



कर्मचारी राज्या बीमा निगम  
শ্রম এবং রোজগার মন্ত্রালয়, ভারত সরকার  
कर्मचारी राज्य बीमा निगम  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
EMPLOYEES' STATE INSURANCE CORPORATION  
(Ministry of Labour & Employment, Govt. of India)



উপ ক্ষেত্রীয় কার্যালয়, ব্যারাকপুর  
জি.বি. ব্লক, প্লট-৬, সেক্টর-৩, সল্ট লেক, কলকাতা-৭০০০৭৭  
উপ ক্ষেত্রীয় কার্যালয়, বৈরকপুর  
জি.বি. ব্লক, প্লট-৬, সেক্টর-৩, সল্ট লেক, কলকাতা-৭০০০৭৭  
SUB-REGIONAL OFFICE, BARRACKPORE  
GB. BLOCK, PLOT-6, SECTOR-III, SALT LAKE, KOLKATA-700097  
Phone: 033-2335 1952-55, FAX-2335-1956, (ISO 9001:2015 Certified)  
E-mail: [dir-bpore@esic.nic.in](mailto:dir-bpore@esic.nic.in) Website – [www.esic.gov.in](http://www.esic.gov.in)

No. 40.A.34/12/3/2015-Adm.

Dated: 22-10-2024

## Circular

Subject: Observation of 'কর্মযোগী সপ্তাহ – The National Learning Week – from 19.10.2024 to 25.10.2024

Pursuant to MOLE OM No. Z-20025/06/2023-Adm.I dated 21-10-2024 regarding the above-mentioned subject, all the employees of SRO Barrackpore are hereby requested to update their profile on iGOT Karmayogi portal if required. Employees, who have still not registered on the platform, are advised to register and complete their profile.

Further , all the employees are hereby requested to complete the following 06 mandatory courses, if not completed yet.

- i). Prevention of Sexual Harassment of Women at Workplace (POSH),
- ii). Code of Conduct for Government Employees,
- iii). Introduction to Emerging Technologies,
- iv). Yoga Break at Workplace,
- v). Orientation Module on Mission LiFE,
- vi). Stay Safe in Cyber Space.

In addition, all the employees are also being requested to complete at least 4 hours of learning of their choices (any courses) on the ibid platform by 25-10-24.

After completion, all the employees are requested to fill in the google form (by clicking the link : <https://forms.gle/5Ty4YtDF2UWU4qW49> ) with all the required details, mentioning the 'Other' courses availed by them in addition to the 06 mandatory courses, by 25-10-2024.

Therefore, all the Reporting/Controlling Officers are hereby requested to send compliance report to this branch regarding the same, in the following format by 28-10-24 via mail.:

Sl. No.	Name, Designation, Staff No./ Emp. ID	Name of the Courses availed on iGOT Platform (in addition to the 06 mandatory courses mentioned above)

This has been issued with the approval of the competent authority.

Enclosure: As Above.

(For) B.O (Admin Br.)  
ESIC SRO Barrackpore

To,

1. All the Controlling Officers (BO/OS/SSO/BMs) under SRO-BKP, ESIC, to circulate to their subordinate staffs, for compliance and for sending reports.
2. Rajbhasha Sakha (Hindi Cell) for hindi translation.
3. BO(ICT Branch) for uploading in SRO Barrackpore Micro website.
4. Notice Board.

Z-20025/06/2023-Adm.I  
Government of India  
Ministry of Labour & Employment

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Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 21 October 2024

**OFFICE MEMORANDUM**

**Subject:** Observation of 'कर्मयोगी सप्ताह - The National Learning Week' - from 19.10.2024 to 25.10.2024 - reg.

The undersigned is directed to refer to earlier OM of even no. dated 16.10.2024 on the subject and to Secretary, DoP&T's DO letter No. T-28/102/2024-iGOT dated 10.10.2024 (copy enclosed) and to say that DoP&T, Capacity Building Commission (CBC) and Karmayogi Bharat are jointly organizing a week-long learning campaign 'कर्मयोगी सप्ताह - The National Learning Week' - from 19.10.2024 to 25.10.2024 and this Ministry along with its attached/subordinate offices will actively participate in the campaign.

2. During the observation of 'The National Learning Week', all employees of this Ministry along with its attached/subordinate offices are directed to register themselves on iGOT portal and update their profiles and complete at least 4 hours of learning on the iGOT Karmayogi portal.

3. All officers/officials are also requested to complete the following mandatory courses (as issued by several OMs/Reminders of even no):-

S. No.	Course Name	Duration
1.	Prevention of Sexual Harassment of Women at Workplace	1h 51m
2.	Code of Conduct for Government Employees	35 m
3.	Introduction to Emerging Technologies	2h 20m
4.	Yoga Break at Workplace	27m 54s
5.	Orientation Module on Mission LiFE	22m 59s
6.	Stay Safe in Cyber Space	1h 16m

4. Further, the officers/officials, who have completed the above mentioned courses, are requested to mandatorily complete at least 4 hours of learning on iGOT Karmayogi Platform by completing any courses of their choice during the observation of 'The National Learning Week' from 19.10.2024 to 25.10.2024.

Encl: As above.

Signed by

Rahul Sinha

Date: 21-10-2024 12:35:01

(Rahul Sinha)

Under Secretary to the Government of India

Tel: 23718922

To,

1. All officers/officials of the MoL&E

2. PPS to Secretary(L&E)/ PSO to AS(L&E)/ PPS to DG(S)/ PSO to SLEA/ PPS to JS(RKT)/ Sr. PPS to JS(KKS)/ Sr. PPS to JS(DK)/ PS to JS & FA/ PA to DDG(NKS)/Sr PPS to EA(SD)

3. O/o CLC(C) / CPFC(EPFO) / DG (ESIC) / DDG(E) / DG - DGLB / DG