

ਦਫਤਰ ਡਾਇਰੈਕਟਰ ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸੈਸਿ), ਪੰਜਾਬ, ਐਸ.ਏ.ਐਸ. ਨਗਰ  
(ਕੋਆਰਡੀਨੇਸ਼ਨ ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ

1. ਸਮੂਹ ਜ਼ਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈਸਿ), ਪੰਜਾਬ।
2. ਸਮੂਹ ਪ੍ਰਿੰਸੀਪਲ/ਸਕੂਲ ਮੁੱਖੀ, ਪੰਜਾਬ।  
(ਵੈਬਸਾਈਟ ਰਾਹੀਂ)

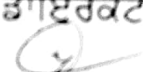
ਮੀਮੋ ਨੰ: 15/10-2020 ਕੋ (1)/2020115687

ਮਿਤੀ. 19.05.2020

ਵਿਸ਼ਾ: iGOT (Integrated Govt Online Training) courses on DIKSHA platform on COVID-19 pandemic.

ਹਵਾਲਾ: ਪੰਜਾਬ ਸਰਕਾਰ, ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ (ਟ੍ਰੇਨਿੰਗ ਸ਼ਾਖਾ) ਦਾ ਪੱਤਰ ਨੰ: PERS-TRGOTC/18/2020/e-26512-4TRG/1/22808/2020 dated 07.05.2020

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਰਾਹੀਂ ਪ੍ਰਾਪਤ ਹਦਾਇਤਾਂ ਦੀ ਕਾਪੀ  
ਆਪ ਨੂੰ ਇੰਨ ਬਿੰਨ ਪਾਲਣਾ ਹਿੱਤ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।


ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋ. ਸ਼ਾਖਾ)  


ਪਿ.ਅੰ. ਨੰ ਉਕਤ

ਮਿਤੀ 19.05.2020

ਉਤਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਇੰਨ ਬਿੰਨ ਪਾਲਣਾ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:

1. ਪੀ.ਆਰ.ਓ./ਸਕੱਤਰ ਸਕੂਲ ਸਿੱਖਿਆ, ਪੰਜਾਬ।
2. ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁੱਖੀ, ਦਫਤਰ ਡੀ.ਪੀ.ਆਈ. (ਸੈਸਿ), ਪੰਜਾਬ।

ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋ. ਸ਼ਾਖਾ)  


No. PERS-TRGOTC/18/2020/e-26512-4TRG/ 1/22808/2020

Government of Punjab  
Department of Personnel  
(Training Branch)

the, Chandigarh. 7/5/2020

To

All the Heads of the Departments of the Government of Punjab,  
All the Deputy Commissioners of the State of Punjab,  
All the Managing Directors of the Boards, Corporations.

Sub:- iGOT (Integrated Govt. Online Training) courses on DIKSHA platform on COVID-19 pandemic.

Sir,

I am directed to invite your attention to this department letters No. PERS-TRGOTC/18/2020/e-26512-4TRG/18126, dated 13.04.2020, PERS-TRGOTC/18/2020/e-26512-4TRG/19042, dated 18.04.2020 and request you to direct your subordinate officials to take role-specific iGOT training on <https://igot.gov.in/igot/> and upload the document/certificate regarding completion of training on iHRMS portal, so that complete information on course-wise trainings undertaken by the employees is available with the government.

2. The MoHFW letter detailing suggested training modules for Healthcare Professional and Volunteers is also attached. (Annexure-I). Kindly ensure that employees undertake as many trainings as are relevant to their current role.
3. For uploading the document/certificate regarding completion of training on iHRMS portal, A form has been created on iHRMS portal under services tab (Annexure-II).
4. A step-by-step manual for entering the COVID-19 training details is also attached (Annexure-III).
5. Those employees who have already completed training may also be advised to upload the document/certificate regarding completion of training on iHRMS portal.

Sincerely,

(Vineet Kumar, I.A.S.)  
Additional Secretary

No. PERS-TRGOTC/18/2020/e-26512-4TRG/ 1/22808/2 the, Chandigarh: 7/5/2020

A copy is forwarded to the Head of the "Augmenting Human Resources and Capacity Building Committee" with reference letters No. PERS-TRGOTC/18/2020/e-26512-4TRG/18126, dated 13.04.2020, PERS-TRGOTC/18/2020/e-26512-4TRG/19042, dated 18.04.2020.

Pandey  
Superintendent



प्रीति सूदन

सचिव

**PREETI SUDAN**

Secretary



भारत सरकार  
स्वास्थ्य एवं परिवार कल्याण विभाग  
स्वास्थ्य एवं परिवार कल्याण मंत्रालय  
Government of India  
Department of Health and Family Welfare  
Ministry of Health and Family Welfare  
D.O.No. Z.20015/127/2019-ME.I (Pt.I)  
Dated : 20<sup>th</sup> April, 2020

Dear Colleague,

You are aware that an Integrated Government Online Training (iGOT) platform has been initiated for training of healthcare professionals as well as non-health providers for COVID-19 management. iGOT is an on-line cloud based capacity building platform of DoPT being built to deliver role specific uniform content to all categories of providers. It delivers pre-curated content to all devices smart phones, tablets, laptops etc. and has the capability of delivering appropriate training material simultaneously to unlimited number of learners. These training modules can be accessed at <https://igot.gov.in>.

2. The platform provides specific modules which have been uniquely designed and mapped to specific professionals, depending on their roles. These roles have been mapped, personnel wise and placed at Annexure-I. Further, against each role, the training modules that may be undertaken have also been prepared and placed at Annexure-II. These Annexures are enclosed herewith to assist you in keeping your manpower appropriately trained to face this COVID-19 situation.

3. The COVID Warrior dashboard is a master database of the healthcare professionals and volunteers (<https://covidwarriors.gov.in>) and indicates the State and District wise availability of various categories of Health workforce such as Doctors, Nurses, Allied and Healthcare professionals among others, as well as non-health volunteers, in addition to the contact details of nodal officers from the State, Districts and major associations. This also has details of various Hospitals including Railways, Defence, ESIC among others. As several planning resources are already available with your officers, this is a useful tool to efficiently plan and mobilise the workforce to avert undue distress while enabling services within the district. The COVID Warrior dashboard will have a secured login for all the chief administrators of the districts and States including Principal Secretaries, Mission Heads, District Magistrates, Commissioners, COVID nodal officers, among others.

**Contd.....2**



4. You are requested to widely publicize this iGOT platform as a source of training amongst all those engaged in COVID-19 management including doctors, nurses and allied healthcare professionals in both in the Private and Government sector hospitals / medical colleges and also amongst all the non-health workers and volunteers etc. engaged in this work. It is recommended that the professionals are encourage to frequently check the courses on this platform, based on their roles to stay updated on the recent developments.

5. In case of any clarification, the nodal JS from MoHFW, Dr. Nipun Vinayak, may be contacted at : 09650307575 (email: [js.me-mohfw@gov.in](mailto:js.me-mohfw@gov.in))

6. A brief video conference meeting in this regard is also scheduled tomorrow 21.04.2020 via NIC at 2.30 pm, to be chaired by Chairman of Empowered Group IV (details will be shared with your office), you may kindly attend the same or appoint a nodal officer on your behalf for the same purpose.

*Wamufards*  
Yours sincerely,

Encl : As above

*P. Sudan*  
(Preeti Sudan)

**ACS/Prl Secretaries / Secretaries (Health & ME) of all States and UTs**

Copy to : Chief Secretaries of all States / UTs

# Mapping Category, Roles and Training Modules for Health Professionals and Volunteers

Annexure - I

Sl.No	Major Provider Category	Type of Providers	Specialty / Qualification/ Role	Category ID	Possible roles in COVID Management
1	Doctors	MBBS Doctor	MBBS doctors	1	Isolation Facility: Clinical Management in COVID treatment facilities
			Pulmonology	2	Intensive Care: Clinical Management in COVID treatment facilities
		Specialist/ Surgeon	Anesthesiology	3	Intensive Care: Clinical Management in COVID treatment facilities
			Epidemiology / Public Health	4	Surveillance, Public Health Research, Epidemiological studies, Planning and Supervision, Policy development and advisory role
		Students/ Interns	Pathology	5	Laboratory (Sample analysis and Reporting)
			Microbiology	6	Laboratory (Sample analysis and Reporting)
			Critical Care/ Emergency care	7	Intensive Care: Clinical Management in COVID treatment facilities
			Surgery	8	Intensive Care: Clinical Management in COVID treatment facilities
			Any other specialty	9	Intensive Care: Clinical Management in COVID treatment facilities, Medical care/nursing care in non-COVID areas
			MBBS Intern (Under supervision only)	10	Field Supervision and Home Quarantine, Isolation Facility: Clinical Management in COVID treatment facilities
2	Nurses	Nurses and Midwives (RN&RM)	Final Year PG Medical Students	11	Intensive Care: Clinical Management in COVID treatment facilities
			B.Sc. and GNM Graduate	12	Medical Care/Nursing Care in non-Covid areas, Intensive Care: Clinical Management in COVID treatment facilities,
		Nursing Specialist	Nurse specialist	14	Intensive Care: Clinical Management in COVID treatment facilities
			Critical Care Nursing	15	Intensive Care: Clinical Management in COVID treatment facilities
		ANM	Nurse Educators	16	Medical Care/Nursing Care in non-Covid areas, Intensive Care: Clinical Management in COVID treatment facilities
			Any other specialty	17	Medical Care/Nursing Care in non-Covid areas, Intensive Care: Clinical Management in COVID treatment facilities
		Final year Students/ Interns	Registered ANM (Nursing Associates)	18	Field Surveillance
			ANM Students	19	Field Surveillance
		Dentists	B.Sc. Students (under supervision)	20	Field Supervision and Home Quarantine, Isolation Facility: Clinical Management in COVID treatment facilities
			PG Students	21	Field Supervision and Home Quarantine, Isolation Facility: Clinical Management in COVID treatment facilities
3	Dentist	Dental Students	Registered Dentists	22	Medical Care/Nursing Care in non-Covid areas, Intensive Care: Clinical Management in COVID treatment facilities
			PG Students	23	Field supervision and home quarantine



### Mapping Category, Roles and Training Modules for Health Professionals and Volunteers

Sl.No	Major Provider Category	Type of Providers	Specialty / Qualification/ Role	Category ID	Possible roles in COVID Management
4	AYUSH	AYUSH Practitioner	Registered AYUSH Practitioners	24	Clinical Management at Isolation facilities and Covid care centres.
			AYUSH Government Doctors and Teaching Facilities	25	Clinical Management at Isolation facilities and Covid care centres.
			AYUSH Contractual Doctors	26	Clinical Management at Isolation facilities and Covid care centres.
			State AYUSH Staff	27	Field surveillance, Home quarantine
			UG	28	Field surveillance
		AYUSH Students	PG	29	Field supervision, Home quarantine
			Laboratory Technician and Technologists	30	Laboratory Sample Collection, storage and transport, Field Surveillance
			Laboratory Scientists	31	Laboratory (Sample analysis and Reporting)
			Microbiology/ Biochemistry students	32	Laboratory, Field Surveillance
			Physiotherapy	33	Field supervision and home quarantine, Management of physical health and well being in quarantine, ICU management
5	Allied and Healthcare Professionals	Occupational Therapist	Occupational Therapy	34	Field supervision and home quarantine, Management of physical health and well being in quarantine
		Trauma and Burn care Professionals	EMT/ Paramedics	35	Field supervision and home quarantine, Transport of suspects and patients
		Nutrition Sciences	Dieticians and Nutritionists	36	Field supervision and home quarantine, Dietary management of patients and community
		Medical Technologist and Physician Assistants	Respiratory Therapist	37	Field supervision and home quarantine, ICU management
			Physician Assistant and Associates	38	Field supervision and home quarantine, Medical Care/Nursing Care in non-Covid areas, Intensive Care: Clinical Management in COVID treatment facilities
		Ophthalmic Science	Optometrist	39	Field supervision and home quarantine
		Health Information Management	Medical Secretaries/ Clinical Coders/ Health Information Managers	40	Field supervision and home quarantine, Data Management and Analysis
			Clinical Psychologists	41	Psycho-Social Care
		Behavioral Health Science and Community care	M.Sc. Psychology Students	42	Psycho-Social Care
			Master of Social Welfare (MSW) student	43	Psycho-Social Care



### *Mapping Category, Roles and Training Modules for Health Professionals and Volunteers*

				Possible roles in COVID Management	
Sl.No	Major Provider Category	Type of Providers	Specialty / Qualification/ Role	Category ID	
7	Pharmacist	Pharmacist	Pharmacy ASHA (Rural)	44 45	Field surveillance, Supply chain management of drugs Field Surveillance, Social awareness generation, Assistance in daily needs of the community, Crowd management, Coordination with local authorities on behalf of the community
8	Frontline Workers	ASHA	USHA (Urban)	46	Field Surveillance, Social awareness generation, Assistance in daily needs of the community, Crowd management, Coordination with local authorities on behalf of the community
			ASHA Facilitators	47	Field Surveillance, Social awareness generation, Assistance in daily needs of the community, Crowd management, Coordination with local authorities on behalf of the community
			Anganwadi Workers (AWW)	48	Field Surveillance, Social awareness generation, Assistance in daily needs of the community, Crowd management, Coordination with local authorities on behalf of the community
			Anganwadi Helpers	49	Field Surveillance, Social awareness generation, Assistance in daily needs of the community, Crowd management, Coordination with local authorities on behalf of the community
		Anganwadi Workers	Anganwadi Supervisors	50	Field Surveillance, Social awareness generation, Assistance in daily needs of the community, Crowd management, Coordination with local authorities on behalf of the community
			Anganwadi CDPOs	51	Field Surveillance, Social awareness generation, Assistance in daily needs of the community, Crowd management, Coordination with local authorities on behalf of the community



SL.No	Major Provider Category	Type of Providers	Specialty / Qualification/ Role	Category ID	Possible roles in COVID Management
9	Volunteers	Panchayat Secretary	Panchayat Secretary	52	Field Surveillance, Social awareness generation, Assistance in daily needs of the community, Crowd management, Coordination with local authorities on behalf of the community
		Ex-Servicemen	Ex-Servicemen	53	Field supervision and home quarantine
		NCC	NCC	54	Logistics and Supply chain management, Manning helpline and data management, Social awareness generation, Assistance in daily needs of the community, Crowd management, Assistance to local authorities such as Police station, Civil administration offices and Traffic management.
		NYKS	NYKS	55	Logistics and Supply chain management, Manning helpline and data management, Social awareness generation, Assistance in daily needs of the community, Crowd management, Assistance to local authorities such as Police station, Civil administration offices and Traffic management.
		NSS	NSS	56	Logistics and Supply chain management, Manning helpline and data management, Social awareness generation, Assistance in daily needs of the community, Crowd management, Assistance to local authorities such as Police station, Civil administration offices and Traffic management.
		Gram Rozgar Sewak	Gram Rozgar Sewak	57	Field Surveillance, Social awareness generation, Assistance to Community, Crowd management, Coordination with local authorities on behalf of the community
		PMKVY - Skilled manpower	General Duty Assistant	58	Field Surveillance, Social awareness generation, Assistance to Community, Crowd management, Coordination with local authorities on behalf of the community
			Home Health Aide	59	Field Surveillance, Social awareness generation, Assistance to Community, Crowd management, Coordination with local authorities on behalf of the community
			Emergency Medical Technician	60	Field Surveillance, Social awareness generation, Assistance to Community, Crowd management, Coordination with local authorities on behalf of the community
			Frontline Health Worker	61	Field Surveillance, Social awareness generation, Assistance to Community, Crowd management, Coordination with local authorities on behalf of the community
			Phlebotomy Technician	62	Laboratory (Sample collection, packaging, transportation)
		DDUGKY - Trained workers	Radiology Technician	63	Bio medical Waste Management, Infection Prevention and Control, Quarantine and Isolation
			X Ray Technician	64	Bio medical Waste Management, Infection Prevention and Control, Quarantine and Isolation
			Trained Workers under DDU GKY	65	Field surveillance, and assistance in psycho social care
		DAY NULM-Trained workers	Trained Workers under DAY NULM	66	Field surveillance, and assistance in psycho social care
		Veterinary Doctors and Para Vet	Veterinary Doctors	67	Field Supervision and Home Quarantine
			Para-Vets	68	Field Supervision and Home Quarantine



## Suggested Training Modules for Healthcare Professionals and Volunteers

Annexure - II

Role	Training Module suggested	Role	Training Module suggested
Field supervision and home quarantine	<p>Basics of CoVID-19</p> <p>Infection prevention through PPE</p> <p>Infection prevention and Control</p> <p>Quarantine and Isolation</p> <p>ICU care and Ventilation Management</p> <p>Surveillance</p> <p>Making and cleaning of home made masks</p> <p>Physiological care of patients with CoVID 19</p> <p>Clinical management of CoVID 19- Epidemiology Clinical Features and Diagnosis</p> <p>Guidelines for Managing CoVID-19 cases</p> <p>Managing severe CoVID-19 cases - SARI, ADRS and Septic shock</p> <p>Bio-medical Waste Management</p>	<p>Clinical Management in CoVID</p> <p>treatment facilities</p> <p>Medical Care/ Nursing Care</p>	<p>Basics of CoVID-19</p> <p>Infection prevention through PPE</p> <p>Infection prevention and Control</p> <p>Quarantine and Isolation</p> <p>ICU care and Ventilation Management</p> <p>Surveillance</p> <p>Making and cleaning of home made masks</p> <p>Physiological care of patients with CoVID 19</p> <p>Clinical management of CoVID 19- Epidemiology Clinical Features and Diagnosis</p> <p>Guidelines for Managing CoVID-19 cases</p> <p>Managing severe CoVID-19 cases - SARI, ADRS and Septic shock</p> <p>Bio-medical Waste Management</p>
Field surveillance	<p>Basics of CoVID-19</p> <p>Infection prevention through PPE</p> <p>Surveillance</p> <p>Making and cleaning of home made masks</p> <p>Physiological care of patients with CoVID 19</p> <p>Infection prevention and Control</p> <p>Bio-medical Waste Management</p>	Laboratory	<p>Basics of CoVID-19</p> <p>Infection prevention through PPE</p> <p>Infection prevention and Control</p> <p>Quarantine and Isolation</p> <p>Lab samples: Collection, testing, packaging, transportation</p> <p>Bio medical Waste Management</p>
Field surveillance, and assistance in psycho social care	<p>Quarantine and Isolation</p> <p>Basics of CoVID-19</p> <p>Infection prevention through PPE</p> <p>Surveillance</p> <p>Making and cleaning of home made masks</p> <p>Physiological care of patients with CoVID 19</p> <p>Infection prevention and Control</p> <p>Bio-medical Waste Management</p> <p>Hand Washing</p> <p>Social Distancing</p> <p>Healthcare logistics and supply chain</p>	Psycho Social Care	<p>Basics of CoVID-19</p> <p>Infection prevention and Control</p> <p>Psychological care of patients with CoVID-19</p>
Volunteering	<p>Basics of CoVID-19</p> <p>Infection prevention and Control</p> <p>Hand washing</p> <p>Social Distancing</p> <p>Making and cleaning of home made masks</p> <p>Logistics and Supply chain management</p> <p>Manning Helpline and data management</p> <p>Social awareness generation</p> <p>Assisting in daily needs of the community including senior citizens</p> <p>Crowd management and social distancing</p> <p>Assistance to local authorities such as Police station, Civil administration offices, etc.</p>		



5/6/2020

(Content Upload)

English

Logout

Department Of : PERSONNEL DEPARTMENT , PUNJAB

Logged As : NILKANTH S AVHAD , SECRETARY TO GOVT OF PUNJAB  
Posted At : GAD GROUP A OFFICERS

Role : General User

Logged Time : 05 May 2020 4:31:44 PM

[Home/Algo](#) [My Services](#)

TRAINING UNDERTAKEN DETAILS

Add Training Details

Training Undertaken\*

☒ INDIA ☐ ABROAD

Training Through\*

☐ Attended Physically ☒ Through Online Mode

Name of Institute & Location\* (If done online, Enter Website Address here)

Enter Institute And Location Details

Training Subject\*

Covid-19

Training on Topic/Course\*

--Select--

Training From Date\*

dd/MM/yyyy

Training To Date\*

dd/MM/yyyy

Upload Certificate/Result/Document

[Choose File](#) No file chosen

\* Upload Only pdf file upto 1 Mb

Marks Scored(If any)

Marks

Remarks(If any)

Enter Remarks

☐ I hereby undertake and certify that I have undergone training in person as mentioned above and will solely be responsible for wrong reporting and consequent disciplinary action.

SAVE

RESET

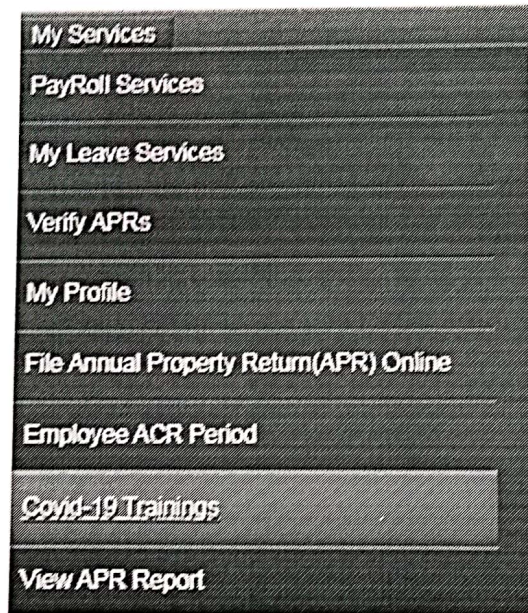
[View Training Details](#)

What's New



## STEPS FOR ENTERING THE COVID-19 TRAINING DETAILS BY EMPLOYEE

- 1) Open website <https://hrms.punjab.gov.in>
- 2) Login with iHRMS Employee Code and Password
  - a. If password is forgotten, choose option 'Forget Password' and reset/recover the password.
  - b. If employee Code is not known/forgotten, then select option 'Get Employee Code' from the home page of iHRMS.
- 3) After successful login, go to **My Services** Menu and choose option 'Covid 19 Trainings' as shown below.



- 4) After filling all the mandatory columns and choosing the declaration save the details by pressing 'Save' Button.

**TRAINING UNDERTAKEN DETAILS**

● Add Training Details

Training Undertaken*	● INDIA ● ABROAD
Training Through*	● Attended Physically ● Through Online Mode
Name of Institute & Location* (if done online, Email Address Address here)	Enter Institute Name Location Details
Training Subject*	Covid-19
Training on Topic/Course*	--Select--
Training From Date*	01/01/2020
Training To Date*	01/01/2020
Upload Certificate/Result/Document	Choose File No file chosen
Marks Scored (If any)	Marks
Remarks (If any)	Enter Remarks

\*\* Upload Only pdf file upto 1 Mb

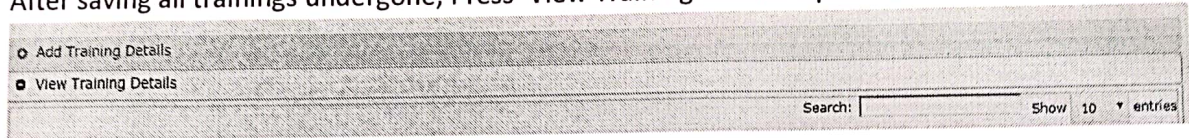
I hereby undertake and certify that I have undergone training in person as mentioned above and will solely be responsible for wrong reporting and consequent disciplinary action.

**SAVE RESET**

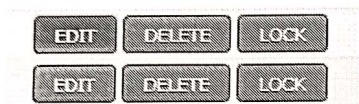
Note: Uploading of Training Certificate is to be done in PDF format and PDF file should be less than 1 MB size other error message will be displayed if size limit of the file exceeds 1 MB.

5) Any number of trainings undertaken on COVID-19 subjects from [www.igot.gov.in](http://www.igot.gov.in) website may entered in the screen shown above.

6) After saving all trainings undergone, Press 'View Training Details' option as shown below:



- 7) In case any wrong entry is done, either that can be edited or deleted.
- 8) After making all required entry/editing in the entered training details, employee will have to LOCK every training record separately. And before locking the training details, it may be ensured that all details are entered correctly as details once saved will not be possible to edit/delete.



Once the record is locked, the lock picture/icon will be shown against the training which have been locked.