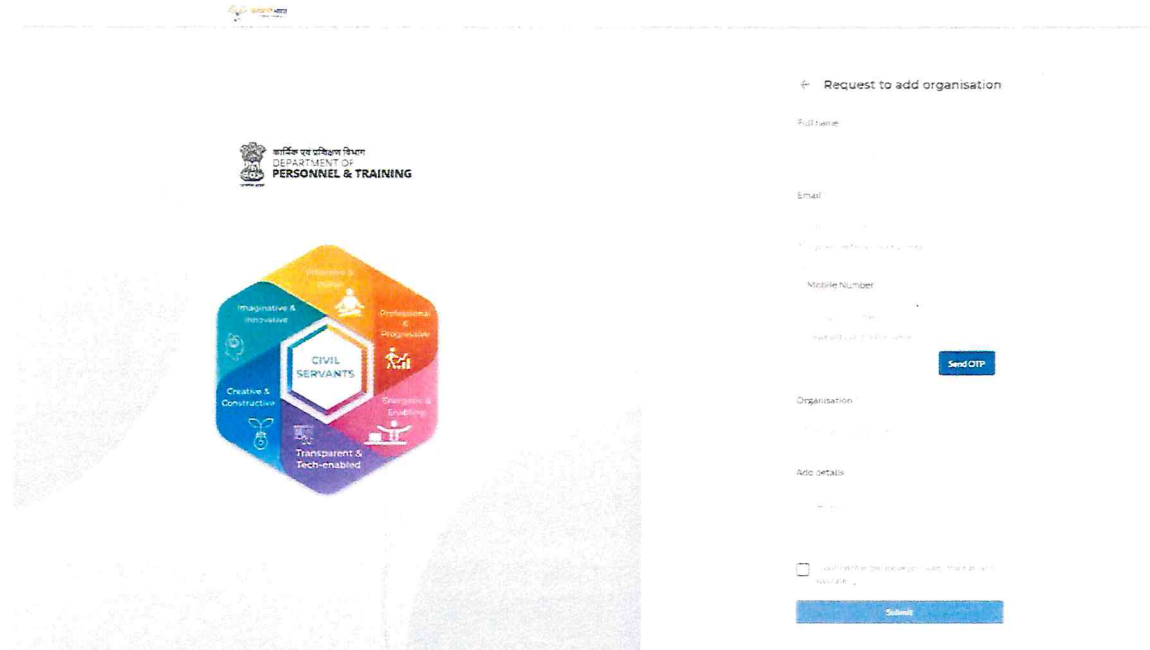


2. Fill in all mandatory fields - First name, Last name, Position, email id, mobile number, MDO and check the self-declaration.

While doing the self-registration if the position is not available, users can request for new position by giving the below information. Once the request is approved by the SPV Admin, then the users will get notified.

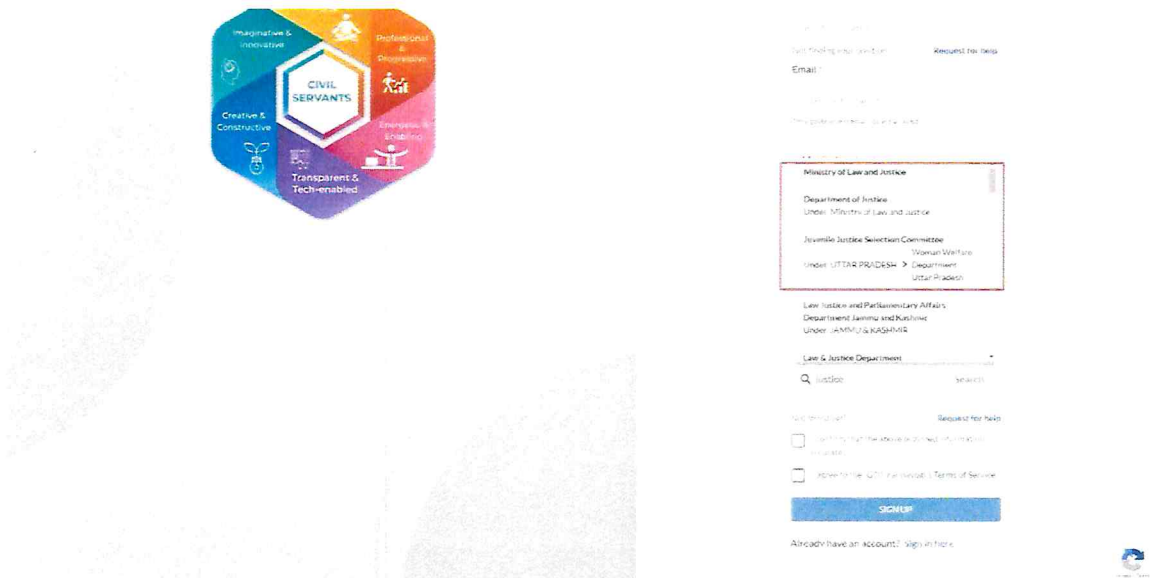


Similarly, if the ministry or organization, or department is not available, users can click on the request for help and fill in the information. Once the request is approved by the SPV Admin, they will be notified.

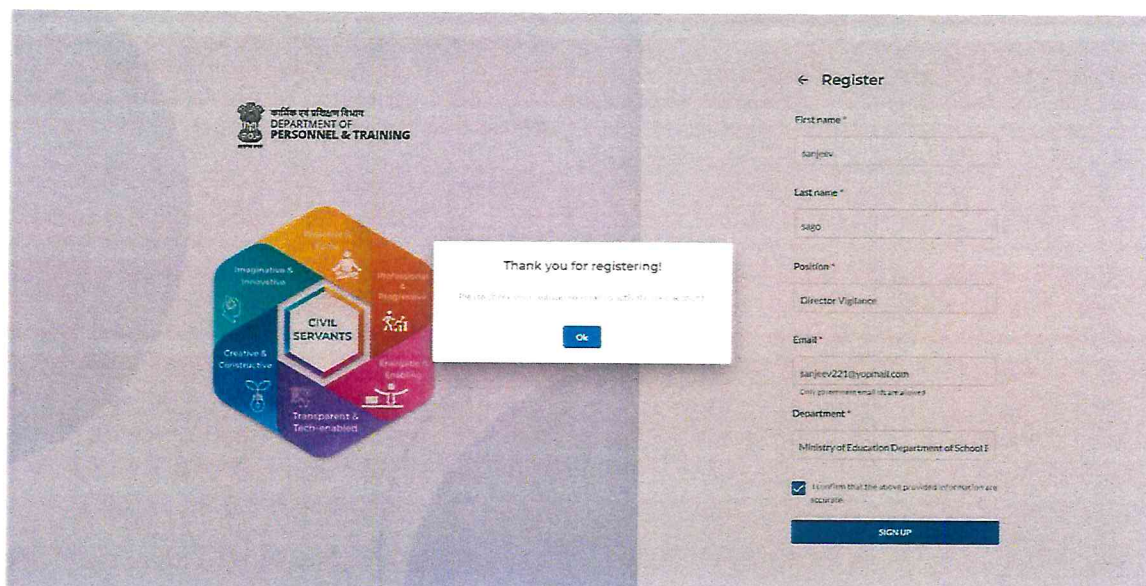


Note: Users can type in the organization name in the search box and the hierarchy will be displayed

for example: if “justice” keyword is entered, they can choose among which department they belong by looking into the hierarchy like below



To validate the mobile number, Enter the mobile number and click on “Send OTP”. The mobile number will be verified after validating the OTP received. 3. Click on “SIGN UP”



2. MDO Bulk upload

Open the iGOT Karmayogi portal URL (www.igotkarmayogi.gov.in) and Click on the “Login” button. Login using the respective MDO administrator username and password.

1. Added validations for the file upload
2. Download the uploaded file
3. View the status of the uploaded file
4. View the error details in the uploaded file

MDO Admin can login to the MDO Portal to onboard all the users together by following the below steps.

1. Click on “Users” and navigate to “File uploads”

Users

Active Inactive **File uploads**

Choose File (to file browser)

Upload

File uploads

Download Sample File

ID	File Name	Status	Date
150e997-02a8-4519-b44c-3e67c0d08be5	Users file upload test4.xlsx	FAILED	10 May 2023 4:59 PM
5204e1e1-e109-496b-b601-3a8a9d1190f	Users file upload test4.xlsx	FAILED	10 May 2023 4:58 PM
1ed27926-12e9-4b3b-b2e2-0634938e113f	Users file upload test4.xlsx	SUCCESSFUL	10 May 2023 4:58 PM
7284109c-3e18-4c9b-a2e1-7127aed0bbce	Users file upload test4.xlsx	FAILED	10 May 2023 4:58 PM
372e0068-31e9-4e6a-8ee3-148371370090	Users file upload test4.xlsx	FAILED	10 May 2023 4:58 PM

2. Click on "Download sample template."

First Name	Last Name	Email Id	Mobile Number	Status	Error Details
Ramesh	Kumar	ramesh.kumar@yopmail.com	9876543210		
Gita	Ben	gita.ben@yopmail.com	9012345678		

3. Once data is filled, MDO Admin clicks on "choose file" and uploads the CSV /xlsx file

4. MDO Admin can view the successful and failed records, also the errors in the CSV if any records have failed by downloading the file

First Name	Last Name	Email Id	Mobile Number	Status	Error Details
Ramesh	Kumar	ramesh@yopmail.co	9012345607	FAILED	[Invalid Email Id]
Gita	Ben	gita01@yopmail.com	9012345608	FAILED	[Email id already registered, Mobile number is already registered.]
