

No. ADMIN-12013/1/2021-P-II
Government of India
Ministry of Environment, Forest & Climate Change
(P-II Section)

Indira Paryavaran Bhawan
Jor Bagh Road,
New Delhi – 110003

Dated: 22nd April, 2025

OFFICE MEMORANDUM

Subject: Mandatory i-Got Training for Multi-Tasking Staff and Junior Secretariat Assistant in the Ministry of Environment, Forest and Climate Change - regarding.

The undersigned is directed to refer to DoPT's circular No. 25/22/2024-CS.II(B) (copy enclosed) dated 09.01.2024 on the subject captioned above and to say that all MTSs and JSAs in the Ministry of Environment, Forest and Climate Change are required to complete the mandatory Dakshta module namely "**Dakshta for MTS and JSA of CSCS**" available on i-Got platform **latest by 02.05.2025**.

2. This issues with the approval of the Competent Authority.

Encl: As above

Mridha
22/04/25

(Chiranjib Mridha)
Under Secretary to the Govt. of India
Telecom: 011-20819373
Email id: chiranjibmridha-cwc@nic.in

To

All MTS / JSA, MoEF&CC

Copy for information to:

- i) PA to DS (P-II)
- ii) Consultant (IT) - for circulating in group (whatsapp)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan

Khan Market, New Delhi-110003

Dated: 09.01.2024

Circular

Subject: Training of MTS and JSA working in Central Secretariat.

The undersigned is directed to say that a Dakshta Module namely "Dakshta for MTS and JSA of CSCS" has been developed by the training division of DoPT which is now available on the i-Got Karamyogi platform.

2. All cadre units of CSCS are requested to issue necessary instructions at their level to MTS and JSA under their administrative control to mandatory enroll and complete this course i.e. 'Dakshta for MTS and JSA of CSCS' in a time bound manner.

3. Further, as earlier suggested, cadre units of CSCS may also provide in-house training to MTS and JSA as per their requirement for enhancement of working efficiency.

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

(Kumar Rajiv Ranjan)

Under Secretary to the Govt. of India

Telefax: 011-24623157

To: