



TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata-700001

Dated: 12.03.2026

CIRCULAR

Sub: iGOT Karmayogi Platform – Completion of Mandatory Courses and Assessments-reg.

With reference to the Office Memorandum No.A-42012/2/2023-CM&T dated 10th March, 2026 on the above subject, issued by the O&M Division, Department of Commerce, MoC&I, the undersigned is directed to request all the employees to take at least one (01) course, as per Annexure-II of the OM attached, each on Artificial Intelligence (AI) and Cybersecurity by 31st March, 2026 relevant to their respective roles through <https://igotkarmoyogi.gov.in>.

Amrita Chakraborty

Enclo: As stated

(Dr. Amrita Chakraborty)
Secretary (I/C)

Distribution:-

1.	All the officers/officials of the Board	For information and necessary action please.
2.	All HoDs in Board's Kolkata (excepting Dy. Chairman)	With the request to bring the content of this Circular amongst all concerned working under them.
3.	Executive Director, Coonoor	
4.	Executive Director, Guwahati	
5.	DDTD, Siliguri	
6.	S.O. (NWI)	
7.	Project Director, DTR&DC/QCL	
8.	FAO, Palampur	
9.	PAs to Dy. Chairman/FA&CAO/DTD/ Secretary	
10.	TBEA	
11.	I.T. Cell	With the request to upload in the Board's website.
12.	Establishment Branch	With spare copies

File No. IT-MISC/3/2025-IT Cell

URGENT

**F.No.A-42012/2/2023-CM&T
Government of India
Ministry of Commerce & Industry
Department of Commerce
O&M Section
<https://commerce.com.in>**

Room No. 512, Udyog Bhawan
New Delhi, the 10th March 2026

OFFICE MEMORANDUM

Subject: Ranking of Ministries/Departments on iGOT Karmayogi Platform-Completion of Mandatory Courses and Assessments-Meeting reg

The undersigned is directed to forward herewith copy of a D.O. letter No. CEO/Karmayogi/ 2026/0603-1 dated 6.3.2026 along with its enclosures received from CEO, Karmayogi Bharat for your ready reference and further necessary action urgently. In this connection, a Meeting will be held under the Chairmanship of Ms. Priya P. Nair, Economic Adviser, Department of Commerce, at 4.30 pm, on 13.3.2026, in Room No.22, Vanijya Bhawan, New Delhi. All Officers of the level of Under Secretary and above of this Department are requested to attend this meeting.

2. Further, all officers of above level from all the Offices under the administrative control of Department of Commerce are requested to attend the above meeting through Webex link, details are attached in Annexure. In the meantime, all the Administrative Heads of organisations concerned are also requested to take immediate necessary action in respect of their organisations for sensitising their officers and officials to complete the mandatory courses as per schedule on iGOT as required by the Karmayogi Bharat. Organisations concerned may furnish an action taken report to this office by 12.03.2026 without fail.

3. It is once again reiterated that necessary priority should be given to the aforesaid matter and to ensure that all officers and officials have complied with the directions of the Karmayogi Bharat. If any assistance required in this regard, please contact Ms. Anushka Singh, iGoT, Karmayogi Bharat, Mobile-8800678088.

4. This issues with approval of the Competent Authority.
Encl: As above.

Mahender Kumar
(Mahender Kumar) 10/3

Under Secretary to the Government of India
Ph. No.: 23032510

23038478

To

1. All officers of the level of Under Secretaries in Department of Commerce-Through E-Office
2. All the Heads and Administrative Officers of all Subordinate/Attached Offices/Organisations under the Department of Commerce.