

In association with



National Institute of Urban Affairs



## MINISTRY OF HOUSING AND URBAN AFFAIRS

Internal FRACing Unit – Mission Karmayogi

BIMONTHLY PROGRESS REPORT

July-August 2023



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 LLP

Reporting Period : 01<sup>st</sup> July – 31<sup>st</sup> August 2023



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## List of abbreviations

ACBP	Annual Capacity Building Plan
AMRUT	Atal Mission for Urban Rejuvenation and Transformation
BMTPC	Building Materials & Training Promotion Council
CBC	Capacity Building Commission
DAY – NULM	Deen Dayal Antyodaya Yojana - National Urban Livelihood Mission
DoE	Directorate of Estates
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
L&DO	Land & Development Organization
LSG	Local Self Government
MDO	Ministries, Departments and Organizations
NIUA	National Institute of Urban Affairs
NTP	National Training Policy
NPCSCB	National Programme for Civil Services Capacity Building
NULP	National Urban Learning Platform
PMAY – HFA	Pradhan Mantri Awas Yojana (Urban) – Housing for All (U)
RCUES	Regional Centre for Urban & Environmental Studies
SBM	Swachh Bharat Mission
SMC	Smart Cities Mission
TNA	Training Need Assessment
UD	Urban Development
ULB	Urban Local Body
UT	Urban Transport



## 1. Mission Karmayogi

### 1.1 Introduction

Government personnel administration systems 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 many 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 02 September 2020, aims to promote citizen-centric governance through a robust digital ecosystem in India. Guided by eight principles, Mission Karmayogi facilitate 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 many 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 possible. 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.





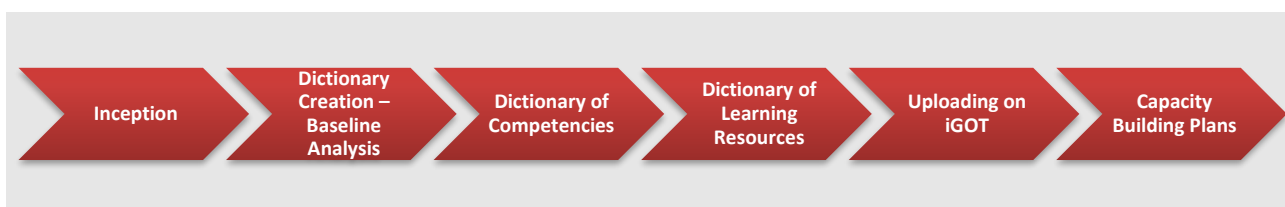
It provides resources across five hubs accessible to every government official. The roles, Activities and Competencies (FRAC) framework is one of the strongest pillars of the Mission Karmayogi.

#### 1.4 About FRACing:

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 follows:



The Internal FRACing Unit (IFU) has appointed the Project management Consultant (PMC) to support in visualizing and executing iGOT's FRACing process on priority with five major divisions named Smart Cities Mission, Swachh Bharat Mission (Urban), AMRUT, Housing for All and National Urban Livelihood Mission (NULM). Further, IFU-PMC will cover all other divisions in MoHUA for which an OM and D.O. letter has been issued.

#### 1.6 Scope of the project

1. "Defining the positions, roles, and activities of MoHUA officials based on formulating the Framework of Role, Activities, and Competencies (FRACing process) as per Mission Karmayogi."
2. "Development of Dictionary to define the Role and Activities and its inter-relationships."
3. "Documenting FRAC and its linkages to the competencies. Identifying Domain, Behavioural, and Functional Competencies."
4. "Creating a competency dictionary to define the competencies and their levels and establish connections with positions."
5. "Preparing the Annual Capacity Building Plan (ACBP)/Training Plan for the Ministry that encompasses the competencies required for each role and position, competency gaps between divisions and positions, and a training plan to address these gaps."
6. "Providing support to officials in identifying competency gaps, suggesting and assisting with group learning opportunities and short-term professional courses aimed at reducing competency gaps, and utilizing the iGOT platform."
7. "Developing the curriculum and pedagogical framework for the Ministry, curating and creating courses for divisions/missions, and uploading them on the iGOT platform. Additionally, assisting divisions/missions to develop the induction courses."

8. "Assisting in Drafting a formal Training Policy for the Ministry for institutionalizing and implementing training plans."
9. "Creating platforms such as Competency Hubs, Learning Hubs, Career Hubs, Discussion Hubs, and Network Hubs on i-GOT."
10. "Establishing a framework for monitoring and evaluating the Annual Capacity Building Plan (ACBP). Supporting the Ministry in formulating the Capacity Building Unit (CBU) to monitor and evaluate the ACBP."
11. "Exploring global best practices such as the UN Competency Framework (2020), the OECD Competency Framework (2014), the IAEA Competency Framework, and the UK Civil Service Competency Framework (2012) and adapting them to the context of MoHUA."



## 2. Work Completed during July and August 2023

PMC's work during the months of July and August at MoHUA progressed with the process of nominating the officials for the Capacity Building Unit (CBU) of the Ministry/Division and aligning the content available with Missions with iGOT Karmayogi platform's requirements. Along with this, the previous tasks of registration on the iGOT Karmayogi platform were continued for the remaining officials.

The following sections detail the exercises attempted and completed in the Ministry during July – August 2023. Office Memorandum (OM) and Demi Officials (DO) to carry out FRACing exercise in all divisions and attached offices of MoHUA was circulated, and subsequently, regarding the same, a copy of OM is in **Annexure A** and DO in **Annexure B** for reference.

The FRACing exercise of the six divisions AMRUT, SBM, PMAY-HFA, NULM, Smart Cities, and Urban Transport has been completed. FRACING exercise for all other divisions is under process. The IFU team is working on developing the following to execute the FRACing exercise in the rest of the divisions.

- Organization chart of the divisions,
- Work allocation sheet,
- The filled FRACing template: **The FRACing exercise will be carried out with all division directors/ DS (Deputy Secretary) positions and one sample at all positions in a division.** As major allocation of works is done at director/ DS levels or in some case (Under Secretary) US levels.

### 2.1. Interpersonal Meetings conducted during July-August 2023

A series of interpersonal meetings with officials of various missions/ divisions of MoHUA were conducted to support and fill up the self-assessment FRACing template by the officials, continuous follow up of the progress and understanding of their activities related to the Mission for the FRACing exercise.

#### 2.1.1. Interpersonal meetings with officials of various divisions at MoHUA in July 2023.

Discussion on FRACing templates and a list of training institutes that can provide the courses identified through the filled FRAC template of listed divisions/ missions were conducted personally with the officials. The series of interpersonal meetings with all the officials of various Mission/ Division/ organizations that took place during the month of July 2023 are as follows:

Table 1: List of interpersonal meetings with the officials of various missions/Divisions/organizations.

Sl. No.	Name of the Mission/ Division/ attached Institutes	Name and designation of the officials	Purpose
1	Delhi Division	Mr. P. C. Dhasmana, Dir	To discuss hierarchy chart and to discuss ACBP.
2	AMRUT	Mr. Raj Kumar, Dir	To follow up regarding conducting the Karmayogi Yogshala session

3	AMRUT	Ms. D. Thara, AS	To discuss ACBP and list of institutes to connect for course development.
4	HSMI	Mr. M. Nagraju, Dir	Follow up with the training institutes to get the information pertaining to existing capacity-building ecosystem.
5	BMPTC	Dr. Shailesh Kr. Agarwal, ED	
6	DMRA	Mr. R L Gupta, Dean	
7	RCUES, Lucknow	Mr. Tushar	
8	RCUES, Mumbai	Mr. V. V. Lad, AD	
9	RCUES, Hyderabad	Mr. Kumar	
10	CUS, IIPA	Mr. K K Pandey	
11	National CPWD Academy	Mr. Ujjwal Mitra, Head.	
12	SBM	Mr. Binay Kumar Jha, Director	To give the status of Mission Karmayogi in SBM and follow up on OM regarding the nomination of officials for CBP Unit.
13	SBM	Ms. Madu Rani Teotia, Director	To give the status of Mission Karmayogi. To discuss the Workshop on Source Segregation for all the Divisions in MoHUA to improve the existing situation of the waste management system in the Ministry.
14	SBM	Mr. Pappu Singh, Under Secretary.	To follow up regarding the OM to be issued for the creation of the CBP (Capacity Building Product) Unit in SBM.
15	NULM & PM SVANidhi	Mr. Rahul Kapoor, JS	To give the status of Mission Karmayogi. To discuss Mission Karmayogi's Newsletter.
16	SCM	Ms. Parveen Kumari, US	To follow up regarding conducting the Karmayogi Yogshala session Creation of generic email ids for the CBP unit of SCM
17	Housing-I	Mr. Jogiani, US	To follow up regarding conducting the Karmayogi Yogshala session Creation of generic email ids for the CBP unit of Housing-I
18	DoE	Mr. Pinaki Banerjee	To discuss conducting a Karmayogi Yogshala session Creation of generic email ids for the CBP unit for DoE
19	DoP	Mr. Sanjay Singh, Joint Director	To discuss conducting a Karmayogi Yogshala session

### 2.1.2. Interpersonal meetings with officials of various divisions at MoHUA in August 2023.

Discussion on FRACing templates and a list of training institutes that can provide the courses identified through the filled FRAC template of listed divisions/ missions were conducted personally with the officials. The series of interpersonal meetings with all the officials of various Mission/ Division/ organizations that took place during the month of August 2023 are as follows:

Table 2: List of interpersonal meetings with the officials of various missions/Divisions/organizations.

Sl. No.	Name of the Mission/Division/ Attached Institutes	Name and designation of the officials	Purpose
1.	SCM	Mr. Kunal Kumar, JS	To seek time for yoga session
2.	NULM & PM SVANidhi	Mr. Rahul Kapoor, JS	To give the status of Mission Karmayogi. To discuss Mission Karmayogi's Newsletter.
3.	Delhi Division	Mr. P. C. Dhasmana, Dir	To discuss hierarchy chart and to discuss ACBP.
4.	L&DO	Mr. Dinesh Kumar Lakhumna, Deputy Director	To give the status of Mission Karmayogi in L&Do and follow up on OM regarding the nomination of officials for CBP Unit.
5.	Housing-I	Mr. Shailesh Jogiyani, US	To discuss wat forward for FRACing Template of Mr. Dinesh Kapila, EA and roles of CBP Unit-Housing-I.
6.	Urban Transport	Mr. Sunil Kumar, Deputy Secretary	To give the status of Mission Karmayogi in UT and follow up on OM regarding the nomination of officials for CBP Unit.
7.	SBM	Mr. Pappu Singh, Under Secretary	To follow up regarding the OM to be issued for the creation of the CBP (Capacity Building Product) Unit in SBM.
8.	DoP	Mr. Sanjay Singh, Joint Director	To discuss conducting a Karmayogi Yogshala session.

A meeting was held with Deputy Secretary Admin, Sh. N. K. Joshi for conducting FDG to inform Admin Division staff about Mission Karmayogi and the registration process for onboarding on the iGOT Platform.

Picture 1: Meeting with Deputy Secretary, Admin for organizing FDG.



Follow-up meetings were also conducted in the Housing-I division to conclude the self-assessment exercise and next steps for the newly formed Capacity Building Product (CBP) Unit. It was decided that topics, knowledge material and resource persons would be identified for the development of an induction module for the Division.

*Picture 2: Meeting with Under Secretary, Housing-I*



The creation of the CBP Unit in SBM is under process, and various meetings have been conducted between Mission Officials and the IFU team. The next stage of the task incorporates identifying knowledge material for Induction courses for the Missions.

*Picture 3: Meeting with Under Secretary, SBM*



The IFU team carried out various interpersonal meetings to organize Karmayogi's Yogshala in different Divisions of the Ministry.

*Picture 4: Interpersonal meetings with Housing-I for organizing Yogshala session*





*Picture 5: Interpersonal meetings with Urban Transport for organizing Yogshala sessions*



*Picture 6: Interpersonal meetings with Urban Development Desk for organizing Yogshala session*



*Picture 7: Interpersonal meetings with Vigilance for organizing Yogshala session*



IFU team worked in tandem with Karmayogi Bharat to resolve grievances faced by MoHUA officials in upgrading their skills through completing courses on the iGOT platform and attaining certificates. Visits were made to various Divisions like NULM, SBM, PM SVANidhi, SCM, and Delhi Divisions.

Picture 8: Interpersonal meetings for iGOT-related grievances resolution



## 2.2. Focused Group Discussions (FGDs)/Site visits/ workshops conducted during July-August 2023.

In continuation to the series of meetings initiated by CBC in October 2022 for preparing the Ministry's ACBP (Annual Capacity Building Plan), various consultations and FGDs were conducted in MoHUA in July, and August 2023.

### 2.2.1. Focused Group Discussion /Site visits /Workshop held during July.

The following sections detail the FGDs and workshop conducted and attended in the month of July:

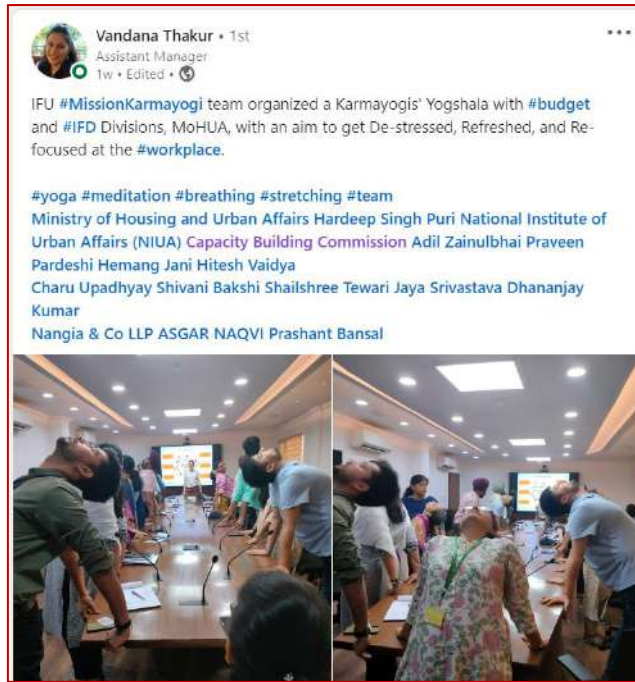
#### 2.2.1.1. "Karmayogi's Yogshala" on 3 July 2023 for the IFD and Budget Division officials.

The PMC-IFU (Internal Facing Unit) of Mission Karmayogi in MoHUA has organized a "Karmayogi's Yogshala" on 03 July 2023 for the officials of IFD (Integrated Finance Division) and Budget Division of the Ministry of Housing and Urban Affairs.

*Picture 9: Glimpse of "Karmayogi's Yogshala" organized on 03 July 2023 for the IFD and Budget Division of MoHUA officials*



Picture 10: Social Media Coverage: LinkedIn



### 2.2.1.2. "Karmayogi's Yogshala" on 6 July 2023 for the officials of AMRUT Division

The PMC-IFU (Internal Facing Unit) of Mission Karmayogi in MoHUA has organized a "Karmayogi's Yogshala" on 06 July 2023 for the officials of AMRUT Division of the Ministry of Housing and Urban Affairs.

Picture 11: Glimpse of "Karmayogi's Yogshala" organized 06 July 2023 for the officials of AMRUT Division



### 2.2.1.3. The Review Meeting was held on 11 July 2023 with eight training Institutes under the administrative control of the Ministry of Housing and Urban Affairs (MoHUA) under the chairmanship of the Hon'ble Minister, MoHUA.

The Review Meeting was held on 11 July 2023 with Eight Training Institutes under the administrative control of the Ministry of Housing and Urban Affairs (MoHUA) under the chairmanship of the Hon'ble Minister, MoHUA. The objective of the meeting was to understand the current capacity of all eight institutes and strengthen them so that the institutes can



develop in-house capacity and create an ecosystem for training Government officials. The officials from the following Training Institutes were present during the meeting.

- 1) Delhi Metro Rail Academy (DMRA)
- 2) National CPWD Academy (NCA).
- 3) Housing and Settlement Management Institute (HSMI)
- 4) Building Material & Training Promotion Council (BMTPC)
- 5) Centre for Urban Studies (CUS, IIPA)
- 6) Regional Centre for Urban and Environment Studies (RCUES) Lucknow
- 7) Regional Centre for Urban and Environment Studies (RCUES) Mumbai (within AIILSG)
- 8) Regional Centre for Urban and Environment Studies (RCUES) Hyderabad

During the meeting, the presentation was made by the JS-NULM illuminating the background of the initiative and introducing the Institutes to the attendees. Detailed discussion with the Institutes was held spelling the way forward to attain accreditation from the CBC and the journey of self-sustainability. A copy of the presentation is attached in **Annexure D** for reference.

*Picture 12: Glimpse of the Review Meeting held on 11 July 2023 with training Institutes under the chairmanship of Hon'ble Minister, MoHUA.*



*Picture 13: Social Media Post: LinkedIn*



#### 2.2.1.4. A meeting was held on 18 July 2023 with the CBU (Capacity Building Unit) in MoHUA.

Capacity Building Unit (CBU), a Nodal Unit, has been formed in MoHUA for all the necessary action regarding Capacity Building. The Capacity Building Unit (CBU) at MoHUA is comprised of the following officials. A copy of the OM is placed in **Annexure E**.

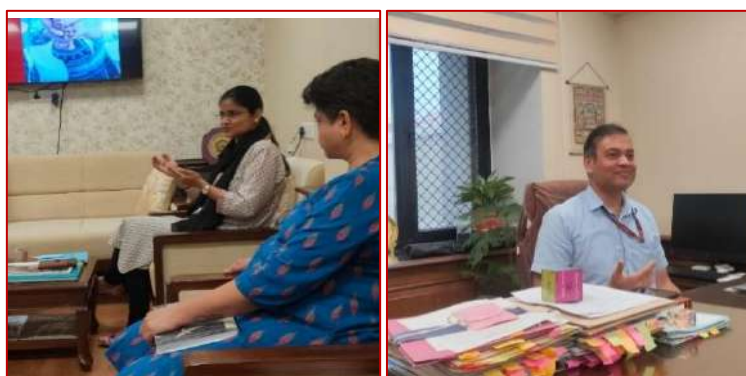
- Shri. Rahul Kapoor, Joint Secretary, NULM- Chairman.
- Dr. Madhu Rani Teotia, Director, NULM- Member Secretary.
- Shri. Binay Kumar Jha, Director, SBM-- Member.
- Shri. R K Gautam, Director, HFA-- Member.
- Shri. Suvasish Das, Director, L&DO-- Member.
- Shri. N K Joshi, Deputy Secretary, Admin - Member.

The mandate of the CBU broadly consists of the following activities and follow-up actions:

- Monitoring the progress of the task performed by the PMC-Internal Fracing Unit (IFU) under Mission Karmayogi.
- Assessment of competencies required through mapping roles at each level, as submitted by PMC-IFU.
- Conduct a department-wise HR Auditing with the PMC-Internal Fracing Unit of Mission Karmayogi and CBC to map existing competency gaps.
- Co-create, update & implement the Annual Capacity Building Plan (ACBP) for the Department in collaboration with IFU (Internal Fracing Unit) of Mission Karmayogi and Capacity Building Commission.
- Monitor and report the implementation progress of ACBP.
- Facilitation of training & non-training interventions for organizational capacity building in partnership with experts.

Subsequently, the first meeting was held on 18 July 2023 under the chairmanship of Joint Secretary (JS), NULM, MoHUA, with the members and representatives of CBU to discuss the status of Mission Karmayogi and the next course of action. A copy of the meeting notice, proceedings and PPT is placed in **Annexure F, Annexure G and Annexure H**.

Picture 14: Caption: Glimpse of the meeting held with CBU (Capacity Building Unit) of MoHUA





### 2.2.1.5. National Workshop on Effective Capacity Building for Citywide Sanitation on 21 July 2023.

The Government of India has launched various missions and schemes for urban sector development focusing on water and sanitation, solid waste management, socio-economic development, etc. They are strengthened through the capacity building of Urban Local Bodies (ULBs) to address urban issues and challenges, improve urban service delivery, and unlock opportunities.

In line with this, on 21 July 2023, NIUA organized a National Workshop on Effective Capacity Building for Citywide Sanitation. The purpose of the National workshop was to facilitate bridging the gaps of policy-to-action for enabling effective capacity-building initiatives under various National missions and programmes.

Members of Mission Karmayogi's PMC-IFU (Internal Facing Unit) attended the National Workshop on Effective Capacity Building for Citywide Sanitation on 21 July 2023, where Shri. Rahul Kapoor, Joint Secretary, NULM, MoHUA, and Smt. Roopa Mishra, Joint Secretary, SBM, MoHUA, was invited to give a special address and discuss the way Forward. A copy of the brief note is placed in **Annexure I**.

*Picture 15: Glimpse of the National Workshop on Effective Capacity Building for Citywide Sanitation attended by IFU (Internal FRACing Unit) of Mission Karmayogi, MoHUA.*







### 2.2.1.6. "Karmayogi's Yogshala" on 27 July 2023 for the DoP (Directorate of Printing) Division officials

The PMC-IFU (Internal Facing Unit) of Mission Karmayogi in MoHUA has organized a "Karmayogi's Yogshala" on 27 July 2023 for the officials of DoP (Directorate of Printing) Division of the Ministry of Housing and Urban Affairs.

*Picture 16: Glimpse of "Karmayogi's Yogshala" organized on 27 July 2023 for the officials of the DoP Division of MoHUA*



### 2.2.1.7. "Karmayogi's Yogshala" on 28 July 2023 for the officials of the SBM Division.

The PMC-IFU (Internal Facing Unit) of Mission Karmayogi in MoHUA has organized a "Karmayogi's Yogshala" on 28 July 2023 for the officials of the SBM Division of the Ministry of Housing and Urban Affairs.

Picture 17: Glimpse of "Karmayogi's Yogshala" organized on 28 July 2023 for the officials of SBM Division of MoHUA.



## 2.2.2. Focused Group Discussion/ Site visits / Workshop held during August

The following sections detail the FGDs and workshop conducted and attended in the month of August:

### 2.2.2.1. Karmayogi's Yogshala for the Vigilance Section

The PMC-IFU (Internal FRACing Unit) of Mission Karmayogi in MoHUA has organized a "Karmayogi's Yogshala" on 03 August 2023 for the officials of the Vigilance Section of the Ministry of Housing and Urban Affairs.

Picture 18: Karmayogi's Yogshala organized for the Vigilance Section



### 2.2.2.2. Karmayogi's Yogshala for the officials of Urban Transport Division

The PMC-IFU (Internal FRACing Unit) of Mission Karmayogi in MoHUA has organized a "Karmayogi's Yogshala" on 09 August 2023 for the officials of the Urban Transport Division of the Ministry of Housing and Urban Affairs.

Picture 19: "Karmayogi's Yogshala" organized for the officials of Urban Transport Division



### 2.2.2.3. Karmayogi's Yogshala for the Admin Division officials

The PMC-IFU (Internal FRACing Unit) of Mission Karmayogi in MoHUA has organized a "Karmayogi's Yogshala" on 11 August 2023 for the officials of the Admin Division of the Ministry of Housing and Urban Affairs.

Picture 20: "Karmayogi's Yogshala" organized for the officials of the Admin Division





#### 2.2.2.4. Karmayogi's Yogshala for the officials of the Housing-I and Economic Divisions

The PMC-IFU (Internal FRACing Unit) of Mission Karmayogi in MoHUA has organized a "Karmayogi's Yogshala" on 11 August 2023 for the officials of the Admin Division of the Ministry of Housing and Urban Affairs.

Picture 21: "Karmayogi's Yogshala" organized for the officials of Housing-I and Economic Divisions of MoHUA



#### 2.2.2.5. Karmayogi's Yogshala for the officials of the Delhi, Urban Development Desk, and Local Self Government Divisions

The PMC-IFU (Internal FRACing Unit) of Mission Karmayogi in MoHUA has organized a "Karmayogi's Yogshala" on 11 August 2023 for the officials of the Admin Division of the Ministry of Housing and Urban Affairs.

Picture 22: "Karmayogi's Yogshala" organized for the officials of Delhi, Urban Development Desk, and Local Self Government Divisions of MoHUA



### 2.3. Preparation of draft Annual Capacity Building Plan.

FRACing exercise was carried out in different divisions to prepare the Annual Capacity Building Plan (ACBP) of MoHUA by the Capacity Building Commission. PMU-IFU have been meeting Director or equivalent or above level officers to discuss the FRAC template and cull out the key domain competencies to draft the preliminary ACBP (Annual Capacity Building Plan) and share it with Capacity Building Commission post validation with the respective Mission/ Divisions JS level officer, few were updated, and details are attached in annexure E. A draft ACBP (mentioning the list of competencies identified in various divisions/ missions of MoHUA) was proposed by the CBC, which was reviewed, and details regarding the gaps identified was shared. The detail of the status is as follows:

Table 3: The status of the validation exercise of ACBP at JS level officer.

Sl. No	Name of the Mission/Division	Draft ACBP (Prepared)	Validation at AS/ JS level officer
1	Fifteenth Finance Commission	Yes	Yes
2	Central Vista	Yes	Yes
3	PMAY	Yes	-
4	Delhi Division	Yes	-

*\*Draft updated Annual Course/Training Plan has been shared with CBC.*

### 2.4. Formation of Capacity Building Product Unit

Vide OM No. T-16017/48/2021-iGOT-II, dated 24 November 2021 from DoPT, OM No. T-16017/21/2020-iGOT (pt. 6), dated 28 March 2022 from DoPT and D.O. Letter No: 01/01/2019-eHRMS dated 27 January 2022, it was requested to nominate the division officers for CBP (Capacity Building Product) Unit to create content under Mission Karmayogi intended for iGOT platform. A copy of OMs is placed in **Annexure J**. The brief description of various roles is as follows:

- **Content Publisher (CP)**- Final approving authority for content to be Published by the organization on the platform.
- **Content Reviewer (CR)**- Review the course uploaded and provide feedback to the creator if any modifications are required.
- **Content Creator (CC)**-Create or upload a course on the platform.

The following divisions have created CBP Units in MoHUA, and the remaining are in progress. SBM,

- SCM,
- Housing-I,
- Admin,
- NULM,
- Urban Transport,
- AMRUT

## 2.5. Statistics of FRACing templates received and registration status (iGOT Platform)

### 2.5.1. FRACing exercise status

The self-assessment exercise, i.e., FRACing at MoHUA, till date, **172 officials** have completed the process. The remaining officials are periodically reminded about the exercise through interpersonal meetings. The following table goes into more detail.

*Table 4: Status of FRACing exercise and Validation of derived Competencies with Director or above level officer*

Name of the Mission/Division	Total number of Officials	FRACing Completed	Validation of Competencies derived from FRACing exercise
AMRUT	16	16	Yes
SBM	15	9	Yes
SCM	13	10	Yes
NULM	11	10	Yes
PMAY/HFA	25	22	-
Budget	7	6	-
IFD	7	6	-
LSG	5	5	-
UD	4		-
DoE*	105	16	-
Housing-I	8	8	-
PM SVANidhi	11	9	Yes
L&DO*	40	6	-
CPHEEO	12	12	-
Urban Transport	26	17	Yes
DoP (PSP)*	40	18	-
Central Vista	8	1	-
Delhi Division	13	1	-

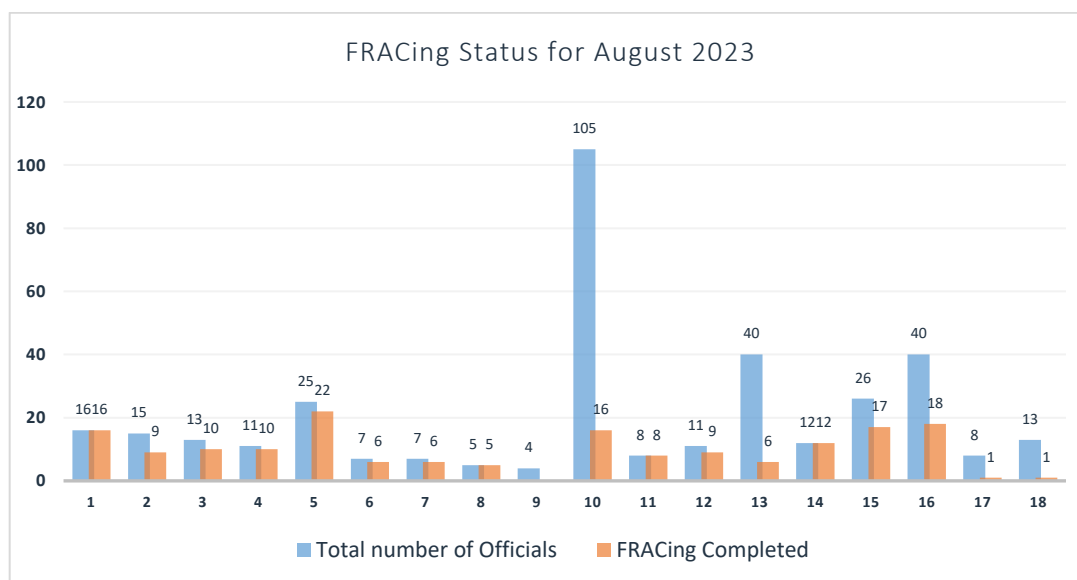


<b>Grand Total</b>	<b>366</b>	<b>172</b>	<b>6</b>
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Note: Count may vary due to administrative changes in the Division.

\* Considered 30 as a sample size.

Figure 1: Filled FRACing templates received until August 2023



Out of 366 officials from the following missions/divisions (AMRUT, SBM, SCM, NULM, HFA-PMAY, UT, Budget, IFD, LSG/UD, DoE, Housing -I, PM SVANidhi, DoP, Delhi Division), a total of 172 sample FRAC templates has been received.

Note: The number of officials may vary because of administrative changes.

## 2.5.2. iGOT Registration Status

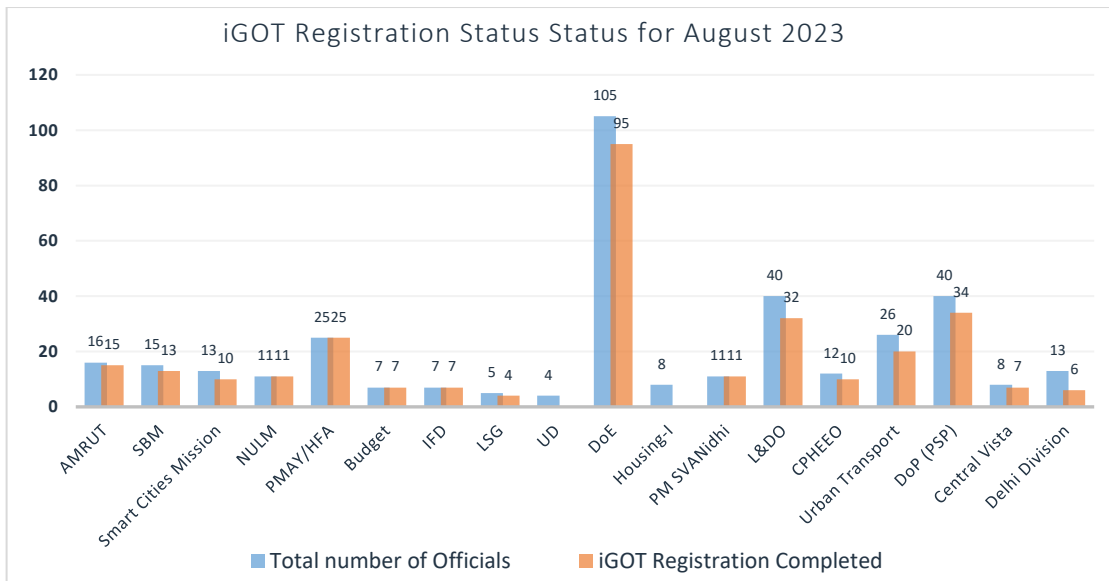
At MoHUA, the iGOT registration process is still ongoing, and **307 officials** have finished it. Through interpersonal encounters, the remaining authorities are periodically reminded about the activity. The division-by-division progress is shown in the following graph for inspection.

Table 5: iGOT Registration Status in Ministry for August 2023

Name of the Mission/Division	Total number of Officials	iGOT Registration Completed
AMRUT	16	15
SBM	15	13
Smart Cities Mission	13	10
NULM	11	11
PMAY/HFA	25	25
Budget	7	7
IFD	7	7

LSG	5	4
UD	4	
DoE	105	95
Housing-I	8	
PM SVANidhi	11	11
L&DO	40	32
CPHEEO	12	10
Urban Transport	26	20
DoP (PSP)	40	34
Central Vista	8	7
Delhi Division	13	6
<b>Grand Total</b>	<b>366</b>	<b>307</b>

Figure 2: Details of iGOT registration till August 2023



Out of **366 officials** from the following missions/division (AMRUT, Budget, IFD, NULM, PMAY/HFA, SBM, CPHEEO, PM-SVANidhi, LSG, SCM, UrbanTransport, DoE, L&DO, UD, Central Vista, DoP, Delhi Division) total 302 officials registered.

Note: The number of officials may vary because of administrative changes.

### 3. Summary of work done in July, and August 2023

#### 3.1. July 2023

Table 6: Summary of work done in July 2023.

Sl. No	Type of work	Name of the Mission/ Division/organization	Status	Remark
1	Interpersonal meetings with the Mission officer on the filling and submission of FRACing template.	MoHUA	On-going	Meetings have been carried out for follow-up regarding the FRAC template of remaining officials/ getting dates for FGDs/ briefing about the FRAC template/ discussing draft ACBP with the following divisions and organizations: Administration Division, L&DO, CPHEEO, Housing Div-I, Parliament Section, IFD, PM SVANidhi, Urban Development Desk, Coordination & PG Section, Vigilance, Printing and Publication, Economic, Works, Delhi, Central Vista, and DoE.
2	Preparation of Training Plan.	SBM, UT, Administration Division, L&DO, CPHEEO Housing Div-I, LSG, NULM, Parliament Section, IFD, SCM, PM SVANIDHI, Urban Development Desk, Coordination & PG Section, Vigilance, Printing and Publication, Economic, Works, Central Vista, DoE, AMRUT, PMAY.	On-going	Discussion with CBC under the chairmanship of Mr. Rahul Kapoor, JS and Ms. Madhu Rani Teotia, Director, NULM.

3	Interpersonal meeting with Director and above-level officials to discuss Training Plan.	FFC, Delhi Division and Central Vista	Completed	Completed for other Divisions/Missions/organizations before and shared with CBC.
4	Update draft ACBP and identified list of institutes	MoHUA	On-going	Interpersonal meetings with senior officials in all Divisions & Missions to update the draft ACBP and the identified list of institutes
5	Karmayogi's Yogshala -Desk Yoga & Well-Being Workshop"	IFD/Budget /AMRUT/DoP/SBM	Completed	Preparing yoga Calendar for remaining Divisions/organizations to conduct Karmayogi's Yogshala
6	Review meeting with Training Institutes under the Administrative Control of the MoHUA.	MOHUA and training Institutes: - DMRA-DMRC; RCUES (Lucknow, Mumbai, Hyderabad) CUS, Delhi; BMTPC, HSMI-HUDCO, and National CPWD Academy.	Completed	Review meeting held on 11.07.23 with Training Institutes under the Chairmanship of Hon'ble Minister of MoHUA.
7	A meeting was held on 18 July 2023 with the members and representatives of CBU (Capacity Building Unit), a Nodal Unit of MoHUA for all the necessary action regarding Capacity Building.	MoHUA	Completed	Under the chairmanship of Joint Secretary (JS), NULM, MoHUA, a meeting was held on 18 July 2023 with the members and representatives of CBU (Capacity Building Unit), to discuss the status of Mission Karmayogi and the next course of action.
8	National Workshop on Effective Capacity Building for Citywide Sanitation on 21 July 2023	MoHUA	Completed	Members of Mission Karmayogi's PMC-IFU (Internal Fracing Unit) attended the National Workshop on Effective Capacity Building for Citywide Sanitation on 21 July 2023, where Shri. Rahul Kapoor, Joint Secretary, NULM, MoHUA, and Smt. Roopa Mishra, Joint Secretary, SBM, MoHUA, were invited to give a special address and discuss the Way Forward.

### 3.2. August 2023

Table 7: Summary of work completed in August 2023

Sl. No	Type of work	Name of the Mission/Division/ Organization	Status	Remark
1	Interpersonal meetings with the Mission officer on the filling and submission of FRACing template.	MoHUA	On-going	Meetings have been carried out for follow-up regarding the FRAC template of remaining officials/ getting dates for FGDs/ briefing about the FRAC template/ discussing draft ACBP with the following divisions and organizations: <ul style="list-style-type: none"> <li>i. Administration Division,</li> <li>ii. L&amp;DO,</li> <li>iii. CPHEEO,</li> <li>iv. Housing Div-I,</li> <li>v. Parliament Section,</li> <li>vi. IFD,</li> <li>vii. PM SVANidhi,</li> <li>viii. Urban Development Desk,</li> <li>ix. Coordination &amp; PG Section,</li> <li>x. Vigilance,</li> <li>xi. Printing and Publication,</li> <li>xii. Economic,</li> <li>xiii. Works,</li> <li>xiv. Delhi,</li> <li>xv. Central Vista, and</li> <li>xvi. DoE.</li> </ul>
2	Preparation of Training Plan.	<ul style="list-style-type: none"> <li>i. SBM,</li> <li>ii. UT,</li> <li>iii. Administration Division,</li> <li>iv. L&amp;DO,</li> <li>v. CPHEEO Housing Div-I,</li> <li>vi. LSG,</li> <li>vii. NULM,</li> <li>viii. Parliament Section,</li> <li>ix. IFD,</li> <li>x. SCM,</li> <li>xi. PM SVANidhi,</li> </ul>	On-going	Discussion with CBC under the chairmanship of Mr. Rahul Kapoor, Joint Secretary and Ms. Madhu Rani Teotia, Director, NULM.



		xii. Urban Development Desk, xiii. Coordination & PG Section, xiv. Vigilance, xv. Printing and Publication, xvi. Economic, xvii. Works, Central Vista, DoE, AMRUT, PMAY.		
3	Interpersonal meeting with Director and above level officials to discuss Training Plan.	FFC, Delhi Division and Central Vista	Completed	Completed for other Divisions/ Missions/ Organizations before and shared with CBC.
4	Update draft ACBP and identified list of institutes	MoHUA	On-going	Interpersonal meetings with senior officials in all Divisions & Missions to update the draft ACBP and the identified list of institutes
5	Karmayogi's Yogshala -Desk Yoga & Well-Being Workshop"	i. IFD ii. Budget iii. AMRUT iv. DoP v. SBM	Completed	Preparing yoga calendar for remaining Divisions/ Organizations to conduct Karmayogi's Yogshala

1. GOT Registration Status: **+300 officials** have been registered on the iGOT from MOHUA and attached offices.
2. FRACing Exercise Status: FRACing exercises have been completed for about **172 officials** (ASO to JS level officers) of 12 divisions of the Ministry. The filled templates are shared with Capacity Building Commission (CBC).
3. Comments shared on the draft Annual Capacity Building Plan (ACBP) prepared CBC for Finalization.
4. Various divisions have identified a list of training Institutes to develop the courses and conduct the training.
5. Divisions/ Missions have been directed to develop the Induction Courses for their respective Missions. Urban Transport, Housing-I, SBM, NULM, and PM SVANidhi have started the process.

#### 4. Way Forward for September 2023

- IFU-PMC will work with the Annual Report of the work done under Mission Karmayogi as a combined status report in the coming months.
- Focused Group Discussions (FGDs) with Training Institutes on a request basis for onboarding of the officials on the iGOT platform and course creation.
- Follow-ups to register the remaining officials of targeted Missions & divisions of MoHUA on the iGOT Platform.
- Follow up with the Divisions regarding formulating the CBP Unit for course creation and uploading it on the iGOT platform.
- A second meeting of the CBU (Capacity Building Unit) of MoHUA to discuss the status and next course of action.
- Submission of QPR (Quarterly Project Report).
- Identifying the list of courses available on the iGOT platform based on functional and behavioural competencies for the officials (ASO to Director/DS) of the MoHUA.
- Continue the Yogshala sessions for the remaining Divisions of the Ministry.
- Handholding Divisions for content identification and curation for the iGOT Platform.
- Review and finalization of MoHUA's ACBP 2023-24.
- Review and finalization of Brief Report on the Training Institutes' Review Meeting held on 11 July 2023.
- Workshop for training MoHUA Nodal Officials on usage of MDO portal on iGOT portal.



## Work plan for the month of September 2023

Figure 3: Work Plan for the month of September 2023

<b>Proposed Road Map for September 2023</b>						
<b>Project Management Consultant for Internal FRACing Unit</b>						
Sl. No.	Item of Activity (Work)	Weeks of September 2023				
		W1	W2	W3	W4	W5
1	Review and finalization of Brief Report on the Training Institutes' Review Meeting held on 11 <sup>th</sup> July 2023.	←	★			
2	Review and finalization of MoHUA's ACBP 2023-24.	←	→			
3	Submission of QPR (Quarterly Project Report).	←	★			
4	Identifying the list of courses available on the iGOT platform based on functional and behavioral competencies for the officials (ASO to Director/DS) of the MoHUA.	←	★			
5	A second meeting of the CBU (Capacity Building Unit) of MoHUA to discuss the status and next course of action.		←	→		
6	IFU-PMC will work with Annual Report of the work done under Mission Karmayogi as a combined status report in the coming months.	←	-	-	-	★
7	Handholding on Divisions for content identification and curation for iGOT Platform.				←	→
8	Workshop for training MoHUA Nodal Officials on usage of MDO portal on iGOT portal.				←	→
9	Continue the yogshala sessions for remaining Divisions of Ministry.	←	-	-	-	→
10	Focused Group Discussions (FGDs) with Training Institutes on a request basis for onboarding of the officials on the iGOT platform and course creation.	←	→			
11	Follow-ups to register the remaining officials of targeted Missions & divisions of MoHUA on the iGOT Platform.	←	→			
10	Follow up with the Divisions regarding formulation of CBP Unit for course creation and uploading it on the iGOT platform.	←	→			
12	<b>Submission of Domain Competencies</b>					★

<b>Note:</b>	
Proposed timeline is subject to the availability of the concerned officials	
←————→	Linked activities
←- - - - -→	Unlinked activities
★	Deliverables

**Annexure A: OM to map the organizational framework and registration under Mission Karmayogi at MoHUA**

File No. 0-17024/40/2021-ADM -V-UD  
Government of India  
Ministry of Housing and Urban Affairs  
(Smart Cities Mission)

Nirman Bhawan, New Delhi  
Dated: 01<sup>st</sup> February, 2023

**OFFICE MEMORANDUM**

**Subject: Request for meeting with PMC - IFU of Mission Karmayogi for FRACing to map the organizational framework and registration on i-GOT under Mission Karmayogi - reg.**

MoHUA is implementing the *National Programme for Civil Services Capacity Building (NPCSCB) - Mission Karmayogi* which aims to create a competent civil service rooted in Indian ethos, with a shared understanding of India's priorities, working in harmonization for effective and efficient public service delivery.

2. Under this programme, the Annual Capacity Building Plan for MoHUA is being prepared for the FY 2022-23. In this context, an exercise is being carried out to *map the organisational structure, FRACing process (Framework of Roles, Activities, and Competencies), and gap analysis* for developing capacity building plan of this Ministry, which will be linked with *iGOT karmayogi* platform. Furthermore, for consumption of courses available on iGOT Platform registration of officials on platform is also needs to be completed.

3. In this regard, the PMC-IFU (Project Management Consultant - Internal FRACing Unit of MoHUA) team will organize **Focused Group Discussions (FGD)** on **FRACing and iGOT registration** followed by interpersonal meetings with all the officials of missions and departments/ divisions at MoHUA.

4. In this regard, all divisions, those are yet to appoint *nodal officers* for Mission Karmayogi may appoint the same, and communicate the contact detail at [missionkarmayogi.mohua@gmail.com](mailto:missionkarmayogi.mohua@gmail.com) by **07.02.2023** positively. Further the officers of the divisions/departments may be directed to attend the FGD as per the schedule that will be shared by the IFU team of MoHUA shortly.



(Rahul Kapoor)  
Director (SC-III)

Tele: 011-23062194

Email: [rahul.kapoor@gov.in](mailto:rahul.kapoor@gov.in)




**To:**

1. AS(SC)/ AS(Housing)/ AS(D&C), MoHUA
2. All Joint Secretaries/ JS & FA/EAs/OSD(UT)/CCA, MoHUA
3. ADG(Media), MoHUA
4. All Directors/Deputy Secretaries, MoHUA
5. Director of Estates
6. Director of L&DO
7. Director of Printing
8. Senior Technical Director, NIC, MoHUA
9. SO, IT Cell for uploading the OM on e-Office portal

Copy To:

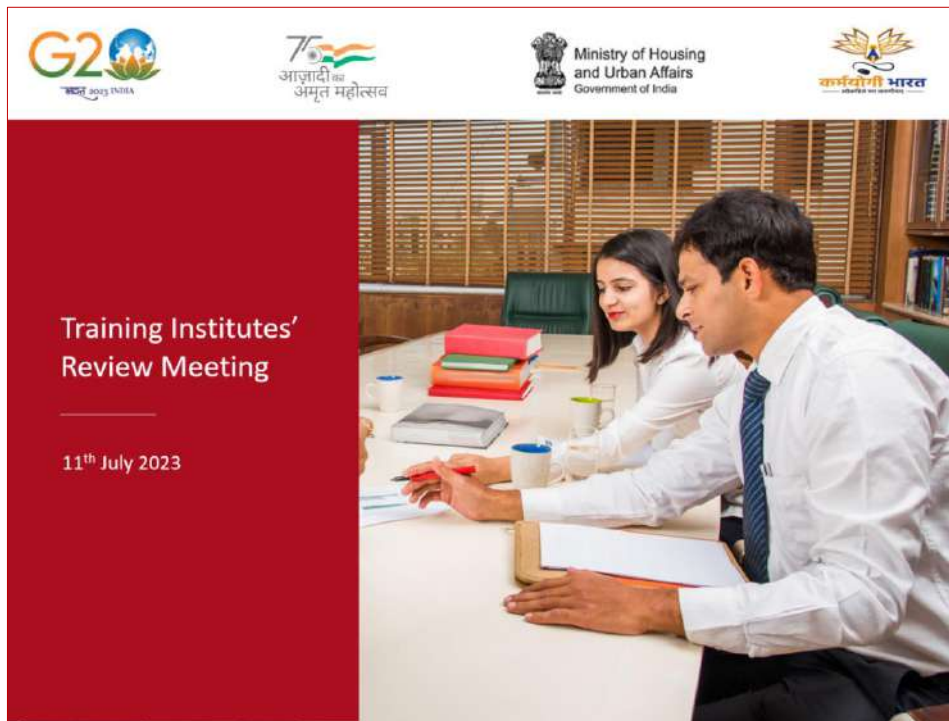
IFU - PMC Team

**Annexure B: D.O. to line departments of MoHUA to conduct FRACing and registration under Mission Karmayogi at MoHUA**

<p>Rahul Kapoor Joint Secretary (MoHUA) Tele: 011-23062194 Email: <a href="mailto:rahul.kapoor@gov.in">rahul.kapoor@gov.in</a></p>	 <p>सत्यमेव जयते</p>  <p>राहुल कपूर</p>	<p>भारत सरकार आवासन और शहरी कार्य मंत्रालय निर्माण भवन</p> <p>GOVERNMENT OF INDIA MINISTRY OF HOUSING AND URBAN AFFAIRS NIRMAN BHAWAN</p> <p>नई दिल्ली-110011, कारोख 20 New Delhi-110011, dated the 20</p> <p>Dated: 9<sup>th</sup> February, 2023</p>
<p>D. O. No. 0-17024/40/2021-ADM-V-UD</p>		
<p>Dear Madam/Sir,</p> <p>As you may be aware, the Government has set up a <i>Capacity Building Commission (CBC)</i> under the <i>National Programme for Civil Services Capacity Building of Civil Servants (NPCSCB)</i> - "Mission Karmayogi". To execute the vision of the Mission an <i>Internal FRACing Unit (IFU)</i> has been set up in MoHUA to map the role, activities, and competencies of the each official in MoHUA for preparation of an Annual Capacity Building Plan (ACBP), and strengthen the skills, instincts, abilities, processes, and resources of officials to perform functions effectively, efficiently, and sustainably.</p> <p>2. Further, to facilitate the FRACing Exercise, CBC has framed a template for capturing the role, activities, and competencies of the officials and other baseline information for Training Needs Assessments (TNAs) for unique roles in respective Division.</p> <p>3. Vide O.M. No. 0-17024/40/2021-ADM-V-UD dated 1<sup>st</sup> February, 2023, It was requested to appoint a Nodal officer for Mission Karmayogi in each Mission/Divisions and communicate the same at <a href="mailto:missionkarmayogi.mohua@gmail.com">missionkarmayogi.mohua@gmail.com</a>. Further, it was requested to direct officials to attend the FGDs (Focus Group Discussion) on the registration process on iGOT platform and understand the FRACing exercise.</p> <p>4. Currently, the registration and profile creation of 126+ officials have been completed and 65 officials have submitted the template out of 156 targeted officials. However, inputs on these templates by some officials are yet to be received.</p> <p>5. Therefore, it is requested to expedite the furnishing of information on the aforesaid template shared with all Missions/Divisions earlier. It is also requested to ensure all the officials in your Mission/Division are registered on the iGOT platform. In case of any assistance please feel free to contact IFU team.</p> <p>Encl: As above</p> <p>Yours sincerely,  9/2 (Rahul Kapoor)</p>		



**Annexure C: copy of the presentation made during the Review Meeting held on 11 July 2023 with Eight Training Institutes under the administrative control of the Ministry of Housing and Urban Affairs (MoHUA) under the chairmanship of the Hon'ble Minister, MoHUA**



**Objective**

**Review of capacity**

- Institutional set-up
- Capacity Building & Skill Development status
- Area of subject expertise
- Financial model
- List of available courses or training modules
- Links of online courses (if available)

**Mobilization plan**

- Make institute self-financing and self-sustaining

**Procedures to adopt the iGOT platform**

- Scaling-up the institutes learning

The slide includes a graphic of three red darts hitting the bullseye of a target, with three icons (a magnifying glass, a bar chart, and a gear) connected to the target by lines.

## Training Institutes - Administrative Control of Ministry



### Ministry of Housing and Urban Affairs

DELHI METRO RAIL ACADEMY (DMRA)

REGIONAL CENTRE FOR URBAN & ENVIRONMENTAL STUDIES-HYDERABAD (RCUES-Hyderabad)

REGIONAL CENTRE FOR URBAN & ENVIRONMENTAL STUDIES-LUCKNOW (RCUES-Lucknow)

BUILDING MATERIALS AND TECHNOLOGY PROMOTION COUNCIL (BMTPC)

NATIONAL CPWD ACADEMY (NCA)

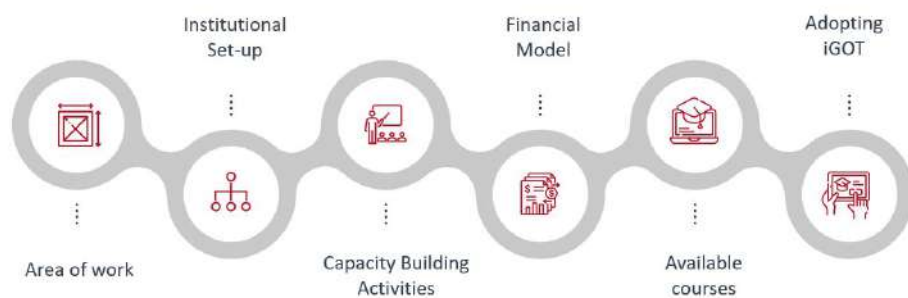
REGIONAL CENTRE FOR URBAN & ENVIRONMENTAL STUDIES- MUMBAI (RCUES-Mumbai)

CENTRE FOR URBAN STUDIES (CUS)

HUMAN SETTLEMENT MANAGEMENT INSTITUTE (HSMI)

3

## Key Parameters for the review



4

4

## DELHI METRO RAIL ACADEMY, Shastrri Park, Delhi



### Area of work

Metro Rail System & Rail Based Urban Transportation



### Institutional Set-up

- Wings-Project and O&M;
- O&M has seven technical departments.



### Capacity Building Activities

- Induction, In-service, specialized, customized trainings for Urban Metro Systems;
- Trained ~58000 trainees from Delhi Metro;
- ~3000 trainees from other metros/organizations.



### Financial Model

Fully funded by the organization it serves (DMTC, NCRTC, MMMOCL, IC-CFG etc.)



### Available online courses

No, practical oriented & on job training. VC platforms are used to impart online training.



### Adopting iGOT

Nine courses have been identified and shown to iGOT team for uploading on iGOT platform.



Lecture Room



Auditorium



Library



Auditorium

5

## NATIONAL CPWD ACADEMY, Ghaziabad



### Area of work

Different aspects of public works to upgrade the techno-managerial skills.



### Institutional Set-up

Technical, Administration, HR



### Capacity Building Activities

- Foundation, in-service, specialised, customized trainings;
- Conducts trainings for officers and employees of central government, PSUS/State corporations.



### Financial Model

- Central/state government employees free of cost
- Central/state corporation on payment basis.



### Available online courses

Yes, on National CPWD Academy webpage at CPWD website.



### Adopting iGOT

In Process



Lecture Room



Auditorium



Library



Computer Lab



Hostels



Recreational Activities (Basket, Tennis and Foot ball courts & open gym)

6



## REGIONAL CENTRE FOR URBAN & ENVIRONMENTAL STUDIES- Hyderabad



### Area of work

Urban governance



### Institutional Set-up

- Operational Unit,
- Administrative Block, and
- Consulting Projects divisions.



### Capacity Building Activities

- Regional Specialized Training Programs & Seminars
- Training of elected representatives & municipal functionaries;
- Hand holding for execution of urban planning & infrastructure development projects,



### Financial Model

Expenses under Non-Plan provided by MOHUA, Got



### Available online courses

No, VC platforms are used to impart online training



### Adopting iGOT

Needs to be explored



RCUES-HYD Building



Centenary Refectory



Library



Administration Block



Consulting Projects Division



Centenary Conference Hall

7

## REGIONAL CENTRE FOR URBAN & ENVIRONMENTAL STUDIES- Mumbai



### Area of work

Urban governance



### Institutional Set-up

- Operational Unit,
- Administrative Block, and
- Consulting Projects divisions.



### Capacity Building Activities

- Regional Specialized Training Programs & Seminars
- Training of elected representatives & municipal functionaries;
- Hand holding for execution of urban planning & infrastructure development projects,



### Financial Model

Grant in Aid from MoHUA



### Available online courses

No, VC platforms are used to impart online training



### Adopting iGOT

Needs to be explored



Auditorium



Classroom



Conference Hall

8

## REGIONAL CENTRE FOR URBAN & ENVIRONMENTAL STUDIES- Lucknow



### Area of work

Urban governance



### Institutional Set-up

- Operational Unit,
- Administrative Block, and
- Consulting Projects divisions.



### Capacity Building Activities

- Regional Specialized Training Programs & Seminars
- Training of elected representatives & municipal functionaries;
- Trainings programs on urban planning & infrastructure development,



### Financial Model

Grant in Aid from MoHUA



### Available online courses

No, VC platforms are used to impart online training



### Adopting iGOT

Courses in place, needs to be curated as per iGOT platform



9

## CENTRE FOR URBAN STUDIES, IIPA, ITO, Delhi



### Area of work

- Urban Planning and People Centric Governance
- Sustainable Development, Climate Smart Services
- Municipal Financial Management



### Institutional Set-up

-



### Capacity Building Activities

- 28 Workshop/Training Programmes/ Panel Discussions/Webinars in 2022-23 with 1189 participants



### Financial Model

- Grant in Aid from MoHUA



### Available online courses

- IIPA courses under Mission KarmaYogi
- Online courses under Namami Gange



### Adopting iGOT

- 13 Capacity Building Products already uploaded on iGOT



Conference Hall



Conference Hall



Conference Hall

10

## BUILDING MATERIALS AND TECHNOLOGY PROMOTION COUNCIL, IHC, Delhi



### Area of work

Environment-friendly & disaster resistant building materials and construction technologies



### Institutional Set-up

- Technical Division
- Finance & Accounts
- Administration



### Capacity Building Activities

Impart training on new and emerging housing technologies



### Financial Model

Grant in Aid from MoHUA



### Available online courses

- Yes, on Innovative &
- Disaster resistant construction technologies



### Adopting iGOT

Existing website links can be provided on iGOT along with course details.



Auditorium



Classroom



Conference Hall

11

## HUMAN SETTLEMENT MANAGEMENT INSTITUTE, South Delhi



### Area of work

Urban Housing Ecosystem



### Institutional Set-up

Technical, Administration, HR, Finance, IT.



### Capacity Building Activities

Trainings are need based for the HUDCO officials



### Financial Model

Fee-based/customized programs conducted on requests from external agencies/Government bodies etc.



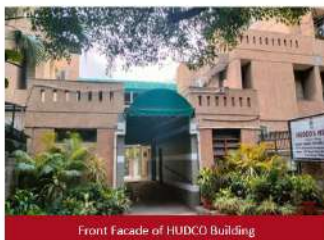
### Available online courses

Nil, VC platforms are used to impart online training.



### Adopting iGOT

Possibilities could be explored regarding viability/feasibility of adopting iGOT platform.



Front Facade of HUDCO Building



Classroom



Library

12



## WAY FORWARD



13

**Annexure D: A copy of OM regarding CBU (Capacity Building Unit) in MoHUA**

K-14012/101(01)/2023-CBUD/Mission Karmayogi  
Government of India  
Ministry of Housing and Urban Affairs  
(CBUD Division)

\*\*\*\*

Nirman Bhawan, New Delhi  
Dated 06.07.2023

**OFFICE MEMORANDUM**

The undersigned is directed to state that the Competent Authority has decided to create a Capacity Building Unit (CBU) in the Ministry of Housing & Urban Affairs as a Nodal Unit for all the necessary actions regarding Capacity Building of this Department.

2. The following officers have been nominated to be a part of the aforementioned CBU in the Ministry of Housing & Urban Affairs: -

- a. JS(NULM) – Chairperson
- b. Director, SBM-II
- c. Director, L&DO
- d. Director, HFA-V
- e. Deputy Secretary(Admn)
- f. Director, NULM – Member Secretary

3. The mandate of the CBU will broadly consist of the following activities and follow-up actions:

- i. Monitoring the progress of the task performed by the PMC- Internal FRACing Unit (MoHUA) under Mission Karmayogi.
- ii. Assessment of competencies required through mapping roles at each level, as submitted by PMC-Internal FRACing Unit.
- iii. Conduct department-wise HR Auditing in collaboration with the PMC-Internal FRACing Unit of Mission Karmayogi and CBC to map existing competency gaps.
- iv. Create, up-date & implement the Annual Capacity Building Plan (ACBP) for the Department in collaboration with Internal FRACing Unit of Mission Karmayogi and Capacity Building Commission.
- v. Monitor and report the implementation progress of ACBP.
- vi. Facilitation of training & non-training interventions for organizational capacity building in partnership with experts.

4. This issues with the approval of Competent Authority.

*Deepak Kumar*  
(Deepak Kumar) 06/07/2023  
SO(CBUD)/ Mission Karmayogi.

To,

1. Shri Rahul Kapoor, Joint Secretary, NULM- Chairman.
2. Shri Binay Kumar Jha, Director, SBM- Member.
3. Shri R K Gautam, Director, HFA- Member.
4. Shri Suvasish Das, Director, L&DO- Member.
5. Shri N K Joshi, Deputy Secretary(Admn)- Member.
6. Dr. Madhu Rani Teotia, Director, NULM – Member Secretary.

Copy also to:-

Capacity Building Commission, DOP&T, Block-IV, JNU Old Campus, New Delhi.

**Annexure E: A copy of the CBU (Capacity Building Unit) meeting notice**

K-14012/101(1)/2023-CBUD/Mission Karmyogi  
Government of India  
Ministry of Housing and Urban Affairs  
(CBUD Division)

Nirman Bhawan, New Delhi  
Dated: - 14<sup>th</sup> July, 2023

**MEETING NOTICE**

**Subject: - Meeting of Capacity Building Unit under the Chairmanship of JS(NULM).**

The undersigned is directed to convey that a first meeting of Capacity Building Unit under the Chairmanship of JS(NULM) is scheduled to be held on **18<sup>th</sup> July, 2023 at 03:00 PM** in his Chamber, Room Number 212-B, Nirman Bhawan.

2. Kindly make it convenient to attend the aforesaid meeting.

*Deepak Kumar*  
14/07/2023  
(Deepak Kumar)

SO(CBUD/Mission Karmyogi)  
Tele: - 011-23062472

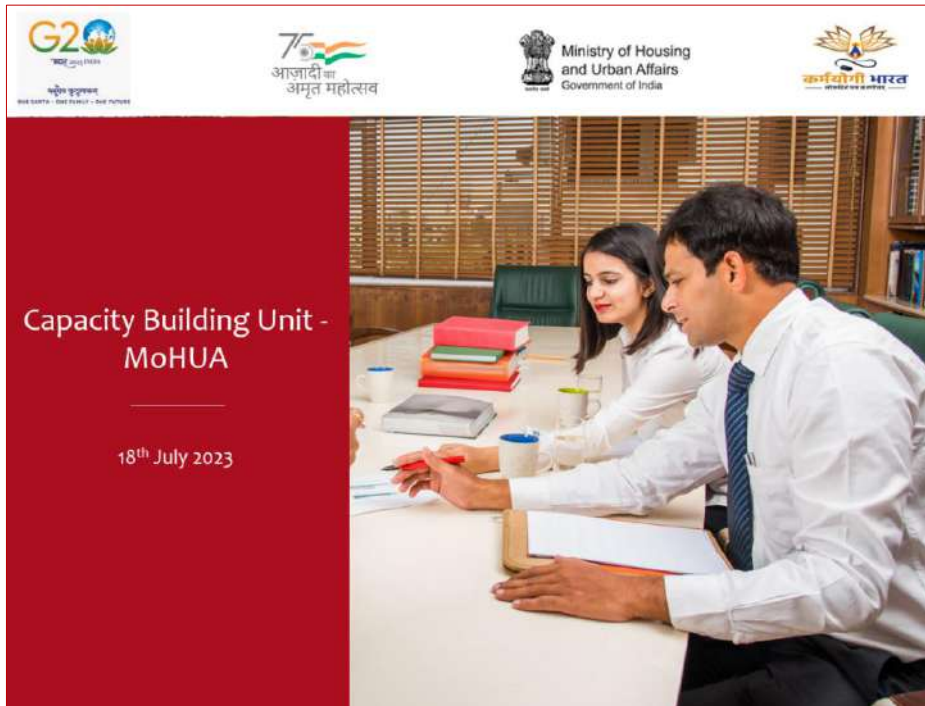
To: -

1. Dr. Madhu Rani Teotia, Director (NULM), M/o HUA. *[Signature]* 14/7/23
2. Shri Binay Kumar Jha, Director, SBM, M/o HUA.
3. Shri R K Gautam, Director, HFA, M/o HUA. *[Signature]* 14/7/23
4. Shri Suvasish Das, Director, L&DO, M/o HUA.
5. Shri N K Joshi, Deputy Secretary (Admn), M/o HUA. *[Signature]* 14/7

Copy to: -

PPS to Shri Rahul Kapoor, JS(NULM), M/o HUA for information. *[Signature]* 14/7/23

**Annexure F: A copy of the presentation made during the meeting held on 18 July 2023 with CBU (Capacity Building Unit) in MoHUA**



**Used Terms: Info**

ACBP	Annual Capacity Building Plan
CBC	Capacity Building Commission
CBP Unit	Capacity Building Product Unit
FGD	Focused Group Discussion
FRAC	Framework of Roles, Activities and Competencies
iGOT	Integrated Government Online Training
IFU	Internal FRACing Unit
MDO	Ministries, Departments and Organizations
NIUA	National Institute of Urban Affairs
NPCSCB	National Programme for Civil Services Capacity Building
TNA	Training Need Assessment

Organisation	Official's Name
CBC	<ul style="list-style-type: none"> <li>Mr. Adil Zainulbhai, Chairman</li> <li>Mr. Praveen Pardeshi, Member-Administration</li> </ul>
iGOT Karmayogi	Mr. Abhishek Singh, President & CEO
PMC - IFU	Ms. Charu Upadhyay, Team Lead and Five other members.

2



## Agenda

- **About Mission**
- **About Capacity Building in MoHUA**
- **CBU Mandate**
- **About PMC-IFU**
- **Update on tasks carried out under the mission**
  - Focused Group Discussions (FDGs)
  - FRACing exercise
  - Registration on the iGOT platform
  - Current Status
- **Way forward**

## Mission Karmayogi : Aim

**National Programme for Civil Services Capacity Building (NPCSCB) - Mission Karmayogi** aims to bring transformational change in civil service capacity and performance.

- 

Aims at developing well-trained Civil services with right **Attitudes, Skills and Knowledge**, aligned to vision of new and digital India.
- 

**Ease of Doing** Business and elevating citizens' trust in government and their governance by developing **accountability and transparency**.
- 

**Competency driven training** by transforming from **rule-based to role-based** system and HR management through digital platform.
- 

**Creating directory** for all civil services employees and **continuous performance analysis on KPIs** of all users by creating credible & autonomous institutional framework.



## Objectives

### FRACing Process

- **Mapping** positions, roles and activities
- **Dictionary creation**
- **Competency passbook**
- **Identify** Competency gaps



### Content Creation & Development

- **Integration of FRAC** with iGOT platform
- Formulation of CBP Units
- **Ensure access** to learners on iGOT platform

### Training & Annual Capacity Building Plan

- **Curriculum and framework** for Capacity Building
- **Training program** for officials and support the CBU
- **Creation of ecosystem** that monitors progress of the program at every level.

## About Capacity Building in MoHUA

- ❖ National Training Programme -2012
- ❖ Launch of National Programme for Civil Services Capacity Building (**NPCSCB**) - **Mission Karmayogi** 2<sup>nd</sup> Sept 2020
- ❖ Shift from Rule-Based to Role-Based.
- ❖ Capacity Building initiatives earlier were executed through Capacity Building for Urban Development (CBUD) for integrated capacity building of Ministry and the stakeholders including ULBs.
- ❖ It is first time that **Capacity Building Unit (CBU)** has been formed in the Ministry.
- ❖ Following are the members of CBU under CBUD in MoHUA:
  - ❖ JS (NULM) – Chairperson,
  - ❖ Director (SBM-III),
  - ❖ Director (L&DO),
  - ❖ Director (HFA-V),
  - ❖ Deputy Secretary (Admin),
  - ❖ Director (NULM) – Member Secretary.
- ❖ As per communications from DoPT dated 7<sup>th</sup> March 2023, at least 2.5% salary budget to be earmarked for training and capacity building.

## About PMC-IFU

- ❖ NIUA was appointed as Internal FRACing Unit of MoHUA.
- ❖ **PMC-Internal FRACing Unit** was introduced in the Ministry of Housing and Urban Affairs to support IFU in visualizing and executing capacity building activities under Mission Karmayogi for 433 officials at Ministry apart from attached organisations.
- ❖ PMC-IFU was hired in August 2022 for one year period extendable to next two years to execute Mission Karmayogi in MoHUA.
- ❖ PMC-IFU currently is being funded from Smart Cities Mission.

7

## CBU Mandate



8

## Current Status

- 1** **36 Focused Group Discussion**
- 2** **300+ officials** registered on i-GOT
- 3** FRACing of ~**163 officials**. Filled templates shared with Capacity Building Commission (CBC).
- 4** **Domain competencies** identified for NULM, AMRUT, SBM, PMAY-HFA, SCM, L&DO & UT
- 5** Set of universal **Behavioural, and Functional Competencies** identified for MoHUA.
- 6** **26 training plans** shared with CBC post validation.  
Remaining for IFD, Budget, PMAY, DD, Coordination, P&P.
- 7** List of training institutes shared with Divisions to identify institutes to develop courses and conduct trainings.
- 8** **Dakshta Programme: 83 ASOs and 29 SOs** in MoHUA directed to complete the training module. **11 Officials** completed and nominated for training at ISTM.

## Current Status – Continue

- 9** Directions to Divisions to develop Induction Courses. **SBM and NULM** has initiated the process.
- 10** CBP (Capacity Building Product) Units formed in SBM, Housing-I, SCM, AMRUT, PMAY-HFA for creating course & uploading on iGOT.
- 11** **Review meeting** with the **Nodal officers** of Divisions on 16th May to discuss status and way forward.
- 12** **Review meeting** on 8<sup>th</sup> June with **HSMI, RCUES** Mumbai, Lucknow and Hyderabad, **NCA, DMRA, BMPTC** to understand capacity building ecosystem.
- 13** **Draft ACBP received** on 3rd July from CBC for reviewal. **Comments shared** on 12th July for finalization.
- 14** **Meeting held on 11<sup>th</sup> July under the chairmanship of Hon'ble HUAM** with Training Institutes to discuss the capacity building ecosystem and way forward.

## Way Forward

1. Preparation of "Know your Ministry" Module.
2. Preparation of Induction courses in all Divisions/Missions.
3. Finalization of the ACBP 2023-24.
4. Interaction with identified training institutes to develop the courses and conduct the trainings.
5. Complete "**DAKSHTA, PM GATISHAKTI, Yoga-Break, MS office and Emerging Technologies**" as mandatory courses.
6. Monthly CBU meeting on Tuesday of every 3<sup>rd</sup> week of the month.
7. Delivery of services by building capacities of ULBS

## Annexure G: A copy of the Minutes of the Meeting regarding the CBU (Capacity Building Unit) Meeting held on 18 July 2023

Minutes of Meeting held with the CBU (Capacity Building Unit) of MoHUA on 18.07.23 under the Chairmanship of JS (NULM), MoHUA to "brief about the Mission Karmayogi, in reference to key stakeholders involved in the Mission, status of the activities and discuss the way forward".

\*\*\*\*\*

List of Participants is annexed.

A meeting was held with the members and representative members of CBU (Capacity Building Unit) of MoHUA on 18.07.2023 under the chairmanship of Joint Secretary (JS-NULM), MoHUA to discuss the status of Mission Karmayogi and further course of action.

2. Initiating the discussion Chairman – CBU (MoHUA) welcomed the participants in the meeting and apprised the members about the CBU mandate, mission objective, and activities under Mission Karmayogi. Dr. Madhu Rani Teotia, Director (NULM & Member Secretary-CBU), presented the various aspects of Mission Karmayogi and iGOT platform, followed by a discussion on the FRACing exercise and development of the Annual Capacity Building Plan.

3. It was decided that the following points will be actioned upon in MoHUA:

- Expedite the curation of the "know your Ministry" module.
- Ensure the curation of Induction courses in all Divisions/Missions at the earliest.
- Finalize the Annual Capacity Building Plan (ACBP) 2023-24.
- Arrange a meeting with identified training institutes to develop the courses and conduct the training.
- Meet on the third Tuesday of each month to review the work.

(Action: CBU/PMC-IFU)

- Missions/Divisions/organizations shall share the list of officials (ASO & SO) with respect to the status of Dakshata online training module on the iGOT platform.
- Missions/Divisions/Organizations where Focused Group Discussion (FGD) is yet to be conducted shall share a convenient date and time with the IFU team to conduct the FGD to explain the FRACing exercise and to apprise about the iGOT platform and complete the registration process.
- Missions/Divisions/Organizations must establish a CBP Unit (Capacity Building Product) Unit with a Content Creator, Reviewer, and Publisher for content preparation and uploading on the iGOT platform. Therefore, it was decided that Division shall nominate the officials for the Content Creator, Reviewer and Publisher role and communicate to the undersigned by 28<sup>th</sup> July 2023.

(Action: All Missions/Divisions/Organizations)

- IFU team shall follow up with all Divisions/Organizations to complete the FRACing exercise and iGOT registration of the remaining officials and other activities related to Mission Karmayogi.
- IFU team shall arrange a Focused Group Discussion on priority with the remaining Divisions, i.e., Administration, Vigilance, Department of Publication, Housing 1 & Economic, Coordination, Public grievance, Works, and Parliament to explain the FRACing exercise, be apprised about the iGOT platform, and complete the registration process.

(Action: PMC-IFU)

4. The meeting ended with a vote of thanks to the Chair.

K-14012/101(1)/2023-CBU/Mission Karmayogi  
Government of India  
Ministry of Housing and Urban Affairs  
(CBU Division)

\*\*\*\*\*

Nirman Bhawan, New Delhi  
Dated: - 1<sup>st</sup> August, 2023

**Subject: Minutes of Meeting held with the CBU (Capacity Building Unit) of MoHUA on 18.07.23 under the chairmanship of Joint Secretary (JS), NULM, MoHUA, to discuss "the status of Mission Karmayogi and further course of action".**

The undersigned is directed to forward herewith the minutes of the meeting held on 18.07.2023 under the Chairmanship of Joint Secretary (JS - NULM) with the members and representative members of CBU (Capacity Building Unit) of MoHUA to discuss the status of Mission Karmayogi and further course of action.

Encls: As above.

*Deepak Kumar*  
01/08/2023  
(Deepak Kumar)  
SO (CBU/Mission Karmayogi)

To,

1. Shri. Rahul Kapoor, JS (NULM)/Chairperson, CBU
2. Smt. Madhu Rani Teotia, Director (NULM)/ Member Secretary, CBU
3. Shri. Binay Kumar Jha, Director (SRM-III)/Member, CBU
4. Shri. Suvasish Das, Director (L&DO)/Member, CBU
5. Shri. R. K. Gautam, Director (HFA)/Member, CBU
6. Shri. N. K. Joshi, Deputy Secretary (Admin) Member, CBU
7. Smt. Charu Upadhyay, Team Lead, PMC-IFU, Mission Karmayogi

Copy also to for information:-

1. AS(AMRUT), AS(Housing)/ AS(D&C), MoHUA
2. All Joint Secretaries/ JS & FA/EAs/GSD(JUT)/CCA, MoHUA
3. All Directors/Deputy Secretaries, MoHUA

### List of Participants

1. Shri. Rahul Kapoor, JS (NULM)- Chairperson, CBU.
2. Dr. Madhu Rani Teotia, Director (NULM) – Member Secretary, CBU.
3. Shri. N. K. Joshi, Deputy Secretary (Admin)- Member, CBU.
4. Shri. Dinesh Kumar Lakhumna, Deputy Director (L&DO)- Representative of CBU member.
5. Smt. Lawanya Gotety, PMC, (HFA-V)- Representative of CBU member.
6. Shri. Deepak Kumar, SO, CBU.
7. Smt. Charu Upadhyay, Team Lead, PMC-IFU, Mission Karmayogi.
8. Smt. Vandana Thakur, Subject Matter Expert, PMC-IFU, Mission Karmayogi.
9. Smt. Jaya Srivastava, Subject Matter Expert, PMC-IFU, Mission Karmayogi.
10. Kum. Shailshree Tewari, Subject Matter Expert, PMC-IFU, Mission Karmayogi.

\*\*\*\*\*



## Annexure H: A copy brief note on National Workshop on Effective Capacity Building for Citywide Sanitation on 21 July 2023

### **Brief Note on National Workshop on Effective Capacity Building for Citywide Sanitation held on July 21, 2023, at India Habitat Centre.**

The Government of India has launched various missions and schemes for urban sector development focusing on water and sanitation, solid waste management, socio-economic development, etc. They are strengthened through capacities building of Urban Local Bodies (ULBs) to address urban issues and challenges, improve urban service delivery and unlock opportunities.

In line with this, on 21<sup>st</sup> July 2023, NIUA organized a National Workshop on Effective Capacity Building for Citywide Sanitation. The purpose of the National workshop was to facilitate bridging the gaps of policy-to-action for enabling effective capacity-building initiatives under various National missions and programmes.

The workshop started with the welcome address given by Dr Mahreen Matto (Team Lead, NIUA); the special address was by Shri. Rajiv Ranjan Mishra, (Ex-IAS, Ex-DG of National Mission for Clean Ganga, Chief Adv. -NIUA) & Shri S. D. Sharma (CSS, JS-DoPT) and Chief Guests & Keynote Address by Smt. Roopa Mishra (IAS, JS, MoHUA) & Shri Praveen Pardesi (IAS, Member Admin-CBC) followed by various sessions and Masterclass.

Further, it was discussed that capacity building requires moving beyond strengthening and improving the capabilities of individuals and organizations to perform their tasks more effectively, efficiently, and sustainably. A robust capacity-building framework is required based on the need for peer-to-peer knowledge, streamlining quality assurance, control of the content, and sustained capacity to deliver its intended outcomes. Understanding this need, guest Speakers also highlighted the Mission Karmayogi, which aims to promote citizen-centric governance through a robust digital ecosystem in India. Mission Karmayogi facilitates a shift from a 'rule-based' to a 'role-based' learning system emphasizing competency-driven capacity building and human resource management.

An institutional mechanism that is robust, co-owned and sustainable has been formed to operationalize, regulate, and govern the capacity-building Programme. It is comprised of two functional structures (the Prime Minister's HR Council and the Cabinet Secretariat Coordination Unit) and two institutional structures (Capacity Building Commission CBC and the IGOT Karmayogi Special Purpose Vehicle).

The first session was about **Mainstreaming Capacity Building Initiatives & Innovations in the Programmes**; an esteemed group of panellists shared their learnings and experiences. Discussion on NIUA's Journey on Capacity Building by Dr Debjani Ghosh (Associate Prof - NIUA), State Normative Framework for Capacity Building Programme by Dr. Mahreen Matto (Team Lead – SCBP & NIUA), Leaders in Climate Change Management (LCCM) by Smt. Anubhuti Gupta (Lead Coordinator- World Resource Institute (WRI), Capacity Building Program supported by USAID by Shri. Praveen Nagaraja (Project Dir- Water Sanitation & Hygiene (WASH) Institute) and Overview on Swachhata Knowledge Partners (SKPs) Initiative



for SBM-U 2.0 by Shri. Pravin Bhardwaj (Expert- Solid & Liquid Waste Management- NIUA) was held.

The second session was about **Digital Learning Dissemination**; an esteemed group of panellists shared their learnings and experiences. Discussion on the National Urban Learning Platform (NULP) by Smt. Sushri Sreenandini Banerjee (Progm. Manager – NULP/NIUA), National Urban Digital Mission (NUDM) by Shri. Manpreet Singh (Chief Prog Officer-NUDM/NIUA), **and** National Programme on Technology Enhanced Learning (NPTEL) by Dr Brajesh Kr. Dubey (Chairperson-School of Water Resources, IIT-Kharagpur) was held.

The third session was about **Experience Sharing on Creating & Sustaining Programmes & Setting Up Capacity Building Cells at Institutional Level**; an esteemed group of panellists shared their learnings and experiences. The list of panellists is as follows:

- Shri. B.P. Pandey (Former IAS, DG)
- Dr R.S. Toila (Uttarakhand Academy of Administration, Nainital)
- Shri. AK. Gupta (Addl. Dir-Regional Centre for Urban & Environmental Studies (RCUES), Lucknow)
- Shri. Ravi Ranjan Guru (Dy. DG – All India Institute of Local Self Government (AILSG), New Delhi)
- Shri. Niladri Chakraborti (Team Leader -CWIS, Indian Institute for Human Settlements (IIHS), Bengaluru)
- Shri. Meghna Malhotra (Dy Dir- Urban Management Centre (UMC) Ahmedabad)
- Shri. Aasim M.Mansuri (Sr. Prog Lead -Centre for Water & Sanitation (CWAS), CEPT University, Ahmedabad)

The panellist emphasized that capacity building needs to be a systematic and long-term process with adequate interaction, hands-on learning, and post-training support. It is through this approach that learnings translate into action and outcomes. Measuring the efficacy of training activities will show both the importance of resource investments and maximizing the benefits of it.

The fourth session was about Transform Learning to Practice; an esteemed group of panellists shared their learnings and experiences. The list of panellists is as follows:

- Shri. Pulkit Garg (IAS-Municipal Commissioner -Jhansi Jal Nigam)
- Smt. Sagarika Patnaik (IRPS-Spl. Secretary to Govt & Mission Dir-AMRUT, H&UD Dept, Govt of Odisha)
- Shri. Ravi Pandey (Superintending Engineer-Urban Devp. Directorate (UDD), Uttarakhand)
- Smt. Elisa Patnaik (Communication & Inclusion Lead, Ernst & Young LLP)
- Dr Akshay R. Thorvat (Head- Dept of Civil & Environmental Engineering, Kolhapur Institute of Technology's College of Engineering, Maharashtra)
- Shri. Anoop K (Prog Officer-Suchitwa Mission, Wayanad, Kerela)

The fifth session was about Way Forward, where Shri. Rahul Kapoor (JS-NULM, MoHUA) and Shri. Hitesh Vaidya (Dir-NIUA) was invited as Guest Speaker. It was discussed that to make the capacity Building ecosystem "Phygital" that is both Physical and Digital, the training Institutes must adopt the "iGOT (Integrated Government Online Training) Platform to use e-learning technologies to provide "unparalleled opportunities for Meeting the training needs.

It was further suggested that we first identify the gaps, prioritise the thematic areas of capacity-building programmes, and break the silos to adopt cross-learning on pan-India experiences related to capacity-building programmes.

The last session was **Master Class- Advanced Training Pedagogy: Factors that Influence WASH Behaviour** by Shri. Lalit Mohan Sharma (Principal Scientist- Water Research & Training- Sehgal Foundation)

Dr Mahreen Matto (Team Lead, NIUA) concluded the National Workshop by thanking the audience for participating.



Caption: Glimpse of the National Workshop on Effective Capacity Building for Citywide Sanitation attended by IFU (Internal Fracing Unit) of Mission Karmayogi, MoHUA.

\*\*\*\*\*



**Annexure I: OMs regarding Capacity Building Product Units received from DoPT**

No. T-16017/48/2021-iGOT-II  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
(Training Division)

\*\*\*\*\*

Block No. IV, 3<sup>rd</sup> Floor  
Old JNU Campus, New Delhi-110067  
Dated: 24<sup>th</sup> November, 2021

**OFFICE MEMORANDUM**

**Subject: Onboarding Process of Ministries/Departments/Organizations (MDOs) on the iGOT Karmayogi platform and addressing the issues arising out of the onboarding process - Generic IDs - reg.**

\*\*\*\*\*

The undersigned is directed to say that various Ministries/Departments/Organizations (MDOs) have onboarded their courses on the iGOT Karmayogi platform.

2. As per the existing practice, MDOs approach DoPT for onboarding of their course(s) on the iGOT Karmayogi Platform. Application development team along with the Project Management Unit (PMU), iGOT organizes orientation sessions on Mission Karmayogi for these MDOs. After the completion of the orientation session, MDOs share the details (Officers' Email IDs) of nodal officer and admin (who will be managing iGOT platform) from their respective MDOs. After verification, DoPT approves the same and access is provided to the nodal officer and the admin.

3. Nodal officer and admin have the right to provide access to content creator, reviewer, and publisher to the platform. Content reviewer(s) and publisher(s) must be from the MDO. Content creator can be third party or individual if the department doesn't have the required bandwidth to create courses on the platform.

4. In this context, it has been observed that all the IDs that are getting created on the platform are with [nic.in@gov.in](mailto:nic.in@gov.in) of different individuals. If an individual or a group of individuals from a particular MDO, who has got admin/content creator/reviewer/publisher rights gets transferred/retired then his/their successor(s) is/are unable to access the platform as the IDs are person centric. Same is the case of third-party agency or individual who is content creator for the MDOs. If any individual moves out of the organization and/or the agency's contract is over with the MDOs, then the MDOs are facing the same problem in updating the content which is already available on the platform as they don't have the access rights.

...02/-



(02)

5. To address this concern, it is requested that all the nodal officers and the admins of all the MDOs should create generic IDs to access iGOT platform. End users / learners' IDs will not change. Example is given as below for reference. Here DoPT has been taken as a reference.

- i. Nodal Officer: igotdoptnodal@nic.in
- ii. Admin: igotdoptadmin@nic.in
- iii. Content creator 1: igotdoptcc1@nic.in
- iv. Content creator 2: igotdoptcc2@nic.in
- v. Content reviewer 1: igotdoptcr1@nic.in
- vi. Content reviewer 2: igotdoptcr2@nic.in
- vii. Content publisher: igotdoptcp@nic.in

6. In this context, Nodal officer / admin may request NIC and get these IDs created and then the same may be allocated to identified officers in the MDOs against their roles (Content creators, reviewers, and publishers). These IDs will be centrally monitored by DoPT/SPV. In case any officer gets transferred or retires, who is assigned with these roles, must hand over the last used password to DoPT / SPV without fail.

7. DoPT / SPV will reset the password and will share the same with the officers who are replacing the existing roles. MDOs should also take up equal responsibility in sharing of information related to transfer or retirement of officers assigned with these roles.



(Manoj Gupta)

Under Secretary to the Govt. of India  
manoj.gupta74@nic.in

To,

Nodal Officers of the MDOs as per list enclosed.

File No. T-16017/21/2020-iGOT (pt. 6)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
(Training Division)  
\*\*\*\*\*

Block-IV, 3<sup>rd</sup> Floor, Old JNU Campus  
Old JNU Campus, New Delhi-110067  
Date: 28<sup>th</sup> March, 2022

OFFICE MEMORANDUM

**Subject: Admin. and publishing rights to MDOs/Training Institutes/Attached offices/Subordinate offices in respect of iGOT Karmayogi platform.**  
\*\*\*\*\*

The undersigned is directed to say that, at present, Ministries/Departments/Organizations (MDOs) approach DoPT for onboarding of their course(s) on the iGOT Karmayogi Platform. Technical Team, iGOT organizes orientation sessions on Mission Karmayogi for the MDOs concerned. Thereafter MDOs share the details (Officers' email IDs) of Nodal Officer and Admin (who will be managing iGOT Karmayogi platform) for the respective MDOs. After verification, DoPT approves the same and access is provided to the Nodal Officer and the Admin.

2. The Nodal Officer and the Admin have the right to provide access to Content Creator, Content Reviewer and Content Publisher to the platform. While MDOs may decide on the content Creator and the Content Reviewer(s), the Content Publisher must be from the MDO concerned.


3. During the evolution of the iGOT platform, Admin and content publishing rights of the platform were also given to some identified Central Training Institutes (CTIs) along with the MDOs in the staging environment. Now that the platform is more mature and the migration process has almost been completed, the same may not be required.

4. Accordingly, it appears appropriate that the MDO Admin. and Content Publishing rights shall vest only with the Ministries/Departments concerned. The Ministries/Departments may identify multiple content creators/reviewers from their respective Training Institutes/Attached Offices/Subordinate Offices and provide access for content creation and content review. However, content publishing rights shall be with the Ministry/Department concerned only.

5. If any Ministry/Department feels the need to provide MDO Admin. and content creation and review rights to its Training Institutes/Attached Office/Subordinate Office, they may consider and provide the said rights at their end. However, the overall responsibility of the published content will be of the administrative Ministry/Department concerned.

6. All MDOs are again requested to follow the Generic ID for creation of Admin., Content Creator, Reviewer and Publisher in respect of iGOT Karmayogi platform as requested earlier vide DoPT's O.M. No. T-16017/48-2021-iGOT-II dated 24.11.2021 (copy enclosed).

Encl: As above

  
(Manoj Gupta)  
Under Secretary to the Government of India  
[manoj.gupta74@nic.in](mailto:manoj.gupta74@nic.in)

To: Nodal officers of all the MDOs as per list enclosed.

To be kept under AG

246



D.O. Letter No: 01/01/2019-eHRMS

Dated, the 27<sup>th</sup> January, 2022

Dear Sir,

1941 39 65

As you are aware eHRMS (electronic Human Resource Management System) is the flagship programme of Govt. of India implemented by D/o Personnel & Training. It is an online platform for Central Govt. employees to access their service related information. It is one of the pillars of Mission Karmayogi and will accordingly play an important role in its functioning. Both eHRMS and Mission Karmayogi applications are being operated by NIC on their own platform. Around 125 courses from various Ministries/ Departments/ Organisations are being migrated to the live experimental iGOT Karmayogi digital platform.

2. I am pleased to inform you that iGOT Karmayogi experimental platform is now ready for onboarding learners and facilitating course consumption. For onboarding learners on the iGOT Karmayogi experimental platform, e-HRMS has been chosen to be the route through which learners are to be onboarded. In this context, approval of competent authority in DoPT has been conveyed to NIC to share eHRMS data with iGOT Mission Karmayogi duly maintaining information secrecy and security in its network and databases for the facility and services as per the current technology standards and within the current ambit of technical feasibility.

3. It has been decided to conduct a pilot exercise to test the Learner-onboarding readiness in respect of 13 Ministries/Departments (Annexure) with an approximate user base of 6000+ employees shortlisted on the following criteria :

- (ix) Ministries/Departments which are on-boarded both on eHRMS and iGOT Karmayogi platform;
- (x) Ministries/Departments which created and on-boarded their content/courses on iGOT Karmayogi platform.

4. Your Ministry/Department is one of the aforesaid shortlisted Organizations. I request your Ministry/Department's cooperation and active participation in the Mission Karmayogi. In this context, SOP (Standard Operating Procedure) for smooth onboarding of learners will be shared with your Ministry/Department shortly.

AS (Admin) - on Election duty  
 28/1  
 Dir (Admin)  
 With warm regards,  
 Rashmi

(Rashmi Chowdhary)

Mr. Manoj Joshi, Secretary  
 Ministry of Housing and Urban Affairs, Room No.122,  
 Nirman Bhawan, C - Wing, Dr. Maulana Azad Road,  
 New Delhi - 110011,  
 Email : secyurban@nic.in

SO (Admin)

1/2  
 US (Admin B) ✓  
 Copy to - US (Admin A)  
 1-2-22



# Annexure J: Snapshot of Mission Karmayogi, MoHUA Newsletter





## Newsletter

Mission Karmayogi – Ministry of Housing & Urban Affairs (MoHUA)

May-June 2023

**From the desk of**  
**Sh. Rajul Kapoor,**  
*Joint Secretary MoHUA and Chairman, Capacity Building Unit (CBU), Mission Karmayogi, MoHUA.*

I'm thrilled to inform that we have initiated the bi-monthly newsletter of Mission Karmayogi, MoHUA. Through this Newsletter we aim to highlight Mission Karmayogi's major accomplishments and ongoing activities at MoHUA. Our team is dedicated to enhancing the ecosystem for capacity building through various initiatives under Mission Karmayogi.

- 126 officials from 21 Missions / Divisions have successfully completed the self-assessment while 300+ officials have completed the registration process on iGOT platform.
- 3 FGDs (Focused Group Discussion) were organized in May-June 2023 concerning FRACing process, registration on the iGOT platform and Desk yoga.
- 10 officials have completed the DAISHTA courses & while 52 others are on the way to accomplish it.
- 2 review meetings were organized for following up the progress of Mission Karmayogi.

**Training at CPWD National Academy and Printing & Publication Division, MoHUA**



Training sessions for the National CPWD Academy, Chartered and Printing & Publication Division of MoHUA was held on 8<sup>th</sup> May and 15<sup>th</sup> May 2023 respectively. In various officials about the Mission Karmayogi, enhancing iGOT platform & self-assessment process to map roles & activities of individual officials. In addition to this, attendees were educated about FRACing Framework of Roles, Activities and Competencies (FRACing) Annual Capacity Building Plan process & difference between domain, functional & behavioral competencies.

**MoHUA and CBC Officials Collaborate to Advance Mission Karmayogi Initiatives**



A meeting was organized under the Chairmanship of Sh. S.P. Singh, AS, Administrator, MoHUA and in the presence of Sh. Praveen Pardeep, Member-Administration, CBC, Chairman CBU, MoHUA and members of the PMU-IFU (Urban) FRACing Unit-MoHUA on May 12<sup>th</sup>, 2023. The primary agenda of the meeting revolved around a thorough discussion of the status of the mission, with a keen focus on determining the optimal path forward.





## Newsletter

Mission Karmayogi – Ministry of Housing & Urban Affairs (MoHUA)

May-June 2023

**Review of Mission Karmayogi Status at MoHUA by Chairman CBU**

The review meeting of Mission Karmayogi in MoHUA was held under the Chairmanship Chairman CBU on May 10<sup>th</sup>, 2023. During the meeting Chairman CBU briefed about the status of the Mission Karmayogi in respective Divisions/Organizations and discussed the way forward. Further directions were passed to ensure the completion of the FRACing exercise and registration of the remaining officials on the iGOT platform.

**Chairman & Director CBU, MoHUA, with member of PMU-IFU visited Delhi Metro Rail Academy**



Chairman CBU and Smt. Mohu Rani Todi, Director CBU, MoHUA, along with member of PMU-IFU (Urban) Karmayogi, MoHUA visited Delhi Metro Rail Academy on 14<sup>th</sup> June 2023 to understand the existing capacity building ecosystem and discuss the next course of action for a smooth transition of DMRA on the iGOT platform.

**Hon'ble Prime Minister inaugurated National Training Conclave 2023**



The National Training Conclave 2023, a highly anticipated event dedicated to fostering exceptional training practices, was inaugurated on June 11<sup>th</sup> by the Hon'ble Prime Minister where he emphasized the importance of excellent training and a learning ecosystem for better implementation of the projects. The conclave witnessed the attendance of notable figures. From MoHUA Chairman CBU as well as members of the PMU-IFU-MoHUA of Mission Karmayogi attended the event.

**Karmayogi's Yogshala: Desk Yoga & Well-Being Workshop in MoHUA**



23<sup>rd</sup> June is marked by the celebration of the International Yoga Day. Taking inspiration from this, IFU team MoHUA developed an interactive desk yoga session and initiated "Karmayogi's Yogshala" - Desk Yoga & Well-Being Workshop to get distressed, refreshed and recharged to enhance immunity at the workplace by adopting swayed healthy practices. The session include posture correction, stretching exercises on the chair, three powerful inner tools, breathing techniques, stress ball method, healing tips, & short meditation activities.

**Progress till June 2023**



missionkarmayogi.mohua@gmail.com





## Newsletter

Mission Karmayogi – Ministry of Housing & Urban Affairs (MoHUA)

July – August 2023

**Union Minister of Housing and Urban Affairs reviews MoHUA's Training Institutes' Revamp Plans**

In a significant move toward enhancing efficiency and effectiveness, MoHUA recently conducted a comprehensive review meeting on 14<sup>th</sup> July with training institutions under its administrative jurisdiction. Chaired by the Hon'ble Minister, and in the presence of the Capacity Building Commission (CBC) the meeting was aimed to operationalize training facilities and programs for optimal outcomes.

The key objectives of the meeting revolved around transforming these training institutions into self-sustaining entities and integration of the iGOT platform for online training programs for enabling institutions efficiently deliver additional learning and training content.

**Harddeep Singh Pari - Following**  
*Joint Secretary MoHUA and Chairman, Capacity Building Unit (CBU), Mission Karmayogi, MoHUA.*

I'm pleased to inform that we have initiated the bi-monthly newsletter of Mission Karmayogi, MoHUA. Through this Newsletter we aim to highlight Mission Karmayogi's major accomplishments and ongoing activities at MoHUA. Our team is dedicated to enhancing the ecosystem for capacity building through various initiatives under Mission Karmayogi.

The Mission aims to revolutionize as strengthen capacity building framework within the urban ecosystem, & to equip our workers with necessary skills & knowledge, & enable to effectively contribute to the nation's development & governance.

It is imperative for MoHUA vision for a reformed urban services ecosystem to meet aspirations of a rapidly evolving nation during the Vision2030.

**AMRMA holds the administrative control of following seven Training cum Research Institutes.**

- Delhi Metro Rail Academy (DMRA) - Delhi Metro Rail Corporation
- National CPWD Academy (NCA) - Central Public Works Department,
- Housing & Settlement Management Institute (HSMI) - Housing & Urban Development Corporation,
- Regional Centre for Urban and Environment Studies (RCUES) Lucknow, Mumbai, & Hyderabad
- Centre for Urban Studies (CUS) - urban nature of Public Administration, Delhi
- Building Material & Training Promotion Council (BMTC)

**Ministry's Capacity Building Unit moves to strategize approach of Mission for MoHUA**

Capacity Building Unit (CBU), a Nodal Unit for all the necessary action regarding Capacity building activities has been formed in MoHUA. The first meeting of CBU was held on 16 July 2023 under the chairmanship of Joint Secretary, MoHUA, MoHUA, with the members of CBU to discuss the status of Mission Karmayogi and the next course of action in the Ministry.





## Newsletter

Mission Karmayogi – Ministry of Housing & Urban Affairs (MoHUA)

July – August 2023

**"Karmayogi's Yogshala" Empowers MoHUA Employees with Desk Yoga and Well-Being Workshops**

In continuation of the International Yoga Day celebration on 21<sup>st</sup> June, MoHUA is fostering a culture of holistic well-being among its officials through the initiative "Karmayogi's Yogshala" sessions.

The officials from the Vigilance Section, Urban Transport Division, Admin Division, Data Division, Urban Development Desk, and Local Self Government Divisions have all benefited from these enlightening workshops.

**Karmayogi's Yogshala Sessions in Ministry**



**MoHUA Establishing Capacity Building Units to Enrich iGOT Knowledge Repository**

In a significant stride towards promoting knowledge sharing MoHUA has led the formation of CBU Units to construct and upload comprehensive knowledge repository on iGOT platform.

Notably, following Mission's Divisions have taken substantial steps in establishing successful CBU Units:

- Smart Cities Mission,
- National Urban Livelihoods Mission,
- Swachh Bharat Mission,
- Atal Mission for Revjuvenation and Urban Transformation, and
- Housing-I.

**Mission Karmayogi FGDs and Interpersonal Meetings**



IFU team worked in liaison with Karmayogi Bharat for resolving grievances faced by MoHUA officials. These concerns were raised while upgrading the skills through completing course on iGOT platform and attaining certificates.

**Resolving iGOT Challenges at MoHUA**

Mission Karmayogi focused group discussion was conducted at National Capital Region Transportation Corporation to onboard officials on the iGOT platform.

**Progress till July-August 2023**



missionkarmayogi.mohua@gmail.com

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