In association with

National Institute of Urban Affairs



Ministry of Housing and Urban Affairs

Internal FRACing Unit – Mission Karmayogi

Bi-MONTHLY PROGRESS REPORT
JANUARY- FEBRUARY 2025

National Institute of Urban Affairs

Nangia Andersen LLP



Project Title	:	Project Management Consultant Team (PMC) for Internal FRACing Unit - Mission Karmayogi
Client	:	Ministry of Housing and Urban Affairs National Institute of Urban Affairs
Consultant	:	Nangia-Andersen Consulting LLP
Reporting Period	:	For the month of January-February 2025

National Institute of Urban Affairs

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Abbreviations

ACBP	Annual Capacity Building Plan
ADB	Asian Development Bank
AMRUT	Atal Mission for Urban Rejuvenation and Transformation
BMTPC	Building Materials & Training Promotion Council
CBC	Capacity Building Commission
CBU	Capacity Building Unit
CBUD	Capacity Building of Urban Development
CNA	Capacity Need Analysis
DAY – NULM	Deendayal Antyodaya Yojana - National Urban Livelihood Mission
DDA	Delhi Development Authority
DO Letter	Demi Official Letter
DoE	Directorate of Estates
DoP	Directorate of Printing
DoPT	Department of Personnel Training
DMRA, DMRC	Delhi Metro Rail Academy, Delhi Metro Rail Corporation(DMRC)
FGD	Focused Group Discussion
FRAC	Framework of Roles, Activities, and Competencies
HUDCO	Housing and Urban Development Corporation
iGOT	Integrated Government Online Training
IFD	Internal Finance Division
IFU	Internal FRACing Unit
IIPA	Indian Institute of Public Administration
KDLL	Karmayogi Digital Learning Lab
L&DO	Land & Development Organization
LSG	Local Self Government
MDOs	Ministries, Departments, and Organizations
MoHUA	Ministry of Housing and Urban Affairs
NBCC	National Buildings Construction Corporation Ltd, NBCC (India) Ltd.
NCRPB	National Capital Region Planning Board
NCRTC	National Capital Region Transport Corporation
NIUA	National Institute of Urban Affairs
NTP	National Training Policy
NPCSCB	National Programme for Civil Services Capacity Building
NULP	National Urban Learning Platform
OM	Office Memorandum
PMAY – HFA	Pradhan Mantri Awas Yojana (Urban) – Housing for All (U)
PMC	Project Management Consultancy
PM SVANidhi	Prime Minister Street Vendor's AtmaNirbhar Nidhi
RCUES	Regional Centre for Urban & Environmental Studies
SBM	Swachh Bharat Mission
SCM	Smart Cities Mission
TNA	Training Need Assessment
ToC	Table of Contents
UD	Urban Development
ULB	Urban Local Body
UT	Urban Transport
VC	Virtual Conferences

1. Mission Karmayogi

1.1. Introduction

Government personnel administration systems continue to focus mainly on the rules and procedures governing the recruitment, retention, and career development of civil service personnel as per the **National Training Policy (2012**). Systematic training of civil servants has continued to be mainly for the higher civil services, with Groups B and C employees receiving sporadic training.

To address this challenge, the National Training Policy (NTP), 2012 proposed to transform the civil service and to move to a **strategic human resource management system**, which would look at the individual as a vital resource to be valued, motivated, developed and enabled to achieve the Ministry/ Department/Organization's goals and objectives. Within this transformational process, it is essential to **match individuals' competencies with the jobs they must do and bridge competency gaps for current and future roles through training.** With this background, Mission Karmayogi was envisaged.

1.2. About Mission Karmayogi

Mission Karmayogi – National Programme for Civil Services Capacity Building (NPCSCB), a flagship project launched on 2nd September 2020, aims to promote citizen-centric governance through a robust digital ecosystem in India. Guided by eight principles, Mission Karmayogi facilitates a shift from a **'rule-based'** to a **'role-based'** learning system emphasizing competency-driven capacity building and human resource management. This transformational journey of capacity building and development of **Behavioural–Functional–Domain** competencies were planned with the help of an online comprehensive learning platform cum marketplace: integrated Government Online Training iGOT linked to **FRAC (Framework of Roles, Activities & Competencies)**. It brings the scale and state-of-the-art infrastructure supported by knowledge resources to augment the capacities for each position in civil services by mapping their roles, activities, and competencies.

1.3. About the iGOT Platform

The iGOT Karmayogi shapes the 2012 National Training Policy (NTP) mandate to use e-learning technologies to cover the training needs of officials with little or no access to opportunities. Distance and e-learning provide "unparalleled opportunities for Meeting the training needs of many civil servants dispersed across the State in different cities, towns and villages". The NTP also talks of the need to match the competencies of the officer with those required for their role," essential to match the individual's competencies with the jobs they must do and bridge their competency gaps".

The iGOT Karmayogi platform is thus envisaged as a **democratized, competency-driven solution space** that all governments can access to enhance government execution capabilities. It makes possible using all aspects of the 70-20-10 learning and development model. The 70-20- 10 model is based on the principle that 70% of learning comes from experience, experiment, and reflection; 20% is derived from working with others, and 10% comes from formal interventions and planned learning solutions. The Platform allows the Government to break silos and harness the full

potential of government officials for solutions rather than simply depending on the knowledge and skills of an individual official.

It provides resources across five hubs accessible to every government official. The roles, Activities and Competencies (FRAC) framework is one of the strongest pillars of the Mission Karmayogi.

1.4. About FRACing/ Capacity Need Analysis

FRAC is the mapping of three constructs- roles, activities and competencies supported by knowledge resources for each position in the Government. Within the Government landscape, the process intends to cover all Govt ministries, departments, and organizations (MDOs) at the national, state, and local levels. FRAC demystifies the roles, activities, and competencies; a person is required to effectively deliver on the expected outcomes concerning their current and future positions in the Government.

1.5. Internal FRACing Unit (IFU)

The Internal FRACing Unit (IFU) is introduced to the Ministry to support in visualizing and executing iGOT's FRACing process as under:



- **The PMC** will support in visualizing and executing iGOT's FRACing process on priority with five significant divisions named Smart Cities Mission, Swachh Bharat Mission (Urban), AMRUT, Housing for All and National Urban Livelihood Mission (NULM).

- As per the OM File No**. 0-17024/40/2021-ADM-V-UD** dated 01 February 2023 issued by Director Sh. Rahul Kapoor and D.O. letter **D.O. No. 0-17024/40/2021-ADM-V-UD** dated 09 February 2023 PMC will cover all the divisions/departments/organizations related to MoHUA.

- To conduct FRACing/ Capacity Needs Analysis (CNA), one-on-one discussion and workshop with Ministry personnel was steered. The organization's behavioural, functional, domain, and organizational capacity demands were identified. This exercise aims at assessing existing capacities at the MoHUA, conducting training need analysis, and based on the insights received preparing an Annual Capacity Building Plan for the MoHUA. To achieve shared ownership of the capacity building process, the CNA ensured that officials self-assessed their capacity needs.

1.6. Annual Capacity Building Plans (ACBP)

The findings of the Capacity Needs Analysis (CNA) i.e. organization's behavioural, functional, & domain competencies-based capacity demands, are the base for developing the ACBP. This document details out the Ministry’s vision, mission, and goals along with baselining its capacity-building needs at position and division level, along with training and non-training interventions for

the identified competency needs.

ACBP, as the name suggests, is an annual activity which will be implemented throughout the year and will be driven by the MoHUA for its employees. The ACBP document is dynamic in nature and subject to changes/ modification/ upgradation based on ever changing needs of managing urbanization vis-a-vis required competencies of the MoHUA to effectively address the same. The ACBP is expected to ensure that the capacity augmentation is a sustainable and continuous process and does not depend upon the implementation of any schemes/ reforms.

1.7. Capacity Building Unit (CBU)

To institutionalize capacity-building activities and ensure they remain a long-term, continuous program rather than a one-time initiative, the Ministry of Housing and Urban Affairs (MoHUA) has established a Capacity Building Unit (CBU). The CBU will work towards operationalizing the competency framework, developing content, curating assessments, and collaborating closely with the Capacity Building Commission and Karmayogi Bharat. The unit is composed of individuals from various divisions and organizations within MoHUA, enabling continuous and standardized training activities.

The Annual Capacity Building Plan (ACBP) guides the CBU in overseeing, supervising, and monitoring capacity-building activities. The CBU will design and organize training programs, workshops, and courses, and may collaborate with institutions, NGOs, subject matter experts, and online education platforms as needed.

This initiative was first outlined in an OM dated 06/07/2023, with an updated version released on 31/12/2024, Annexure F is attached.

The CBU team of MoHUA consists of:

- Joint Secretary, Mission Karmayogi - **Chairman**
- Director, Mission Karmayogi - **Member Secretary**
- Director/ Deputy Secretary, SBM - **Member**
- Director/ Deputy Secretary, HFA - **Member**
- Director, L&DO - **Member**
- Director/Deputy Secretary, Admin - **Member**
- Director/ Deputy Secretary, CPWD - **Member**

2. Assignments executed

PMC's work during January and February 2025 was to expedite the process of development of Know Your Ministry Module, an induction module for new joiners/Inductees in MoHUA, implementation of Annual Capacity Building Plan, facilitate implementation of Rashtriya Karmayogi Program Master Trainer Training of Officers of MoHUA. Additionally, PMC-IFU assisted technically in implementing the various directions issued by the Ministry, DoPT, CBC and iGOT.

The following sections detail out the exercises attempted and completed in the Ministry during January & February 2025 to accomplish the targets of the Mission Karmayogi.

2.1. Teaser Launch of the Know Your Ministry Module

On 8th January 2025, the **Hon'ble Minister of State for Housing and Urban Affairs, Shri Tokhan Sahu,** officially launched the teaser for the Know Your Ministry module during 3Trban Learnathon 2.0. This comprehensive learning initiative is designed to enhance the knowledge among officials and stakeholders about the Ministry of Housing and Urban Affairs (MoHUA), its organizational structure, and key functions.

The course is systematically structured into four key units:

1. **Introduction to the Ministry** – An overview of MoHUA's mandate, objectives, and governance framework.
2. **Missions** – Detailed insights into the Ministry's flagship programs and initiatives driving urban development.
3. **Divisions** – An in-depth exploration of MoHUA's functional divisions and their respective roles.
4. **Organizations** – A review of MoHUA's affiliated bodies, agencies, and their contributions to urban governance.

This initiative underscores MoHUA's commitment to capacity-building and knowledge dissemination, ensuring a more informed stakeholder community and fostering a deeper understanding of the Ministry's role in urban development.



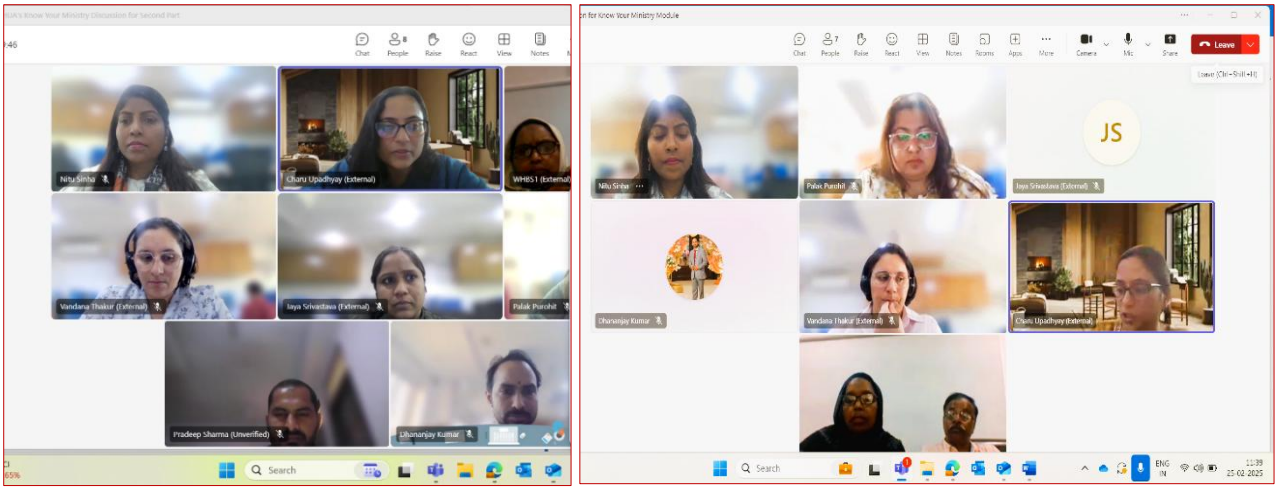
Picture 1: Teaser launch of MoHUA's Know Your Ministry Module During 3Trban Learnathon 2.0

2.2. Know Your Ministry Module Development

The development of the Know Your Ministry module, supported by the Capacity Building Commission (CBC), is progressing steadily to strengthen organizational knowledge among officials of the Ministry of Housing and Urban Affairs (MoHUA). This initiative aligns with MoHUA's objective of fostering a well-informed workforce/new joiners equipped with a clear understanding of the Ministry's structure, functions, and key responsibilities.

As part of the content finalization process, virtual consultation was conducted on 24th January, and 2nd 14th & 25th February 2025, with the agency responsible for developing the module. The discussions focused on reviewing and refining the first unit, Introduction to the Ministry, Story boards of Major Missions of MoHUA as well ensuring accuracy, relevance, and comprehensive coverage of MoHUA's mandate, governance framework, and operational scope.

This Module is expected to serve as a valuable learning resource, enabling MoHUA officials, especially new joiners/inductees to enhance their knowledge of departmental roles, inter linkages between various divisions, and the broader impact of the Ministry's missions and programs.



Picture 2: Video Conference with the Agency for Know Your Ministry Module development

In addition, MoHUA is progressing with the development of the "Know Your Ministry" module, with support from the Capacity Building Commission (CBC), to enhance organizational awareness among its officials.

2.3. The Rashtriya Karmayogi Program

The Capacity Building Commission has launched the 'Jan Seva Program - Serving the Karmayogi Way' in alignment with the Hon'ble Prime Minister's vision. As part of the first phase, CBC will train Master Trainers at the Director/DS level from 93 Ministries/Departments, who will then train 100 officers each.

The program is structured around two core objectives:

- Inner Transformation: Cultivating Seva Bhav by instilling a deep sense of purpose, service, and self-awareness, enabling employees to rediscover their intrinsic motivation.

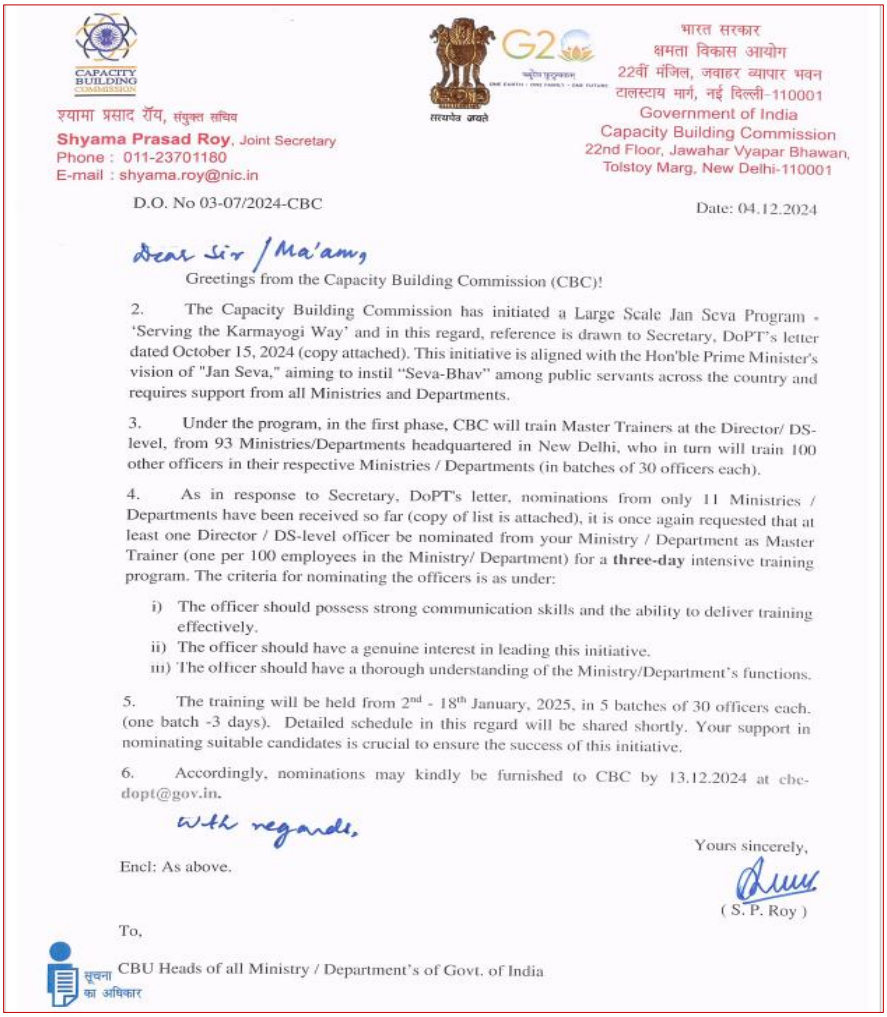
- Outer Transformation: Enhancing service delivery and aligning efforts with national development goals to better serve all stakeholders.

The rollout of the program is being conducted in two phases. As part of Phase I, four senior officials from the Ministry of Housing and Urban Affairs (MoHUA) at the Director level underwent an intensive three-day training program held from 6th to 18th January 2025, at CSOI, KG Marg, Delhi. Upon successful completion, they were certified as Master Trainers/Karmayogi Coaches.

The trained officials—

i. Shri Arvind Kumar Srivastava
ii. Dr. Sunil Kumar Yadav
iii. Shri Gurjeet Singh Dhillon
iv. Ms. Anita Meena

These Master Trainers will now lead capacity-building initiatives within MoHUA, ensuring wider implementation of the Rashtriya Karmayogi Program. As per the mandate, they will conduct structured training sessions for Ministry officials, covering employees from the Assistant Section Officer (ASO) level to Director/Deputy Secretary ranks. This initiative marks a significant step in MoHUA's commitment to fostering a well-equipped and service-driven workforce, reinforcing the Ministry's role in national development.



CAPACITY BUILDING COMMISSION

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सत्यमेव जयते

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Government of India
Capacity Building Commission
22nd Floor, Jawahar Vyapar Bhawan,
Tolstoy Marg, New Delhi-110001

D.O. No 03-07/2024-CBC

Date: 04.12.2024

Dear Sir / Ma'am,

Greetings from the Capacity Building Commission (CBC)!

2. The Capacity Building Commission has initiated a Large Scale Jan Seva Program - 'Serving the Karmayogi Way' and in this regard, reference is drawn to Secretary, DoPT's letter dated October 15, 2024 (copy attached). This initiative is aligned with the Hon'ble Prime Minister's vision of "Jan Seva," aiming to instil "Seva-Bhav" among public servants across the country and requires support from all Ministries and Departments.

3. Under the program, in the first phase, CBC will train Master Trainers at the Director/ DS-level, from 93 Ministries/Departments headquartered in New Delhi, who in turn will train 100 other officers in their respective Ministries / Departments (in batches of 30 officers each).

4. As in response to Secretary, DoPT's letter, nominations from only 11 Ministries / Departments have been received so far (copy of list is attached), it is once again requested that at least one Director / DS-level officer be nominated from your Ministry / Department as Master Trainer (one per 100 employees in the Ministry/ Department) for a **three-day** intensive training program. The criteria for nominating the officers is as under:

i) The officer should possess strong communication skills and the ability to deliver training effectively.
ii) The officer should have a genuine interest in leading this initiative.
iii) The officer should have a thorough understanding of the Ministry/Department's functions.

5. The training will be held from 2nd - 18th January, 2025, in 5 batches of 30 officers each. (one batch -3 days). Detailed schedule in this regard will be shared shortly. Your support in nominating suitable candidates is crucial to ensure the success of this initiative.

6. Accordingly, nominations may kindly be furnished to CBC by 13.12.2024 at cbc-dopt@gov.in.

With regards,

Yours sincerely,

Encl: As above.

(S. P. Roy)

To,

CBU Heads of all Ministry / Department's of Govt. of India

सूचना का अधिकार

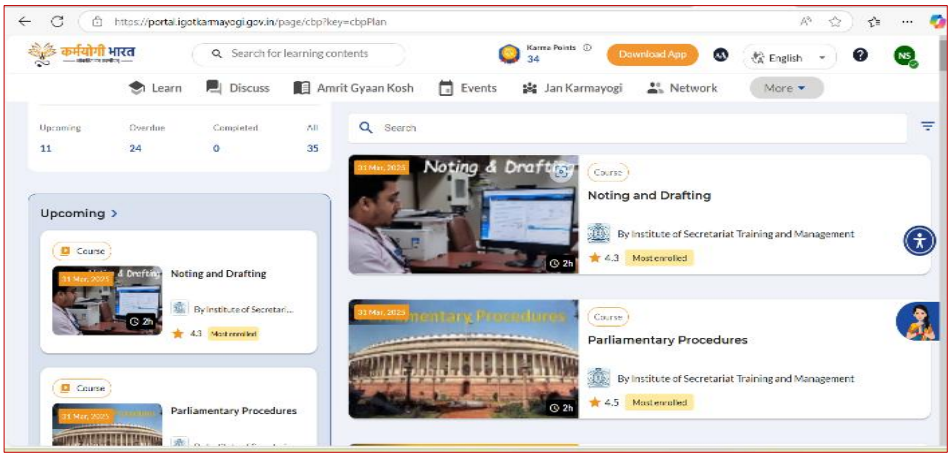
Picture 3: D.O. letter from CBC -Nomination for Master Trainer Training under Large Scale Jan Seva Program



Picture 4: Certified Master Trainers Officers from MoHUA under Mission Karmayogi

2.4. Implementation of Annual Capacity Building Plan

As part of the government's commitment to enhancing the skills and competencies of its workforce, the MOHUA has initiated the implementation of the Annual Capacity Building Plan (ACBP) in alignment with the National Program for Civil Services Capacity Building (NPCSCB) – Mission Karmayogi. A set of mandatory courses under the ACBP of MoHUA has been identified and made live for the first quarter (Jan-March 2025) on the iGOT platform. Now officers/officials of the ministry are being encouraged to complete these live courses by 31st March 2025, ensuring the capacity-building and skill-upgradation of the official. An OM dated 10th February 2025 has also been issued to directing the officers for the same.





Picture 5: ACBP courses live on i-GOT

2.5. Mission Karmayogi Consumption Reports analysis and Technical Support

The consumption report from iGOT has been analysed to track the learning progress on iGOT. In the month of January, MoHUA officials completed 204 courses on iGOT, dedicating a total of 453 learning hours to enhance their knowledge and expertise in priority areas of urban governance. These data-driven insights enable MoHUA to continuously improve its learning, capacity building efforts on iGOT.

The course consumption data of MoHUA officials on the iGOT platform is summarized as follows:

Month	Total Courses Completed	Total Learning hours
January 2025	204	453
February 2025	280	507

2.6. MoHUA Headquarters Officers/Officials profile update details

The profiles of **595** employees of the Ministry of Housing and Urban Affairs have been successfully updated in the iGOT system. Additionally, employee data of DoE and L&DO has also been updated. This update is part of MoHUA's ongoing efforts to enhance its workforce's skill development and learning through the Mission Karmayogi initiative. The updates were carried out using the available data from MoHUA, ensuring that the most accurate and up-to-date information was incorporated into the system. The data for 893 employees enrolled with the MDO of MoHUA has been successfully updated in the iGOT system. This includes:

- **595** employees from MoHUA,
- **226** employees from the Directorate of Estate (DoE), and
- **72** employees from the Land and Development Organisation (L&DO).

Note: The no. may vary based on the transfer and posting of the officials.

2.6.1. Technical Assistance for Course Consumption on iGOT

Providing technical guidance to ensure that ministry officials and staff can easily access and navigate the platform. Our team was also acting as help desk for providing assistant to the officers in their journey of learning and capacity building. It includes resolving technical challenges related to course consumption, buffering, or compatibility with different devices.

2.7. Conclusion

The efforts undertaken by PMC-IFU in January and February 2025 reflect MoHUA's commitment to fostering a knowledgeable, skilled, and service-oriented workforce under Mission Karmayogi. From the development and launch of the "Know Your Ministry" module to the successful training of Master Trainers under the Rashtriya Karmayogi Program, each initiative has been instrumental in enhancing capacity building and strengthening institutional knowledge. The structured implementation of the Annual Capacity Building Plan, analysis of iGOT learning consumption reports, and continuous technical support have further streamlined the Ministry's learning ecosystem.

3. Summary of work done in January- February 2025.

Table 1: Summary of work done in January & February 2025

Sl. No	Type of work	Name of the Division	Action points
1.	Mandatory Courses identified from ACBP to be consumed from iGOT platform by 31st March 2025 for ACBP Implementation. This directive is issued in accordance with the instructions from the DoPT vide letter No. T-28/62/2024-iGOT dated 8th August 2024 and vide letter No. T-28/98/2024-iGOT-Part (2) dated 18th December 2024**. (Annexure A: OM issued for Mandatory Courses to be consumed from iGOT-Mission Karmayogi Platform- ACBP Implementation)**	CBUD Division	Issued Office Memorandum mandating 11 identified courses under ACBP and make it live on iGOT-e learning platform under Mission Karmayogi. Encouraging Officers, Officials and employees of MoHUA to undertake identified ACBP courses by 31st March 2025.
2.	Consumption of Role Specific Online Courses from EdTech platforms- Coursera/Edx vide DoPT OM No-F.No. T-22012/8/2024-IST/IIPA dated 29th January 2025. Eligible officers shall be reimbursed up to a maximum of five courses and subject to an overall ceiling of Rs. 27,000 per officer per financial year (April- March). **(Annexure B: DoPT OM for Consumption of Role-specific online courses)**	CBUD Division	Issued Office Memorandum to circulate the information and instruction given by DoPT among officers/Officials /employees of the ministry to undertake 51 identified role specific courses from the EdTech platforms. Eligible officers shall be reimbursed up to a maximum of five courses and subject to an overall ceiling of Rs. 27,000 per officer per financial year (April- March).
3.	Rashtriya Karmayogi Large-Scale Jan Seva Programme, launched by the Capacity Building Commission (CBC). The master trainer officers trained under first phase of this programme will train 100 other officials of their respective Ministry/Department in batches of 30 to 35 (i.e. at least 3 batches per Master Trainer). This will be 1-Day Program for each batch. (D.O. dated 3rd February 2025 received from CBC, **(Annexure C: D.O. Letter from CBC to complete the Phase I of Large- Scale Jan Seva Program)**	CBUD Division	Coordination with Admin MoHUA for budget requirement, Formulation of Training Plan to train 100 officials of the Ministry and arrangements of other administrative and logistical requirements are in process.
4.	Reviewed and Identified top 14 Domain specific Courses from ACBP as per the directive issued from DoPT vide D.O. No. CEO/Karmayogi/2025/0201-2 dated 2nd January 2025 **(Annexure D: Domain specific courses from ACBP for Development)**.		Domain Specific Courses has been identified from ACBP for development and subject to approval from the competent authority.
5.	Know Your Ministry (KYM) Module Development.	IFU-PMC Mission Karmayogi	Beta Version of first module- Introduction and Overview of MoHUA developed. Story board of 4 major missions of MoHUA has been developed and subject to approval

			from the concerned departments/divisions of MoHUA. The other three modules of KYM are in progress.
6.	Technological support on iGOT.	IFU-PMC Mission Karmayogi	- Updating employee profiles on iGOT. - Resolving portal optimization issues. - Integrating CPWD designations on the iGOT. -Assisting officials to resolve the technical issues.
7.	Development of Mission Karmayogi Annual report (2023-2024) of MoHUA	IFU-PMC Mission Karmayogi	Hindi Translation of Mission Karmayogi Annual Report is in process. Mission Karmayogi Annual Report is proposed to be launched by Hon'ble Minister, Ministry of Housing & Urban Affairs & Secretary MoHUA in the upcoming month

4. Way forward for the Month of March 2025

1. The master trainer of the Ministry who were trained under first phase of Large - Scale Jan Seva programme will train 100 other officials in batches of 30 to 35 officials (3 batches per Master Trainer). Approximately 16 days training programme will be conducted aiming to train around 596 MoHUA Officers/Officials under this training Programme

2. Development of identified 10 domain specific courses from ACBP that aligns with priority areas of the ministry. The Subject Matter Experts (SME) will be required from the concerned departments of the Ministry to develop the top 10 domain specific courses. The SME from IFU-PMC will actively contribute to developing the domain specific identified courses as well.

3. Evaluation and monitoring of the performance of MDO using Key Performance Indicators (KPIs) & structured scoring system notified by DoPT vide OM No. T-28/98/2024-iGOT-Part (2) dated 18th December 2024.

4. Regular reviews and feedback on Know Your Ministry modules to maintain the quality and relevance and to complete it by March 2025.

5. Implementation of ACBP - Identification of the relevant courses from ACBP and make it live on iGOT for the three months encouraging officers/officials to undertake these courses.

6. Felicitation of Top Performers on iGOT by the Hon'ble Secretary, MoHUA in Senior Officers Meeting (SOM) is proposed. This recognition aims to acknowledge and encourage outstanding contributions made by officials of MoHUA in enhancing their skills and competencies through the iGOT – e learning platform.

7. Hindi Translation of Mission Karmayogi Annual Report is in process. Mission Karmayogi Annual Report is proposed to be launched by Hon'ble Minister, Ministry of Housing & Urban Affairs & Secretary MoHUA in the upcoming month.

5. Annexures

Annexure A: OM issued for Mandatory Courses to be consumed from iGOT-Mission Karmayogi Platform- ACBP Implementation

No. K-14012/101(3)/2023-Mission Karmayogi
Government of India
Ministry of Housing and Urban Affairs
(CBUD Division/ Mission Karmayogi)

Nirman Bhawan, New Delhi
Dated the10th February, 2025

OFFICE MEMORANDUM

Subject: Mandatory Courses to be consumed from iGOT- Mission Karmayogi Platform by 31st March 2025.

The undersigned is directed to refer to the communications received from the DoPT through OM No. T-28/98/2024-iGOT-Part(2) (Copy Enclosed) dated 18th December 2024 and No. T-28/62/2024-iGOTdated 8th August 2024 (Copy Enclosed) which emphasize the importance of encouraging Officers/Officials to undertake the Annual Capacity Building Plan (ACBP) courses available on the iGOT-Karmayogi platform.

2. As part of this initiative, a set of mandatory courses under the ACBP of MoHUA has been identified and made available on the iGOT platform. These courses are now liveupto 31st March, 2025 and can be accessed in the "My Space" section/tab on the homepage of each official's profile on the iGOT-Karmayogi platform. The list of identified courses is attached as **Annexure-A** for reference.

3. Therefore, all the officers/officials of MoHUA are requested to complete the identified live courses on the iGOT Platform by the stipulated timeline.

4. All the Nodal Officers/HoDs are also requested to ensure that Officers/Officials/Staff under their respective Department/Divisions/Missions complete the identified ACBP live courses by **31st March 2025**.

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

(Ram Rakha)
Under Secretary to the Government of India
Contact at: 011-23063630

To:

1. All the Officers/Officials of MoHUA through e-Office Notice Board/ MoHUA Website under Mission Karmayogi Tab.
2. All the AS/JS/FA/EA/OSD,MoHUA
3. Nodal officers/HoDof DoE, L&DO, NBO, CPWD, DoP.

Copy to:

1. PSO to Secretary, MoHUA.
2. Smt. Charu Upadhyay, Team Leader, PMC-IFU, Mission Karmayogi.

Annexure-A

Sl. No.	Name of the Course	Course Developer	Time Duration
1.	Noting & Drafting	Institute of Secretariat Training and Management	2 hr
2.	Parliamentary Procedures	Institute of Secretariat Training and Management	2hr
3.	Government E-Market place	Institute of Secretariat Training and Management	1 hr 9 min
4.	Right to Information Act-Part I	Institute of Secretariat Training and Management	55 min
5.	Right to Information Act-Part II	Institute of Secretariat Training and Management	1hr 22 min
6.	Formulation of Public Policies	Institute of Secretariat Training and Management	1 hr 15 mins.
7.	Speaking Effectively	By Harappa Education	5 hr 14 min
8.	Conflict Resolution & Negotiation	Department of Personnel and Training DoPT	1 hr 35 min
9.	Leave Rules	Institute of Secretariat Training and Management	55 min
10.	Travelling Allowance	By Institute of Secretariat Training and Management	55 min
11.	Public Procurement framework of GOI	Department of Expenditure	1hr 55 min

Annexure B: DoPT OM for Consumption of Role-specific online courses

F.No. T-22012/8/2024-IST/IIPA
Government of India
Department of Personnel and Training
Training Division

Block-4, Old JNU Campus,
New Mehrauli Road, New Delhi-67

Dated: January 29, 2025

OFFICE MEMORANDUM

Sub: Consumption of Role-specific online courses -reg.

Mission Karmayogi emphasizes a shift from rule-based to role-based approach to capacity building, with the aim to equip government employees with role-specific competencies. The iGoT platform now hosts more than 1700 courses curated by various CTIs/ATIs/eminent institutions. With the help of custom-tailored Annual Capacity Building plans, government employees are progressively utilizing the iGoT platform to acquire functional, behavioral and domain competencies that pertain to their current roles.

2. As iGoT continues to build a rich repository of diverse, domain-specific courses, in order to facilitate access to more intensive, Level 2 courses, for the year 2025-26, the Department of Personnel and Training (DoPT) has identified ***51 role-specific online courses (Annexure A)*** available on various EdTech platforms. These courses are self-paced, aligned with thematic domains relevant to the context of governance in India and mapped with corresponding domain, functional and behavioral competencies expected of civil servants working together in the pursuit of a Viksit Bharat. Along with the relevant thematic domain, each course is also mapped with specific public roles and will be useful in building next-level competencies relevant for the defined roles/domains, thus complementing the courses currently available on iGoT.

3. The listed online courses can be consumed directly on the respective platforms (by logging into the platform and enrolling for a chosen course on certificate track). Upon completion of the course, the officer will apply online for reimbursement of the course fee from DoPT. Reimbursement will be made on the basis of the course completion certificate and the receipt of fee payment (generated on the EdTech platform) furnished by the officer. The modalities of reimbursement will be detailed out in a separate circular.

4. It is emphasized that each course has been mapped to one of the 27 thematic domains and categorically tagged to specific roles in terms of domain/functional competencies targeted. It is necessary that an officer selects courses that are relevant to the domain and/or the role that she/he is discharging currently or has discharged at some point of time. Officers may also pursue courses whose subject matter had been covered as part of their respective academic qualifications.

5. Further, the course completion certificate as obtained on the relevant platform, the course hours and the competencies acquired by way of completing a given course shall be populated on iGoT against the account of the officer concerned viz. the ***course details including hours and competencies get updated on the Competency Passbook of the officer as maintained on iGoT, thus ensuring integration with iGoT.***

6. This reimbursement scheme shall be available to officers of All India Services with minimum 4 years of service (as on April 01, 2025), Group 'A' Central Civil Services (serving under Central Staffing Scheme only), Officers of Central Secretariat Service and Central Secretariat Stenographers Service (at or above the rank of Deputy Secretary/Sr. Principal Private Secretary). Eligible officers shall be reimbursed up to a **maximum of five courses** and **subject to an overall ceiling of Rs. 27,000 per officer per financial year (April – March)**.

7. While eligible officers are encouraged to avail the facility with immediate effect, the reimbursement requests shall be entertained with effect from April 01, 2025. Courses if any consumed after the date of issue of this OM and up till March 31, 2026 shall be counted against the quota limit viz., number of courses, reimbursement amount for the financial year 2025-26.

8. All Ministries/Departments of the Government of India and State Governments/Union Territories are requested to give wide publicity of the above facility among the eligible officers working under its ambit.

This is issued with the approval of the Competent Authority.

Encl: As above

(Vijay S)
Deputy Secretary to Government of India
Tel. No. 011-26706381

To,

- The Secretaries of Ministries/Departments of the Government of India (as per list enclosed).

- The Chief Secretaries to all State Governments/Union Territories (as per list enclosed).

- All Cadre Controlling Authorities of Government of India (as per list enclosed).

Annexure C: D.O. Letter from CBC to complete the Phase I of Large- Scale Jan Seva Program

डॉ. आर. बालासुब्रमण्यम
सदस्य (मानव संसाधन)
Dr. R. Balasubramaniam
Member (Human Resources)
Phone : 011-23701108
E-mail : memberhr-cbc@gov.in

सत्यमेव जयते

भारत सरकार
क्षमता विकास आयोग
20वां तल, जवाहर व्यापार भवन,
टालस्टाय मार्ग, नई दिल्ली-110001
Government of India
Capacity Building Commission
20th Floor, Jawahar Vyapar Bhawan
Tolstoy Marg, New Delhi-110001

D.O. No.07/ Member HR/CBC/2025 Dated 03 Feb,2025

Dear Srinivas ji,

The Capacity Building Commission (CBC) has successfully conducted the Rashtriya Karmayogi Large Scale Jan Seva Program training for Master Trainers from 6th to 18th January 2025. Under this large-scale behavioural training program for Central Government employees, 215 officers were trained as Master Trainers from 80 Ministries and Departments of Central Government.

The program was graced by Shri M Jagadesh Kumar, Chairperson (University Grants Commission), Shri Atul Kumar Tiwari, Secretary (Ministry of Skill Development and Entrepreneurship), who shared their vision for the program and emphasized the importance of Seva Bhaav in government service. Dr. Anju Rathi Rana, Additional Secretary (Department of Legal Affairs) also attended the program and shared her experiences, highlighting the program's impact. The training has garnered keen interest from participants.

Under this program, a participant having undergone the training and being certified as a Master Trainer is tasked with training at least 100 officers in their respective Ministries/Departments in batches of 30 to 35 officials. It is our privilege to share that Master trainers from the Department of Higher Education have already completed training 186 officers in six batches.

In this regard it is observed that only 4 officers from the Ministry of Housing and Urban Affairs attended the training out of the following nominated officers:

Sr. No.	Name of Nominated Officer	Designation	Status
1	Shri Arvind Kumar Shrivastwa	Director	Attended
2	Shri Sunil Kumar Singh	Director	Not Attended
3	Shri Gurjeet Singh Dhillon	Director	Attended
4	Ms Manasi Sahay Thakur	Director	Not Attended

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...2/-

5	Ms Anita Meena	Director	Attended
6	Sunil Kumar Yadav	Director	Attended
7	Shri JS Mehan	Director	Not Attended

As the objective of phase 1 of the program is to train all Directors, DS, US, SO, ASO, and MTS level officers/officials in each of the Ministry/Department, given the attendance from MoHUA, it might be challenging to achieve the desired outreach in MoHUA. Accordingly in line with CBC's objective to complete the Phase 1 of the program by 31st March 2025, the Commission has desired the following inputs in order to strategise completion of the program by 31.03.25.

A. **Training Plan:** Action plan to train all its officers (from Director to MTS level) in the Ministry may kindly be indicated

B. **Additional Nominations:** As the number of Master Trainers should correspond to the workforce strength of the Ministry, it may also be indicated if there is a requirement of any additional officials to be trained to train the entire staff at MoHUA.

Accordingly, it is requested that the above inputs be furnished to CBC by 06.02.2025 at cbc-dopt@gov.in.

Warm regards,

Yours sincerely,

(R Balasubramaniam)

Shri Srinivas Katikithala
Secretary
Ministry of Housing and Urban Affairs

Annexure D: Domain specific courses from ACBP for Development

वी. ललितालक्ष्मी, आई.ए.एस
मुख्य कार्यकारी अधिकारी
V. Lalithalakshmi, I.A.S.
Chief Executive Officer

कर्मयोगी भारत

कर्मयोगी भारत
कार्मिक और प्रशिक्षण विभाग
(भारत सरकार)
KARMAYOGI BHARAT
Department of Personnel & Training
(Government of India)

DO No. CEO/Karmayogi/2025/6201-2 **2nd January 2025**

Dear Sir,

As you know, Karmayogi Bharat is implementing the iGOT Karmayogi Platform to ensure that all government servants acquire competency-based skills and capabilities. To further our efforts in enhancing capacity-building and skill development for government employees, it is crucial to include relevant and targeted training content tailored to various sectors and domains.

2. In order to ensure personalised and role-based capacity building, Karmayogi Bharat is currently empanelling digital content development agencies to create domain specific courses as identified in the CBP (capacity building plan) of your Department and get them featured on "MyiGOT-personalised training plan" section of the platform.

3. To ensure seamless alignment of these courses with departmental goals, we request you to review the list of domain courses recommended in the CBP or any other domain courses that align with your Ministry/Department's priority areas. Please identify the top 10 courses of critical importance and for which necessary content/material support is readily available. This selection will streamline the development process and ensure that the courses are aligned with departmental objectives, enabling personalized, role-based learning for officials. While Karmayogi Bharat will cover the cost of content creation, we will require course content and SME support from the Department.

4. Please provide the details in the format as in Annexure by **January 15, 2025**, so we can include the course details in the scope of work for Digital Content Agencies.

5. For any further details or queries please reach out to my colleague Ms. Soumi Banerjee, GM – Strategic Alliance and Partnership (Email ID: soumi.banerjee@karmayogi.in; Mobile: 9811411268) and Muddukrishna AS (email ID: muddukrishnaas.kb@karmayogi.in).

Yours sincerely

(V. Lalithalakshmi)

Shri Rahul Kapoor
Joint Secretary
Ministry of Housing and Urban Affairs
rahul.kapoor@gov.in

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