

No. T-28/121/2024-iGOT  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
**Department of Personnel & Training**  
(Training Division)  
\*\*\*

Old JNU Campus, Block IV, 3<sup>rd</sup> Floor,  
New Mehrauli Road, New Delhi – 110067  
Dated the 23<sup>rd</sup> December, 2024

**OFFICE MEMORANDUM**

**Subject: Mapping of Training Institutions on PM GatiShakti platform - reg...**

The undersigned is directed to refer to the subject cited above and to say that PM GatiShakti National Master Plan (PMGS-NMP) was launched on 13th October 2021 to promote holistic and integrated planning and development of infrastructure in the country. To further boost the initiative, it has been decided that all the Training Institutions be mapped on the GatiShakti platform.

2. Accordingly, with the support of BISAG (N), this Department has developed an application (app) for capturing basic details of all Training Institutions including nodal officers and location.

3. In view of the above, all the Training Institutions are requested to provide the requisite information w.r.t. their Training Institute through the app. The Android platform-based application may be downloaded from <https://apps.mgov.gov.in/app-info/2504>. A Standard Operating Procedure (SOP) detailing the steps for using the app is also attached herewith for information.

Encl: As Above

Yours faithfully,



(Shampa Ghosh)

Under Secretary to the Government of India

Tele: 011-26706377

To:

1. The Secretaries of Ministries/ Departments of Govt. of India - With a request to direct all Training Institutions under the administrative control of respective M/D to fill the information through the app.

2. The Director/ Director Generals of CSTIs and State ATIs (as per mailing list)

Copy to:

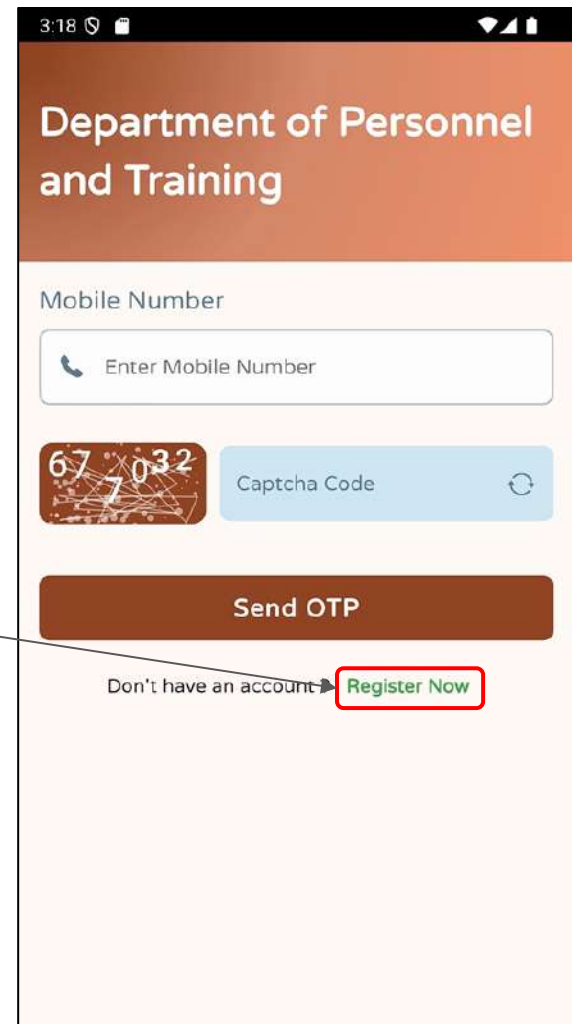
NIC, Training Wing, DoPT - With a request to upload the contents of this OM in this Department's website

# DoPT APP

User Manual

**STEP 1: User has to register before filling the details via App**

Click on “Register Now” to register on the app.



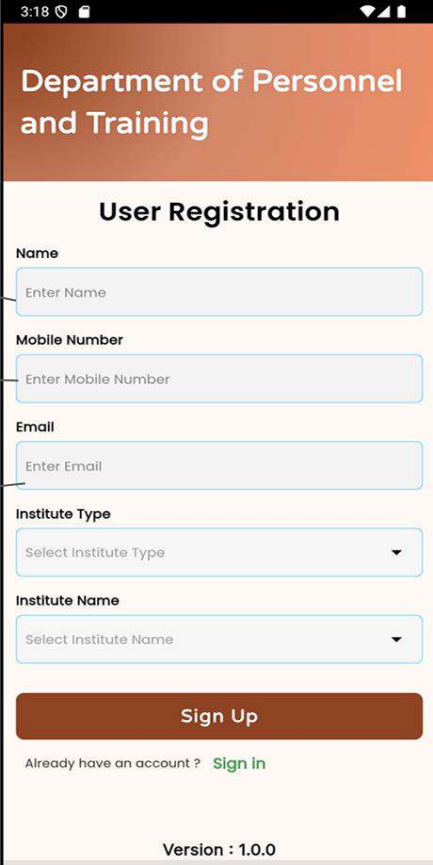
The screenshot shows the registration interface of the Department of Personnel and Training app. At the top, the title "Department of Personnel and Training" is displayed in white on a dark orange background. Below the title, there is a "Mobile Number" section with a text input field containing the placeholder "Enter Mobile Number" and a telephone icon. Underneath the mobile number field is a captcha image showing the numbers "677032" and a "Captcha Code" input field with a refresh icon. A large brown button labeled "Send OTP" is positioned below the captcha. At the bottom of the screen, the text "Don't have an account" is followed by a right-pointing arrow and a green "Register Now" button, which is highlighted with a red rectangular border.

## STEP 2: USER REGISTRATION DETAILS

Enter the name of the user

Enter the mobile number of the user

Enter the Email Id of user



The image shows a mobile application interface for user registration. At the top, there is a header with the text "Department of Personnel and Training" in white on an orange background. Below this, the title "User Registration" is centered in bold black text. The form consists of several input fields: "Name" (text input), "Mobile Number" (text input), "Email" (text input), "Institute Type" (dropdown menu), and "Institute Name" (dropdown menu). A prominent brown "Sign Up" button is located below the dropdowns. At the bottom of the form, there is a link that says "Already have an account ? Sign in" in green text. The footer of the app displays "Version : 1.0.0". The status bar at the very top shows the time as 3:18 and various system icons.

3:18

Department of Personnel and Training

**User Registration**

**Name**  
Enter Name

**Mobile Number**  
Enter Mobile Number

**Email**  
Enter Email

**Institute Type**  
Select Institute Type

**Institute Name**  
Select Institute Name

**Sign Up**

Already have an account ? [Sign in](#)

Version : 1.0.0

Search

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CTI

Non-CTI

Select the Type of Institute from dropdown "CTI" and "Non CTI"

Select the name of the institute from the dropdown

Click on "Sign Up" for completing the registration process

3:18

## Department of Personnel and Training

### User Registration

**Name**

**Mobile Number**

**Email**

**Institute Type**

**Institute Name**

**Sign Up**

Already have an account ? [Sign in](#)

Version : 1.0.0

Note: After registration user can directly login using the registered mobile number

### Step 3: LOGIN WITH THE REGISTERED MOBILE NUMBER

The user must enter their registered mobile number.

Enter the Captcha Code

Click on the "Send OTP" button to receive the OTP on the registered mobile number.

3:18

Department of Personnel and Training

Mobile Number

Enter Mobile Number

67 7 032

Captcha Code

Send OTP

Don't have an account ? [Register Now](#)

After clicking on Send OTP, enter the OTP sent on registered mobile number

After entering OTP,  
click on "login"



**We send you a code**

We've sent a 6 digit code to your mobile number (+91-XXXXXXX159)

1

1

1

1

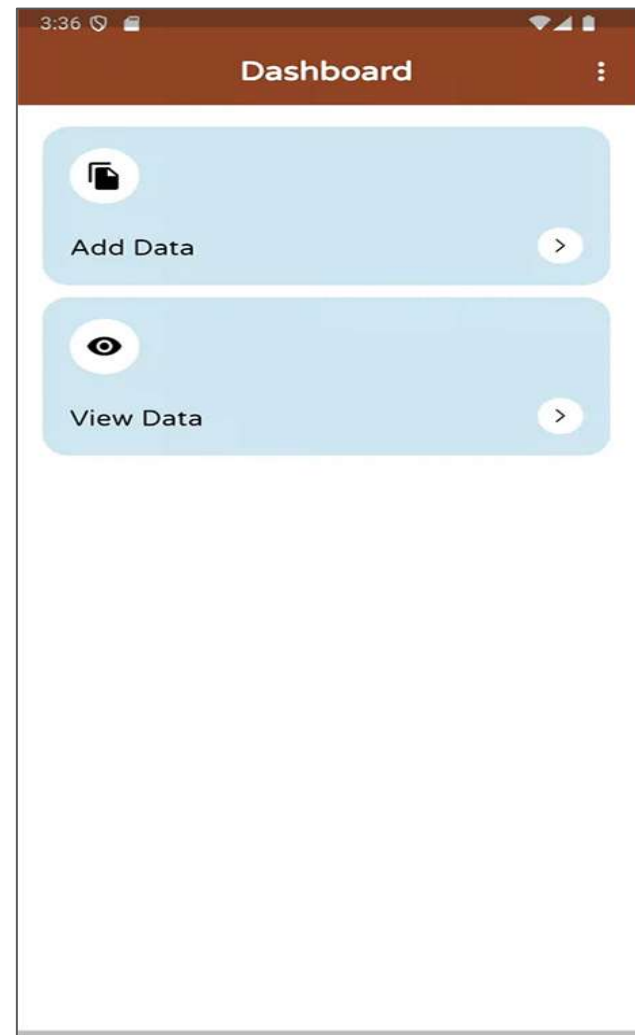
1

1

Log in



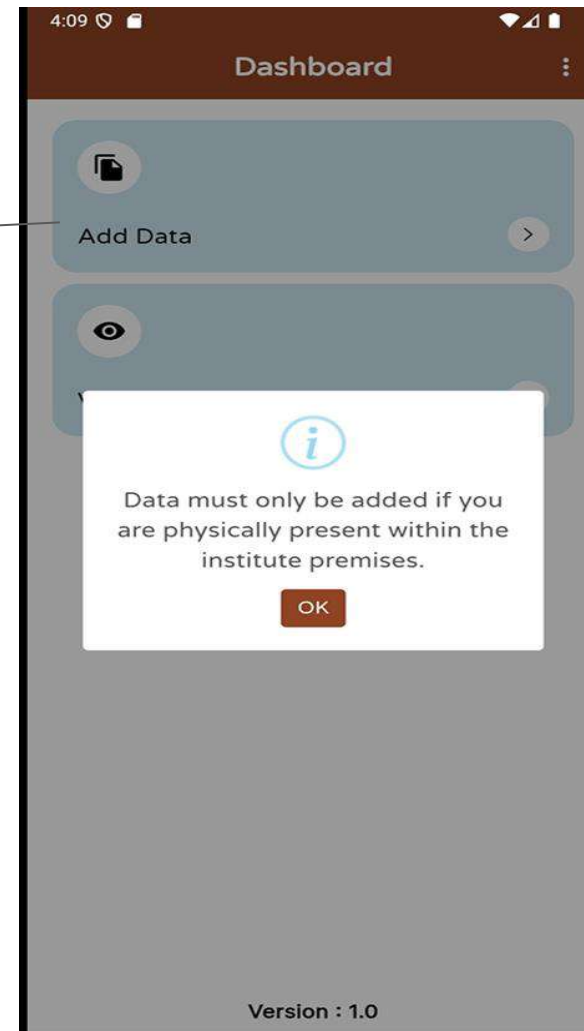
Once logged in the dashboard will appear which will have the option to “ADD data” and “View Data” to check the entered data by the user.



## STEP 4: DATA ADDITION

Click on "Add Data" to map the data

Note: Data must only be added if the user is present within the institute premises



Once the user starts adding data

Enter the name of the nodal person of Institute

Enter the registered mobile number of the Nodal Person

Enter the Email Id of the nodal person

4:10

← Add Data

**Name of the Nodal Person**  
Enter Name of Nodal Officer

**Nodal Person Phone Number**  
Enter Institute Phone number

**Nodal Person Email Id**  
Enter Institute Email Id


**Institute Address**

**State**  
GUJARAT

**District**  
Gandhinagar

**City/Location**  
Enter City/Location

**Pincode**  
Enter Pincode

 Capture Location

**Latitude** 23.189760 **Longitude** 72.636918

State and District will automatically get fetched from the device GPS location

Enter the City/Location

Enter Pin Code of the Institute location

The screenshot shows an Android application interface titled "Add Data". At the top, the status bar displays the time 4:10 and various icons. The app's header is a dark red bar with a back arrow and the title "Add Data". Below the header, there are several input fields:

- Name of the Nodal Person:** A text input field with the placeholder "Enter Name of Nodal Officer".
- Nodal Person Phone Number:** A text input field with the placeholder "Enter Institute Phone number".
- Nodal Person Email Id:** A text input field with the placeholder "Enter Institute Email Id".
- Institute Address:** A section header followed by three input fields:
  - State:** A dropdown menu currently showing "GUJARAT".
  - District:** A dropdown menu currently showing "Gandhinagar".
  - City/Location:** A text input field with the placeholder "Enter City/Location".
- Pincode:** A text input field with the placeholder "Enter Pincode".
- Location:** A button with a location pin icon and the text "Capture Location".
- Latitude:** A text input field showing the value "23.189760".
- Longitude:** A text input field showing the value "72.636918".

## STEP 5: MARK THE INSTITUTE ON THE MAP

On clicking on capture location the user will be asked to capture the data in “Point format” or “Polygon format”

Select Type of Mapping.



Point



Polygon

4:10

Add Data

**Name of the Nodal Person**  
Enter Name of Nodal Officer

**Nodal Person Phone Number**  
Enter Institute Phone number

**Nodal Person Email Id**  
Enter Institute Email Id

**Institute Address**  
**State**  
GUJARAT

**District**  
Gandhinagar

**City/Location**  
Enter City/Location

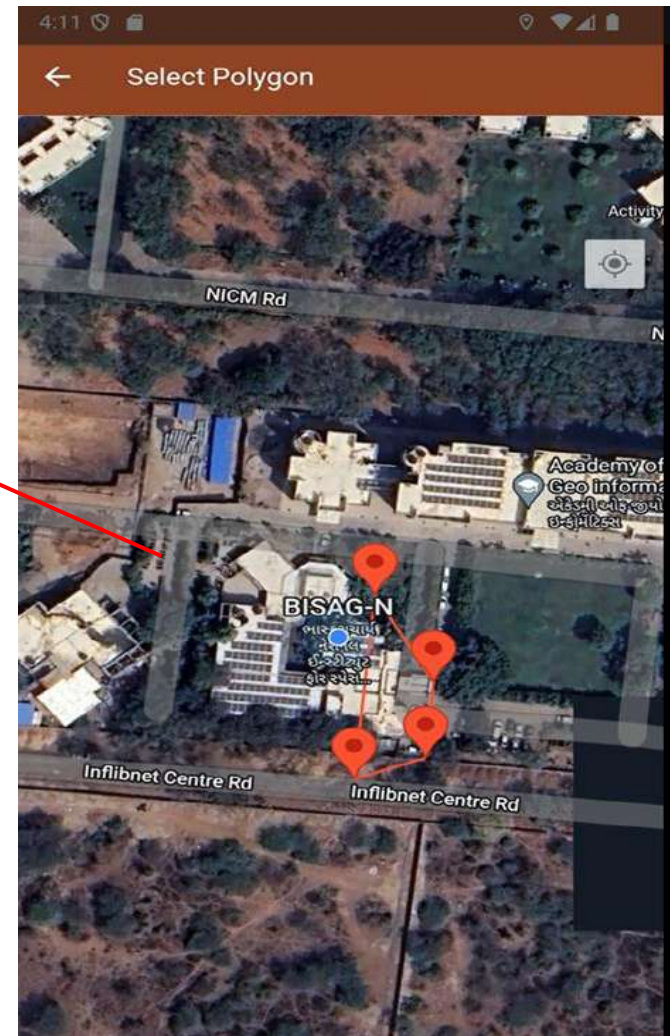
**Pincode**  
Enter Pincode

**Capture Location**

**Latitude**  
23.189760

**Longitude**  
72.636918

Once the user selects “Polygon” they can mark the multiple points across the boundary to map the location.



Once marking is done, Latitude and Longitude will be automatically fetched. After this, user can click on “Submit”

4:10

← Add Data

**Name of the Nodal Person**  
Enter Name of Nodal Officer

**Nodal Person Phone Number**  
Enter Institute Phone number

**Nodal Person Email Id**  
Enter Institute Email Id


**Institute Address**

**State**  
GUJARAT

**District**  
Gandhinagar

**City/Location**  
Enter City/Location

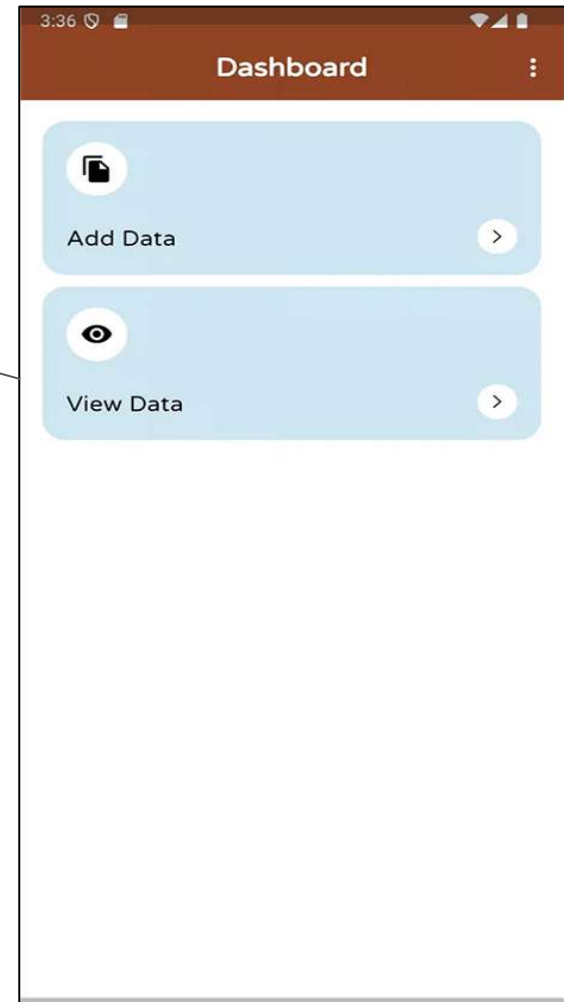
**Pincode**  
Enter Pincode

 Capture Location

**Latitude**  **Longitude**

## STEP 6: CHECK THE ADDED DATA IN “VIEW DATA” OPTION AND IT CAN BE EDITED ALSO

Once the data is added it can be viewed by clicking on “View Data”.





If user has to make any changes, it can be done after clicking on “Edit” option

