

## **NEIGRIHMS**

### **North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences, Shillong**

*(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)*

**Director's Block, P.O. Mawdiangdiang, Branch, Shillong-793018, Meghalaya**

No. ESTT-I-APAR0GRA/1/2025-Estt.I  
Dated Shillong the  
January, 2026

#### **OFFICE ORDER**

##### **Subject: Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi portal for APAR- Regarding.**

Attention is invited to the Institute's Office Order of even number dated 7.11.2025 on the above cited subject, regarding the prescribed courses to be completed by the employees as notified earlier at Annexure-I.

2. It is hereby informed that the matter has been reviewed and the Annexure-I of the aforesaid Office Order as notified earlier is treated as cancelled and shall now be substituted by the Annexure-I as revised and notified in this Office Order.

3. The rest of the contents as given in the earlier Office Order shall remain the same.

4. This issues with the approval of the competent authority.

Digitally signed by

PAWAN DEEP

**(Lt. Cdr. Pawan Deep)**

Date: 22-01-2026

**Deputy Director (Admin)**

12:26:50

Encl: As above.

Memo. No. ESTT-I-APAR0GRA/1/2025-Estt.I Dated Shillong the  
January, 2026

Copy for information and wide circular among the Faculty, Officers, Staff working under their incharge :

1. The Dean/Medical Superintendent, NEIGRIHMS, Shillong.
2. All the HODs/HODs i/c , NEIGRIHMS, Shillong.
3. The Superintending Engineer, NEIGRIHMS, Shillong.
4. The Principal College of Nursing, NEIGRIHMS, Shillong.
5. All Sections Heads in Admn. Block/Hospital/Nursing /Central library etc. NEIGRIHMS, Shillong.
6. The Programmer, IT Cell with a request to upload in the Institute's website.
7. The P.S. to Director, NEIGRIHMS, Shillong for kind information of

Director, NEIGRIHMS, Shillong.

**(Lt. Cdr. Pawan Deep)**  
**Deputy Director (Admn)**

**Annexure-I**

<b>Stake-Holder(s)/Pay Levels</b>	<b>6 Courses to be completed by all officer/officials(to complete at least 50% of the course).</b>	<b>List of courses for comprehensive assessment</b>
Level 14 and above	Work place Wellbeing	Public governance Models
	Understanding and Managing Stress	
	Personal Finance	Workplace Wellbeing
	Yoga Break at Workplace	
	Data Science for Policy Makers	Understanding and Managing Stress
	Public Governance Models	
Level 12 and above and below Level 14	Public Governance Models	Overview of viksut Bharat, 2047
	Work team Resilience	
	Understanding and Managing Stress	Understanding and Managing Stress
	Personal Finance	
	Yoga Break at Workplace	Public Governance Models
	Overview of Viksit Bharat, 2047	
	Understanding and Managing Stress	Leading with Clarity Swadharma in Public Service
	Overview of Viksit Bharat, 2047	

Level 10 to Level 11	AI or Presentations	Understanding and Managing Stress Overview of Viksit Bharat, 2047
	Leading with Clarity: Swadharma in Public Service	
	Do's and Dont's of Social Media	
	Yoga Break at Workplace	

Level 2 to Level 9	AI or presentations/Chat GPT and Generative AI tools for Government Officials	Basics of Communication
	Self Leadership	
	Understanding and Managing Stress/Yoga Break at Workplace	Self Leadership
	Personal Finance	
	Basics Administrative Law	
Level 1	Basics of Communication	Understanding and Managing Stress
	Personal Finance	
	Do's and Don'ts for Government Employees	Do's and Dont's for Government Employees
	Anger Management at Work Place/Understanding and Managing Stress	
	Developing Effective Soft Skills	
	Leave Rules	Basics of Communication