

In association with



National Institute of Urban Affairs



MINISTRY OF HOUSING AND URBAN AFFAIRS

Internal FRACing Unit – Mission Karmayogi

Bi-MONTHLY PROGRESS REPORT

March – April 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

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List of abbreviations

AMRUT	Atal Mission for Urban rejuvenation and Transformation
CBC	Capacity Building Commission
DAY – NULM	Deen Dayal Antyodaya Yojana - National Urban Livelihood Mission
DoPT	Department of Personnel Training
FDG	Focused Group Discussion
FRAC	Framework of Roles, Activities and Competencies
iGOT	Integrated Government Online Training
IFD	Integrated Finance Division
IFU	Internal FRACing Unit
LSG	Local Self Government
MDO	Ministries Departments and Organizations
NTP	National Training Policy
NPCSCB	National Programme for Civil Services Capacity Building
PMAY – HFA	Pradhan Mantri Awas Yojana (Urban) – Housing for All (U)
SBM	Swachh Bharat Mission
SMC	Smart Cities Mission
TNA	Training Need Assessment
UD	Urban Development
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 2nd 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 was 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 the use of all aspects of the **70-20-10 learning and development model**. The 70-20-10 model is based on the principle that 70% of learning comes from experience, experiment, and reflection; 20% is derived from working with others, and 10% comes from formal interventions and planned learning solutions. The Platform allows the Government to break silos and harness the full potential of government officials for solutions rather than simply depending on the knowledge and skills of an individual official.



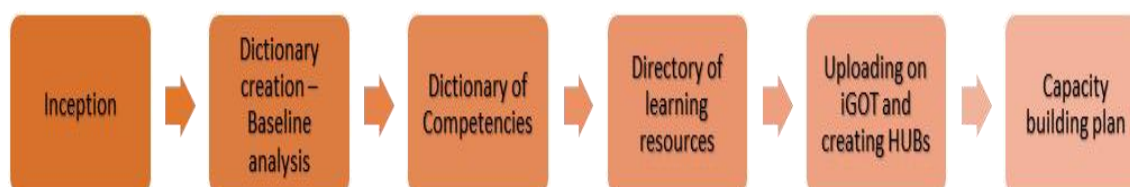
It provides resources across five hubs accessible to every government official. The roles, Activities and Competencies (FRAC) framework is one of the strongest pillars of the Mission Karmayogi.

1.4. About FRACing:

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

1.5. Internal FRACing Unit (IFU)

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



The 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 defines 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 which will define the competencies and their different 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 formulation of Capacity Building Unit (CBU) for monitoring and evaluation of 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 the months of March and April 2023

PMC's work during the month of March and April 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 the month of March - April 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 Annexed as **Annexure A** and **DO** as **Annexure B** for reference.

Presently FRACing exercise of the 6 divisions AMRUT, SBM, PMAY-HFA, NULM, Smart Cities, and Urban Transport has been completed. FRACING exercise for all other divisions are under process. The IFU team is working on to develop the following to execute the FRACing exercise in the rest of the divisions.

1. Organization chart of the divisions,
2. Work allocation sheet
3. 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. Focused Group Discussions (FGDs) conducted during said months.

In continuation to the series of meetings initiated by CBC in October 2022 for preparing the ACBP (Annual Capacity Building Plan) of the ministry, various consultations and FGDs were conducted in MoHUA in March-April 2023.

2.1.1. Focused Group Discussion on 20th March 2023

On 20th March 2023, the IFU team conducted a Focussed Group Discussion with the officials of L&DO (Land and Development Office) under the Chairmanship of Shri Dinesh Lakhunna, Assistant Director, L&DO to apprise them about the FRAC (Framework for Role, Activities and Competencies) template and the iGOT Platform, onboarding MDO and User Registration. The proceeding¹ is available in **Annexure C**.

2.1.2. Focused Group Discussion on 21st March 2023

On 21st March 2023, the IFU team conducted a Focussed Group Discussion with the Directorate of Estates (DoE) officials under the Chairmanship of Ms Kiran Pal, Deputy Director, DoE, to apprise about the FRAC (Framework for Role, Activities and Competencies) template, the iGOT Platform, onboarding MDO and User Registration. The proceeding² is available in **Annexure D**.

2.1.3. Focused Group Discussion on 18th April 2023

On 18th April 2023, the IFU team conducted a Focussed Group Discussion with the officials of PM SVANidhi (PM Street Vendors Atma Nirbhar Nidhi) to apprise about the FRAC (Framework for Role, Activities and Competencies) template, proceedings³ of which are attached as **Annexure-E**.

¹ Annexure-C

² Annexure-D

³ Annexure-E



2.1.4. Focused Group Discussion on 27th April 2023

On 27th April 2023, the IFU team conducted a Focussed Group Discussion with the PMAY-HFA (Pradhan Mantri Awas Yojna, Housing for All) officials to apprise them about the FRAC (Framework for Role, Activities and Competencies) template, the iGOT Platform, on boarding MDO and user registration (proceedings in Annexure-F).

2.2. Meeting(s) held under Mission Karmayogi

2.2.1. A meeting with AS Admin, MoHUA formulation of CBU (Capacity Building Unit) at MoHUA.

A meeting was held on 28th February, 2023 with Shri Satinder Pal Singh, Additional Secretary (AS), Admin, MoHUA, to discuss the formulation of CBU (Capacity Building Unit) at MoHUA for Monitoring and Evaluation of ACBP and Mission Karmayogi-related activities. The key mandate of the CBU broadly consists of the following actions. The Minutes of Meeting (MoM)⁴ was issued on 03rd April 2023 and is available at Annexure-N.

2.2.2 Mission Karmayogi Review Meeting with Shri Rahul Kapoor, JS

A meeting was held to discuss the status and further course of action for the Mission Karmayogi under the chairmanship of JS on 27.04.2023. To identify the specialised training institutes and plan introductory meeting with these institutes to discuss the ACBP for MoHUA. Institutes will be briefed about preparing course modules on identified domain competencies for various missions/Divisions of MoHUA.

IFU team shall arrange a meeting with all Mission Karmayogi's Nodal officers from all Mission Divisions to discuss the Induction course related to their domain area, which will be later uploaded on the iGOT platform. The proceeding of the meeting is available at Annexure-H.

2.2.3. Interpersonal meetings with the officials at MoHUA

Interpersonal meetings have been carried out with officials and Division Heads of **NULM, SBM, SCM, AMRUT, PMAY (U), UD, LSG, DoE, L&DO, PSP and Works division** for follow-up to provide the assistance in filling up of FRAC template, briefing about the FRAC exercise, discuss the draft Annual Capacity Building Plan (ACBP) and scheduling the FGDs in divisions.

Furthermore, as sought by DoPT and directed by Sh. Rahul Kapoor, JS, MoHUA, divisions were requested to identify the officials for the content creator, content reviewer and content publisher.

Table 1: List of interpersonal meetings held with Mission officials in March and April.

Month - March

Sl. No.	Name of the Mission/Division	Name & Designation of the officials	Purpose
1	Swachh Bharat Mission	Ms. Roopa Mishra, Joint Secretary	To discuss draft ACBP.
2	Urban Transport	Mr. Jaideep	To discuss draft ACBP.

⁴ Annexure-N



3	Administration Division	Mr. N.K Joshi, Deputy Secretary	To follow up on the FRAC template and discuss the draft ACBP.
4	Land Development Organization	Mr. Suvasish Das, Director	To follow up on the FRAC template and discuss the draft ACBP.
5	CPHEEO	Dr. M. Dhinadhayalan, Adviser	To follow up on the FRAC template and discuss the draft ACBP.
6	Housing Div-I	Mr. Dinesh Kapila, EA	To follow up on the FRAC template and discuss the draft ACBP.
7	NULM	Mr. Rahul Kapoor, JS	To discuss draft ACBP.
8	Parliament Section	Mr. Maheshwar Singh Rawat, SO	To discuss draft ACBP.
9	Integrated Finance Division	Mr. Ram Singh, Deputy Secretary	To discuss draft ACBP.
10	Smart City Mission	Mr. Jitendra Mehan, Director	To discuss draft ACBP.
11	PM Svanidhi	Mr. Rahul Kapoor, JS	To discuss draft ACBP.
12	Urban Development Desk	Ms. Pratibha Ahuja, US	To discuss draft ACBP.
13	Coordination & PG Section	Mr. Deepak Kumar, US	To discuss draft ACBP.
14	Vigilance	Mr. Vivek Omar, Deputy CVO	To discuss draft ACBP.
15	Printing and Publication	Mr. G P Sarkar, Director	To discuss draft ACBP.
16	Economic	Ms. Manisha Sensharma, Economic Advisor	To discuss draft ACBP.
17	Works	Mr. Mahesh Chandra, Under Secretary	To discuss draft ACBP.
18	Central Vista	Ms. D Thara, AS	To discuss draft ACBP.
19	DoE	Ms. K Snehlata Nair, Assistant Director	To follow up on the FRAC template and discuss draft ACBP.
20	AMRUT	Ms. D Thara	To discuss draft ACBP.
21	PMAY	Mr. Raj Kumar, Director	To discuss draft ACBP.

Month - April

Sl. No.	Name of the Mission/Division	Name & Designation of the officials	Purpose
1	Day-NULM	Sh. Madhukar Pandey, US	To discuss about content upload on iGOT.
2	PSP Division	Sh Jaipal Singh & Ms. Sobhana Ravi, SO	To discuss ACBP and Annual Training Plan.

3	PSP Division	Ms Lucy Jyoti & Sh Bishamber Dhar	To discuss t ACBP and Annual Training Plan.
4	PSP Division	Sh G P Sarkar, Dir	To discuss about workshop on iGOT and ACBP
5	PSP Division	Sh Hari MP, Dir	To discuss about workshop on iGOT and ACBP
6	PSP Division	Ms Lucy Jyoti, AD	To discuss about workshop on iGOT and ACBP
8	AS –Admin	Mr. Satinder Pal Singh, AS	To discuss about Mission Karmayogi work progress
9	AMRUT	Mr G S Dhillon, Dir	To discuss about ULB contact list
10	Smart City Mission	Mr. Kunal Kumar, JS	To discuss draft ACBP.
11	L&DO	Mr. Lakumna, AD	To discuss about FRACing upgrade
12	PM SVANidhi	Ms. Shalini Pandey, Dir	To discuss about FRACing Exercise
13	Housing-I	Mr. Jogiyani, US	Regarding all office order copy
14	Coordination & PG Section	Mr. Deepak Kumar, US	To discuss ACBP.
15	Budget	Smt. Pinki Pandey, US	To discuss ACBP
16	PSP Division	Sh Hari MP Sir, Dir	To discuss about workshop on iGOT and ACBP
17	Day-NULM	Sh. Rahul Kapoor, JS	To discuss about training institute list
18	Central Vista	Ms. Tanvi Garg, Dir	To discuss ACBP.
19	Central Vista	Mr. Rajesh Kumar Sahu, Dir	To discuss ACBP.
20	Central Vista	Mr. Jayant Kumar Khamari, DS	To discuss ACBP.
21	Delhi Division	Mr. P C Dasmana, Dir	To discuss ACBP.
22	Delhi Division	Mr. Sandeep Khularia, Dir	To discuss ACBP.
23	Urban Development	Ms. Manisha Sen Sharma, EA	To discuss ACBP.
24	AMRUT	Mr G S Dhillon, Dir	To discuss ACBP.
25	AMRUT	Mr Vinay Pratap Singh, Dir	To discuss ACBP.

2.2.4. A meeting with the Chief Engineer of CPWD National Academy

A meeting was held with Shri. Naimuddin M, Chief Engineer, (T&R)-I, National CPWD Academy and Shri. Santosh Kumar, Superintendent Engineer, National CPWD Academy, to apprise about the Mission Karmayogi and iGOT Platform, followed by a discussion on the FRACing exercise and development of the Annual Capacity Building Plan. Further, it was informed that CPWD Academy has many training courses and modules available

with them. So, it is decided that the IFU team shall go through those existing modules and compile them as per the requirement of the iGOT Platform. The proceeding⁵ of the meeting is available in **Annexure-P**.

2.3. Dakshta Training Program

As per OM F.No.O-17024/93/2022- ADMN-V- UD dated 25th January 2022 from MoHUA (Admin. V Section), each of the SOs/ASOs, who have completed their three years of service in the Ministry, were requested to complete the online DAKSHTA courses available on the iGOT Platform and then be deputed in batches of 20 each, to attend the five-day physical training in ISTM.

Subsequently, as directed by Shri Satinder Pal Singh, Additional Secretary (AS), Admin, MoHUA, the IFU team started following up with Missions/ Divisions and DoPT.

The MoHUA has directed 83 ASOs and 29 SOs from various Divisions to complete the training module under Dakshta Programme. The complete details⁶ of the number of courses carried out by the concerned officials under the Dakshta Training Programme are available in **Annexure-Q**.

2.4. Division Wise Domain Competencies

Division-wise Domain Competencies have been culled out for five major missions of the MoHUA, for which FRACing templates for self-assessment by officials have been submitted by more than 95% of the manpower of the division. The list of identified Domain Competencies for **SBM, SCM, AMRUT, DAY-NUKM** and **Urban Transport** has been attached in **Annexure (I, J, K, L and M)**.

2.5. Annual Capacity Building Plan (ACBP)

FRACing exercise carried out in different divisions to prepare the Annual Capacity Building Plan (ACBP) of MoHUA by the CBC. During the meeting held on 28.02.23 with CBC under the Chairmanship of Shri. Satinder Pal Singh, Additional Secretary (AS), Admin, MoHUA, and in the presence of Shri. Rahul Kapoor, Joint Secretary, it was decided to expedite the preparation of Annual Capacity Building Plan and (IFU) team shall assist the CBC in developing the preliminary ACBP 2023-24.

2.5.1. Preparation of draft Annual Capacity Building

To prepare the ACBP a series of FGDs and interpersonal meeting (details available in section 2.2.2.) were held followed by validation of ACBP with JS/Director level officer. The draft plan is shared with CBC for further action. A copy⁷ of the draft ACBP is available in **Annexure-R**.

2.5.2. Validation Exercise of ACBP

Subsequently, IFU started the 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. Furthermore, it was suggested by Shri. Satinder Pal Singh, Additional Secretary (AS), Admin, MoHUA, to expedite the process, the IFU team shall also start to

⁵ Annexure-P

⁶ Annexure-Q

⁷ Annexure-R



validate the draft ACBP with the respective Mission/Divisions JS level officer. The detail of the Status is as follows:

Table 2: The status of the validation exercise of ACBP at JS level officer.

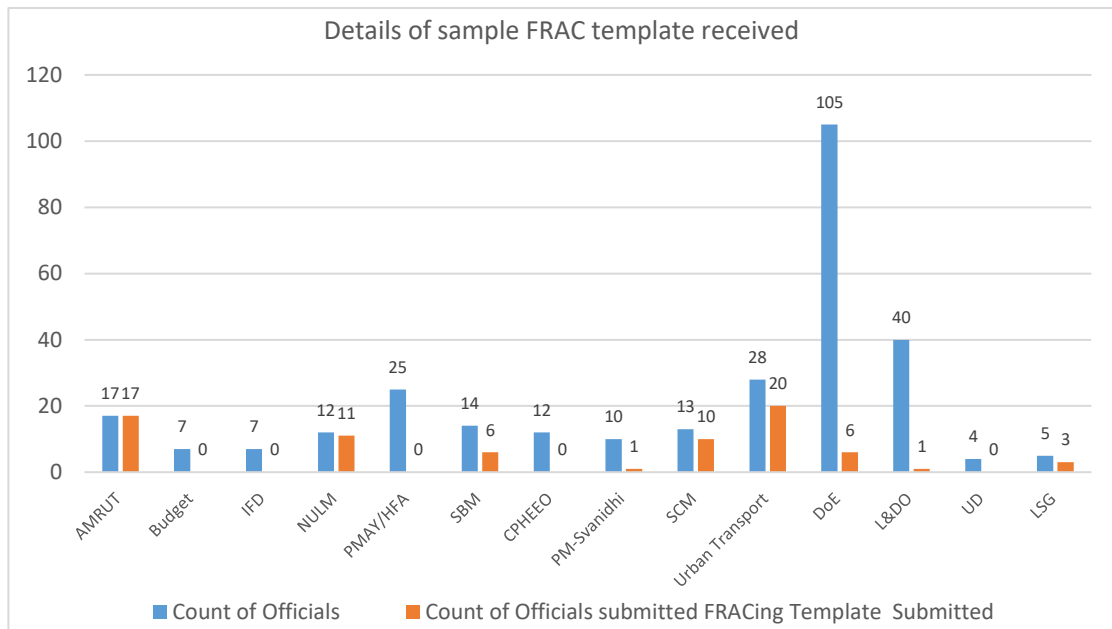
Sl. No	Name of the Mission/Division	Draft ACBP (Prepared)	Validation at AS/ JS level officer
1	Swachh Bharat Mission	Yes	Yes
2	Urban Transport	Yes	Yes
3	Administration Division	Yes	Yes
4	Land Development Organization	Yes	Yes
5	CPHEEO	Yes	Yes
6	Housing Division-I	Yes	Yes
7	Local Self Government (LSG)	Yes	Yes
8	Deendayal Antyodaya Yojana- National Urban Livelihood Mission (NULM)	Yes	Yes
9	Parliament Section	Yes	Yes
10	Integrated Finance Division	Yes	Yet to be done
11	Smart City Mission	Yes	Yes
12	PM SVANIDHI	Yes	Yes
13	Urban Development Desk	Yes	Yes
14	Coordination & PG Section	Yes	Yet to be done
15	Vigilance	Yes	Yes
16	Printing and Publication	In progress	Yet to be done
17	Economic	Yes	Yes
18	Works	Yes	Yes
19	Central Vista	Yes	Yes
20	DoE	Yes	Yes
21	AMRUT	Yes	Yes
22	PMAY	Yes	Yet to be done
23	Delhi Division	Yes	Yet to be done

2.5.3. Mapping of the division-wise Vision for ACBP

An OM dated 13th April 2023 was issued by MoHUA (Admin. V-UD Section) reg. Questionnaire on Capacity Building Plan in r/o M/o Housing and Urban Affairs for capturing the perceived vision of respective divisions

for the Annual Capacity Building Plan being prepared for the MoHUA. OM letter is attached in **Annexure G** for reference.

Figure 1: Details about filled FRACing templates received from MoHUA officials' registration until March.

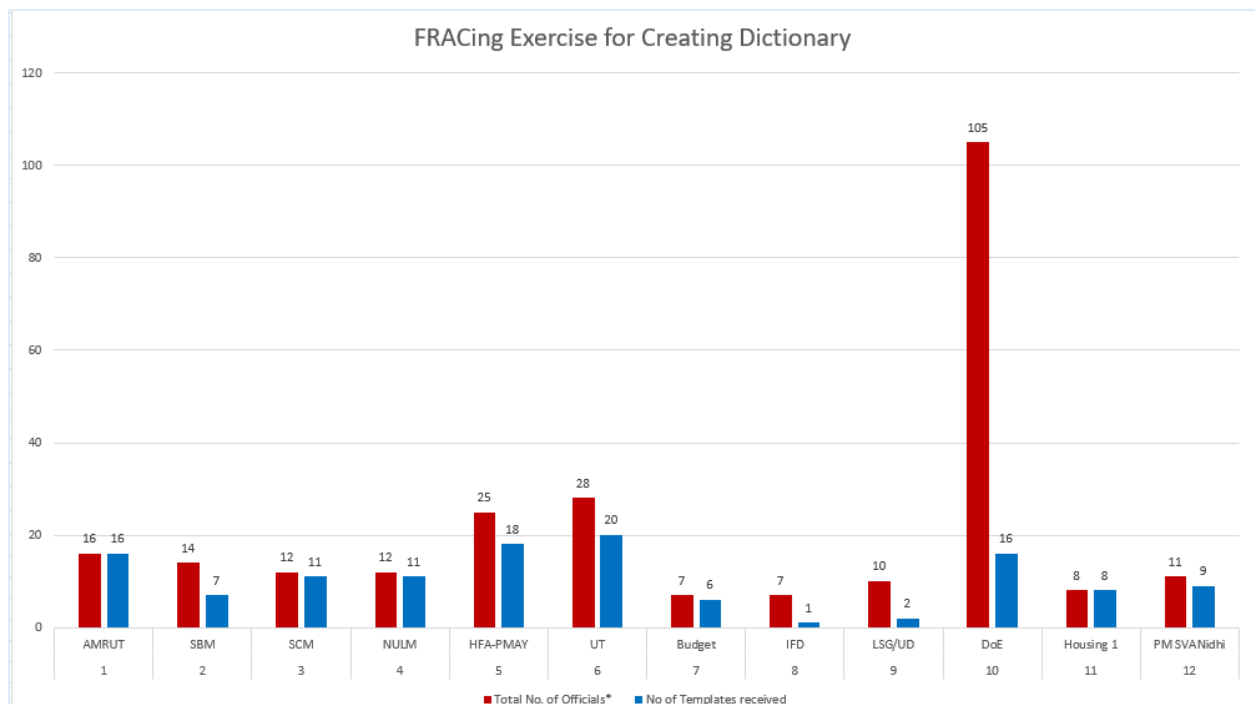


*Excluding JS-level officers.

Out of 299 officials from the following missions/division (AMRUT, Budget, IFD, NULM, HFA, SBM, CPHEEO, SCM, UT, LSG, DoE, L&DO), total 76 sample FRAC templates has been received.

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

Figure 2: Details about filled FRACing templates received from MoHUA registration of officials till April 2023

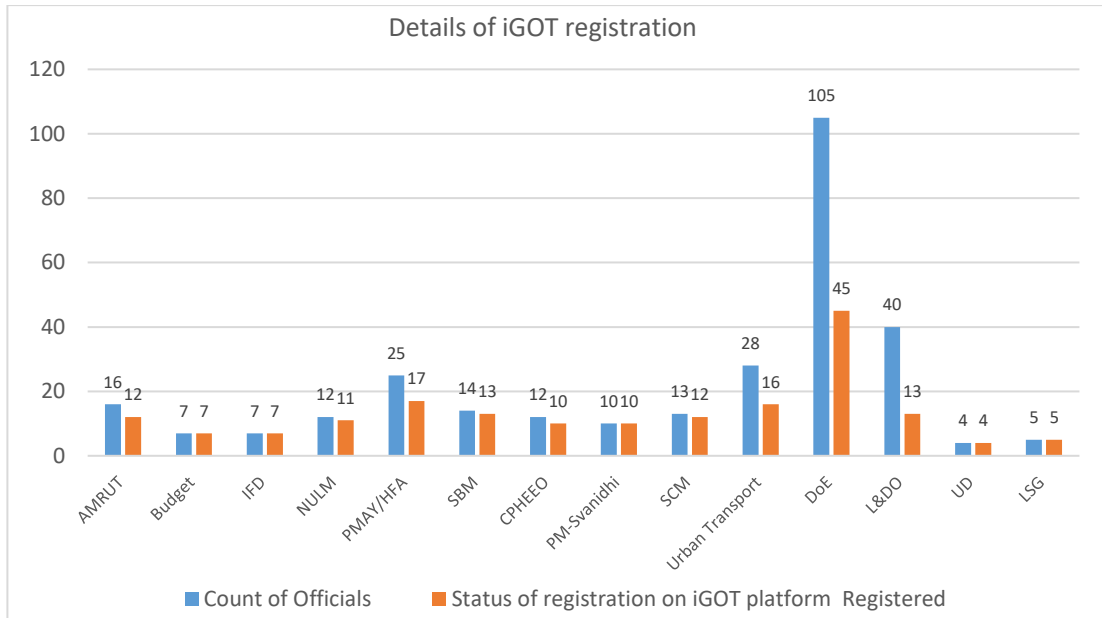


*Excluding JS-level officers. Out of 255 officials from the following missions/division (AMRUT, SBM, SCM, NULM, HFA-PMAY, UT, Budget, IFD, LSG/UD, DoE, Housing -I, PM SVANidhi), total 125 sample FRAC templates has been received.

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

2.6. Statistics of the iGOT Registration

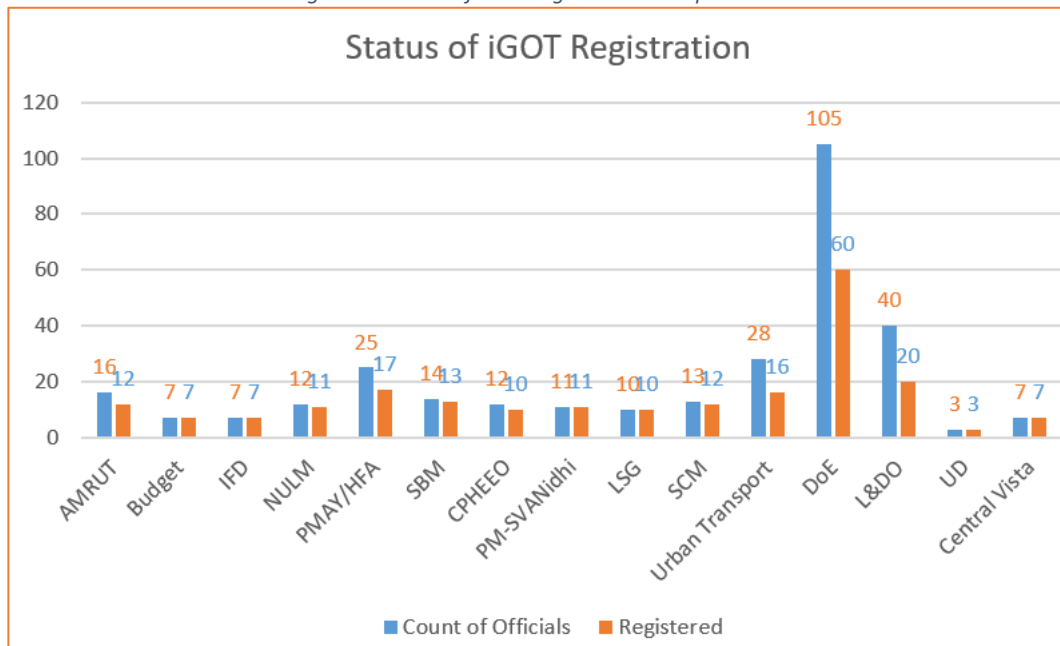
Figure 3: Details of IGOT registration till March 2023



Of 299 officials from the following missions/division (AMRUT, Budget, IFD, NULM, HFA, SBM, CPHEEO, SCM, UT, LSG, DoE, L&DO), total of 183 officials were registered.

Note: The count of officials may vary because of administrative changes

Figure 4: Details of IGOT registration till April 2023.



Out of 294 officials from the following missions/division (AMRUT, Budget, IFD, NULM, HFA, SBM, CPHEEO, PM-SVANidhi, LSG, SCM, UT, LSG, DoE, L&DO), total 194 officials registered.

Note: The count of officials may vary because of administrative changes

3. Summary of work done in March and April 2023:

Month – March 2023

Table 3: Summary of work done in March

Sl. No	Type of work	Name of the Mission/ Division	Status	Remark
1	Interpersonal meetings with the Mission officers on the filling and submission of FRACing template.	MoHUA (22 in Total)	On-going	Meetings have been carried out for follow-up regarding FRAC template of remaining officials/ getting dates for FGDs/ briefing about the FRAC template/ discuss draft ACBP with the following divisions: 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.
2	Interpersonal meeting with Director and above-level officials to discuss about Annual Capacity Building Calendar	MoHUA	On-going	With SBM, HFA, AMRUT, UT, L&DO, Housing, SCM, CPHEEO, Admin, Budget, IFD, PM Svanidhi, DoE, Parliamentary matters, NULM, LSG, UD, Economic division.
3	Preparation of draft Annual Capacity Building Calendar	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	Meeting was conducted with AS, Admin on 27.03.23 at 11:30 AM to discuss the first draft before sharing it with CBC.
4	Interpersonal meeting with Joint Secretary	SBM	Completed	To apprise about the Status of Mission Karmayogi in SBM, discuss and plan the next course of action regarding content preparation and identification of courses and discuss about the draft ACBP for SBM.

5	Workshop for FRACing exercise	L&DO	Completed	On 20.03.23 at 4:00 PM.
6	Workshop for FRACing exercise	DoE	Completed	On 21.03.23 at 11:00 AM-4:30 PM. (Two batches)
7	Interpersonal meeting with Manisha Sen, Economic Adviser	Economic Division	On-going	To support the work city beauty competition, Municipal Finance Index, Urban infrastructure Development. Workshop attended on 06.03.23 about introduction of online assessment framework, scoring & ranking cities into 4 categories of the ULB's (Urban Local Bodies) and access to the www.cityfinace.in portal.
8	Interpersonal meetings with AS, Admin, Director, AMRUT to discuss proposal for the incubation of 8 new Cities	AMRUT	On-going	Discussion scheduled with Secretary MoHUA on 20.03.23 at 7:00 PM and subsequent meetings has been scheduled for coming weeks with AS, Admin.

Month-April 2023

Sl. No	Type of work	Name of the Mission/ Division	Status	Remark
1	Interpersonal meetings with the Mission officers on the filling and submission of FRACing template.	MoHUA (23 in Total)	On-going	Meetings have been carried out for follow-up regarding FRAC template of remaining officials/ getting dates for FGDs/ briefing about the FRAC template/ discuss draft ACBP with following divisions: 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.
2	Interpersonal meeting with Director and above-level officials to discuss about Annual Capacity Building Plan	MoHUA	On-going	With SBM, HFA, AMRUT, UT, L&DO, Housing, SCM, CPHEEO, Admin, Budget, IFD, PM SVANidhi, DoE, Parliamentary matters, NULM, LSG, UD, and Economic division.
3	Preparation of draft Annual Capacity Building Plan	SBM, UT, Administration Division, L&DO, CPHEEO	On-going	The training have been identified for the various roles and positions of divisions/missions and shared with CBC. The

		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.		finalization of the institutes and course curations are under the process.
4	Workshop for FRACing exercise	PM SVANidhi	Completed	On 18.04.23 at 10:00 AM
5	Workshop for FRACing exercise	PMAY-HFA	Completed	On 27.04.2023 at 02:00 PM



4. Way Forward for May and June 2023

1. As latest directions and decisions by the competent authority, in the coming months, IFU-PMC will work with all the divisions/departments/organizations (more than 22 in number) which are related to MoHUA for registration of officials on the iGOT platform, FRACing exercise and course content development for the Induction Modules.
2. Follow-ups to register the remaining officials of targeted Missions & divisions of MoHUA on the iGOT Platform from the second to fourth week of April.
3. Follow up regarding formulation of CBU (Capacity Building Unit) at MoHUA for Monitoring and evaluating ACBP and Mission Karmayogi-related activities.
4. Mapping and identification of training partners for all the divisions / Missions of MoHUA to convene an online meeting with them for preparing courses for the identified training under ACBP
5. IFU-PMC will initiate the collection of resource material to develop course modules for Induction Courses of Divisions/Missions (starting with Housing-I, NULM and SBM) of MoHUA.

4.1. Work plan for the month of May and June 2023

Figure 5: Work Plan for the month of May – June 2023.

Proposed Road map for May 2023 Project Management Consultant for Internal Facing Unit									
S.No.	Item of Activity (Work)	Weeks of May 2023				Weeks of June 2023			
		W1	W2	W3	W4	W1	W2	W3	W4
1	Filling up training plan template of ACBP from MDOs as mentioned AMRUT, SCM, SBM, PMAY, NULM, Housing 1 & 2, UD, LSG, UT, Administration, L&DO, CPHEEO, Parliament, IFD, Budget, PM Swanidhi, Coordination & PG, DoE, Central Vista & International Coordination, Economic, Vigilance, works, CPWD and Delhi division.	←-----→				←-----→			
2	Focussed Group Discussions (FGD) with Printing Press and Publication (PPP) Division to carry out FRACing exercise of sample position and IGOT Registration for the batch size of 175 personnels	←-----→			←-----→				
3	Development of induction Courses for NULM, SBM, Housing-I	←-----→			←-----→				
4	Deriving the division level domain competencies for SBM,SCM,AMRUT,NULM,UT, DoE,PSP		←-----→			←-----→			
5	FGDs with Works, Administration, and PM Swanidhi to carry out FRACing exercise of sample position and IGOT registration.	←-----→				←-----→			
6	Follow up with Budget, IFD, CPHEEO, UD, L&DO, PM Savinidhi, LS, Works, Administration, PSP,Delhi and Central Vista for FRACing exercise of sample position.	←-----→				←-----→			
7	Mapping and identification of training partners for all the divisions / Missions of MoHUA to convene an online meeting with them for preparing courses for the identified trainings under ACBP	←-----→				←-----→			
8	Formulation of Capacity Building Unit		←-----→			←-----→			
9	Facilitation of meeting of Missions/Divisions with identified training institutes								
10	Submission of MPR and BPR								★
11	Preparation of Dictionaries for Roles, Positions and Competencies for 3 divisions								★
Note:									
A. Proposed timeline is subject to the availability of the concerned officials.									
←-----→		Linked activities				Linked activities			
←-----→		Unlinked activities				Unlinked activities			
★		Deliverables				Deliverables			

5. IFU's presence in other tasks of the Ministry

5.1. A meeting on City Finance Challenge by Janaagraha.

A meeting with Ms Manisha Sensarma, Economic Advisor, Housing -II held on 06.03.23 to understand the city beautification challenges, the City Finance Ranking and the Urban Governance. She advised IFU team members to attend the workshop held on City Finance ranking, where Janagrahaa explained the portal and the procedure to evaluate the city under this challenge. The brief about the workshop is available in Annexure-O.

5.2. Details of the Discussion about the Incubation of New Cities

A meeting was held with the Expert Committee on the performance-based challenge fund for the Incubation of 8 new cities under the 15th Finance Commission under the Chairmanship of the Secretary, Ministry of Housing and Urban Affairs.

5.3. Details of the Discussion with the expert committee on Centres of Excellence

A meeting was held with the Expert Committee for designating the institutes of urban planning as Centres of Excellence (CoE) under the Chairmanship of Secretary, Ministry of Housing and Urban Affairs



Annexure A: Office Memorandum 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: 01st 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 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

To:

1. AS(SC)/ AS(Housing)/ AS(D&C), MoHUA
2. All Joint Secretaries/ JS & FA/EAs/OSD(UTY)/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.

Rahul Kapoor
Joint Secretary (MoHUA)
Tele: 011-23062194
Email: rahul.kapoor@gov.in



सत्यमेव जयते



सर्वेभ्यो ज्ञानं श्रेयसे

भारत सरकार
आवासन और शहरी कार्य मंत्रालय
निर्माण भवन

GOVERNMENT OF INDIA
MINISTRY OF HOUSING AND URBAN AFFAIRS
NIRMAN BHAWAN

नई दिल्ली-110011, तारीख 20

New Delhi-110011, dated the 20

D. O. No. 0-17024/40/2021-ADM-V-UD

Dated: 9th February, 2023

Dear Madam/Sir,

As you may be aware, the Government has set up a *Capacity Building Commission (CBC)* under the *National Programme for Civil Services Capacity Building of Civil Servants (NPCSCB)* - "Mission Karmayogi". To execute the vision of the Mission an *Internal FRACing Unit (IFU)* 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.

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.

3. Vide O.M. No. 0-17024/40/2021-ADM-V-UD dated 1st February, 2023, It was requested to appoint a Nodal officer for Mission Karmayogi in each Mission/Divisions and communicate the same at missionkarmayogi.mohua@gmail.com. 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.

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.

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.

Encl.: As above

Yours sincerely,


9/2
(Rahul Kapoor)

Annexure C: Proceeding of the Focused Group Discussion with Land & Development Office (L&DO) on 20th March 2023

Proceeding of the Focused Group Discussion on the FRAC template, iGOT Platform, Onboarding MDO and User Registration

Date: 20th March 2023

Time: 4:00 PM

Venue: 610-A, Nirman Bhawan, New Delhi

To enhance the capacity of the civil services, the Government of India has launched the National Programme for Civil Services Capacity Building (NPCSCB) - Mission Karmayogi, anchored by an apex body headed by the Prime Minister. The Mission aims to create a competent civil service rooted in Indian ethos, with a shared understanding of India's priorities, working harmoniously for effective and efficient public service delivery. It is complemented by iGOT Karmayogi - a comprehensive online platform for learning and HR decision-making.

The IFU-PMC has organized a Focused Group Discussion (FGD) on Mission Karmayogi for Land and Development Office.

AIM of the focused group discussions:

Developing an understanding and processes of Mission Karmayogi and iGOT Karmayogi - an online platform for learning.

Proceeding:

- i. The FGD was held under the chairmanship of Shri Dinesh Kumar Lakhumna, Deputy. L&DO-III.
- ii. The FGD started with a welcome note by Ms. Charu Upadhyay, Team Lead, IFU-PMC team, Mission Karmayogi. She briefed about the team and set the agenda for the focused group discussion.
- iii. Ms. Charu Upadhyay, Team Lead, IFU, Subject Matter Expert, IFU-PMC team, Mission Karmayogi, explained the Missions and their various components. She gave an insight into the institutional structure of the Mission, the role of IFU-PMC and the monitoring framework of the Mission. Under the role of IFU-PMC, she described the FRACing process, monitoring and evaluation process and training and capacity building plan. She also introduces the Platform- iGOT as a means /technology that is going to be used to build the capacity of civil service employees.
- iv. Ms. Shailshree Tewari, Subject Matter Expert, IFU-PMC team, Mission Karmayogi, explained the registration process on the iGOT Platform. She stated that there are two ways to register on iGOT. One is bulk registration through SPV (Special Purpose Vehicle) – Karmayogi Bharat, and the other is individual registration. She further stated the basic information that needs to be filled in for registration, i.e., Name, Department, Ministry etc. She showed the login process and profile creation process. She demonstrated how to edit the profile and add more details for better use of the iGOT Platform. She also explained about six hubs like, Competency Hub, Career Hub, Learning Hub, Networking Hub, Discussion Hub, and Event Hub, that a user can explore and use for their career growth. She requested to create the generic id for Admin MDO, Content Creator, Content Reviewer and Content Publisher to set up a CBP unit for resource development.



- v. Ms. Shailshree Tewari, Subject Matter Expert, IFU-PMC team, Mission Karmayogi, explained about the FRAC template and showed few samples of filled templates for reference.
- vi. A Q&A session was held where participants from HFA put their queries about the iGOT and FRACing (Framework of Role Activities and Competencies). The questions are like how to take courses on iGOT, details required in the registration, job profile, responsibilities, and various benefits of this Platform for users.

Table 4: Agenda of Focused Group Discussion for L&DO Officials

Time	Topics	Speaker
4:00-4:10 PM	Welcome Session	Charu Upadhyay, Team Leader, IFU
4:10-4:30 PM	Introduction: Mission Karmayogi	Charu Upadhyay, Team Leader, IFU
4:30-5:10 PM	iGOT Platform <ul style="list-style-type: none"> • Introduction • User profiles creation process • Components • Key Players • Six Hubs of the platforms 	Shailshree Tewari, Subject Matter Expert, IFU
5:10-5:30 PM	FRAC template	Shailshree Tewari, Subject Matter Expert, IFU
5:30-5:40 PM	Question-Answer Session	IFU-PMC team
5:40-5:45 PM	Closing Remarks / Way Forward	Charu Upadhyay, Team Leader, IFU

Picture 1: Attendance Sheet for L&DO for Focused Group Discussion.

Focus Group Discussion of L&DO, MoHUA on FRACing Exercise							
DATE 20-03-2023, TIME 04:00 PM							
S.No.	Officer/Official's Name (Sh/Smt/Ms)	Designation	E-Mail ID	Contact No	Phone Number	Room No	Signature
1	ASHOK KUMAR GOPHA	AE (Tech Sec)	a.k.gopha1966@gov.in	9268105134	23051370	616	[Signature]
2	DINESH KR LAKHUNA Dy L&DO		dinesh.lakhuna@gov.in	7011160419	23061292	633	[Signature]
3	ASHOK BAWAL	Dy. L&DO	a.bawal@nic.in	9287848881		624	[Signature]
4	B.L. Meena	Dy. L&DO	bhuratul.meena33@gov.in	9968480357	23010532	623	[Signature]
5	Dhiraaj Kumar	S.O.	dhiraaj.kumar@gov.in	8793575007		619	[Signature]
6	SUJATA WADNERA	Subdt.	suajata.wadnera@gov.in	9654506255		605	[Signature]
7	Nirmal Bhandari	Subdt.	nirmal.bhandari@gov.in	9711265304		640	[Signature]
8	Kalyani Mathur	Subdt.	kalyani.mathur@gov.in	9971185227		638A	[Signature]
9	Soumya Kumar	ASO	soumya.kumar20@gov.in	7903037307		629	[Signature]
10	Prashant Singh	ASO	prashant.singh25@gov.in	8700635603		635-A	[Signature]
11	RICHHARAL	Consultant	g.p.singh65@gov.in	9811286592		637A	[Signature]
12	SUNIBHAS SHARMA	Subdt.	Sunibhas333@gmail.com	997156623		634	[Signature]
13	Male Chhabra	Subdt.	male.chhabra@gov.in	9871048403		639	[Signature]
14	Madhubala Suresh	Subdt.	madhubala.suresh@gov.in	9871442566		630	[Signature]
15	Rajni	Subdt.	rajani.singh@gov.in	9654673140		639	[Signature]
16	Aditya Chandra	Section Officer	aditya.chandra25@gov.in	9899822102		637A	[Signature]

17	Pratyush Srivastava	Section Officer	pratyush.srivastava@gov.in	8260536535		638A	R
18	Pankaj Kumar Jha	Section Officer	pankajkumar.jha35@gov.in	9818463077		638A	M
19	Rakesh Sharma	Subdt.	rakesh.sharma@gov.in	9818463077		638	R
S.No.	Officer/Official's Name (Sh/Smt/Ms)	Designation	E-Mail ID	Contact No	Phone Number	Room No	Signature
20	Bhupenderkumar Sharma	Subdt.	bhupenderkumar.sharma@gov.in	996811157	—	639	B
21	Ram Kumar Negi	Section Officer	ram.kumar.negi@gov.in	9540426565	—	635A	R

Table 5: IFU-PMC Team present During Mission Karmayogi Focused Group Discussion

Sl. No.	Name	Designation
1	Ms. Charu Upadhyay	Team Lead
2	Ms. Shailshree Tewari	Subject Matter Expert
3	Ms. Shivani Bakshi	Organizational Analyst
4	Mr. Dhananjay Kumar	Tech Analyst

Picture 2: Glimpse of the FGD conducted with L&DO officials.



Outcome:

Out of 40 officials, total of 21 officials from Land and Development office attended the Focused Group Discussion. All officials were expected to be registered on or before 24th March 2023 and submit the filled template at the earliest.

Annexure D: Proceeding of the Focused Group Discussion with Directorate of Estates (DoE) on 21st March 2023

Proceeding of the Focused Group Discussion on the FRAC template, iGOT Platform, Onboarding MDO and User Registration

Date: 21st March 2023

Time: 11:30 AM

Venue: Conference Hall, 417-C, Nirman Bhawan, New Delhi

To enhance the capacity of the civil services, the Government of India has launched the National Programme for Civil Services Capacity Building (NPCSCB) - Mission Karmayogi, anchored by an apex body headed by the Prime Minister. The Mission aims to create a competent civil service rooted in Indian ethos, with a shared understanding of India's priorities, working harmoniously for effective and efficient public service delivery. It is complemented by iGOT Karmayogi - a comprehensive online platform for learning and HR decision-making.

The IFU-PMC has organized a Focused Group Discussion (FGD) on Mission Karmayogi for Directorate of Estates.

AIM of the focused group discussions:

Developing an understanding and processes of Mission Karmayogi and iGOT Karmayogi - an online platform for learning.

Proceeding:

- I. The FGD was held under the chairmanship of Shri D V Rao, Deputy Legal Advisor, DoE.
- II. The FGD started with a welcome note by Ms. Charu Upadhyay, Team Lead, IFU-PMC team, Mission Karmayogi. She briefed about the team and set the agenda for the focused group discussion.
- III. Ms. Charu Upadhyay, Team Lead, IFU, Subject Matter Expert, IFU-PMC team, Mission Karmayogi, explained the Missions and their various components. She gave an insight into the institutional structure of the Mission, the role of IFU-PMC and the monitoring framework of the Mission. Under the role of IFU-PMC, she described the FRACing process, monitoring and evaluation process and training and capacity building plan. She also introduces the Platform- iGOT as a means /technology that is going to be used to build the capacity of civil service employees.
- IV. Ms. Shailshree Tewari, Subject Matter Expert, IFU-PMC team, Mission Karmayogi, explained the registration process on the iGOT Platform. She stated that there are two ways to register on iGOT. One is bulk registration through SPV (Special Purpose Vehicle) – Karmayogi Bharat, and the other is individual registration. She further stated the basic information that needs to be filled in for registration, i.e., Name, Department, Ministry etc. She showed the login process and profile creation process. She demonstrated how to edit the profile and add more details for better use of the iGOT Platform. She also explained about six hubs like, Competency Hub, Career Hub, Learning Hub, Networking Hub, Discussion Hub, and Event Hub, that a user can explore and use for their career growth. She requested to create the generic id for Admin MDO, Content Creator, Content Reviewer and Content Publisher to set up a CBP unit for resource development.
- V. Ms. Shailshree Tewari, Subject Matter Expert, IFU-PMC team, Mission Karmayogi, explained about the FRAC template and showed few samples of filled templates for reference.



- VI. A Q&A session was held where participants from HFA put their queries about the iGOT and FRACing (Framework of Role Activities and Competencies). The questions are like how to take courses on iGOT, details required in the registration, job profile, responsibilities, and various benefits of this Platform for users.

Table 6: Agenda of Focused Group Discussion for L&DO Officials

Time	Topics	Speaker
11:30-11:35 AM	Welcome Session	Charu Upadhyay, Team Leader, IFU
11:35-11:50 AM	Introduction: Mission Karmayogi	Charu Upadhyay, Team Leader, IFU
11:50 AM-12:25 PM	iGOT Platform <ul style="list-style-type: none"> • Introduction • User profiles creation process • Components • Key Players • Six Hubs of the platforms 	Shailshree Tewari, Subject Matter Expert, IFU
12:25-12:40 PM	FRAC template	Shailshree Tewari, Subject Matter Expert, IFU
12:40-12:55 PM	Question-Answer Session	IFU-PMC team
12:55-1:00 PM	Closing Remarks / Way Forward	Charu Upadhyay, Team Leader, IFU

Picture 3: Attendance Sheet for DOE for Focused Group Discussion

Focused Group Discussion of DoE, MDO Registration on iGOT, FRACING Exercise						
DATE 20-03-2023, TIME 02:30 PM						
S.No.	Officer/Official's Name (Sh/Smt/Ms)	Designation	Email - ID	Contact No	Room No	Signature
1	ACHLA PANCHOLI	ASO	achla.pancholi@gov.in	9414143375	413-B	<i>[Signature]</i>
2	A. D. Jaganathan	ASO	ad.jagannathan35@gov.in	9810166349	414-B	
3	AKSHAY	ASO	akshay.35@gov.in	7050022824	403-B	<i>[Signature]</i>
4	AKSHI YADAV	ASO	akshi.yadav@gov.in	9549258455	404-C	<i>[Signature]</i>
5	AMITABH PRASAD	ASO	amitabh.p@nic.in	9868235072	413-B	<i>[Signature]</i>
6	ANKIT	ASO	ankit.rawal08@gov.in	9050653756	413-B	
7	ANUPRIYA MOHIT	ASO	anupriya.mohit@gov.in	9716461126	404-C	
8	ASHISH	ASO	ashish.malik91@gov.in	9996818815	404-C	<i>[Signature]</i>
9	Bratati Hota	ASO	bratati.hota35@gov.in	9654785319	409-B	<i>[Signature]</i>
10	Brij Bhushan Sharma	ASO	brijbhushan.sharma35@gov.in	9971267835	520-C	
11	Dayal Chand	ASO	dayal.chand35@gov.in	9911253763	404-C	<i>[Signature]</i>
12	DILIP KUMAR BARNWAL	ASO	barnwal.dk@gov.in	9958705306	514-A	<i>[Signature]</i>
13	Gagan Deep	ASO	gagan.deep@gov.in	8053061419	404-C	<i>[Signature]</i>
14	Hemant Kumar Bhatia	ASO	hemantkumar.bhatia35@gov.in	9711694291	506-C	<i>[Signature]</i>
15	INDER SINGH	ASO	inder.singh35@gov.in	9680131357	404-C	<i>[Signature]</i>
16	Ishwar Dutt Kashyap	ASO	ishwardutt.kashyap35@gov.in	9582194596	406-B	<i>[Signature]</i>
17	Jeet Singh Dotiyal	ASO	jeetsingh.dotiyal35@gov.in	9968650642	442-C	
18	Kamaljit Singh	ASO	kamaljit.singh25@gov.in	9654197680	406-B	<i>[Signature]</i>
19	KAVITA	ASO	kavita.dahiya@gov.in	7082081302	420-C	<i>[Signature]</i>
20	Krishan Pal	ASO	krishan.pal35@gov.in	9971499708	404-C	<i>[Signature]</i>
21	KUMAR SUMIT AGRAWAL	ASO	k.sumit35@gov.in	9711569828	419-C	
22	Manoj Kumar Gupta	ASO	manojkumar.gupta35@gov.in	9818608043	507-C	
23	Md. Nizamuddin	ASO	mohammad.nizamuddin35@gov.in	9810481071	419-C	
24	Mukesh Kumar Sharma	ASO	mukeshkumar.sharma35@gov.in	9810388142	504-C	<i>[Signature]</i>
25	M.V. Rao	ASO	mvenkateshwara.rao35@gov.in	9968295896		
26	Narendra Singh	ASO	narendra.singh35@gov.in	9868700727	463-C	
					Room No	Signature
27	NEERAJ BAJIA	ASO	neeraj.bajia@gov.in	9518666247	506-C	
28	PANKAJ PRIYADARSHI	ASO	p.priyadarshi@gov.in	9013834292	504-C	<i>[Signature]</i>
29	PANKAJ SUTHAR	ASO	pankaj.suthar@gov.in	8112257549	419-C	<i>[Signature]</i>
30	Pramila Virmani	ASO	pramila.virmani35@gov.in	9990607703	419-C	<i>[Signature]</i>
31	Praveen Kumar	ASO	praveen.kumar35@gov.in	9654234767	403-B	<i>[Signature]</i>
32	Pritam Kumar Bagde	ASO	pk.bagde35@nic.in	9868559965	514-B	
33	Prity Gupta	ASO	prity.37@gov.in	9818558130	406-B	<i>[Signature]</i>
34	PRIYANKA RAWAT	ASO	priyanka.rawat1@gov.in	9501042026	404-C	<i>[Signature]</i>
35	PRIYANSHU ANAND	ASO	priyanshu.35@gov.in	6207911720	404-C	<i>[Signature]</i>
36	Priya Vratit Dixit	ASO	pv.dixit@gov.in	8755556737	420-C	<i>[Signature]</i>
37	Punita Singh	ASO	punita.singh35@gov.in	8505911005	414-B	<i>[Signature]</i>
38	PURNA CHANDRA MAHALIK	ASO	mahalik.pc@gov.in	9958286439	403-C	
39	Radha Gupta	ASO	radha.gupta@gov.in	9818267063	409-B	<i>[Signature]</i>
40	RAJNI	ASO	rajni.mathur89@gov.in	8851196169	504-C	<i>[Signature]</i>
41	RAKESH	ASO	rakesh.75@gov.in	9990789473	525-C	
42	RENU KUMARI	ASO	renu.kumari35@gov.in	8700733093	423-C	
43	Sanjay Goel	ASO	sanjaykumar.goel35@gov.in	9013030566	423-C	<i>[Signature]</i>
44	SANJAY KUMAR	ASO	s.kumar98@gov.in	8818047508	403-C	
45	Sanjeev Kumar Kataria	ASO	sanjeev.kataria@gov.in	9910786420	403-C	<i>[Signature]</i>
46	Satish	ASO	satish.67@gov.in	9871435525	510-C	
47	Shiv Ratan Sahu	ASO	shivrani.sahu35@gov.in	9311301737	514-B	
48	Shobha Singh	ASO	shobha.singh35@gov.in	9582917173	421-C	
49	SOMNATH PRAMANIK	ASO	somnath.pramanik@nic.in	9868330063	520-C	

Focused Group Discussion of DoE, MDO Registration on iGOT, FRACing Exercise

DATE 20-03-2023, TIME 11:00 AM

S.No.	Officer/Official's Name (Sh/Smt/Ms)	Designation	Email Id	Contact No	Room No	Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10	D.V. RAO	DEPUTY LEGAL ADVISOR	dv.rao65@gov.in	9999999991		
11	Kiran Pal	DEPUTY DIRECTOR	kiran.pal35@gov.in	9013350017		
12	MANIK CHANDRA SONOWAL	DEPUTY SECRETARY	mcsonowal-upsc@gov.in	9013495463	426-C	<i>Manik</i>
13	Pinaki Banerjee	DEPUTY DIRECTOR	pinaki.banerjee@nic.in	9051404009		
14	RAJESH KUMAR	DEPUTY DIRECTOR	rajesh.kr70@gov.in	9818747759	541-C	<i>Rajesh</i>
15	SANDIPAN GHOSH	DEPUTY DIRECTOR	soad-doj@nic.in	9891449527		
16	Sanjay Kumar	DEPUTY DIRECTOR	sanjay.kmr26@gov.in	8802953886	411-C	<i>Sanjay</i>
17	SHIV KUMAR	DEPUTY DIRECTOR	shiv.kumar1983@gov.in	8178693420	401-B	<i>Shiv</i>
18	Udham Singh	DEPUTY DIRECTOR	udham.singh78@nic.in	9211465490	413-C	<i>Udham</i>
19	MANIK CHANDRA SONOWAL	DEPUTY SECRETARY	mcsonowal-upsc@gov.in	9013495463		
20	ANURAG DEVGAN	ASSISTANT DIRECTOR	anurag.devgan@nic.in	9868224368	504-C	<i>Anurag</i>
21	ASHOK KUMAR	ASSISTANT DIRECTOR	ashok.kumar70@gov.in	9818687165		

21	ASHOK KUMAR	ASSISTANT DIRECTOR	ashok.kumar70@gov.in	9818687165		
22	B.C.Sivakumar	ASSISTANT DIRECTOR	bc.sivakumar35@gov.in	9968315485		
23	BHARTI POONJA	ASSISTANT DIRECTOR	bharti.poonja@nic.in	9871329549		
24	BHUVNESH KUMAR	ASSISTANT DIRECTOR	bhuvnesh.k89@nic.in	9717360501		
25	B.L.Gupta	ASSISTANT DIRECTOR	bl.gupta35@gov.in	9868216391	414-B	<i>B.L.Gupta</i>

56. Bhupendra Singh Chauhan. Supt. Ofcs - bhupendra.chauhan37@gov.in. 9414388446 515-B. 21/3/23

26	DHIRAJ KUMAR	ASSISTANT DIRECTOR	dhiraj.kumar78@nic.in	9868466535		
27	DINESH KUMAR SHARMA	ASSISTANT DIRECTOR	dineshkr.sharma17@gov.in	9013335638	504-C	<i>Dinesh</i>
28	Gurjeet Kaur	ASSISTANT DIRECTOR	gurjeet.kaur29@gov.in	9910013711	520-C	<i>Gurjeet</i>
29	Harvesh Kumar	ASSISTANT DIRECTOR	harvesh.kumar35@gov.in	9899402607		
30	INDU BHARATI	ASSISTANT DIRECTOR	indu.bharti24@gov.in	9811749081	504(C)	<i>Indu</i>
31	JAGNNATH PRASAD	ASSISTANT DIRECTOR	jagnnathprasad.cswb@gov.in	9910363449	RPS	<i>Jagnnath</i>
32	Keloth Sneha Latha Nair	ASSISTANT DIRECTOR	ksnehalatha.nair35@gov.in	9868163213	409-A	<i>Keloth</i>
33	Kunal Bhashkar	ASSISTANT DIRECTOR	kunal.bhashkar35@gov.in	9999247912		
34	LAMKHOGIN HAOKIP	ASSISTANT DIRECTOR	lamkhogin.h@nic.in	9971871565	409C	<i>Lamkhogin</i>
35	MANMOHAN SINGH BISHT	ASSISTANT DIRECTOR	ms.bisht@nic.in	9968821857		
36	PARMESHWAR KALUNDIA	ASSISTANT DIRECTOR	parmeshwar.kalundia@gov.in	9650965681	415-B	<i>Parmeshwar</i>
37	P L MEENA	ASSISTANT DIRECTOR	pl.meena35@gov.in	9968007302	504 B	<i>P L Meena</i>
38	PRAHLAD MAHTO	ASSISTANT DIRECTOR	prahlad.m@nic.in	9868643032		
39	PUSHPA PANDEY	ASSISTANT DIRECTOR	pushpa.pandey@nic.in	9968096061	504-C	<i>Pushpa</i>
40	RAJESH KUMAR	ASSISTANT DIRECTOR	rajesh.kumar96@nic.in	8447787706	404-C	<i>Rajesh</i>
41	Raj Kishore Singh	ASSISTANT DIRECTOR	rajkishore.singh@nic.in	9990011947	419-C	<i>Raj Kishore</i>
42	RASHI KUMARI	ASSISTANT DIRECTOR	rashi.kumari84@gov.in	8588879033	404C	<i>Rashi</i>
43	SANJEEV KUMAR MALLICK	ASSISTANT DIRECTOR	sanjeevkumar.mallik35@gov.in	9968393872	403C	<i>Sanjeev</i>

44	Seema Rani	ASSISTANT DIRECTOR	seema.rani35@gov.in	8585935721		
45	Subhash Chutia	ASSISTANT DIRECTOR	subhash.chutia@nic.in	8585858588		
46	T.G. LAKSHMI	ASSISTANT DIRECTOR	laxmi.tg@gov.in	9958089928		
47	Usha Rani Wadhwa	ASSISTANT DIRECTOR	usharani.wadhwa35@gov.in	9711254547	504-B	<i>Usha</i>
48	Vijender Singh	ASSISTANT DIRECTOR	vijender.67@gov.in	NULL		
49	Vipinder Chander Chamoli	ASSISTANT DIRECTOR	vipinchander.chamoli35@gov.in	9868111985		<i>Vipinder</i>

50. MUKESH KUMAR ASSISTANT DIRECTOR mukesh.kv1964@gov.in 931322738 409C

51. M C NAUTHAL - Dy. Director (E&T) mcnathc.nauthal@gov.in - 9868930116 409C

52. A. Mohan Babu - Supt (A&C) a.mohanbabu@gov.in 8287575958 506C

53. Pawan Kumar - Supt A/C pawan.43egov.in 9899800012 412C

54. SUNITA KUSHWAHA - Asst. Director sunita.kushwaha35@gov.in 9818335457 414B

55. Saleem Ahmed - Asst. Director saleem.ahmed35@gov.in 807616570L 513B

Table 7: IFU-PMC Team present During Mission Karmayogi Focused Group Discussion

Sl. No.	Name	Designation
1	Ms. Charu Upadhyay	Team Lead
2	Ms. Vandana Thakur	Subject Matter Expert
3	Ms. Shailshree Tewari	Subject Matter Expert
4	Ms. Shivani Bakshi	Organizational Analyst
5	Mr. Dhananjay Kumar	Tech Analyst

Picture 4: Glimpse of the FGD held with DoE officials.



Outcome:

Out of 111 officials, total of 70 officials from Land and Development office attended the Focused Group Discussion. All officials were expected to be registered on or before 24th March 2023 and submit the filled template at the earliest.

Annexure E: Proceeding of the Focused Group Discussion with PM SVANidhi on 18th April 2023

Proceeding of the Focused Group Discussion on the FRAC template, iGOT Platform, Onboarding MDO and User Registration

Date: 18th April 2023

Time: 10:00 AM

Venue: Nirman Bhawan, New Delhi

To enhance the capacity of the civil services, the Government of India has launched the National Programme for Civil Services Capacity Building (NPCSCB) - Mission Karmayogi, anchored by an apex body headed by the Prime Minister. The Mission aims to create a competent civil service rooted in Indian ethos, with a shared understanding of India's priorities, working harmoniously for effective and efficient public service delivery. It is complemented by iGOT Karmayogi - a comprehensive online platform for learning and HR decision-making.

The IFU-PMC has organized a Focused Group Discussion (FGD) on Mission Karmayogi for PM SVANidhi Office.

AIM of the focused group discussions:

Developing an understanding and processes of Mission Karmayogi and iGOT Karmayogi - an online platform for learning.

Proceeding:

- vii. The FGD was held under the chairmanship of Shri Sujit Kumar Mishra, Under Secretary.
- viii. The FGD started with a welcome note by Ms. Charu Upadhyay, Team Lead, IFU-PMC team, Mission Karmayogi. She briefed about the team and set the agenda for the focused group discussion.
- ix. Ms. Vandana Sain Thakur, IFU, Subject Matter Expert, IFU-PMC team, Mission Karmayogi, explained the Missions and their various components. She gave an insight into the institutional structure of the Mission, the role of IFU-PMC and the monitoring framework of the Mission. Under the role of IFU-PMC, she described the FRACing process, monitoring and evaluation process and training and capacity building plan. She also introduces the Platform- iGOT as a means /technology that is going to be used to build the capacity of civil service employees.
- x. Ms. Shailshree Tewari, Subject Matter Expert, IFU-PMC team, Mission Karmayogi, explained the registration process on the iGOT Platform. She stated that there are two ways to register on iGOT. One is bulk registration through SPV (Special Purpose Vehicle) – Karmayogi Bharat, and the other is individual registration. She further stated the basic information that needs to be filled in for registration, i.e., Name, Department, Ministry etc. She showed the login process and profile creation process. She demonstrated how to edit the profile and add more details for better use of the iGOT Platform. She also explained about six hubs like, Competency Hub, Career Hub, Learning Hub, Networking Hub, Discussion Hub, and Event Hub, that a user can explore and use for their career growth. She requested to create the generic id for Admin MDO, Content Creator, Content Reviewer and Content Publisher to set up a CBP unit for resource development.



xi. Ms. Shailshree Tewari, Subject Matter Expert, IFU-PMC team, Mission Karmayogi, explained about the FRAC template and showed few samples of filled templates for reference.

xii. A Q&A session was held where participants from PM SVANidhi put their queries about the iGOT and FRACing (Framework of Role Activities and Competencies). The questions are like how to take courses on iGOT, details required in the registration, job profile, responsibilities, and various benefits of this Platform for users.

Table 8: Agenda of Focused Group Discussion for PM SVANidhi Officials

Time	Topics	Speaker
10:00-10:10 AM	Welcome Session	Charu Upadhyay, Team Lead IFU
10:10-10:30 AM	Introduction: Mission Karmayogi	Charu Upadhyay, Team Leader, IFU
10:30-11:10 AM	iGOT Platform <ul style="list-style-type: none"> • Introduction • User profiles creation process • Components • Key Players • Six Hubs of the platforms 	Vandana Subject Matter Expert, IFU
11:10-11:30 AM	FRAC template	Shailshree Tewari, Subject Matter Expert, IFU
11:30-11:40 AM	Question-Answer Session	IFU-PMC team
11:40-11:45 AM	Closing Remarks / Way Forward	Charu Upadhyay, Team Leader, IFU

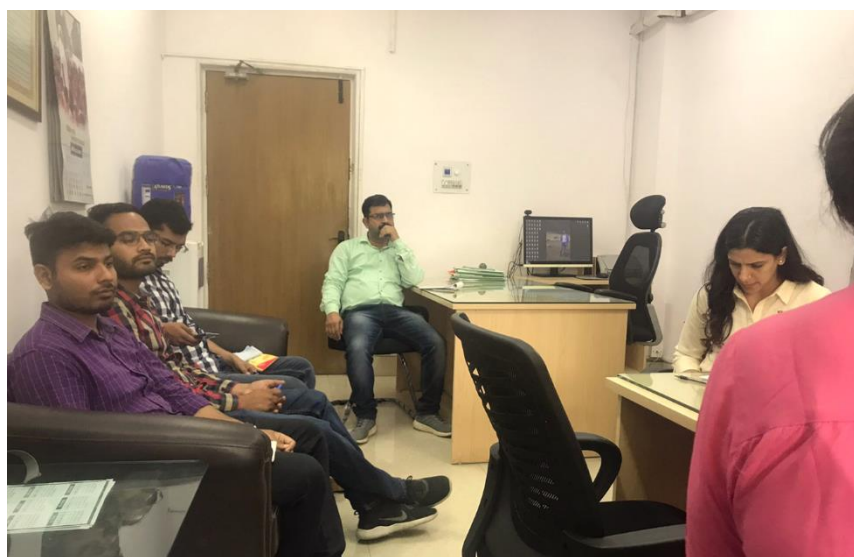
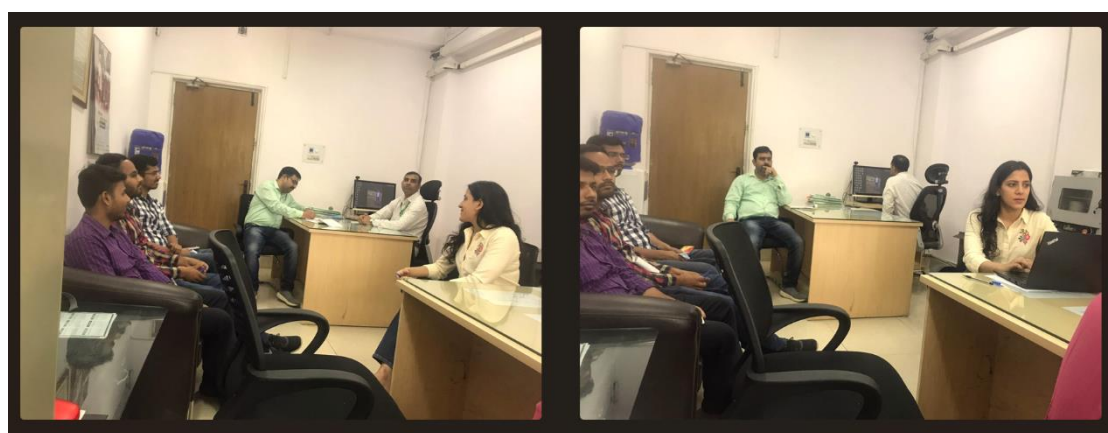
Picture 5: Attendance Sheet for PM SVANidhi for Focused Group Discussion and iGOT registration

FDG with PM SVANidhi on 18 th April 2023 at 10:30 AM on 'iGOT registration and FRACing exercise.					
Sl. NO	NAME	Email Address	Phone NO	Room NO	Sign
1.	Sujit Kr Mishra	sujit.mishra@nic.in	9971999104	210-B	
2.	YADAV BHASKAR ASHOKKUMAR	bhaskar.yadav@gov.in	9537563942	215-B	
3.	ABHISHEK	Abhishek.011@gov.in	7503183737	215-B	
4.	MUKESH KHAROL	mukesh.kharol@gov.in	9694187712	215-A	
5.	Ravi Shankar Rawat	ssr@nic.in	9650341223	215-B	
6.	Shailshree Tewari	shailshree.tewari@nic.in	8800371929	402 A	

Table 9: IFU-PMC Team present During Mission Karmayogi Focused Group Discussion

Sl. No.	Name	Designation
1	Ms. Charu Upadhyay	Team Lead
2	Ms. Jaya Srivastava	Subject Matte Expert
3	Ms. Vandana Sain Thakur	Subject Matter Expert
4	Ms. Shailshree Tewari	Subject Matter Expert
5	Ms. Shivani Bakshi	Organizational Analyst
6	Mr. Dhananjay Kumar	Tech Analyst

Picture 6: Glimpse of the FGD conducted with PM SVANidhi officials.



Outcome:

Out of 6 officials, total of 11 officials PM SVANidhi office attended the Focused Group Discussion. All officials were expected to be registered on or before 28th April 2023 and submit the filled template at the earliest.

Annexure F: Proceeding of the Focused Group Discussion with HFA on 27th April 2023

Proceeding of the Focused Group Discussion on the FRAC template

Date: 27th April 2023

Time: 02:30 PM

Venue: Conference Hall, 102G, Nirman Bhawan, New Delhi

To enhance the capacity of the civil services, the Government of India has launched the National Programme for Civil Services Capacity Building (NPCSCB) - Mission Karmayogi, anchored by an apex body headed by the Prime Minister. The Mission aims to create a competent civil service rooted in Indian ethos, with a shared understanding of India's priorities, working harmoniously for effective and efficient public service delivery. It is complemented by iGOT Karmayogi - a comprehensive online platform for learning and HR decision-making.

The IFU-PMC has organized a Focused Group Discussion (FGD) on Mission Karmayogi for Directorate of Estates.

AIM of the focused group discussions:

Developing an understanding and processes of Mission Karmayogi and iGOT Karmayogi - an online platform for learning.

Proceeding:

- VII. The FGD was held under the chairmanship of Shri R K Gautam, Director, HFA-V.
- VIII. The FGD started with a welcome note by Ms. Charu Upadhyay, Team Lead, IFU-PMC team, Mission Karmayogi. She briefed about the team and set the agenda for the focused group discussion.
- IX. Ms. Charu Upadhyay, Team Lead, IFU, Subject Matter Expert, IFU-PMC team, Mission Karmayogi, explained the Missions and their various components. She gave an insight into the institutional structure of the Mission, the role of IFU-PMC and the monitoring framework of the Mission. Under the role of IFU-PMC, she described the FRACing process, monitoring and evaluation process and training and capacity building plan. She also introduces the Platform- iGOT as a means /technology that is going to be used to build the capacity of civil service employees.
- X. Ms. Jaya Srivastava, Subject Matter Expert, IFU-PMC team, Mission Karmayogi, explained the registration process on the iGOT Platform. She stated that there are two ways to register on iGOT. One is bulk registration through SPV (Special Purpose Vehicle) – Karmayogi Bharat, and the other is individual registration. She further stated the basic information that needs to be filled in for registration, i.e., Name, Department, Ministry etc. She showed the login process and profile creation process. She demonstrated how to edit the profile and add more details for better use of the iGOT Platform. She also explained about six hubs like, Competency Hub, Career Hub, Learning Hub, Networking Hub, Discussion Hub, and Event Hub, that a user can explore and use for their career growth. She requested to create the generic id for Admin MDO, Content Creator, Content Reviewer and Content Publisher to set up a CBP unit for resource development.
- XI. Ms. Jaya Srivastava, Subject Matter Expert, IFU-PMC team, Mission Karmayogi, explained about the FRAC template and showed few samples of filled templates for reference.



- XII. A Q&A session was held where participants from HFA put their queries about the FRACing (Framework of Role Activities and Competencies). The questions are like how to take courses on iGOT, details required in the registration, job profile, responsibilities, and various benefits of this Platform for users.

Table 10: Agenda of Focused Group Discussion for HFA Officials

Time	Topics	Speaker
02:30-02:35 PM	Welcome Session	Charu Upadhyay, Team Leader, IFU
02:35-02:50 PM	Introduction: Mission Karmayogi	Charu Upadhyay, Team Leader, IFU
02:50 -03:00PM	iGOT Platform <ul style="list-style-type: none"> • Introduction • User profiles creation process • Components • Key Players • Six Hubs of the platforms 	Shailshree Tewari, Subject Matter Expert, IFU
03:00-03:50 PM	FRAC template	Jaya Srivastava, Subject Matter Expert, IFU
03:50-0410 PM	Question-Answer Session	IFU-PMC team
04:10-04:15 PM	Closing Remarks / Way Forward	Charu Upadhyay, Team Leader, IFU

Picture 7: Attendance Sheet for HFA for Focused Group Discussion:

FOCUSED GROUP DISCUSSION of HFA, FRACING EXERCISE						
S.No	OFFICER/OFFICIAL'S NAME (Sh/Smt/MS)	DESIGNATION	EMAIL-ID NIC/GOV	CONTACT No	Room No	DATE 29-04-2023, 2:30pm SIGNATURE
1	Krishan Jayaswal	ASO	kjayaswal73@nic.in	9717872901	201-C	
2.	Pinkesh Jain	Section Officer	pinkesh.j@nic.in	9555853338	226 'G' Wing	
3.	Ankush Saxena	A. SO	A.Saxena89@nic.in	85860 77067	226 'G' Wing	
4.	Arun Kr. Kushawaha	Section officer	ak.kushawaha@nic.in	846897 2571	Gate No. 7	
5.	B.B. Sutar	ASO	bhanat.sutar@gov.in	9818641754	Gate No. 7	
6.	Veerkamal kaur	ASO	veerkamalkaur@praxarbhazali.gov.in	98151 26275	Gate No. 7	
7.	Sujeet Kumar	US	sujeet@ndma.gov.in	9560774855	Room 204G	
8.	S. K. Sharma	US	SK.SANJEEV@nic.in	220612 85	323 -C	
9.	Raman	ASO	R.bhardwaj@gov.in	7015334931	119-C	
10.	Agay Krishna Gupta	ASO	ak.gupta66@nic.in	9868 233743	119-G	
11.	NITIN GUPTA	A.S.O.	nitin.gupta 20@gov.in	99996 34241	323 -C	
12						

Table 11: IFU-PMC Team present During Mission Karmayogi Focused Group Discussion

Sl. No.	Name	Designation
1	Ms. Charu Upadhyay	Team Lead
2	Ms. Jaya Srivastava	Subject Matter Expert
3	Ms. Vandana Thakur	Subject Matter Expert
4	Ms. Shailshree Tewari	Subject Matter Expert
5	Ms. Shivani Bakshi	Organizational Analyst
5	Mr. Dhananjay Kumar	Tech Analyst

Picture 8: Glimpse of the FGD held with HFA officials.



Outcome:

Out of 25 officials, total of 11 officials from PMAY-HFA attended the Focused Group Discussion. All officials were expected to be send the filled FRACing Form on or before 09th May 2023 and submit the filled template at the earliest.

Annexure G: A copy of OM dated 13th April 2023 issued by MoHUA (Admin. V-UDSection) reg. Questionnaire on Capacity Building Plan in r/o M/o Housing and Urban Affairs

I/53205/2023

F.No. O-17024/93/2022-ADMN-V-UD

Computer No: 9137254

भारत सरकार / Government of India

आवासन और शहरी कार्य मंत्रालय / Ministry of Housing and Urban Affairs
(Admn. V Section)

Nirman Bhawan, New Delhi

Dated: 13th April, 2023

OFFICE MEMORANDUM

Subject: Questionnaire on Capacity Building Plan in r/o Ministry of Housing & Urban Affairs- Reg.

The undersigned is directed to circulate a questionnaire on training plan forwarded by the Capacity Building Commission.

2. All HoDs, MoHUA are kindly requested to provide the requisite information in respect of their division to the IFU team of MoHUA, positively by **19.04.2023**. For further assistance, an interactive session may be held with the IFU team members as per convenience of the concerned Divisional Head.

Encl: A/a



(N. K. Sinha)

Under Secretary to the Govt. of India

Email: nk.sinha30@gov.in

To,

1. All HoDs, MoHUA (through e-Office)
2. SO (IT Cell): For uploading the OM on e-Office portal

Copy to:

Ms. Charu Upadhyay, Team Lead
Internal FRACing Unit (IFU), MoHUA
Email: charu.upadhyay@nangia-andersen.com

Annexure H: The Minutes of the meeting held with CBC on 27.04.23 to discuss the status of the Mission Karmayogi and further course of action

Minutes of the Meeting held with CBC on 27.04.23 to discuss the status of the Mission Karmayogi and further course of action

A meeting was held to discuss the status and further course of action for the Mission Karmayogi under the chairmanship of Shri. Rahul Kapoor, JS, NULM on 27.04.2023. In the meeting following key points were discussed:

1. Introductory meeting with identified specialised training institutes to discuss the Annual Capacity Building plan for MoHUA and brief them about preparing course modules on identified domain competencies for various missions/Divisions of MoHUA.
2. IFU team shall arrange a meeting with all Mission Karmayogi's Nodal officers from all Mission/Divisions to discuss the Induction course related to their domain area, which will be later uploaded on the iGOT platform.
3. It was suggested that Senior Officers level training shall be identified for all JS or above-level officers.
4. A one-day workshop for JS/AS level officers shall be conducted on the following topics: Project Management; and Design thinking.
5. IFU team shall share the updated organization chart of all Missions/Division with CBC.

(Action: IFU, Mission Karmayogi)

6. Creation of a Common training Module about the entire MoHUA of about 1-2 hours long and a Mission/ Division specific module of about 5-6 hours.
7. Interlinkages between existing sites of all the Mission/Divisions of MoHUA and create an arrangement for providing their hyperlink on the iGOT platform.

(Action: All Missions/Divisions/Organisations)

The meeting ended with a vote of thanks to the JS for having chaired the meeting.

List of attendees

1. Mr. Rahul Kapoor, Joint Secretary, NULM, MoHUA
2. Ms. Anjula Negi, Team Lead, Capacity Building Commission
3. Ms. Charu Upadhyay, Team Lead, Internal FRACing Unit, PMC, Mission Karmayogi
4. Ms. Shailshree Tewari, Subject Matter Expert, PMC, Internal FRACing Unit, Mission Karmayogi



Domain Competencies

Annexure I: Preliminary derived Domain Competencies for SBM

Domain Competencies	Policies and Schemes	Acts and regulation	Department specific SOPs/ guidelines/ procedures	Other relevant resource material available on SBM portal.
Water and Sanitation:				
Understanding of Solid waste management and its components.		Solid Waste Management Rules, 2016.	<ul style="list-style-type: none"> Operational Guidelines Swachh Bharat Mission (Urban). Municipal Solid Waste Management/ Central Public Health and Environmental Engineering Organisation (CPHEEO), Manual 2016. 	<ul style="list-style-type: none"> Guidance Document on efficient collection and transportation of municipal solid waste. Technical advisory on Plastic Waste Management Issues, Solutions & Case Studies. Technical Advisories on Decentralized Processing of Organic Waste. Technical Advisory on Bulk Waste Generators. SBM Advisory on Material Recovery Facility (MRF) for MSW. Technical Advisory on Waste to Wealth. Technical Advisory on Equipment and workforce Norms for Managing Waterborne. Document on Sanitary Waste Management.

Domain Competencies	Policies and Schemes	Acts and regulation	Department specific SOPs/ guidelines/ procedures	Other resource material available on SBM portal.
Understanding of Sanitation including Used Water Management.			<ul style="list-style-type: none"> Operational Guidelines Swachh Bharat Mission (Urban). ODF Toolkit ODF Triggering Guidelines. ODF + ODF + + Toolkit. Water + Toolkit. Protocol Water + 	<ul style="list-style-type: none"> Advisory Document on on-site and off-site sewage management practices. Advisory document on Municipal Used Water Treatment Technologies for Medium and Small Towns. Technical evaluation and optimization of a mobile septage treatment unit. Brochure on Mobile Septage Treatment Unit. Technical advisory on Equipment & Workforce Norms for Managing Waterborne Sanitation in India.
Understanding of Swachh Survekshan.			<ul style="list-style-type: none"> Swachh Survekshan Toolkits. Operational Guidelines Swachh Bharat Mission (Urban). 	

Domain Competencies	Policies and Schemes	Acts and regulation	Department specific SOPs/ guidelines/ procedures	Other resource material available on SBM portal.
Understanding of Swachh Certification Protocols.			<ul style="list-style-type: none"> • ODF Toolkit • ODF Triggering Guidelines. • ODF + ODF + + Toolkit. • Water + Toolkit. • Protocol Water + 	
Understanding of Garbage Free Cities Protocol.			<ul style="list-style-type: none"> • Garbage Free City Toolkit. 	
Understanding of Dumpsites and Legacy waste management and existing technologies to remediate it.			<ul style="list-style-type: none"> • Municipal Solid Waste Management/ Central Public Health and Environmental Engineering Organisation (CPHEEO), Manual 2016. • Technical Advisory on Landfill Reclamation. 	SBM 2.0 Toolkit: Legacy waste management and Dumpsite remediation.
Understanding of Swachhta Start-up Challenge and the fundamental procedures that have been taken up to execute it.				
Public Outreach:				
Understanding of Information Education Communication (IEC) and Behavior Change Communication (BCC)			<ul style="list-style-type: none"> • Operational Guidelines Swachh Bharat Mission (Urban). • Report on National Behaviour Change Framework for GFC. 	Document on Transforming urban landscapes of India Success Stories in Information, Education & Communication (IEC) & Behavior Change.

Domain Competencies	Policies and Schemes	Acts and regulation	Department specific SOPs/ guidelines/ procedures	Other resource material available on SBM portal.
Capacity Building:				
Understanding of Capacity Building and its importance in improving the efficacy of the Mission.			<ul style="list-style-type: none"> • Operational Guidelines Swachh Bharat Mission (Urban). • National Capacity Building Framework for GFC. 	
Understanding of Centre of Excellence			Operational Guidelines Swachh Bharat Mission (Urban).	
Digitalization in waste management:				
Understanding of ICT and technologies innovation in the waste management system.			Operational Guidelines Swachh Bharat Mission (Urban).	Document on Transforming urban landscapes of India Success Stories in Information & Communications Technology (ICT)
Understanding of Swachhtam portal and its functionality to enable mission governance with Integrated MIS.				
Understanding of SBM E-learning portal				
Understanding of Swachhata App and its key functionality.				
Understanding of iGOT platform under Mission Karmayogi				

Domain Competencies	Policies and Schemes	Acts and regulation	Department specific SOPs/ guidelines/ procedures	Other resource material available on SBM portal.
Circular Economy:				
Understanding of Intelligent production, use and waste routes for the Environment and society.				Report on Circular Economy in Municipal Solid and Liquid Waste Management.
Understanding of Sustainable Development Goals and its relevance in water and sanitation.				
Financial Innovations:				
Understanding of Green Bonds/ Climate Bonds				
Understanding of Sustainable finance- ESG (Environmental, Social and Governance).				

Annexure J: Preliminary derived domain competencies for SCM.

Domain Area	Domain Competencies	Policy & Schemes	Acts, Rules & Regulations	Dept. specific SOPs / Guidelines	Other Department resource material
Urban Governance	<ul style="list-style-type: none"> Urban Services provision by ULB 				
Urban Planning	<ul style="list-style-type: none"> Model Building Bye laws, Transport Policy, Mobility Plan 			<ul style="list-style-type: none"> Smart Cities Mission Guidelines, URDPFI Guidelines, 	<ul style="list-style-type: none"> Ease of Living Assessment Framework Index, Municipal Performance Index Assessment Framework Index, Climate Smart Cities Assessment Framework-1.0, 2.0,
Financial Management	<ul style="list-style-type: none"> Expenditure & revenue management, Accounting Mechanism, Revenue Generation, Expenditure Mechanism, 				<ul style="list-style-type: none"> Consultation Paper on City GDP Measurement Framework
Institutional Governance	<ul style="list-style-type: none"> Capacity Building, Organisational strengthening, Manpower Planning 				<ul style="list-style-type: none"> National Urban Learning Platform - An Ecosystem Approach to Capacity Building,
IEC	<ul style="list-style-type: none"> Media Communication, 				

Domain Area	Domain Competencies	Policy & Schemes	Acts, Rules & Regulations	Dept. specific SOPs / Guidelines	Other Department resource material
Technologies	<ul style="list-style-type: none"> Digital Governance, Technologies improving city liveability, 				<ul style="list-style-type: none"> Data Assessment Maturity Framework, Cycle-1, Cycle-2, ICCC Maturity Assessment Framework, NUIS Digital Blueprint, National Urban Innovation Stack - Strategy and Approach, Data Smart Cities Strategy, India Urban Data Exchange Material, Centre for Digital Governance, Citizen Centric Smart Governance Program Implementation Guidelines for the National Urban Governance Platform, Technical Implementation Guidelines: Citizen Centric Smart Governance Program

Annexure K: Preliminary dervied domain competencies for AMRUT.

Domain Competencies	Components/Areas	Related Resource material (acts and Regulations, department specific SoPs, guidelines, policies, Schemes, Procedures, etc.)
AMRUT/ AMRUT 2.0	Understanding and application of AMRUT / AMRUT 2.0 Mission guidelines	<ul style="list-style-type: none"> AMRUT / AMRUT 2.0 Mission operational guidelines
	City Water Balance and City Water Action Plan	<ul style="list-style-type: none"> Guide to submit City Water Balance Plan CWBP Format of City water action plan Samples of CWBP and CWAP
	State Water Action Plan	<ul style="list-style-type: none"> Format of State water action plan and form SAAP Format of Aquifer management Plan.
	Aquifer Management Plan	<ul style="list-style-type: none"> Document of Seminar held on National Project on Aquifer Management Draft Manual on Aquifer Mapping Process Flow and SOPs Concept Papers and Aquifer Mapping Reports - Pilot Areas on Ministry of Jal Sakti
	Pey Jal Survekshan	<ul style="list-style-type: none"> Toolkits and portal of Pey Jal Survekshan Assessment Frameworks
	Formulation of GIS Based Master Plan for AMRUT Cities	<ul style="list-style-type: none"> Design & Standard document Model RFP MoU NRSC
	Application of Drone/UAV Technology for formulation of GIS based Master Plan for Small and Medium towns.	<ul style="list-style-type: none"> Design & Standard document for application of Drone/UAV Technology
	Policies and technologies related to Water Supply & Sewerage Management.	<ul style="list-style-type: none"> Related magazines

Domain Competencies	Components/Areas	Related Resource material
AMRUT/ AMRUT 2.0	Local Area Plan and Town Planning Schemes under AMRUT.	<ul style="list-style-type: none"> Guidelines, of pilot Formulation of Local Area Plan and Town Planning Schemes.
	Urban Water Conservation Jal Shakti Abhiyan/ JSA 2.0	<ul style="list-style-type: none"> Guidelines for Jal Shakti Abhiyan/ JSA2.0
	Nirbhaya Funds.	<ul style="list-style-type: none"> Framework of Nirbhaya Funds.
	Procurement of services and resources	<ul style="list-style-type: none"> Model RFP and defining ToR (setting of PMC, mission management unit and IRMA, Consultancy firm for master plan, consultancy firm for developing base map on GIS, etc.)
Ease of Doing Business	Urban Reforms Understanding and application of Online Building Permission System	<ul style="list-style-type: none"> AMRUT 2.0 reforms toolkits Online Building Permission System guidelines Frameworks and methodology
TCPO	Establishment matters	<ul style="list-style-type: none"> Recruitment Rules for TCPO Annual Report SoP
Fifteenth Finance Commission (FFC)	Release of ULB funds under 15th FC.	<ul style="list-style-type: none"> Operational Guidelines for release of ULB funds under 15th FC.
	Incubation of 8 new greenfield cities	
	General Accounting- Finance commission reports, Municipal revenue. Components of City Finance Portal	<ul style="list-style-type: none"> Finance Commission annual reports National Municipal Accounting Manual (NMAM) City Finance Portal toolkits

Broad sector	Competencies	Related Resource material
Urban planning matters	E- Governance	
	Urban Planning	Urban Regional Development Plans Formulation and Implementation (URDPFI) guidelines, 2014
	Understanding the mandate of Ministry of Housing and Urban Affairs.	Government of India (Allocation of Business) Rules, 1961
	Building Bye Laws (MBBL)	Ministry of Housing and Urban Affairs annual report. Model Building Bye Laws (MBBL)
	Urban Flooding and its mitigation	Standard Operating Procedures for mitigating Urban Flooding – 2016
	Urban Green	Urban Greening Guidelines- 2014
	Urban governance	The Constitution (Seventy-Fourth Amendment) Act, 1992
	Concept of Centres of Excellence in urban planning	
Nirbhaya Funds.	Harmonized planning	Harmonized Guidelines and Space Standards for barrier Free Built Environment for Persons with Disability and Elderly Persons.
	Satellite imaginaries and GIS platform	
	Nirbhaya Funds	Framework of Nirbhaya Funds. Nirbhaya Funds guidelines (Lighting of dark spots in 500 cities under Nirbhaya fund).

Annexure L: Preliminary dervied domain competencies for NULM.

Domain Knowledge	Policies and Schemes	Acts and regulations	Department specific SOPs/ guidelines/ procedures	Institutional GAPS for the position, to be filled with training interventions
Director				
<ul style="list-style-type: none"> • Micro-credit • Bank linkage procedure • Mission management • Urban planning and management • People / Skillset management • Livelihood and Social Inclusion 	<ul style="list-style-type: none"> • Support for Urban Street Vendors (SUSV) • Shelter for Urban Homeless (SUH) 	<ul style="list-style-type: none"> • Street Vendors (Protection of Livelihood and Regulation of Street Vending) Act, 2014 	<ul style="list-style-type: none"> • Deendayal Antyodaya Yojana NULM documents on Seven (07) components 	
Under Secretary				
<ul style="list-style-type: none"> • Bank Linkage, • Micro-credit, • Data Management, • Project Management, • Mission management, • Understanding of Acts, Policies, and Schemes of MoHUA, • Urban planning and management, • Sustainability of the built environment, • Technology specific to missions, • Municipal finance, • Financial instruments, 	<ul style="list-style-type: none"> • Innovative and Special project (ISP) • Self-Employment Programme (SEP), • Support to Urban Street Vendors (SUSV), • Capacity Building and Training (CBT), • Social Mobilization and Institution Development (SM&ID), • Scheme of Shelter for Urban Homeless (SUH), 	<ul style="list-style-type: none"> • General Financial Rules, • Manual of Procurement for Goods & Services, • Manual of Procurement for Works, • Manual of Procurement for Consultancy Services, • NULM Guidelines, • Street Vendor Act, 2014 	<p>Guidelines issued by concerned Ministries viz. MoRD, MoSJE, MoWCD etc.</p>	<p>Comprehensive training on the subject will be helpful.</p>

<ul style="list-style-type: none"> • Overview of sustainable finance • Understanding of Budgetary procedures, 				
Section Officer				
<ul style="list-style-type: none"> • Noting/Drafting skill on important papers • Understanding of Budgetary procedures, • Understanding of Procedures to deal with Centrally Sponsored Schemes, 	<ul style="list-style-type: none"> • General overview of budget Scheme of DAY-NULM • To deal with FM's Budget Speech / Presidential Address / PQs etc. 	<ul style="list-style-type: none"> • General Financial Rules, 2017, • Delegation of Financial Power Rules, 1798, • Manual on Office Procedure, • Civil Accounts Manual issued from CGA. • Drafting and Management of Contract documents • Manual on PFMS and its functionality • Scheme Guidelines • Manual on Parliamentary Procedure • Drafting Skills for Cabinet / Policy Notes 	<ul style="list-style-type: none"> • Specific published guidelines/ rule reference books • PFMS Manual • Mission Documents • Manual on Parliamentary Procedure • Manual of Office Procedure 	<ul style="list-style-type: none"> • Advanced training required for General Financial Rules, 2017, • Delegation of Financial Power Rules, 1798
Assistant Section Officer				
<ul style="list-style-type: none"> • Noting/Drafting skill on important papers • Understanding of Budgetary procedures, • Understanding of Procedures to deal with Centrally Sponsored Schemes, 	<ul style="list-style-type: none"> • General overview of the budget, • Parliamentary process knowledge for NULM, • Respective component of DAY-NULM, • PMFME Scheme, 	<ul style="list-style-type: none"> • General Financial Rules, 2017, • Delegation of Financial Power Rules, 1798, • Manual on Office Procedure, • Civil Accounts Manual issued from CGA, 	<ul style="list-style-type: none"> • Specific published guidelines/ rule reference books, • PFMS Manual, • Mission Documents, • Manual on Parliamentary Procedure, • Manual of Office Procedure 	<ul style="list-style-type: none"> • Advanced training required for General Financial Rules, 2017, • Delegation of Financial Power Rules, 1798, • Comprehensive knowledge is required for detailed and qualitative

		<ul style="list-style-type: none"> • Drafting and Management of Contract documents, • Manual on PFMS and its functionality, • Schemes Guidelines, • Street Vendors (Protection of Livelihood and Regulation of Street Vending) Act, 2014 		analysis to deal with the matters
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Annexure M: Preliminary derived domain competencies for UT (Urban Transport).

Domain Competencies for all UT officials	Policies and Schemes	Acts and regulation	Department specific SOPs/ guidelines/ procedures	Other relevant resource material under UT
Understanding of PRAGATI Portal, NIP-IIG portal, PMG portal, OCMS portal, PM GatiShakti, e-Samiksha portal				
Understanding of Urban Transport Planning and Capacity Building (UTPCB)	Urban Transport Planning and Capacity Building Scheme (UTPCB)			
Understanding of Metro Railways Operation and Maintenance.		The Metro Railways (Operation and Maintenance) Act, 2002.		
Understanding of Metro Railways Construction of Works.		The Metro Railways (Construction of Works) Act, 1978.		

Proposed level of training:


- Any new joiner/ ASO or equivalent level officials-INDUCTION
- SO/US or equivalent officials-BASIC
- DS/Director or equivalent level officials-ADVANCED

3

Domain Competencies for all UT officials	Policies and Schemes	Acts and regulation	Department specific SOPs/ guidelines/ procedures	Other relevant resource material under UT
Understanding of Detailed Project Report (DPR) of Metro Rail Projects	Project Appraisal & Metro Rail Policy, 2017		<ul style="list-style-type: none"> • Guidelines for Appraisal and Approval of Public Funded Scheme and Projects. • Standard specifications of Metro Rail Components. • Benchmarking for Cost Estimation of Metro Rail Projects. • Standard Specifications of Metro Lite System. 	Instructions regarding Minimum local content under PPP (Make in India).
Understanding of Value Capture Financing (VCF)			Value Capture Financing (VCF) Guidelines	
Understanding of Transit Oriented Development (TOD)	<ul style="list-style-type: none"> • National Urban Transport Policy (NUTP) • Project Appraisal & Metro Rail Policy, 2017 			
Understanding of National Urban Transport	National Urban Transport Policy (NUTP)			

Annexure N: The Minutes of the meeting held with Shri Satinder Pal Singh,

Additional Secretary (AS), Admin, MoHUA

<p>Computer No. 9137254 F. No. - O-17024/40/2021-ADMN-V-UD Government of India Ministry of Housing & Urban Affairs</p> <p style="text-align: right;">Nirman Bhawan, New Delhi Dated: 03rd April, 2023</p> <p>Subject: Minutes of Meeting with CBC (Capacity Building Commission) held under the chairmanship of Additional Secretary (AS), Admin, MoHUA on 28.02.2023 to discuss the status of Mission Karmayogi and further course of action</p> <p>A meeting under the chairmanship of Additional Secretary (AS), Admin, MoHUA was held on 28.02.2023 to discuss the status of Mission Karmayogi and further course of action. The minutes of the meeting of the aforesaid subject are forwarded herewith for information and necessary action.</p> <p style="text-align: right;"> (N. K. Sinha) Under Secretary to the Govt. Of India Email : nk.sinha30@gov.in</p> <p>To,</p> <ol style="list-style-type: none">1. AS(AMRUT)/ AS(Housing)/ AS(D&C), MoHUA2. All Joint Secretaries/ JS & FA/EAs/OSD(UT)/CCA, MoHUA3. ADG (Media), MoHUA4. All Directors/Deputy Secretaries, MOHUA5. Director, Directorate of Estates6. Land & Development Officer, L&DO7. Director, Directorate of Printing8. Senior Technical Director, NIC, MOHUA9. SO (IT Cell) for uploading the OM on e-Office portal <p>Copy To: IFU-PMC Team, MoHUA</p>	<p>Minutes of the Meeting on "Mission Karmayogi to discuss the status and further course of action"</p> <p style="text-align: center;">*****</p> <p>A meeting on Mission Karmayogi to discuss the status and further course of action for the Mission was held under the chairmanship of AS, Admin on 28.02.2023. In the meeting following key points were discussed:</p> <ol style="list-style-type: none">1. The Internal FRACing Unit (IFU) team shall carryout the FRACing exercise to develop the ACBP 2023-24. However, the IFU team shall continue the detailed FRACing exercise for all officials of MoHUA and attached/subordinate offices.2. IFU team shall prepare a roadmap about the activities under Mission Karmayogi for March 2023.3. Formulation of CBU (Capacity Building Unit) at MoHUA for Monitoring and Evaluation of ACBP and Mission Karmayogi related activities.4. It was suggested during the meeting that all the officials must take a few mandatory trainings annually.5. IFU team shall carry out the FRACing exercise with the all the Missions/Divisions/ Organization of MoHUA and share the TNA with the CBC team. <p style="text-align: right;">(Action: AS, Admin)</p> <ol style="list-style-type: none">6. The FRACing exercise for developing the ACBP will be carried out on a sample basis. The head of the divisions shall nominate at least 2 officials from each position and role, who are involved in major work carried out under said Missions/Divisions. The exercise will be initiated with L&DO, and DOE on priority.7. All division heads may provide necessary inputs and share status of the DAKSHTA training programme completed by the officials (SO & ASO) with IFU team for mapping the number of courses carried out by each official.8. All the Missions/Divisions will share their key learning while implementing projects in Mission cities in form of learning resources on i-GOT to understand the on-ground challenges and opportunities for the i-GOT users. <p style="text-align: right;">(Action: All Missions/Divisions/Organisations)</p> <ol style="list-style-type: none">9. All the general courses e.g., RTI, GFR etc. available on the i-GOT platform shall be uploaded on NULP (National Urban Learning Platform) for Urban Local Bodies and other Urban stakeholders could access them. <p style="text-align: right;">(Action: CBC/i-GOT and NULP)</p> <ol style="list-style-type: none">10. The meeting ended with vote of thanks to the AS for having chaired the meeting.
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List of attendees:

1. Mr. Satinder Pal Singh, Additional Secretary (AS), Admin, MoHUA
2. Mr. Praveen Pardesi, Member Administration, Capacity Building Commission (CBC)
3. Mr. Rahul Kapoor, Joint Secretary, NULM, MoHUA
4. Ms. Anjula Negi, Team Lead, Capacity Building Commission
5. Ms. Charu Upadhyay, Team Lead, Internal FRACing Unit, PMC, Mission Karmayogi
6. Ms. Jaya Shrivastava, Subject Matter Expert, PMC, Internal FRACing Unit, Mission Karmayogi
7. Ms. Shailshree Tewari, Subject Matter Expert, PMC, Internal FRACing Unit, Mission Karmayogi
8. Ms. Vandana Thakur, Subject Matter Expert, PMC, Internal FRACing Unit, Mission Karmayogi
9. Mr. Dhananjay Kumar, IT analyst, PMC, Internal FRACing Unit, Mission Karmayogi



Picture 9: Meeting between AS Admin, MoHUA and Member Administrator, CBC



Picture 10: Meeting between AS Admin, MoHUA and Member Administrator, CBC



Annexure O: The details of the Discussion on City Finance Challenge held by Janaagraha

Location: Nirman Bhawan

Date: 06 March 23

Meeting with Ms. Manisha Sensarma, Economic Advisor, Housing -II

Got brief understanding about the new task assigned to her, the city beautification challenges, the City Finance Ranking and the Urban Governance. Development of urban governance guidelines are in process whereas for City Finance ranking exercise the Knowledge partners and PMU has been assigned. The Knowledge partner is Janagrahaa and PMU is Quality Council of India. The PMU for city beautification challenges on liveability index is Administrative Staff College of India, Hyderabad. She advised us to attend the workshop held on City Finance ranking where Janagrahaa explained the portal and the procedure to evaluate the city under this challenge.

Meeting on City Finance Challenge held by Janaagraha (NGO) for PMU, Quality Council of India

Agenda of meeting was based on introduction of online assessment framework, scoring & ranking cities into 4 categories of the ULB's (Urban Local Bodies) and access to the cityfinance.in portal. City finance scoring is based on collecting data at a national level which is based on the city's population (as per 2011 census) based on below 4 categories.

- 1) Above 4 million
- 2) 1 million -4 million
- 3) 100,000 – 1 million
- 4) Less than 100,000

The top 3 cities are then recognized and rewarded at a national level on an overall ranking of 3 levels of resource mobilization, expenditure performance & fiscal governance.

ULB's submit their data including audited annual accounts approved by budgets and self-reported performance metrics (via data entry form) and adding the data on the website to claim their entry.

The collected data is then reviewed, approved, scored, ranked, and analyzed by PMU and Janagrahaa and provide the update on the portal. Janagrahaa is managing the Ministry's City Finance platform (www.finance.in). This project duration is till September 2023, when the ranking will be declared.

Picture 1: Glimpse of the meeting on City Finance Challenge held by Janaagraha (NGO) for PMU, Quality Council of India



Annexure P: Minutes of the meeting held on 24th March 2023 with Chief Engineer, National Academy

A meeting was held with the officials of CPWD Academy on 24.03.2023 to brief about the Mission Karmayogi, discuss the FRACing template and onboard the officials on the iGOT Platform.

1. IFU Team Member apprised the officials about the Mission Karmayogi and iGOT Platform, followed by a discussion on the FRACing exercise and development of Annual Capacity Building Plan. The above exercise will be held for the officials of CPWD.

The following points were decided in the meeting:

- The soft copy of the FRAC template will be shared by IFU team member to circulate among all 51 officials positioned at the different designations in CPWD Academy.
- A Focused Group Discussion (FGD) will be scheduled with all the officers to explain the FRAC template, to apprise about the iGOT Platform & registration process, and plan a tentative Annual Capacity Building Calendar.
- Further, it was informed that CPWD Academy has many training courses and modules available with them. So, it is decided that the IFU team shall go through those existing modules and examine them as per the requirement of the iGOT Platform.

(IFU Team)

- Share the organizational structure, official list.
- Share the convenient date and time for the Focused Group Discussion to explain about the FRACing exercise and to apprise about the iGOT Platform and complete the registration process.
- Share the list of available courses and training module.

(CPWD)

List of attendees

1. Mr Naimuddin M, Chief Engineer, (T&R)-I, National CPWD Academy.
2. Mr Santosh Kumar, Superintendent Engineer, National CPWD Academy.
3. Ms. Shailshree Tewari, Subject Matter Expert, PMC, Internal FRACing Unit, Mission Karmayogi

Picture 2: Glimpse of the meeting held with National CPWD Academy officials.



Annexure Q: The consolidated details of the number of courses carried out by the concerned MoHUA officials under Dakshta Training Programme on the iGOT Platform

Table 12: Details of the number of courses carried out by officials under Dakshta Training Programme.

Sl. No.	Name Of Official	Designation	Email Id	No of Course Enrolled	InProgress	Completed
1.	Naveen Kumar Verma	Assistant Section Officer	naveen.verma95@gov.in	11	0	11
2.	Vijay Raj	Assistant Section Officer	vijay.raj72@gov.in	10	1	9
3.	Yogender Kumar	Assistant Section Officer	yogender.kumar88@gov.in	9	0	9
4.	Chaitanya Krishna Agarwal	Assistant Section Officer	chaitanya.20@nic.in	8	3	5
5.	Rajesh Kumar Kala (Ad-hoc)	Assistant Section Officer	rajeshkr.kala@nic.in	2	2	0
6.	Maninder Singh	Assistant Section Officer	maninder.singh89@gov.in	10	1	9
7.	Dhan Raj Singh	Assistant Section Officer	dhanraj.singh@gov.in	0	0	0
8.	Ms. Asha Wahane	Assistant Section Officer	asha.wahane35@gov.in	5	0	5
9.	Chandra Shekhar Dubey	Assistant Section Officer	chandrashekher.68@gov.in	0	0	0
10.	Anuj Kumar Sinha (Ad-hoc)	Assistant Section Officer	sinha.anuj@gov.in	0	0	0
11.	Pawan Kumar	Assistant Section Officer	pawan.kumar74@nic.in	11	0	11
12.	Navin Kumar Sinha (Ad-hoc)	Assistant Section Officer	navin.sinha@gov.in	8	0	8
13.	Prem Kumar	Assistant Section Officer	prem.kr35@nic.in	5	2	3
14.	Ravi Shankar	Assistant Section Officer	ravi.shankar52@nic.in	0	0	0
15.	Shipra Shukla	Assistant Section Officer	shipra.shukla@gov.in	5	0	4
16.	Vijender Kumar (ad-hoc)	Assistant Section Officer	vijender.kr73@nic.in	0	0	0
17.	Shankar Dutt (Ad-hoc)	Assistant Section Officer	shankar.dutt63@nic.in	0	0	0

18.	Dinesh Singh	Assistant Section Officer	d.singh29@gov.in	0	0	0
19.	Vijay Kumar	Assistant Section Officer	vijay.kumar92@gov.in	0	0	0
20.	Debadatta Dash	Assistant Section Officer	deba.0674@gov.in	0	0	0
21.	Salman Sabri	Assistant Section Officer	s.sabri@gov.in	11	1	10
22.	Deepak Kumar (Ad-hoc)	Assistant Section Officer	deepak.kumar73@nic.in	5	1	4
23.	Sandeep Kumar	Assistant Section Officer	sandeep.dahiya88@gov.in	7	0	7
24.	Balaji Mishra	Assistant Section Officer	balaji.mishra@gov.in	9	0	9
25.	Ankush Saxena	Assistant Section Officer	a.saxena89@nic.in	11	0	11
26.	Dinesh Kumar (ad-hoc)	Assistant Section Officer	dinesh.k70@gov.in	3	2	1
27.	Raman	Assistant Section Officer	r.bhardwaj@gov.in	3	3	0
28.	Nitin Gupta	Assistant Section Officer	nitin.gupta20@gov.in	0	0	0
29.	Anil Kumar Singh	Assistant Section Officer	anilkumar.singh35@gov.in	0	0	0
30.	Ajay Kumar	Assistant Section Officer	ajay.kumar50@gov.in	0	0	0
31.	Neeraj	Assistant Section Officer	neeraj.jha@gov.in	0	0	0
32.	N.P Ekka	Assistant Section Officer	patrick.ekka@nic.in	0	0	0
33.	Anil Kumar Gupta (ad-hoc)	Assistant Section Officer	anil.krgupta71@nic.in	2	1	0
34.	Ankit Joshi	Assistant Section Officer	joshi.ankk@gov.in	0	0	0
35.	Arvind Rawat	Assistant Section Officer	arvind.rawat35@nic.in	1	0	1
36.	Anjali Sharma	Assistant Section Officer	sharma.anjali@gov.in	6	0	5
37.	Satyajit Kumar Sen (Ad-hoc)	Assistant Section Officer	satyajit.ks@nic.in	3	1	2

38.	Sundeep Sharma(ad-hoc)	Assistant Section Officer	sundeep.sharma@nic.in	0	0	0
39.	Yamini Goyal	Assistant Section Officer	yamini.goyal@gov.in	1	0	1
40.	Aniruddh Pant (ad-hoc)	Assistant Section Officer	anirudh.pant@nic.in	2	2	0
41.	Mitika Rani	Assistant Section Officer	mitika.rani@gov.in	6	0	6
42.	Amit Kumar Kain	Assistant Section Officer	amit.kain@gov.in	11	1	7
43.	Shammi Narang	Assistant Section Officer	shammi.narang@gov.in	0	0	0
44.	Shashi Bhushan Kumar	Assistant Section Officer	shashi.bkumar@nic.in	6	0	6
45.	Vaibhav Raj	Assistant Section Officer	vaibhav.raj@gov.i	0	0	0
46.	Sunil Kumar Gupta	Assistant Section Officer	sunilkumar.gupta33@gov.in	9	1	8
47.	Vaibhav Dhawan	Assistant Section Officer	vaibhav.dhawan@gov.in	0	0	0
48.	Daspinder Singh Marwah	Assistant Section Officer	dsingh.1990@gov.in	6	0	6
49.	Kiran Nagar	Assistant Section Officer	k.nagar@gov.in	2	0	2
50.	Ajay Kumar Gupta	Assistant Section Officer	ak.gupta66@nic.in	0	0	0
51.	Bharat Bhushan Sutar	Assistant Section Officer	bharat.sutar@gov.in	0	0	0
52.	Kiran Kumar Sharma	Assistant Section Officer	kiran.sharma92@gov.in	2	1	1
53.	Kavita Sati	Assistant Section Officer	kavitasati.94@gov.in	2	2	0
54.	Lalit Sharma	Assistant Section Officer	lalit.sharma97@gov.in	0	0	0
55.	Gaurav Singh	Assistant Section Officer	g.singh05@gov.in	11	0	11
56.	Ankit Dhingra	Assistant Section Officer	ankit.dhingra@gov.in	11	1	10
57.	Dinesh Kumar	Assistant Section Officer	dinesh.kr90@gov.in	0	0	0

58.	Ranvijay Kumar	Assistant Section Officer	ranvijay.k@nic.in	9	0	9
59.	Ashish Ashwini	Assistant Section Officer	ashish.ashwini@gov.in	0	0	0
60.	Prem Chandra Bhartiya	Assistant Section Officer	prem.chandra64@gov.in	0	0	0
61.	Shri Jitendra Prasad Singh	Assistant Section Officer	jitender.ps@nic.in	11	1	10
62.	Md. Azimuddin	Assistant Section Officer	mohammad.azimuddin35@gov.in	6	3	3
63.	Purnendu Singh Chauhan (Ad-hoc)	Assistant Section Officer	purnendusingh.chauhan@gov.in	7	2	5
64.	Vinay Panchal	Assistant Section Officer	vinay.panchal@gov.in	1	0	1
65.	Aakash	Assistant Section Officer	aakash.dixit@gov.in	1	1	0
66.	Suresh Kumar	Assistant Section Officer	suresh.kumar35@gov.in	1	0	1
67.	Rajeev Kumar Jha	Assistant Section Officer	rk.jha14@nic.in	10	0	10
68.	Krishan Jayaswal (Ad-hoc)	Assistant Section Officer	k.jayaswal73@nic.in	3	0	3
69.	Shantanu Biswas	Assistant Section Officer	s.biswas87@nic.in	11	3	8
70.	Abhinav Gupta	Assistant Section Officer	abhinav.gupta21@gov.in	0	0	0
71.	Anil Kumar Shah	Assistant Section Officer	shah.anil@gov.in	1	1	0
72.	Aloy Ghosh	Assistant Section Officer	aloy.ghosh@gov.in	5	1	4
73.	Gaurav Bora	Assistant Section Officer	gaurav.bora13@gov.in	0	0	0
74.	Tilak Raj Bhagwat	Assistant Section Officer	tilakraj.bhagwat35@gov.in	4	0	4
75.	Pushpa	Assistant Section Officer	puspa4645@gmail.com	0	0	0
76.	Manish Bharosilal Meena	Assistant Section Officer	meena.manish@nic.in	2	1	1
77.	Shekhar Kumar Prasad	Assistant Section Officer	shekhar.prasad@gov.in	9	1	8

78.	Apoorvjeet Singh	Assistant Section Officer	apoorv.singh28@gov.in	0	0	0
79.	Ratan Chand Sharma	Assistant Section Officer	ratan.sharma87@gov.in	11	1	9
80.	Bipin Bhatt	Assistant Section Officer	bipin.bhatt@gov.in	4	1	3
81.	Chandan Singh(ad-hoc)	Assistant Section Officer	chandan.singh76@gov.in	5	0	5
82.	Ajay Kumar Sahoo(ad-hoc)	Assistant Section Officer	ajay.krsahoo@nic.in	6	1	5
83.	Umesh Kumar Nishant	Assistant Section Officer	umeshkumar.nishant35@gov.in	4	1	3
84.	H. C. Patnaik	Section Officer	harish.patnaik@nic.in	0	0	0
85.	V Devadas	Section Officer	v.devadas@nic.in	0	0	0
86.	Lamtinlien Gangte	Section Officer	lamtinlien.gangte@gov.in	11	1	10
87.	Ravi Kumar	Section Officer	ravi.kumar80@nic.in	0	0	0
88.	Bimla Mehandi Ratta	Section Officer	bimla.mendiratta@gov.in	0	0	0
89.	Birju Kumar	Section Officer	birju.kumar10@nic.in	0	0	0
90.	Bishan Das	Section Officer	bishan.dass66@nic.in	1	0	1
91.	Mahesh Chander Khanna	Section Officer	mahesh.65@gov.in	0	0	0
92.	Hari Shankar Prasad	Section Officer	hari.prasad63@gov.in	0	0	0
93.	Pavittarpal Singh	Section Officer	pavittarpal.s@nic.in	11	0	11
94.	T Damzalian	Section Officer	t.damzalian@nic.in	1	1	0
95.	Mukesh Kumar	Section Officer	mukesh.kmr42@gov.in	0	0	0
96.	Jayanti Kanojia	Section Officer	jayanti.kanojia35@gov.in	11	2	9
97.	Sunita Kushwaha	Section Officer	sunita.khushwaha35@gov.in	0	0	0
98.	Mrutunjaya Atibudhi	Section Officer	mrutunjaya.a@nic.in	0	0	0
99.	Harvinder Kaur	Section Officer	harvinder.kaur@nic.in	0	0	0
100.	D. D. Nimje	Section Officer	dd.nimje68@gov.in	0	0	0
101.	Mahabir Singh Rawat	Section Officer	maha.1964@gov.in	4	0	4
102.	Vahboi Singsit	Section Officer	v.singsit@gov.in	10	0	10

103	Abbrami G.	Section Officer	abbirami.g@gov.in	4	1	3
104	S. K Sharma	Section Officer	surendra.sharma65@gov.in	0	0	0
105	Sarada Prasanna Sutar	Section Officer	s.sutar@gov.in	4	1	3
106	Sudha Rajendran	Section Officer	sudha.rajendran65@nic.in	7	4	3
107	Babu Lal Khora	Section Officer	bl.khora@gov.in	0	0	0
108	Mahesh Lal	Section Officer	mahesh.lal25@nic.in	6	1	3
109	Pradeep Kumar Pradhan	Section Officer	pradeep.pradhan63@nic.in	0	0	0
110	Ravi Shankar Rawat	Section Officer	rs.rawat82@nic.in	11	1	10
111	Krishan Pal	Section Officer	krishan.p13@nic.in	2	1	1
112	Urmila Sharma	Section Officer	urmila.21@gov.in	11	0	11

Annexure R: Tentative ACBP plan for all Mission/Divisions of MoHUA

Swachh Bharat Mission

Sl. No.	Course name & specifications	Target officers	No. of officers	Proficiency level Basic (B) or Advanced (A)...	Online /Offline/Hybrid	Duration (no. of hrs./ days)	Training providers	link for online training courses	Proposed training dates/ FY quarter (Q)
1.	Understanding of Sustainable Sanitation Systems (entire "sanitation value chain", collection methods, transportation or conveyance of waste, treatment, and reuse or disposal)	ASO/SO /US/DS /Dir	13	A	Hybrid	2-3 days	Proposing In-house.	-	Q1
2.	Understanding of Sanitation including Used Water Management.	ASO/SO /US/DS /Dir	13	A	Hybrid	2-3 days	Proposing In-house.	-	Q1
3.	Understanding of Sustainable Solid waste management system and its components (organic and inorganic waste management, Plastic waste management, EPR, Domestic Hazardous and sanitary waste management, Dumpsite remediation and legacy waste management, etc.)	ASO/SO /US/DS /Dir	13	A	Hybrid	2-3 days	Proposing In-house.	-	Q2
4.	Understanding of enablers of SBM (IEC,BCC, Swachh Survekshan, Swachhta certification: ODF, ODF+, Water+, GFC, digitalization in waste management: ICT, IoT, GIS, RFID, etc.,	ASO/SO /US/DS /Dir	13	A	Hybrid	2-3 days	Proposing In-house.	-	Q2
5.	Understanding the concept of circular economy - Intelligent production, use and waste routes for the Environment and society.	DS/Dir and above level officer	4	A	Online	1-2 days	Proposing International Council for Circular Economy	https://ice.com/product/principles-of-circular-economy/	Q3
6.	Understanding of Green Bonds/ Climate Bonds	DS/Dir and above level officer	4	A	Online	1-2 days	Proposing UNDP (Learning for Nature)	https://www.learningfornature.org/en/courses/undp-green-bonds-training/	Q4
7.	Understanding of Sustainable finance- (Environmental, Social and Governance).	DS/Dir and above level officer	4	A	Online	1-2 days	Proposing Corporate Finance Institute	https://corporatefinanceinstitute.com/certifications/environmental-social-governance-specialist/	Q4

- All training should have exposure visits.

Urban Transport

Sl. No.	Course name & specifications	Target officers	No. of officers	Proficiency level Basic (B) or Advanced (A)...	Online /Offline/Hybrid	Duration (no. of hrs./ days)	Training providers	link for online training courses	Proposed training dates/ FY quarter (Q)
1	Understanding of Detailed Project Report (DPR) of Metro Rail Projects, AAR, comprehensive mobility plan	All the officers	25	A	Online	3-5 days	Proposing, IUT (Institute of Urban transport)	-	Q1
2	Understanding of Metro Railways Operation and Maintenance.	All the officers	25	A	Hybrid	1-2 days	Proposing, IUT (Institute of Urban transport)	-	Q1
4	Understanding of Value Capture Financing (VCF)	All the officers	25	A	Hybrid	1-2 days	Proposing, IUT (Institute of Urban transport)	-	Q1
5	Understanding of Transit Oriented Development (TOD)	All the officers	25	A	Hybrid	1-2 days	Proposing, IUT (Institute of Urban transport)	-	Q1
6	Understanding of National Urban Transport	All the officers	25	A	Hybrid	1-2 days	Proposing, IUT (Institute of Urban transport)	-	Q2
7	Understanding of PRAGATI Portal, NIP-IIG portal, PMG portal, OCMS portal, PM GatiShakti, e-Samiksha portal	All the officers	25	B	Online	2-3 hrs	Proposing, IUT (Institute of Urban transport)	-	Q2
8	Understanding of Urban Transport Planning and Capacity Building (UTPCB)	All the officers	25	A	Hybrid	2-3 days	Proposing, IUT (Institute of Urban transport)	-	Q3
9	Understanding of Metro Railways Construction of Works.	All the officers	25	A	Hybrid	1-2 days	Proposing, IUT (Institute of Urban transport)	-	Q4
10	Accidents during Construction & Operations.	All the officers	25	B	Online	2-3 hrs	Proposing, Civil aviation: Commissioner of Metro Railway Safety	-	Q4

Administration Division

Sl. No.	Course name & specifications	Target officers	No. of officers	Proficiency level Basic (B) or Advanced (A)...	Online/Offline/Hybrid	Duration (no. of hrs./ days)	Training providers and remarks	link for online training courses	Proposed training dates/ FY quarter (Q)
1.	Understanding of CCS (CCA)	All the officers	38	Advanced	Hybrid	1-2 days	Proposing ISTM	-	Q1
2.	Understanding of conduct Rules.	All the officers	38	Advanced	Hybrid	1-2 days	Proposing ISTM	-	Q1
3.	Understanding of office manual procedures	All the officers	38	Advanced	Hybrid	1-2 days	Proposing ISTM	-	Q1
4.	Understanding of Leave Rules, LTC, TA, Pension.	All the officers	38	Advanced	Hybrid	1-2 days	Proposing ISTM	-	Q2
5.	Understanding of Fundamental Rules and Supplementary Rules.	All the officers	38	Advanced	Hybrid	1-2 days	Proposing ISTM	-	Q2
6.	Understanding of Recruitment Rules.	All the officers	38	Advanced	Hybrid	1-2 days	Proposing ISTM	-	Q3
7.	Understanding of RTI Act.	All the officers	38	Advanced	Hybrid	1-2 days	Proposing ISTM	-	Q4

Land and Development Organization

Sl. No.	Course name & specifications	Target officers	No. of officers	Proficiency level Basic (B) or Advanced (A)...	Online/Offline/Hybrid	Duration (no. of hrs./ days)	Training providers and remarks	link for online training courses	Proposed training dates/ FY quarter (Q)
1.	Understanding of Land Issues (Convergence, Mutation and Substitution)	All the officers	40	A	Hybrid	3-4 days	Proposing ASCI, experts dealing survey related work	-	Q1
2.	Understanding of Transfer of property acts.	All the officers	40	A	Hybrid	3-4 days	Proposing ASCI, experts dealing survey related work	-	Q1
3.	Understanding of Hindu Properties Act	All the officers	40	A	Hybrid	3-4 days	Proposing ASCI, experts dealing survey related work	-	Q1
4.	Understanding of Land acquisition act	All the officers	40	A	Hybrid	3-4 days	Proposing ASCI, experts dealing survey related work	-	Q2
5.	Understanding of Power of attorney 1892,	All the officers	40	A	Hybrid	3-4 days	Proposing ASCI, experts dealing survey related work	-	Q2
6.	Understanding of Land rates (Misuse Charge, damage charges)	All the officers	40	A	Hybrid	3-4 days	Proposing ASCI, experts dealing survey related work	-	Q2
7.	Understanding of court cases pertaining to land relates issues.	All the officers	40	A	Hybrid	3-4 days	Proposing expert lawyers or law institute dealing in similar matter.	-	Q3
8.	Understanding of court cases pertaining to land relates issues.	All the officers	40	A	Hybrid	3-4 days	Proposing expert lawyers or law institute dealing in similar matter.	-	Q3

9.	Understanding of court proceedings handle the work of State officer.	All the officers	40	A	Hybrid	3-4 days	Proposing expert lawyers or law institute dealing in similar matter.	-	Q3
10.	Understanding of property related issues and validation of documents.	All the officers	40	A	Hybrid	3-4 days	ASCI (Administrative Staff college of India dealing similar matter at State level)	-	Q4
11.	Understanding of existing Rules and Regulation (Building bylaw, MPD 2021, PPE Act (Public Premises Eviction)	All the officers	40	A	Online	3-4 days	Expert from MCD or DDA	-	Q4
12.	Understanding of Sanction Building Plan.	All the officers	40	A	Hybrid	3-4 days	ASCI (Administrative Staff college of India dealing similar matter at State level)	-	Q4



CPHEEO

Sl. No.	Course name & specifications	Target officers	No. of officers	Proficiency level Basic (B) or Advanced (A)...	Online/Offline/Hybrid	Duration (no. of hrs./ days)	Training providers	link for online training courses	Proposed training dates/ FY quarter (Q)
1.	Understanding of GIS mapping and Hydraulic modelling of water supply and sewage network through digital software.	All the adviser and above level officers	11	A	Hybrid	1 week	Proposing ASCI & NRSC (National Remote Sensing Centre)	-	Q1
2	Public-Private Partnership (PPP) models for implementation of water supply and sanitation project.	All the adviser and above level officers	11	A	Hybrid	1 week	Proposing ASCI (Administrative Staff College of India)	-	Q2
3	International exposure on the management of water supply, sewerage & Reuse and Solid Waste Management.	All the adviser and above level officers	11	A	Hybrid	2 weeks	Proposing WASH Institute	-	Q3
4	Human Resources Development of Institutional strengthening in water supply and sanitation sector at State and ULB level.	All the adviser and above level officers	11	A	Hybrid	1 week	Proposing ASCI (Administrative Staff College of India)	-	Q4

Housing Div-I

Sl. No.	Course name & specifications	Target officers	No. of officers	Proficiency level Basic (B) or Advanced (A)...	Online /Offline/Hybrid	Duration (no. of hrs./ days)	Training providers and remarks	Link for online training courses	Proposed training dates/ FY quarter (Q)
1.	Parliamentary Affairs / Procedures	ASO/SO/AD /US/DS/Director	13	A	Offline	3	ISTM	-	Q1(Apr, May, June) and Q3
2.	PFMS- Sanction Orders	ASO/SO/AD /US/DS/Director	13	A	Offline	1	ISTM	-	Q1(Apr, May, June) and Q3
3.	Court Matters / Legal Procedures pertaining to Real Estate (RERA)	ASO/SO/AD /US/DS/Director	13	A	Offline	3	ISTM	-	Q1(Apr, May, June) and Q3
4.	RERA Act	New Joiners	13	B	Offline	2	In House	-	Q1(Apr, May, June) and Q3
5.	Model Tenancy Act	New Joiners	13	B	Offline	2	In House	-	
6.	RTI Act – Updated version of Act in context of subsequent CIC decisions.	ASO/SO/AD /US/DS/Director	13	B	Offline	1	ISTM	-	Q1(Apr, May, June) and Q3
7.	MS Office	ASO/SO/AD /US/DS/Director	13	B	Offline	2	IIPA – Surabhi Pandey	-	Q1(Apr, May, June) and Q3

Local Self Government (LSG)

Sl. No.	Course name & specifications	Target officers	No. of officers	Proficiency level Basic (B) or Advanced (A)...	Online /Offline/Hybrid	Duration (no. of hrs./ days)	Training providers and remarks	Link for online training courses	Proposed training dates/ FY quarter (Q)
1.	Parliamentary Affairs / Procedures	ASO/SO	4	A	Offline	3	ISTM		Q1(Apr, May, June) and Q3
2.	PFMS- Sanction Orders	ASO	3	A	Offline	1	ISTM		Q1(Apr, May, June) and Q3
3.	Court Matters / Legal Procedures pertaining to 74 th Amendment act	ASO/SO	4	A	Offline	2	ISTM		Q1(Apr, May, June) and Q3
4.	74 th Amendment Act of the constitution	ASO/SO	4	A	Offline	2	ISTM		Q1(Apr, May, June) and Q3
5.	RTI Act – Updated version of Act in context of subsequent CIC decisions.	ASO	3	A	Offline	2	ISTM		Q1(Apr, May, June) and Q3
6.	Examination of Cabinet Notes received from different Ministries	ASO/SO	4	B	Offline	2	ISTM		Q1(Apr, May, June) and Q3
7.	Procurement of services- GFR/DFPR	ASO/SO	4	B	Offline	3	ISTM		Q1(Apr, May, June) and Q3
8.	MS Power Point and Excel	ASO/SO	4	A	Offline	2	ISTM		Q1(Apr, May, June) and Q3
9.	Budgeting and audit Para	ASO/SO	4	B	Offline	3	ISTM		V Q1(Apr, May, June) and Q3
10.	74 th Amendment Act and PFMS sanction	New Joiners		B	Offline	2	ISTM		Q1(Apr, May, June) and Q3
11.	Private members' bill	ASO/SO	4	A	Offline	2	ISTM		Q2
12.	SFC/EFC/PIB note	ASO/SO	4	B	Offline	3	ISTM		Q2
13.	Urban Planning; including Municipal Services, Municipal Finance and Urban Governance	ASO/SO	4	B	Offline	3	ISTM		Q2

Deendayal Antyodaya Yojana- National Urban Livelihood Mission

Sl. No.	Course name & specifications	Target officers	No. of officers	Proficiency level Basic (B) or Advanced (A)...	Online/ Offline/ Hybrid	Duration (no. of hrs./ days)	Training providers and remarks	Link for online training courses	Proposed training dates/ FY quarter (Q)
1.	Induction training, including Global best practices on poverty alleviation, Welfare Schemes of Govt related to poor, Street Vendors Act, Entrepreneurship to urban poor etc.	ASO/SO/US	11	A	Offline	5	NIUA		Q1
2.	Leadership Skills	ASO/SO/US	11	A	Offline	2	NIUA		Q1
3.	Communication Skills	ASO/SO/US	11	A	Offline	1	NIUA		Q1
4.	Technology, Governance and way forward	ASO/SO/US	11	A	Offline	2	NIUA		Q1
5.	Digital Governance and possibilities	ASO/SO/US	11	A	Offline	3	NIUA		Q1
6.	Procurement of services- GFR/DFPR	ASO/SO/US	5	B	Offline	2	ISTM		Q2
7.	MS Power Point and Excel	ASO/SO/US	11	B	Offline	1	ISTM		Q2
8.	PFMS- Sanction Orders & Budgeting and audit Para	ASO/SO/US	5	B	Offline	1	ISTM		Q2
9.	Parliamentary Affairs / Procedures & Private members' bill	ASO/SO/US	5	B	Offline	1	ISTM		Q2
10.	Court Matters / Legal Procedures, RTI Act	ASO/SO/US	5	B	Offline	1	ISTM		Q2
11.	Examination of Cabinet Notes, SFC/EFC/PIB note	ASO/SO/US	5	B	Offline	1	ISTM		Q2

Parliament Section

Sl. No.	Course name & specifications	Target officers	No. of officers	Proficiency level Basic (B) or Advanced (A)...	Online/Offline/Hybrid	Duration (no. of hrs./ days)	Training providers and remarks	Link for online training courses	Proposed training dates/ FY quarter (Q)
1.	Parliamentary Procedure	SO	1	A	Offline	3	ISTM	-	Q1(Apr, May, June)
2.	Parliamentary Procedure	ASO/SSA	3	B	Offline	3	ISTM	-	Q1(Apr, May, June)
3.	Excel	SO/ASO/SSA	3	A&B	Offline	2	ISTM	-	Q1(Apr, May, June)
4	PowerPoint	SO/ASO/SSA	3	A & B	Offline	6	ISTM	-	Q1(Apr, May, June)
5	RTI	ASO/SSA	2	B	Offline	2	ISTM	-	Q1(Apr, May, June)

Integrated Finance Division

Sl. No.	Course name & specifications	Target officers	No. of officers	Proficiency level Basic (B) or Advanced (A)...	Online/Offline/Hybrid	Duration (no. of hrs./ days)	Training providers and remarks	Link for online training courses	Proposed training dates/ FY quarter (Q)
1.	FRSR –I (General Rules),	ASO/SO/US	6	B	Hybrid	2 Days	ISTM	-	Q1, Q2, Q3, Jan-Mid Feb
	FRSR-II (TA Rules), / LTC Rules								
	FRSR-III (Leave Rules)								
	FRSR-IV (DA, DR & Ex-gratia to CPF beneficiaries)								
	FRSR-V (HRA & City Compensatory Allowance)								
2.	Manual of Office Procedure	ASO/SO/US	6	B	Hybrid	2 Days	ISTM	-	Q1, Q2, Q3, Jan-Mid Feb
3.	Medical Attendance Rules / CGHS Rules	ASO/SO/US	6	B	Hybrid	2 Days	ISTM	-	Q1, Q2, Q3, Jan-Mid Feb
4.	CCS Pension Rules	ASO/SO/US	6	B	Hybrid	2 Days	-	-	Q1, Q2, Q3, Jan-Mid Feb
5.	Pension Scheme Booklet	ASO/SO/US	6	B	Hybrid	2 Days	-	-	Q1, Q2, Q3, Jan-Mid Feb
6.	Staff Car Rules	ASO/SO/US	6	B	Hybrid	2 Days	-	-	Q1, Q2, Q3, Jan-Mid Feb
7.	Advances to Central Government Servants	ASO/SO/US	6	B	Hybrid	2 Days	-	-	Q1, Q2, Q3, Jan-Mid Feb
8.	CGEGIS Scheme 1980	ASO/SO/US	6	B	Hybrid	2 Days	-	-	Q1, Q2, Q3, Jan-Mid Feb
9.	Manual for Procurement of Goods and Services	ASO/SO/US	6	B	Hybrid	2 Days	NIFM	-	Q1, Q2, Q3, Jan-Mid Feb
10.	Government Accounting Rules (GAR)	ASO/SO/US	6	B	Hybrid	2 Days	-	-	Q1, Q2, Q3, Jan-Mid Feb
11.	Receipt & Payment Rules	ASO/SO/US	6	B	Hybrid	2 Days	-	-	Q1, Q2, Q3, Jan-Mid Feb
12.	Civil Accounts Manual	ASO/SO/US	6	B	Hybrid	2 Days	-	-	Q1, Q2, Q3, Jan-Mid Feb

13.	DFPR	ASO/SO/US	6	B	Hybrid	2 Days	-	-	Q1, Q2, Q3, Jan-Mid Feb
14.	List of Major & Minor Heads	ASO/SO/US	6	B	Hybrid	2 Days	-	-	Q1, Q2, Q3, Jan-Mid Feb
15.	Guidelines of implementation of Schemes of the Ministry	ASO/SO/US	6	B	Hybrid	2 Days	-	-	Q1, Q2, Q3, Jan-Mid Feb
16.	GEM	ASO/SO/US	6	B	Hybrid	2 Days	-	-	Q1, Q2, Q3, Jan-Mid Feb
17.	PFMS	ASO/SO/US	6	B	Hybrid	2 Days	-	-	Q1, Q2, Q3, Jan-Mid Feb
18.	GFR	ASO/SO/US	6	B	Hybrid	2 Days	-	-	Q1, Q2, Q3, Jan-Mid Feb
19.	Delegation of Financial Power Rules	ASO/SO/US	6	B	Hybrid	2 Days	-	-	Q1, Q2, Q3, Jan-Mid Feb

Smart City Mission

Sl. No.	Course name & specifications	Target officers	No. of officers	Proficiency level Basic (B) or Advanced (A)...	Online/Of fline/Hybrid	Duration (no. of hrs./ days)	Training providers and remarks	Link for online training courses	Proposed training dates/ FY quarter (Q)
1.	Digital Governance & Possibilities	Dir/DS/US	6	A	Online self-paced	3 days	-	-	Q1 & Q2
2.	Rule of Govt Dir on the board of SPVs & about Companies Act	Dir/DS/US	6	B	Online self-paced	15-20 Session 45 Mins each	-	-	Q1 & Q2
3.	Urban Plan for Bureaucrat	Dir/DS/US/SO/ASO	6	B	Online self-paced	15-20 Session 45 Mins each	SP4(Del)	-	Q1 & Q2
4.	Understanding of tendering process/Procurement policy of Govt/Procurement policy through GeM/Smart City Guidelines	Dir/DS/US/SO/ASO	11	A	Online self-paced	15-20 Session 45 Mins each	SP4(Del)	-	Q1 & Q2
5.	Digital Governance and possibilities	Dir/DS/US/SO/ASO	11	A	Offline	3	NIUA	-	Q1
6.	Procurement of services-GFR/DFPR	Dir/DS/US/SO/ASO	11	B	Offline	2	ISTM	-	Q2
7.	PFMS- Sanction Orders & Budgeting and audit Para	Dir/DS/US/SO/ASO	11	B	Offline	1	ISTM	-	Q2
8.	Parliamentary Affairs / Procedures & Private members' bill	Dir/DS/US/SO/ASO	11	B	Offline	1	ISTM	-	Q2
9.	Court Matters / Legal Procedures, RTI Act	Dir/DS/US/SO/ASO	11	B	Offline	1	ISTM	-	Q2
10.	Examination of Cabinet Notes, SFC/EFC/PIB note	Dir/DS/US/SO/ASO	11	B	Offline	1	ISTM	-	Q2
11.	Formulation of Legislation	Dir/DS/US/SO/ASO	11	B	Offline	1	ISTM	-	Q2

PM SVANidhi

Sl. No.	Course name & specifications	Target officers	No. of officers	Proficiency level Basic (B) or Advanced (A)...	Online/Offline/Hybrid	Duration (no. of hrs./ days)	Training providers and remarks	Link for online training courses	Proposed training dates/ FY quarter (Q)
1.	Induction training, including Global best practices on poverty alleviation, Welfare Schemes of Govt related to poor, Street Vendors Act, Entrepreneurship to urban poor etc.	ASO/SO/US	11	A	Offline	5	NIUA	-	Q1
2.	Leadership Skills	ASO/SO/US	11	A	Offline	2	NIUA	-	Q1
3.	Communication Skills	ASO/SO/US	11	A	Offline	1	NIUA	-	Q1
4.	Technology, Governance and way forward	ASO/SO/US	11	A	Offline	2	NIUA	-	Q1
5.	Digital Governance and possibilities	ASO/SO/US	11	A	Offline	3	NIUA	-	Q1
6.	Procurement of services- GFR/DFPR	ASO/SO/US	5	B	Offline	2	ISTM	-	Q2
7.	MS Power Point and Excel	ASO/SO/US	11	B	Offline	1	ISTM	-	Q2
8.	PFMS- Sanction Orders & Budgeting and audit Para	ASO/SO/US	5	B	Offline	1	ISTM	-	Q2
9.	Parliamentary Affairs / Procedures & Private members' bill	ASO/SO/US	5	B	Offline	1	ISTM	-	Q2
10.	Court Matters / Legal Procedures, RTI Act	ASO/SO/US	5	B	Offline	1	ISTM	-	Q2
11.	Examination of Cabinet Notes, SFC/EFC/PIB note	ASO/SO/US	5	B	Offline	1	ISTM	-	Q2
12.	Formulation of Legislation	ASO/SO/US	5	B	Offline	1	ISTM	-	Q2
13.	Guidelines on framing of Micro-credit scheme	ASO/SO/US	5	B	Offline	1	NIFM	-	Q2

Urban Development Desk

Sl. No.	Course name & specifications	Target officers	No. of officers	Proficiency level Basic (B) or Advanced (A)...	Online /Offline/Hybrid	Duration (no. of hrs./ days)	Training providers and remarks	Link for online training courses	Proposed training dates/ FY quarter (Q)
1.	Training on Service matters, Recruitment Rules, Revival and Creation of Posts	ASO/SO/US/DS	4	B	Online	6 hrs			
2.	Parliamentary Procedure, Recruitment Rules, Noting, drafting & court matters	ASO/SO/US/DS	4	A	Hybrid			-	
3.	Certificate course on Microsoft office, google sheet, etc.	ASO/SO/US/DS	4	A	Online				
13.	Urban Planning; including Municipal Services, Municipal Finance and Urban Governance	ASO/SO	4	B	Offline	3	ISTM		Q2

Coordination & PG Section

Sl. No.	Course name & specifications	Target officers	No. of officers	Proficiency level Basic (B) or Advanced (A)...	Online /Offline/Hybrid	Duration (no. of hrs./ days)	Training providers and remarks	Link for online training courses	Proposed training dates/ FY quarter (Q)
1.	Parliamentary Affairs/Procedures	ASO/SO/US/DS/Director	6	B	Offline	3-6	ISTM		Q1, Q2, Q3
2.	Handling of Draft Cabinet Notes/Bills	ASO/SO/US/DS/Director	6	A/B	Offline	2-3	ISTM		Q2, Q3
3.	Preparation of Annual Report	ASO/SO/US/DS/Director	6	A/B	Hybrid	2-3	ISTM		Q2, Q3
4.	RTI Act- Updated version of Act in context of subsequent decisions	ASO/SO/US/DS/Director	9	B	Offline	1-2	ISTM		Q1, Q2
5.	Familiarization and working of OCMS and PMG portal	ASO/SO/US/DS/Director	6	B	Hybrid	3	ISTM		Q1, Q2
6.	Training related to Public dealing and management	ASO/SO/US/DS/Director	5	A	Hybrid	3	ISTM		Q1, Q2
7.	Different schemes under the Ministry and allocation of business in different Ministries and State Government subject.	ASO/SO/US/DS/Director	9	B	Hybrid	6	ISTM		Q1, Q2
8.	Preparation and analysis of data and reports in MS excel, Preparation of PPT.	ASO/SO/US/DS/Director	9	A	Offline	3	ISTM/IIP A		Q1, Q3

Directorate of Estate

Sl. No.	Course name & specifications	Target officers	No. of officers	Proficiency level Basic (B) or Advanced (A)...	Online /Offline/Hybrid	Duration (no. of hrs./ days)	Training providers and remarks	Link for online training courses	Proposed training dates/ FY quarter (Q)
1.	General Pool residential Accommodation, Rules 2017Rules	ASO/SO/US	112	-	Offline	-	-	-	-
2.	Public Premises (Eviction of Unauthorised Occupants) Act, 1971	ASO/SO/US	112	-	Offline	-	-	-	-
3.	Requisition and Acquisition of Immovable Property Act, 1952	ASO/SO/US	112	-	Offline	-	-	-	-
4.	OMs	ASO/SO/US	112	-	Offline	-	-	-	-
5.	E office	ASO/SO/US	112	-	Offline	-	-	-	-
6.	E Sampada	ASO/SO/US	112	-	Offline	-	-	-	-
7.	Ad Computer Pavan	ASO/SO/US/	112	-	Offline	-	-	-	-
8.	Communication Skills	ASO/SO/US	112	-	Offline	1	NIUA	-	Q1
9.	Procurement of services- GFR/DFPR	ASO/SO/US	112	-	Offline	2	ISTM	-	Q2
10.	MS Power Point and Excel	ASO/SO/US	112	-	Offline	1	ISTM	-	Q2
11.	PFMS- Sanction Orders & Budgeting and audit Para	ASO/SO/US	112	-	Offline	1	ISTM	-	Q2
12.	Parliamentary Affairs / Procedures & Private members' bill	ASO/SO/US	112	-	Offline	1	ISTM	-	Q2
13.	Court Matters / Legal Procedures, RTI Act	ASO/SO/US	112	-	Offline	1	ISTM	-	Q2

AMRUT

Sl. No.	Course name & specifications	Target officers	No. of officers	Proficiency level Basic (B) or Advanced (A)...	Online / Offline / Hybrid	Duration (no. of hrs./ days)	Training providers (proposed) and remarks	Link for online training courses	Proposed training dates/ FY quarter (Q)
1.	Induction courses <ul style="list-style-type: none"> Understanding and application AMRUT 2.0 guidelines. Structure of City Water Balance Plan, City Water Action Plan, Aquifer Management Plan and State Water Action Plan Framework and procedure of <i>Pey Jal Survekshan</i> 	New officials at all position across the divisions and allied org. position	-	Advanced	Online	2 days	Division itself with the help of IFU team		Q1
2.	Urban Reforms								
3.	<ul style="list-style-type: none"> Formulation of GIS Based Master Plan for AMRUT Cities with examples 	ASO/SO/US /DS/Director across the divisions & allied org.	16	Basic for ASO and SO Intermediate for US and above	Online	2 days	CEPT, IIPA, ITPI, SPA (Delhi), TCPO, IIRS Dehradun and NRSC Hyderabad		Q1
4.	<ul style="list-style-type: none"> Application of Drone/UAV Technology for formulation of GIS based Master Plan for Small and Medium towns. 	ASO/SO/US /S/Director across the divisions & allied org.	12	Basic for ASO and SO Intermediate for US and above	Hybrid	2 days	CEPT, IIPA, ITPI, SPA (Delhi), IIRS Dehradun and NRSC Hyderabad		Q2
5.	<ul style="list-style-type: none"> Local Area Plan and Town Planning Schemes 	ASO/SO/US /DS/Director across the divisions and allied org.	16	Basic for ASO and SO Intermediate for US and above	Hybrid	3 days	CEPT, IIPA, ITPI, SPA (Delhi), IIRS Dehradun and NRSC Hyderabad		Q2
6.	<ul style="list-style-type: none"> E-Governance: - Data, Urban Governance, and administration 	ASO/SO/US /DS/Director across the divisions and allied org.	16	Advanced	Online	7 days	CEPT, IIT Roorkee, and SPA (Delhi)		Q2
7.	<ul style="list-style-type: none"> Urban Governance and development management 	ASO/SO/US /DS/Director across the divisions and allied org.	16	Advanced	Hybrid	7 days	IIT Roorkee		Q1
8.	<ul style="list-style-type: none"> Property taxes (types, issues, limitations, regulatory components, etc.) 	ASO/SO/US /DS/Director across the divisions	16	Intermediate	Hybrid	3 days	CEPT, IIT Roorkee, Management institute		Q3

	• Best practices	and allied org.					and IIT Delhi		
9.	Release of ULB funds under 15th Finance Commission.	ASO/SO/US/DS/Director across the divisions and allied org.	16	Basic for ASO, SO and US Advanced for DS and above	Online	3 hrs	Division itself with the help of IFU team, IIPA, ITPI		Q1
10.	• Incubation of new greenfield cities	ASO/SO/US/DS/Director across the divisions and allied org.	16	Basic for ASO, SO and US Advanced for DS and above	Online	3hrs	CEPT Ahmedabad, IIPA, ITPI, SPA (Delhi), and IIT Roorkee		Q1 & Q2
11.	• Sponge Cities	ASO/SO/US/DS/Director across the divisions & allied org.	16	Basic for ASO, SO and US Advanced for DS and above	Online	3 hrs	CEPT Ahmedabad, IIPA, ITPI, SPA (Delhi), and IIT Roorkee		Q3
12.	Modern technologies in water supply and septage management								
13.	• Understanding and application of Circular economy	DS/Dir and above level officer	4	Advanced	Hybrid	1 day	IITs		Q3
14.	• Decentralized Wastewater, Faecal Sludge and Septage Management	US/DS/Director across the divisions and allied org.	7	Basic for US Advanced for DS and above	Hybrid	3 days	IITs, CSE		Q3
15.	• ICT and technologies innovation in the water supply and septage management system.	US/DS/Director across the divisions and allied org.	7	Advanced	Online	3 hrs	IITs		Q3
16.	• Aquifer management, rejuvenation of water bodies, Water resource management and policy	US/DS/Director across the divisions and allied org.	7	Advanced	Hybrid	2 days	IITs, CSE		Q3
17.	• Green bonds	US/DS/Director across the divisions & allied org.	7	Advanced	Online	3hrs	IIPA, IITs		Q4
18.	• Effective intervention in water supply system, water resources and septage management	ASO/SO/US/DS/Director across the divisions & allied org.	16	Basic for ASO, SO and US Advanced for DS and above	Hybrid	3hrs	CEPT Ahmedabad, IIPA, ITPI, SPA (Delhi), and IIT Roorkee		Q4

19.	Public-Private Partnership (PPP) models for implementation of water supply and septage management project.	US/DS/Dir above level officers	6	Advanced	Hybrid	2days			Q3
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PMAY

Sl. No.	Course name & specifications	Target officers	No. of officers	Proficiency level Basic (B) or Advanced (A)...	Online/ Offline/ Hybrid	Duration (no. of hrs./ days)	Training providers and remarks	Link for online training courses	Proposed training dates/ FY quarter (Q)
1.	Induction courses <ul style="list-style-type: none"> • Understanding and application of Pradhan Mantri Awas Yojana - Housing for All (Urban) guidelines • ARHC Operational Guidelines • Operational guidelines for construction of Demonstration Housing Projects (DHPs) in the States/UTs using Green and Emerging • Transformative Reforms Towards Housing For All 	New officials at all position across the divisions and allied org. position	-	Advanced	Online	3 days	Division itself with the help of IFU team		Q1
2.	Housing policy and programme (contemporary housing policy, challenges and reforms, planning and strategy intervention at the city and sub-regional level)	ASO/SO/US /DS/Director across the divisions & allied org.	26	Basic for ASO, SO and US Advanced for DS and above	Hybrid	7 days	CEPT, IIT Roorkee, SPA Delhi, NICMAR Pune		Q2
3.	Housing Finance	ASO/SO/US /DS/Director across the divisions & allied org.	26	Basic for ASO, SO and US Advanced for DS and above	Hybrid	2 days	IIM Ahmedabad, IIHS Bangalore		Q2
4.	Data management- MIS	ASO/SO/US /DS/Director across the divisions & allied org.	26	Advanced for ASO, SO and US Basic for DS and above	Online	6 hours			Q1
5.	GIS application in Housing projects	ASO/SO/US /DS/Director across the divisions & allied org.	26	Basic	Online	3 hours	NRSA, IIRS, Hyderabad & Dehradun,		Q3
6.	Credit Linked Subsidy Scheme	ASO/SO/US /DS/Director across the divisions & allied org.	26	Basic for ASO, SO and US Advanced for DS and above	Hybrid	2 days			Q1

Central Vista and International Coordination Division

Sl. No.	Course name & specifications	Target officers	No. of officers	Proficiency level Basic (B) or Advanced (A)...	Online/ Offline/ Hybrid	Duration (no. of hrs./ days)	Training providers and remarks	Link for online training courses	Proposed training dates/ FY quarter (Q)
1.	Induction courses • Understanding and application of Central Vista Project guidelines	New officials at all position across the divisions and allied org. position	-	Advanced	Online	1 days	Division itself with the help of IFU team		Q1
2.	Building byelaws	ASO/SO/US/ DS/Director across the divisions & allied org.	7	Basic	Online	1 days			Q2
3.	Heritage conservation	ASO/SO/US/ DS/Director across the divisions & allied org.	7	Basic	Online	3 hours			Q2
4.	Foreign policy	ASO/SO/US/ DS/Director across the divisions & allied org.	3	Advanced	Online	1 days			Q2
5.	e-governance and online building construction permission system	ASO/SO/US/ DS/Director across the divisions & allied org.	7	Advanced	online	2 days			Q1

Economic Division

Sl. No.	Course name & specifications	Target officers	No. of officers	Proficiency level Basic (B) or Advanced (A)...	Online/ Offline/ Hybrid	Duration (no. of hrs./ days)	Training providers and remarks	Link for online training courses	Proposed training dates/ FY quarter (Q)
1.	Municipal Finance	ASO/SO/US/DS/Director across the divisions & allied org.	7	Advanced	Hybrid	3 days	IIPA, IITs		Q1
2.	Accounting Practices (Double accounting)	ASO/SO/US/DS/Director across the divisions & allied org.	7	Advanced	Hybrid	2 days	NIPA		Q1
3	Use of latest / digital technology in Urban planning	ASO/SO/US/DS/Director across the divisions & allied org.	7	Advanced	online	2 days			Q2
4	Data analytics and management	ASO/SO/US/DS/Director across the divisions & allied org.	7	Advanced	Hybrid	3 days	IITs		Q2

Vigilance

Sl. No.	Course name & specifications	Target officers	No. Of Officers	Proficiency level Basic (B) or Advanced (A)....	Online/offline/ Hybrid	Duration (no.of hrs./days)	Training providers and remarks	Link for online training courses	Proposed training Dates/ FY quarter (Q)
1.	Understanding Complaint handling Mechanisms	ASO & above	09	Advanced(A)	Hybrid	Half day	Central Vigilance Commission (CVC)	-	Q1
2.	CCS(Classification, Control and Appeal) Rules	ASO & above	09	Advanced(A)	Hybrid	03 days	ISTM	-	Q2
3.	CCS (Conduct) Rules	ASO & above	09	Advanced(A)	Hybrid	01 day	ISTM	-	Q2
4.	Prevention of Corruption Act	ASO & above	09	Advanced(A)	Hybrid	Half day	CVC / CBI	-	Q4
5.	Vigilance Manual And Procedures	ASO & above	09	Advanced(A)	Hybrid	03 days	CVC	-	Q3
6.	Grant of Vigilance Clearance / Vigilance Status	ASO & above	09	Advanced(A)	Hybrid	Half day	ISTM	-	Q1

Works Division

Sl. No.	Course name & specifications	Target officers	No. Of Officers	Proficiency level Basic (B) or Advanced (A)....	Online/offline/Hybrid	Duration (no. of hrs./days)	Training providers and remarks	Link for online training courses	Proposed training Dates/ FY quarter (Q)
1	Parliamentary Affairs/Procedures	ASO/SO/US/Director	10	A	Online/Offline	-	-	-	-
2	RTI Act- Updated version of Act in Context of subsequent CIC decisions	ASO/SO/US/Director	10	A	Online/Offline	-	-	-	-
3	MS Office	ASO/SO/US/Director	10	A	Online/Offline	-	-	-	-
4	(i) Establishment matters including roster preparation for promotion/ seniority and (ii) disciplinary matters	ASO/SO/US/Director	10	A	Online/Offline	-	-	-	-
5	Cabinet notes and DIB/PIB notes preparation	ASO/SO/US/Director	10	A	Online/Offline	-	-	-	-
6	Budget and Finance related matters	ASO/SO/US/Director	10	A	Online/Offline	-	-	-	-

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