

In association with



National Institute of Urban Affairs



MINISTRY OF HOUSING AND URBAN AFFAIRS

Internal FRACing Unit – Mission Karmayogi

Bi-MONTHLY PROGRESS REPORT

May- June 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

ACBP	Annual Capacity Building Plan
AMRUT	Atal Mission for Urban Rejuvenation and Transformation
BMTPC	Building Materials & Training Promotion Council
CBC	Capacity Building Commission
DAY – NULM	Deen Dayal Antyodaya Yojana - National Urban Livelihood Mission
DoE	Directorate of Estates
DoPT	Department of Personnel Training
DMRA, DMRC	Delhi Metro Rail Academy, Delhi Metro Rail Corporation(DMRC)
FGD	Focused Group Discussion
FRAC	Framework of Roles, Activities and Competencies
HUDCo	Housing and Urban Development Corporation
iGOT	Integrated Government Online Training
IFD	Internal Finance Division
IFU	Internal FRACing Unit
L&DO	Land & Development Organization
LSG	Local Self Government
MDO	Ministries, Departments and Organizations
NIUA	National Institute of Urban Affairs
NTP	National Training Policy
NPCSCB	National Programme for Civil Services Capacity Building
NULP	National Urban Learning Platform
PMAY – HFA	Pradhan Mantri Awas Yojana (Urban) – Housing for All (U)
RCUES	Regional Centre for Urban & Environmental Studies
SBM	Swachh Bharat Mission
SMC	Smart Cities Mission
TNA	Training Need Assessment
UD	Urban Development
ULB	Urban Local Body
UT	Urban Transport



1. Mission Karmayogi

1.1. Introduction

Government personnel administration systems continue to focus mainly on the rules and procedures governing the recruitment, retention, and career development of civil service personnel as per the National Training Policy (2012). Systematic training of civil servants has continued to be mainly for the higher civil services, with 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 were planned with the help of an online comprehensive learning platform cum marketplace integrated Government Online Training iGOT linked to **FRAC (Framework of Roles, Activities & Competencies)**. It brings the scale and state-of-the-art infrastructure supported by knowledge resources to augment the capacities for each position in civil services by mapping their roles, activities, and competencies.

1.3. About The iGOT Platform

The iGOT Karmayogi shapes the 2012 National Training Policy (NTP) mandate to use e-learning technologies to cover the training needs of many officials who currently have little or no access to opportunities. Distance and e-learning provide “unparalleled opportunities for Meeting the training needs of a large number of 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.

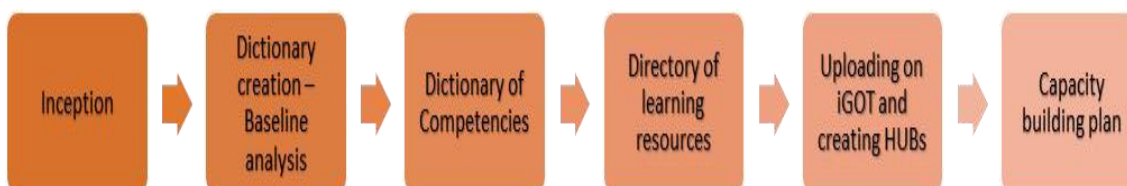


1.4. About FRACing:

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 outcomes expected from them 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 5 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 and the way forward

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."

As per the OM File No. 0-17024/40/2021-ADM-V-UD dated 01st February 2023 issued by Director Sh. Rahul Kapoor and D.O. letter D.O. No. 0-17024/40/2021-ADM-V-UD dated 9th February 2023 IFU-PMC will cover all the divisions/departments/organizations which are related to MoHUA.



2. Work Completed during the months of May and June 2023

PMC's work during the month of May and June at MoHUA progressed with the nomination of 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 May- June 2023. To carry out FRACing exercise in MoHUA interpersonal meetings and Focussed Group Discussions (FGD) were conducted. A detail of which is discussed in the following sections.

2.1. Interpersonal Meetings conducted.

A series of interpersonal meetings with officials of various Missions/ Divisions of MoHUA were conducted to support and fill up the self-assessment FRACing template by the officials, continuous follow up of the progress and understanding of their activities related to the Mission for the FRACing exercise. An update organization chart of all the divisions/ missions are attached as Annexure O.

2.1.1. Interpersonal meetings with officials of various divisions at MoHUA

FRACing templates were discussed personally with the officials of the following Mission/ Division for finalization and to discuss the draft Annual Capacity Building Plan (ACBP); a series of interpersonal meetings with all the officials of various Mission/ Division/ organizations took place during the month of May. Discussion on FRACing templates and list of training institutes that can provide the courses identified through filled FRAC template of listed divisions/ missions were conducted personally with the officials. The series of interpersonal meetings with all the officials of various Mission/ Division/ Organizations took place during the month of June 2023 are as follows:

Table 1: List of interpersonal meetings held with key officials of various Mission/ Division at MoHUA

Sl. No.	Name of the Mission/ Division	Name & Designation of the officials	Purpose
1	Day-NULM	Sh. Madhukar Pandey, US	To discuss about training academies. To finalise a list of institutes to connect for course development. To discuss about content upload on iGOT and for identification of institutes.
2	PSP Division	Sh Jaipal Singh, Dir	To discuss hierarchy chart.
3	DoE Division	Sh Uddham Singh, US	To discuss FRACing template, ACBP and Annual Training Plan.
4	PSP Division	Sh G P Sarkar, Dir	To discuss about hierarchy chart.
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
7	AS –Admin	Mr. Satinder Pal Singh, AS	To discuss about Mission Karmayogi, work progress and ACBP for FFC.
8	AMRUT	Mr G S Dhillon, Dir	To discuss about FFC training Plan
9	PM SVANidhi	Ms. Shalini Pandey, Dir	To discuss about FRACing Exercise
10	Coordination & PG Section	Mr. Deepak Kumar, US	To discuss ACBP.

11	Day-NULM, CBUD, PMSVAnidhi	Sh. Rahul Kapoor, JS	To discuss about training institute list To discuss about deliverables for CBC To share and discuss PPT on Karmayogi's Yogshala for Yoga Day workshop. To discuss and prepared the documents required for 11 th July meeting with Hon'ble Minister, MOHUA
12	DDA	Mr. Jeevan, Director	To discuss hierarchy chart
13	Delhi Division	Mr PC Dhasmana and Mr. Sandeep Kulharia, Director	To discuss ACBP.
14	PMAY	PS to JS	To fill FRACing template, create iGOT account and getting approval on ACBP
15	L&DO	Suvashish Das, Director	To fill FRACing template, create iGOT account and getting approval on ACBP
16	L&DO	Dinesh Lakhumna, Dy L&DO III	To follow up on the FRACing templates
17	SBM	Binay Kumar Jha, Director	To discuss about content upload on iGOT and for identification of institutes.
18	All 20 divisions	Under Secretary	To discuss and update the hierarchy chart
19	Delhi Division	Mr. P. C. Dhasmana, Director	To discuss hierarchy chart and to discuss ACBP.
20	AMRUT	Mr. Raj Kumar, Director	To discuss ACBP and list of institutes to connect for course development.
21	AMRUT	Mr. Gurjeet Singh Dhillon, Dir	To discuss ACBP and list of institutes to connect for course development.
22	Central Vista	Mr. Deepak Aggarwal, JS	To discuss ACBP and list of institutes to connect for course development.
23	HUDCO	Mr. M. Nagraju, Dir	Status update: -
24	BMPTC	Dr. Shailesh Kr. Agarwal, ED	<ul style="list-style-type: none"> • Introduction including area of works, Institutional set-up (wings/ division/ sectors/ departments), Activities taken under Capacity Building & Skill Development • Subject expertise (topics on which courses/ training has been delivered or can be curated) • Financial model for Capacity Building & Skill Development • List of available courses or training modules • Existing linked online platform with details • Adopting the iGOT platform for content delivery.
25	DMRA, DMRC	Mr. R L Gupta, Dean	
26	RCUES, Lucknow		
27	RCUES, Mumbai	Mr. V. V. Lad, AD	
28	RCUES, Hyderabad		
29	SBM	Mr. Binay Kumar Jha, Director	To give the status of Mission Karmayogi in SBM and follow up on OM regarding nomination of officials for CBP Unit.
30	SBM	Ms. Madurani Teotia, Director	To discuss about the workshop on Source Segregation for all the Divisions in MoHUA to improve the existing situation of waste management system in the Ministry.
31	L&DO	Mr. Ravi Arora, JS	To seek sir's appointment to discuss his FRAC template.
32	SCM	Ms. Parveen Kumari, US	To discuss regarding conducting Karmayogi Yogshala session. Creation of generic email ids for CBP unit of SCM

33	Housing-I	Mr. Jogiani, US	To discuss regarding conducting Karmayogi Yogshala session. Creation of generic email ids for CBP unit of Housing-I
34	DoE	Mr. Pinaki Banerjee	To discuss regarding conducting Karmayogi Yogshala session Creation off generic email ids for CBP unit for DoEof SCM
35	NULM & PMSVAnidhi	Ms. Madurani Teotia, Director	To discuss regarding conducting Karmayogi Yogshala session and its ppt. To discuss and prepared the documents required for 11 th July meeting with Hon'ble Minister, MOHUA
36	CBuD	Mr. Deepak Kumar, US	To discuss and prepared the official documents required for 11 th July meeting with Hon'ble Minister, MOHUA
37	DoP	Mr. Sanjay Singh, JD	For iGOT registration and filling up the FRAC template.
38	Delhi Division	Ms. Sudha Rajender, SO	For iGOT registration and filling up the FRAC template.
39	DoP	Mr. Jaipal, AD	For iGOT registration and filling up the FRAC template.

2.2. Focused Group Discussion/ Site visits / Workshop held during the month of May and June 2023.

The following sections detail the FGDs carried out in the month of May and June:

2.2.1. iGOT Consultative workshop iGOT Karamshala held on 02nd May 2023.

The IFU of Mission Karmayogi, MoHUA attended Consultative Workshop iGOT Karamshala in Vigyan Bhawan, New Delhi on May 2nd, 2023. The Hon'ble Union Minister of State for Personnel, Public Grievances, and Pensions Shri Jitendra Singh graced the occasion with his presence and delivered the Keynote Address. He also launched three new features- Assessments, Surveys, and Dashboard- on the iGOT Karmayogi Platform. Details of the workshop are in **Annexure A**.

2.2.2. Focused Group Discussion with the CPWD National Academy, Ghaziabad was held on 08th May 2023.

A focused group discussion (IFU) was held at the **CPWD National Academy, Ghaziabad** on 08th May September 2023. The meeting was held to discuss the iGOT Platform, Onboarding MDO and User Registration. Proceedings of the IFU are further explained in detail in **Annexure B**.

2.2.3. Focused Group Discussion with the Department of Printing, MoHUA was held on 18th May 2023.

A focused group discussion (IFU) was held for the **Department of Printing, MoHUA** on 18th May 2023. The meeting was held to discuss the iGOT Platform, Onboarding MDO and User Registration. Proceedings of the IFU are further explained in detail in **Annexure C**.

2.2.4. Focused Group Discussion with Delhi Division, MoHUA was held on 22nd May 2023.

A focused group discussion (IFU) was held for the **Delhi Division, MoHUA** on 22nd May 2023. The meeting was held to discuss the iGOT Platform, Onboarding MDO and User Registration. Proceedings of the IFU are further explained in detail in **Annexure D**.



2.2.5. Mission Karmayogi Review Meeting with CBC.

A meeting on Mission Karmayogi was held on 12th May 2023, under the chairmanship of Shri. Satinder Pal Singh, Additional Secretary, MoHUA with the presence of Shri. Rahul Kapoor, Joint Secretary, MoHUA.

The meeting included the IFU Team along with Ms. Anjula Negi, Team Lead, from the Capacity Building Commission along with three other consultants from the Deloitte team, the primary focus was on the status of Mission Karmayogi and further steps on its progress. The proceeding of the meeting is available in **Annexure E**.

2.2.6. Mission Karmayogi Review Meeting with Nodal officers.

A review meeting was held under the chairmanship of Shri Rahul Kapoor, Joint Secretary, on 16th May 2023 with all Mission Karmayogi's Nodal officers from all Mission Divisions and the IFU Team, to discuss the Induction course related to their domain area, which will be later uploaded on the iGOT platform. The copy of the OM is available in **Annexure F** and the proceeding of the meeting is available in **Annexure G**.

2.2.7. Prime Minister Street Vendor's Atma Nirbhar Nidhi (PM SVANidhi) & celebrating three years of PM SVANidhi Workshop held on 01st June 2023, Vigyan Bhawan, New Delhi

IFU (Internal Facing Unit) of Mission Karmayogi, MoHUA attended PM SVANidhi Workshop held on 01 June 2023, at Vigyan Bhawan, New Delhi, celebrating three years of the journey of PM SVANidhi empowering nano entrepreneurs. Main highlight of the event was that the program aimed at helping street vendors to go digital with innovative ideas and create incentives to promote nano enterprises to grow. Empowerment to help businesses grow especially in smaller cities like tier 2-3 cities and promote growth with digital means and added government support. A short film was played, based on how street vendors have used the digital platform of payment method used like Paytm and PhonePe along with affordable government loans to help them sustain a living, especially during COVID times. Mainly encouraging street vendors and primarily underprivileged women. Proceedings of the IFU are further explained in detail in **Annexure H**.

2.2.8. National Training Conclave on 11th June 2023 under the chairmanship of Hon'ble Prime Minister

IFU (Internal Facing Unit) of Mission Karmayogi, MoHUA, attended the National Training Conclave 2023 on 11 June 2023. The Hon'ble Prime Minister inaugurated the conclave. In his speech, the Hon'ble Prime Minister emphasized the importance of excellent training and a learning environment for better implementation of the projects at the grassroots level. Proceedings of the conclave are further explained in detail in **Annexure I**. IFU supported the institute in getting the pass for the conclave and explained the procedure to get onboard on iGOT platform.

2.2.9. Visit to DMRA (Delhi Metro Rail Academy) of Delhi Metro Rail Corporation on 14 June 2023

IFU team member of Mission Karmayogi, MoHUA, along with Shri. Rahul Kapoor, Joint Secretary, NULM and Smt. Madhurani Teotia, Director, NULM, MoHUA, visited DMRA (Delhi Metro Rail Academy) on 14 June 2023 to understand the existing capacity-building ecosystem, and discuss the next course of action for a smooth transition on the iGOT platform. Photos are attached in **annexure J**.

2.2.10. Focused Group Discussion (FGD) with DMRA officials along with the Karmayogi Bharat team.

A Focused Group Discussion (FGD) was held on 15 June 2023, with the officials of DMRA (Delhi Metro Rail Academy) along with the Karmayogi Bharat team under the Chairmanship of Shri. Raman Lal Gupta, Dean, DMRA, to "apprised about the Mission Karmayogi, onboarding the officials on the iGOT platform and course curation on the iGOT platform. Photos are attached in **annexure J**.

2.2.11. "Karmayogi's Yogshala" on 21 June 2023 for the officials of DAY-NULM & PM SVANidhi Divisions.

On the occasion of international yoga day 2023, the IFU (Internal Fracing Unit) of Mission Karmayogi in MoHUA has organized a "Karmayogi's Yogshala" on 21 June 23023, for the officials of DAY-NULM & PM SVANidhi Divisions of Ministry of Housing and Urban Affairs. Photos are attached as **annexure K**. The "Karmayogi's Yogshala - Desk Yoga & Well-Being Workshop" to get distressed, refreshed and refocused to enhance immunity at the workplace by adopting selected healthy practices comprises of few simple practices:

1. Posture correction
2. Stretching on your chair.
3. Three powerful Inner tools
4. 4-7-8 Breathing exercise.
5. Deep breathing exercise with Stress Ball
6. Healing tips
7. Meditation.

2.3. Preparation of draft Annual Capacity Building Plan.

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

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

A. Plan (Annual Capacity Building Plan) Development – Divisions of MoHUA

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	-
11	Smart City Mission	Yes	Yes
12	PM SVANIDHI	Yes	Yes
13	Urban Development Desk	Yes	Yes
14	Coordination & PG Section	Yes	-
15	Vigilance	Yes	Yes
16	Printing and Publication	In progress	-
17	Economic	Yes	Yes
18	Works	Yes	Yes
19	Central Vista	Yes	Yes
20	DoE	Yes	Yes
21	AMRUT	Yes	Yes
22	PMAY	Yes	-
23	Delhi Division	Yes	-
24	Budget	Yes	-
25	Fifteenth Finance Commission	Yes	

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

B- Plan (Annual Capacity Building Plan) Development – Organizations of MoHUA

Sr. No.	Organisation Name	Annual Course Plan Received (Y / N)	Validation With JS/ AS
1	Land and Development Organization	Yes	Yes
2	CPHEEO	Yes	Yes
3	DoE	Yes	Yes
4	Directorate of Printing	In Progress	-
5	Department of Publication	In Progress	-

2.4. 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 of perceived vision of respective divisions for ACBP being prepared for the MoHUA.

2.5. 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-NULM and Urban Transport has been attached in **Annexure M**.

2.6. 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 Additional Secretary (AS), Admin, MoHUA, the IFU team started following up with Missions/ Divisions and DoPT. The MoHUA has directed 83 no. of ASOs and 29 no. of SOs from various Divisions to complete the training module under



Dakshta Programme. The complete details of the number of courses carried out by the concerned officials under the Dakshata Training Programme are available in Annexure-N.

2.7. Other works

2.7.1. Details of the discussion about Incubation of New Cities

Series of meetings were held with the Expert Committee on performance-based challenge fund for Incubation of Eight new cities under 15th Finance Commission under the Chairmanship of Secretary, Ministry of Housing and Urban Affairs.

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

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

3. Summary

3.1. Summary of work done in May and June 2023:

Table 3: Summary of work done in May and June 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 and organizations: Administration Division, L&DO, CPHEEO, Housing Div-I, Parliament Section, IFD, PM SVANidhi, Urban Development Desk, Coordination & PG Section, Vigilance, Printing and Publication, Economic, Works, Delhi, Central Vista, and DoE.
2	Interpersonal meeting with Director and above-level officials to discuss about Annual Capacity Building Calendar	MoHUA	Completed	With FFC, Delhi Division and Central Vista. 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 Calendar	SBM, UT, L&DO, CPHEEO, LSG, IFD, SCM, PM SVANidhi, DoE, AMRUT, PMAY Administration, Housing Div-I, NULM, Parliament Section, Urban Development Desk, Coordination & PG Section, Vigilance, Printing and Publication, Economic, Works, and Central Vista.	On-going	Discussion with CBC under the chairmanship of Mr. Rahul Kapoor, JS SBM, UT, L&DO, CPHEEO, LSG, IFD, SCM, PM SVANidhi, DoE, AMRUT, PMAY Administration, Housing Div-I, NULM, Parliament Section, Urban Development Desk, Coordination & PG Section, Vigilance, Printing and Publication, Economic, Works, and Central Vista.
7	Update draft ACBP and identified list of institutes	MoHUA	On-going	Interpersonal meetings with senior officials in all Divisions & Missions to update draft ACBP and identified list of institutes
8	Karmayogi's Yogshala - Desk Yoga & Well-Being Workshop"	DAY-NULM and PMSVANidhi	Completed	DAY-NULM & PM SVANidhi Divisions. Ppt attached as annexure D
9	Review meeting with Training Institutes	Training Institutes attached with MoHUA	Completed	An online review meeting held on 08.06.23 with Training Institutes under the Administrative Control of the MoHUA. Representatives from HSMI, RCUES (Mumbai, Lucknow, and

				Hyderabad), National CPWD Academy, DMRA, BMPTC had attended the meeting.
10	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 and organisations: Administration Division, L&DO, CPHEEO, Housing Div-I, Parliament Section, IFD, PM SVANidhi, Urban Development Desk, Coordination & PG Section, Vigilance, Printing and Publication, Economic, Works, Delhi, Central Vista, and DoE.
11	Workshop for FRACing exercise	CPWD National Academy	On-going	On 08.05.2023 at 11:00 AM
12	Workshop for FRACing exercise	Department of Printing	On-going	On 18.05.2023 at 11:00 AM
13	Workshop for FRACing exercise	Delhi Division	On-going	On 22.05.2023 at 03:00 PM

1. iGOT Registration Status: More than 350 officials have been registered on i-GOT from MOHUA and attached offices.
2. FRACing Exercise Status: FRACing exercises have been completed for about 173 officials (ASO to JS level officers) of 12 divisions of the Ministry. The filled templates are shared with Capacity Building Commission (CBC).
3. More than 95% of the FRACing exercise has been completed for Missions/divisions - AMRUT, SBM, PMAY-HFA, NULM, Smart Cities, UT, PM SVANidhi.
4. Domain competencies have been identified and finalised for the PMAY-HFA, Delhi Division, Fifteenth Finance commission and Central Vista.
5. Comments shared on draft Annual Capacity Building Plan (ACBP) prepared for about 25 missions/ divisions/ organisations under MoHUA.
6. List of training Institutes have been identified by various divisions to develop the courses and conduct the trainings.
7. Divisions/ Missions have been directed to develop the Induction Courses for their respective Missions. SBM, NULM, PM-SVANidhi has started the process.

3.2. Statistics of FRACing templates received and registration done on the iGOT Platform.

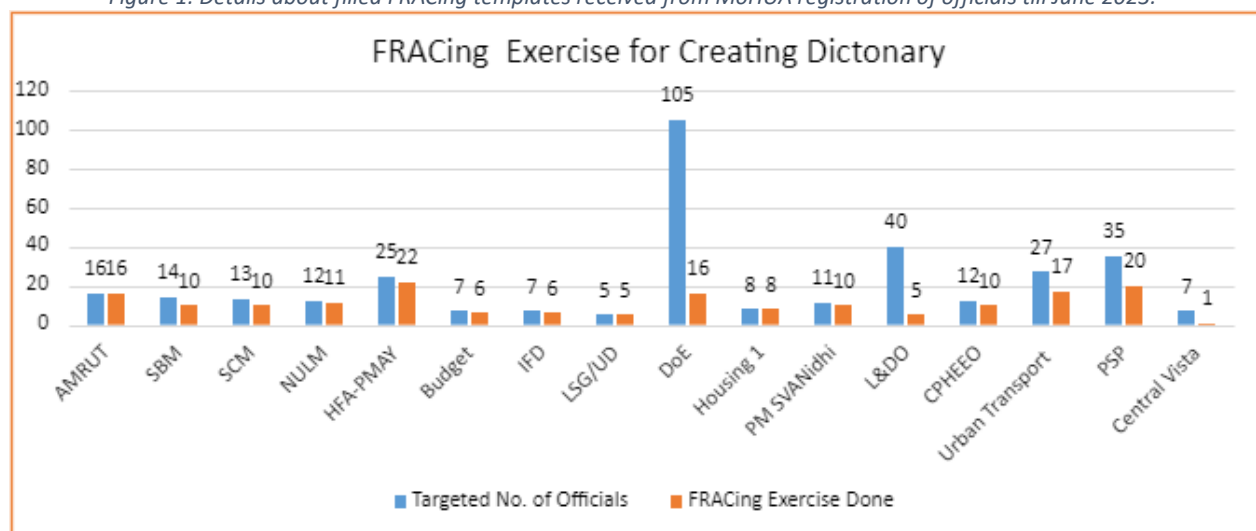
FRACing Exercise Status

Table 4: Status of FRACing exercise submission in Ministry

Name of the Mission/ Division	Count of Officials	Count of Officials submitted FRACing Template	Validation of Competencies derived from FRACing exercise
		Submitted	Completed
AMRUT	16	16	Yes
SBM	14	10	Yes
SCM	13	11	Yes
NULM	12	11	Yes
HFA-PMAY	25	22	
Budget	7	6	
IFD	7	6	
LSG	5	5	Yes
DoE	105*	16	
Housing 1	8	8	Yes
PM SVANidhi	11	10	Yes
L&DO	40	5	
CPHEEO	12	10	
Urban Transport	27	17	Yes
PSP	35	20	
Central Vista	7	1	Yes
Grand Total	344	173	9

Note DoE* (Total no of Officers {ASO to Deputy Legal Advisor})

Figure 1: Details about filled FRACing templates received from MoHUA registration of officials till June 2023.



*Excluding JS-level officers.

Out of 344 officials from following missions/division (AMRUT, SBM, SCM, NULM, HFA-PMAY, UT, Budget, IFD, LSG/UD, DoE, Housing -I, PMSVANidhi, DoP, Delhi Division), total 173 sample FRAC templates has been received.

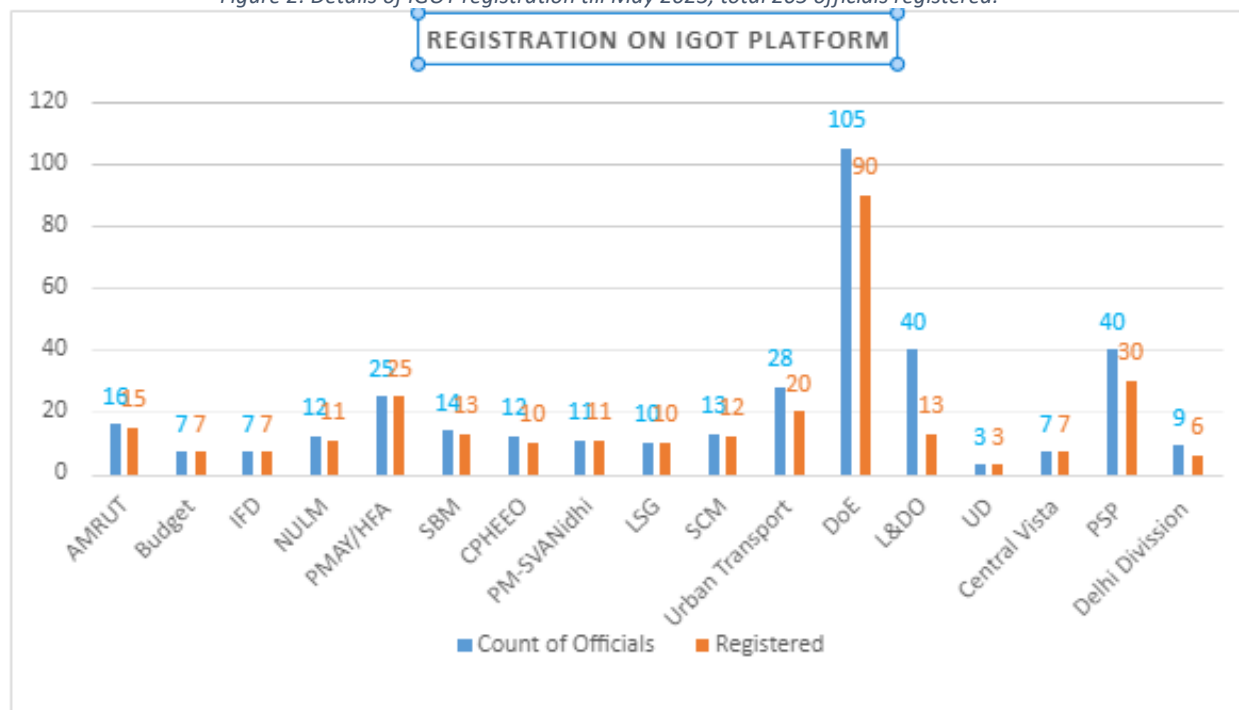
Note: The count of officials may vary because of administrative changes.

iGOT Registration Status

Table 5: Status of iGOT registration in Ministry

Name of the Mission/Division	Count of targeted Officials	Status of registration on iGOT platform
		Registered
AMRUT	16	15
Budget	7	7
IFD	7	7
NULM	12	11
PMAY/HFA	25	25
SBM	14	13
CPHEEO	12	10
PM-SVANidhi	11	11
LSG	10	10
SCM	13	12
Urban Transport	28	20
DoE	105	90
L&DO	40	13
UD	3	3
Central Vista	7	7
PSP	40	30
Delhi Division	9	6
Grand Total	359	290

Figure 2: Details of iGOT registration till May 2023, total 205 officials registered.



Out of 359 officials from following missions/division (AMRUT, Budget, IFD, NULM, PMAY/HFA, SBM, CPHEEO, PM-SVANidhi, LSG, SCM, Urban Transport, DoE, L&DO, UD, Central Vista, DoP, Delhi Division) total 290 officials registered.

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

3.3. Way Forward for July and August 2023

The action plan for the July and August 2023 is as follows:

- As latest directions and decisions by competent authority, in the coming months IFU-PMC will work with Annual Report of the work done under Mission Karmayogi as a combined status report.
- Karmayogi's Yogshala - Desk Yoga & Well-Being Workshop" for AMRUT, Budget and IFD, Delhi, Economic, L&DO, DoE, SCM and SBM.
- Introductory meeting with the institutes and explaining the training plan and getting their inputs.
- Follow-ups to register the remaining officials of targeted Missions & divisions of MoHUA on the iGOT Platform from second to fourth week of May 2023.
- Follow up regarding formulation of CBU (Capacity Building Unit) at MoHUA for Monitoring and Evaluation of ACBP and Mission Karmayogi-related activities.
- Support in uploading various existing courses of the divisions/ missions of MoHUA on iGOT platform.
- Identification of priority courses and getting it developed and curated by the attached institutes.

3.4. Work Plan for the Month of July and August 2023

Figure 3: Work Plan for the Month of July and August 2023

Proposed Road map for July and August 2023									
Project Management Consultant for Internal Facing Unit									
S.No.	Item of Activity (Work)	Weeks of July 2023				Weeks of August 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	Deriving the division level domain competencies for SBM, SCM, AMRUT, NULM, UT, DoE, PSP and PMAY			→					
3	FGDs with Administration, and PM Swanidhi to carry out FRACing exercise of sample position and iGOT registration.			→					
5	Facilitation of meeting of Missions/Divisions with identified training institutes				←-----→				
6	Submission of MPR and QPR					★	★		
7	Preparation of Dictionaries for Roles, Positions and Competencies for 3 divisions				←-----→				
8	Development of induction Courses for NULM, SBM, Housing-I, AMRUT							→	
Note:									
A. Proposed timeline is subject to the availability of the concerned officials.									
	←-----→	Linked activities							
	←-----→	Unlinked activities							
	★	Deliverables							

Annexure A: iGOT Karmashala Consultative Workshop held on 02nd May 2023, Vigyan Bhawan, New Delhi.

Inaugural session:

Distinguished panel of judges included -Shri Adil Zainulbhai (Chairman, CBC), Shri Abhishek Singh (CEO, Karmayogi Bharat), Shri S.Ramadorai (Chairperson, Karmayogi Bharat), Ms. Radha Chauhan (Secretary, DoPT) & Dr. Jitendra Singh (Hon'ble Minister of State, DoPT)

The main highlights of the discussion included:

The achievements it has reached so far in its milestone and honoured some of the top performers. Also, a sneak peek into the new courses added online. It also aimed at pioneering the iGOT platform on a national level.

The discussion was open to constructive feedback on using the platform and delivering certificates on successful completion. Focus was on when an individual needs it and how it will help them in their work domain.

The iGOT will further work on the demand and supply chain on a need basis.

The iGOT, CBC and DoPT are only effective training tools to help an individual better understand and are just mediums to deliver individual performances. Individually a person must understand his/her requirements and accordingly work on using them correctly for their career growth paths.

A survey revealed some of the most popular online courses, including Stress Management, Emerging Technologies & Microsoft office usage.

Emphasis was laid on the behavioural aspect of the other two functions and domains. One of the judges stated that it is "a hard nut to crack" and one of the most essential components of the human attitude.

Moving on the roadmap of the mission aimed at creating more audio-visual learning modules, customized certificate courses and recognizing officials' good work as a way of encouragement.

Technology was vital in the discussion as it aimed to make digital India a faster and more effective transforming service.

The session ended with a short video on new features like time-bound achievement, Survey & dashboard stimulative features. It was concluded by honouring the top performers and applauding their efforts.

Session 1: Development of Karmayogi Ecosystem for Content Creation and Curation

Distinguished panel of judges included- Dr. R. Balasubramaniam (Member HR, CBC), Shri. Hemang Jani (Secretary, CBC), Ms Rajul Bhat (Joint Secretary, DoPT)

Panel of Moderators included- Mr Rakesh Verma (Karmayogi Bharat), and Mr Vikas Bagri (Karmayogi Bharat).

- The session started with Dr. R. Balasubramanian, Member- HR, CBC, welcoming all the attendees presented in Halls no 6 for the "Development of Karmayogi Ecosystem for content creation & Curation".
- The key features that need to be checked while curating the courses were explained in detail to the attendees:
 - Understanding the Learner: The content needs to be specially designed per the learner, i.e., Government officials.
 - Facilitating learning: - Curating the relevant content for the learner.
 - Designed it as per the iGOT platform.
- Understanding the learner is essential to developing a training/ course module, as the information/data that needs to be collected and framed for the courses as per the iGOT platform depends on it.
- He mentioned that content is one part of learning design. Most of the learning happened through experiential, i.e., 70%, 20% through peer learning and 10% through courses and information (where digital learning lies).
- Creating an experience through e-learning and engaging them on a digital platform for learning is the biggest challenge.
- Through iGOT, the art of creating pleasure for learning was explored.
- So, content in a virtual space is connected/ related to
 - What are we giving out there?
 - Whom we are giving it to and
 - How we are delivering
- The methodology of the course's formation is seen through 1. Learners 2. Learning facilitator 3. Content, and 4. Transaction methodology.
- The course should be related to the learner, the subject relevant to them, and after consuming it, the learner can apply the same to their work.
- The impact of learning needs to be checked through assessment and measurement of learning.
- Content is to be designed in a way that is measurable in terms of learning outcomes. It was mentioned that for the impact of behaviour courses, 90 days is the minimum required to measure the change.

Session 2: iGOT Karmayogi Platform Product Roadmap Strategy on Adoption of iGOT in Ministries, Departments, States and CSTIs

Distinguished panel of judges included – Shri Adil Zainubhai (Chairman, CBC), Dr. Nirmaljeet Singh Kalsi (Board Member, Karmayogi Bharat), Ms. Debjani Ghosh (Board Member, Karmayogi Bharat) & Shri Pankaj Bansal (Board Member, Karmayogi Bharat)

Panel of Moderators included-Mr. Monojeet Chakravorthy (Karmayogi Bharat) & Smt. Nalini Sharma Nautiyal (Scientist F, NIC)

Discussed the iGOT Karmayogi Platform Product Roadmap.

The objective of the discussion included three main aspects, namely:

- 1) Insights on needs and functionalities expectations of Ministries/Departments from iGOT.
- 2) Technology roadmap of iGOT Karmayogi Platform.
- 3) Mechanisms for technical support to departments for iGOT implementation.

The main highlights of the discussion included:

The iGOT platform needs to be a basic learning platform with excellent world-class training management and the best user experience. iGOT is not just any other e-learning system but is a management learning system designed to cover three important aspects, including:

- 1) The goal – is to make e-learning a complete 100% learning platform and move out of the old conventional way of learning.
- 2) It must be an updated and quality programme – With critical importance to user-friendly digital technology and giving the user a great experience to re-come back for its usage.
- 3) Physical training and digital training – Great emphasis was given on physical training as necessary for the e-learning shift, so initial physical training sessions are mandatory before a complete switch is made to the e-learning platform.

The e-learning experience should have easy access and a user-friendly approach with quick log-in, excellent quality of digital performance, quality training programmes, the status of excellence in work performance and community-building access.

Also, iGOT should identify a person's calibre and what kind of training is required for him to do, which can help him to grow after the necessary data is collected. The system should prompt the person so that it encourages the user to access the iGOT platform more frequently.

The other important aspect of the discussion was that the courses should be uploaded quickly first, and then content changes and updates can be revised later, as it interrupts the flow of the user and distracts him from completing his whole learning experience. At the end of each learning module, the assessment test is taken for the user to focus more on the "OUTPUT rather than OUTCOME".

One major challenge discussed was that a link needs to be built between the courses done and how it has helped the person in their work. The assessment needs to be followed up after six weeks of completing the course and taking the test. This is the only way to determine the efficiency of this whole exercise and then rank its success.

Talks also included how credits should be recognized on a national credit framework. For example, if an individual has completed twelve hundred hours of e-learning, they can redeem it against a certificate or diploma course. Also, a plan should be made to track the users learning progress and save.

Right now, base skills are targeted more and readily available on the iGOT platform, including soft skills, life skills, and computer skills, to name a few, as job-specific skills require specialized courses which further involve a budget and workforce to support them.

All ministries agreed on having beginner or induction training in every department, which would greatly help the employees get a kick-start understanding in whichever department they are in.



Security was also discussed as a significant concern, as all data is sensitive and includes government officials. Proper diligence must be carried out on two main aspects: the technology used and the registration and data-saving aspects. Also, a backup should be in place to avoid any mishap or shutdown from ever occurring in the future.

Session 3: Strategy on Adoption of iGOT in Ministries, Departments, States and CSTIs

Distinguished panel of judges included – Shri Praveen Pardeshi (Member, Administration, CBC), Shri. S.D. Sharma (Joint Secretary, DoPT), and Ms Sumita Singh (Director, ISTM).

Panel of Moderators included- Smt. G.D. Jayanthi Angayarkanni, COO, Karmayogi Bharat, Smt. Priyanka Agarwal, Karmayogi Bharat.

- The session started with Mr Praveen Pardeshi, Member, Administration, CBC, welcoming all the attendees presented in Halls no 2 &3 for the "Strategy for the adoption of iGOT in Ministries, Department, States & States " CTIs.
- The iGOT team briefly presented the critical feature of the iGOT platform and its courses.
- The panellist discussed the DAKSHTA training programme for ASO/SOs, the PRARMBH training programme for new joiners and existing officials, and the YOGA module available on the iGOT platform for the civil servants and requested all the participants from various Ministries to push these courses in their respective ministries.
- Queries were raised on registration on the iGOT platform only for those officials with government IDs and not for the city officials using general email IDs. Therefore, as informed by the panellist, the provision for registration through general email IDs will soon be available, and the MDO administrator will be able to upload bulk data from the backend. Also, the iGOT team informed us that soon registration through mobile no. would also be featured in the iGOT platform.
- Mr Pardesi emphasized that letter through the Secretary of Finance for all IFD officials to take all the GFR-related or finance-related courses available on the iGOT platform.
- The panellists requested all the participants representing different Ministries that all Ministries must create a course on "Know your Ministry Module" at the earliest. Furthermore, it was informed that the Ministries of Textile, Post and Environment have already uploaded this course on iGOT.
- All the Ministries must carry out a dedicated 1-day event to brainstorm about activities related to Mission Karmayogi and iGOT platform.
- For easy access to the Q&A session that has been carried out by the iGOT team every Friday, it was suggested by one of the participants that a constant running link shall be made available on the iGOT platform.
- The team of iGOT further informed that the course name COMMIT (Comprehensive Online Modified Modules for Induction Training) is also available on the iGOT platform, which should be decimated across all the officials in all the Ministries.
- Mr Pardeshi informed the participants that technical courses must be identified by respective MDOs (i.e., Domain-related courses), and then courses could be prepared through CSITs or private vendors.



- Soon index of courses will also be made available on iGOT as per the suggestion of attendees.
- A suggestion was floated that MDOs should be provided training on how to use the MDO portal.

The event ended with a closing plenary session and a vote of thanks to everyone.

Picture 1: IFU (Internal FRACing Unit) of Mission Karmayogi, MoHUA attended the Consultative Workshop iGOT Karmashala in Vigyan Bhawan, New Delhi on 2nd May 2023.



Annexure B: Proceeding of the focused group discussion for CPWD National Academy on 08th May 2023 for the iGOT Platform, Onboarding MDO and User Registration.

Date: 08th May 2023

Time: 11:00AM to 12:30PM

Venue: CPWD National Academy, Ghaziabad.

To enhance the capacity of the civil services, the Government 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 in harmonization 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 its first workshop on Mission Karmayogi for CPWD National Academy Team.

AIM of the workshop:

- Introduction over Mission Karmayogi
- Developing an understanding and processes of Mission Karmayogi
- Introduction on iGOT Platform – user profile creation, its components
- Registration and creation profiles of officers on iGOT

Proceeding:

- I. The workshop was held under the chairmanship of Shri. Ujjwal Mishra, ADG workshop started with a welcome note by him. He briefed about the Mission and set the agenda for the workshop. In his address, he asked the participants to register themselves on iGOT- Platform by 11th May 2023.
- II. Ms. Charu Upadhyay, Team Lead, Team IFU, explained about the Missions and its various components. She also gave an insight into the institutional and monitoring framework of the Mission.
- III. Ms. Shailshree Tiwari, Subject Matter Expert, Team IFU, explained about the registration process on 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 also explained about 6 hubs like Competency Hub, Career Hub, Learning Hub, Networking Hub, Discussion Hub and Event Hub and the need to create the generic id for Admin MDO, Content Creator, Content Reviewer and Content Publisher.
- IV. A Q&A session was held where participants from CPWD National Academy 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.
- V. The technical team is coordinating with respective officers on a one-to-one basis for online registration and creation of profiles.

Table 7: Agenda of Focused Group Discussion for CPWD National Academy Officials.



Time	Topics	Speaker
11:00-11:10AM	Welcome Session	Charu Upadhyay, Team Leader, IFU
11:10-11:30 AM	Introduction: Mission Karmayogi	Charu Upadhyay, IFU
11:30-11:50AM	iGOT Platform <ul style="list-style-type: none"> Introduction User profiles creation process Components Key Players Six Hubs of the platforms 	Shailshree Tiwari, Subject Matter Expert, IFU
11:50 – 12:00PM	FRAC template	Shailshree Tiwari, Subject Matter Expert, IFU
12:00-12:10PM	Question-Answer Session	IFU Team
12:10-12:30 PM	Closing Remarks / Way Forward	IFU Team

Image:1 Attendance sheet of CPWD National Academy officials who attended the workshop.

Attendance Sheet for Workshop on					
"Workshop to be held on 08.05.2023 at 11:30 AM regarding on-boarding of Curriculum content on the iGOT Platform with CPWD Officials at CPWD Academy"					
S.No.	Officers Name (Sh/Smt/Ms)	Designation	E-Mail ID	Mobile	Signature
1	UJJWAL MITRA	ADG(T and R)			
2	NAIMUDDIN	CE (T and R) -I			
3	MAHENDRA PRATAP	CO (T and R)	armp3my@gmail.com	9868184900	M Pratap
4	HARISH KUMAR	CE (T and R)-II(E)			
5	SANTOSH KUMAR	SE(T)-II	Kmrsantosh@yahoo.co.in	9458832150	Santosh
6	SHYAM KANT MISHRA	SE(T)-II	shyamkantmishra@gmail.com	9810540690	Shyam Kant
7	Krishna Kant Mishra	AE (Exec)	kk.mishra@gov.in	741234237	Krishna Kant
8	Shiv Singhania	EE(S) T-II	shivsinghania@gmail.com	7787802681	Shiv Singhania
9	NARENDER MAHAJAN	EE-T	nmahajan66@gmail.com	9953331859	Narender
10	Vinod K. Saha	EE-T-I/Head	vinodkgsaha@gmail.com	9212498959	Vinod K. Saha
11	DINESH KUMAR GUPTA	AE-T-II	dinesh0701@gmail.com	9811689688	Dinesh Kumar
12	RAJESH KUMAR SIVASUBRAMANIAM	AE-T	rajeshkumar@cpwd.gov.in	9559371107	Rajesh Kumar
13	RAJ KUMAR	AE-T-II	kumarraj63@gov.in	9958303209	Raj Kumar
14	Jitendra Kirad	AE-T-II	jitendra.kirad@gov.in	8818961231	Jitendra Kirad
15	GOVIND HARI	AE-T-III	govind.hari@gov.in	8218036459	Govind Hari
16	AATESH SAMBHALWAL	AE(CE)	ateeshsambhalwal@gov.in	876683270	Aatesh Sambhalwal
17	Sanjay K. Bhargava	AE-T(II)	sk.bhargava@gov.in	9811063884	Sanjay K. Bhargava
18	SATISH CHANDER SHARMA	PS	scsharma64@cpwd.in	807613421	Satish Chander
19	VIJAYAPRIYAMBKA RAO	PPS	vijayapriya@nic.in	986815128	Vijayapriyambka Rao
20	PRADEEP KUMAR MAJUMDAR	AE(T)-IV	pradeepkumar@yahoo.co.in	9910997586	Pradeep Kumar
21	RAJ KUMAR	AE(T)-III	dhruvraj72@gmail.com	9811031168	Raj Kumar
22	HARSHUL GUPTA	JE (HQ/IT)	harshulgupta.2019@gov.in	8126372015	Harshul Gupta
23	DIGAMBER SINGH	AAO	digambersingh@gov.in	9810428767	Digamber Singh
24	GAJENDRA SAEN	A.D. (H/H)	sahaj82@gmail.com	880075056	Gajendra Saen
25	PRADIP BHATTACHARJEE	AE(E)II	pradipbhattacharjee976@gmail.com	9871289010	Pradip Bhattacharjee
26	RATEJ K. SRIVASTAVA-I	AE(T)-I/H&R	ratejksrivastava@nic.in	9350183780	Ratej K. Srivastava
27	ISHWARI PRASAD	GE(T)IV	iprasad1964@gmail.com	9878337100	Ishwari Prasad
28	Geeeta Batra	Librarian	batrageeta81@gmail.com	9313534183	Geeeta Batra

Attendance Sheet for Workshop on					
"Workshop to be held on 08.05.2023 at 11:30 AM regarding on-boarding of Curriculum content on the iGOT Platform with CPWD Officials at CPWD Academy"					
S.No.	Officers Name (Sh/Smt/Ms)	Designation	E-Mail ID	Mobile	Signature
29	Dr. Shaadha	Senior Translation Officer	shaadha24@gmail.com	9891446595	Dr. Shaadha
30	TOUSEEF MAKROO	ARCHITECT (TRG)	touseefmakroo@icloud.com	9952641892	Touseef Makroo
31	SATYENDRA KUMAR	EXECUTIVE ENGR(C)	satyendra.kumar@gov.in	8210311130	Satyendra Kumar
32					
33					
34					

Table 8: IFU-PMC Team present During Mission Karmayogi Focused Group Discussion at the C.P.W.D. National Academy.

Sl. No.	Name	Designation
1	Ms. Charu Upadhyay	Team Lead
2	Ms. Shailshree Tewari	Subject Matter Expert

Outcome:

A total number of 31 officials from C.P.W.D. National Academy attended the Focused Group Discussion held on 8th May 2023. All officials are expected to be registered on or before 11th May 2023 and submit the filled template at the earliest.

Picture 2: A glimpse of the Focused Group Discussion was held on 8th May 2023, with the officials of CPWD National Academy, Ghaziabad to discuss the FRACing template and onboard the officials on the iGOT platform.



**Annexure C: Proceeding of the focused group discussion for Department of Printing (DoP) on
18th May 2023 for the iGOT Platform, Onboarding MDO and User
Registration.**

Date: 18th May 2023

Time: 11:00AM to 12:30PM

Venue: Room 101 A, CPWD Conference Room, MoHUA

To enhance the capacity of the civil services, the Government 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 in harmonization 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 its first workshop on Mission Karmayogi for the Department of Printing Team.

AIM of the workshop:

- Introduction over Mission Karmayogi
- Developing an understanding and processes of Mission Karmayogi
- Introduction on iGOT Platform – user profile creation, its components
- Registration and creation profiles of officers on iGOT

Proceeding:

- I. The workshop was held under the chairmanship of Shri. J.P. Sarkar, Director, Department of Printing. The workshop started with a welcome note by him. He briefed about the Mission and set the agenda for the workshop. In his address, he asked the participants to register themselves on iGOT- Platform by 11th May 2023.
- II. Ms. Jaya Shrivastava, Subject Matter Expert, Team IFU, explained about the registration process on 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.
- III. Ms. Shailshree Tiwari, Subject Matter Expert, Team IFU, further explained the basic information that needs to be filled in for registration i.e., Name, Department, Ministry etc. She also explained about 6 hubs like Competency Hub, Career Hub, Learning Hub, Networking Hub, Discussion Hub and Event Hub and the need to create the generic id for Admin MDO, Content Creator, Content Reviewer and Content Publisher.
- IV. A Q&A session was held where participants from the Department of Printing 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.
- V. The technical team is coordinating with respective officers on a one-to-one basis for online registration and creation of profiles.



Picture 3: Some glimpses of the Directorate of Printing Officials with the IFU Team on the FRACing and iGOT platform workshop held on 18th May 23.



Picture 4: Some glimpses of the Directorate of Printing Officials with the IFU Team on the FRACing and iGOT platform workshop held on 18th May 23.



Outcome:

A total number of 35 officials from the Directorate of Printing, attended the Focused Group Discussion. All officials are expected to be registered on or before 22nd May 2023 and submit the filled template at the earliest.

Table 9: Agenda of Focused Group Discussion for Directorate of Printing Officials.

Time	Topics	Speaker
11:00-11:10AM	Welcome Session	Charu Upadhyay, Team Leader, IFU
11:10-11:30 AM	Introduction: Mission Karmayogi	Jaya Srivastava, Subject Matter Expert, IFU
11:30-11:50AM	iGOT Platform <ul style="list-style-type: none"> • Introduction • User profiles creation process • Components • Key Players • Six Hubs of the platforms 	Shailshree Tiwari, Subject Matter Expert, IFU
11:50 – 12:00PM	FRAC template	Shailshree Tiwari, Subject Matter Expert, IFU
12:00-12:10PM	Question-Answer Session	IFU Team
12:10-12:20 PM	Closing Remarks / Way Forward	IFU Team

Yoga session

Image 2 & 3: Attendance Sheet for Directorate of Printing for Focused Group Discussion and iGOT registration.

Focus Group Discussion of MoHUA's IFU-PMU with Department of Printing on iGOT Registration & FRACing Exercise						
Date 18-05-2023, Time 11:00 AM						
Room No – 101A						
S.No.	Officer/Official's Name (Sh/Smt/Ms)	Designation	E-Mail ID	Phone Number/Contact Number	Room No	Signature
1	Sh. Ashwani Kumar	Assistant Director	ashwani.kumar35@gov.in	9024345988	401-C	[Signature]
2	Mangaj Kumar Sharma	ASO	mangaj.sharma29@gov.in	98688887089	401-C	[Signature]
3	Rohit Lather	ASO	Rh.lather@gov.in	981932923	401-C	[Signature]
4	Ravinder K. Murari	ASO	ravinderk.272@gov.in	8053706498	401-C	[Signature]
5	Ghanshyam Verma	ASO	ngpcashinwz2.fpwd@nic.in	8421022739	113-B	[Signature]
6	Neetu Meena	AD	neetu.m@nic.in	9971922523	401-C	[Signature]
7	M.T. MURUGAN	Deputy Manager	thiruveld.murugan@gov.in	9013289987	113-B	[Signature]
8	Swati	ASO	swati.gupta.17@nic.in	7988941421	115-B	[Signature]
9	Ashish Ashwini	ASO	ashish.ashwini@gov.in	8272330131	113-B	[Signature]
10	Hari M. P.	SD (M1)	hari.mp@nic.in	9818607058	207-B	[Signature]
11	MANDI MADHUM	ASO	m.madhwal@nic.in	8268165572	113-B	[Signature]
12	V Pradeep Reddy	T.O.	vpradeep.reddy@gov.in	9643550884	113-B	[Signature]
13	MOHD SHUAIB	ASO	mohtel.shuaib@gov.in	9616912241	211-C	[Signature]
14	Hare Ram	ASO	hareram.30@gov.in	9466845434	113-B	[Signature]
15	U.Sher	ASO	Usher.AIPars@gov.in	9810543660	113-B	[Signature]
16	Shaifali	ASO	shaifali.saxena1456@gov.in	7206283783	401-C	[Signature]
17	Sobhana Ravi	A.O.	sobhana.ravi@nic.in	9953490580	356-A	[Signature]
18	Laxmi Sasthi	A.S.O.	l.sasthi65@gov.in	9711399048	356-A	[Signature]
19	Subhashini	A.O.	subhashini.L@gov.in	5826561607	211-B	[Signature]

**Focus Group Discussion of MoHUA's IFU-PMU with Department of Printing on
iGOT Registration & FRACING Exercise**

Date 18-05-2023, Time 11:00 AM
Room No - 101A

20	Savita R. Shah	ASO	savita.shah70@gov.in	9811717981	212-B	Savita
21	Rajeshwari	Accountant	rajeshwarimzn@gmail.com	9988288348	212-B	Rajeshwari
22	HITAMIN A/OI	4.12.20 (6.11.20)	mecthildjowid@gmail.com	8587849268	213-B	Hitamin
23	RAM D AYAL	Dy. Dir. (H3)	ram-daryal-28@nic.in	9878275694	209-B	Ram
24	Prabhat Mohan	ASO	ponoham.35@gov.in	9718731080	213-B	Prabhat
25	EMITAJI BHAI	ASO	hb.sharma73@gov.in	8130599167	114-B	Prabhat
26	Bimla Mathpal	P.S.	b.mathpal31@nic.in	9868356688	103-B	Bimla
27	SHAILESH	PPS	ngpsswz2.cpud@nic.in	9503325743	105-B	Shailesh
28	D. S. Saywan	ASO	darwanbimh.saywan25@gov.in	9810661351	103-B	DSS
29	Parameswar Marsi	AD	parameswar.1965@gov.in	8010318795	213-B	Parameswar
30	Piyush Dwivedi	Technical officer	piyush.dwivedi@gov.in	9650377441	112-B	Piyush
31	Chiranjeev Kumar	AD	chiranjeev.kumar32@gov.in	9818733618	107-B	Chiranjeev
32	Maitijunjay Jainwal	ASO	maitijunjay.jainwal@gov.in	9935230335	113-B	Maitijunjay
33	Chetan Sindhu	ASO	chetan.sindhu@gov.in	9468324099	114-B	Chetan
34	G. V. S. W.	ASO	gvs.w@nic.in	9871410885		GVS
35	Jaipal Singh	AD	jaipal.singh22@gov.in	9910738381	113-B	Jaipal

Table 10: 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. Vandana Thakur	Subject Matter Expert
4	Ms. Jaya Srivastava	Subject Matter Expert
5	Ms. Shivani Bakshi	Organisational Analyst
6	Mr. Dhananjay Kumar	Tech Analyst

**Annexure D: Proceeding of the focused group discussion for Delhi Division (DD) on 22nd May
September 2023 for the iGOT Platform, Onboarding MDO and User
Registration.**

Date: 22nd May 2023

Time: 03:00PM to 12:30PM

Venue: Conference Room 417-C, MoHUA

To enhance the capacity of the civil services, the Government 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 in harmonization 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 its first workshop on Mission Karmayogi for the Delhi Division Team.

AIM of the workshop:

- Introduction over Mission Karmayogi
- Developing an understanding and processes of Mission Karmayogi
- Introduction on iGOT Platform – user profile creation, its components
- Registration and creation profiles of officers on iGOT

Proceeding:

- I. The workshop was held under the chairmanship of Shri. Sandeep Kulharia, Director, Delhi Division. The workshop started with a welcome note by him. He briefed about the Mission and set the agenda for the workshop. In his address, he asked the participants to register themselves on iGOT- Platform by 11th May 2023.
- II. Ms. Charu Upadhyay, Team Lead, Team IFU, explained about the Missions and its various components. She also gave an insight into the institutional and monitoring framework of the Mission.
- III. Ms. Jaya Shrivastava, Subject Matter Expert, Team IFU, explained about the registration process on 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.
- IV. Ms. Shivani Bakshi, Organizational Expert, Team IFU, further explained the basic information that needs to be filled in for registration i.e., Name, Department, Ministry etc. She also explained about 6 hubs like Competency Hub, Career Hub, Learning Hub, Networking Hub, Discussion Hub and Event Hub and the need to create the generic id for Admin MDO, Content Creator, Content Reviewer and Content Publisher.
- V. A Q&A session was held where participants from Delhi Division 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.
- VI. The technical team is coordinating with respective officers on a one-to-one basis for online registration and creation of profiles.



Picture 5: Glimpse of the FGD conducted with Delhi Division officials.



Outcome:

A total number of 10 officials from Delhi Division office attended the Focused Group Discussion. All officials are expected to be registered on or before 25th May 2023 and submit the filled template at the earliest.

Table 11: Agenda of Focused Group Discussion for Delhi Division Officials.

Time	Topics	Speaker
03:00-03:20 PM	Welcome Session	Charu Upadhyay, Team Leader, IFU
03:20-03:50 PM	Introduction: Mission Karmayogi	Jaya Srivastava, Subject Matter Expert, IFU
03:50 -04:10PM	iGOT Platform <ul style="list-style-type: none"> • Introduction • User profiles creation process • Components • Key Players • Six Hubs of the platforms 	Shivani Bakshi, Organisational Analyst, IFU
04:10 – 04:15PM	FRAC template	Shivani Bakshi, Organisational Analyst, IFU
04:15-04:20 PM	Question-Answer Session	IFU Team
04:20-04:30 PM	Closing Remarks / Way Forward	IFU Team

Image 4: Attendance Sheet for Delhi Division for Focused Group Discussion and iGOT registration.

Focus Group Discussion of MoHUA's IFU-PMU with Delhi Division on FRACing Exercise							
DATE 22-05-2023, TIME 03:00 PM							
S.No.	Officer/Official's Name (Sh/Smt/Ms)	Designation	E-Mail ID	Contact No	Phone Number	Room No	Signature
1	UPENDRA KUMAR TIWARI	UNDER SECY DDC	uk.tiwari@nic.in	23061661	9891214869	306-c	[Signature]
2	DHANESH. P. G.	UNDER SECY.	dhanesh.pg56@nic.in	23062007	9868592690	320-c	[Signature]
3	NARIN KUMAR	ASO	narin.kumar@gov.in	23062957	9910562721	320-c	[Signature]
4	PREM PRAKASH SUMAN	SECTY OF OFFICER	pp.suman@nic.in	23063267	8802300589	315C	[Signature]
5	MD AZIM UDDIN	ASO	mohammad.azimuddin@gov.in	23061681	9958171466	312-c	[Signature]
6	विकास शर्मा	3T-3T	dhanesh.pg56@nic.in	23061478	9441323162	320-c	[Signature]
7	Sandeep Kulkarni	Director I	sandeep.kulkarni@gov.in		9871809395	234-c	[Signature]
8	V. Devdas	Consultant	v.devdas@nic.in		9868592690	302-c	[Signature]
9	Somnath Gargone	SO	v.devdas@nic.in				[Signature]
10	Sarala Prasad	SO	s.sutar@gov.in	750348734		320-c	[Signature]
11							
12							
13							
14							
15							

Table 12: 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. Vandana Thakur	Subject Matter Expert
4	Ms. Jaya Srivastava	Subject Matter Expert
5	Ms. Shivani Bakshi	Organisational Analyst
6	Mr. Dhananjay Kumar	Tech Analyst

Annexure E: The Minutes of meeting held with CBC on 12.05.23 to discuss the status of the Mission Karmayogi and further course of action.

A meeting on Mission Karmayogi was held on 12.05.2023 under the chairmanship of Shri. Satinder Pal Singh, Additional Secretary, MoHUA and in the presence of Shri. Rahul Kapoor, Joint Secretary, MoHUA. The meeting focused on the status of Mission Karmayogi and the next steps to be taken.

The key points discussed during the meeting were as follows:

- The Annual Capacity Building plan (ACBP) shared with CBC has been duly validated by the concerned JS/Director-level officer and can be used in preparing the ACBP report.
- Facilitate an introductory meeting with identified specialized training institutes to discuss the ACBP for MoHUA.
- Provide information about preparing course modules on identified domain competencies for various Missions/Divisions/Departments of MoHUA.
- Organize a meeting with Nodal officers of Mission Karmayogi for all Missions/Divisions/Departments of MoHUA to discuss the development of the Induction course related to their respective Missions/Divisions/Departments, which will be later uploaded on the iGOT platform.
- Determine the domain competencies for all the remaining Missions/Divisions/Departments in MoHUA and share the results with CBC after completing the validation exercise at the JS level officers of respective Divisions.

(Action: IFU team)

The presentation on the Annual Capacity Building Plan (ACBP) for MoHUA, developed by CBC, will be presented to AS and JS of MoHUA for review before proceeding with any further action.

(Action: CBC team)

The meeting concluded with a vote of thanks to the AS for chairing the meeting.

List of attendees:

1. Mr. Satinder Pal Singh, Additional Secretary, Administrative, MoHUA.
2. Mr. Rahul Kapoor, Joint Secretary, NULM, MoHUA
3. Ms. Anjula Negi, Team Lead, Capacity Building Commission
4. Ms. Charu Upadhyay, Team Lead, Internal FRACing Unit, PMC, Mission Karmayogi, MoHUA.
5. Ms. Shailshree Tewari, PMC, Internal FRACing Unit, Mission Karmayogi, MoHUA.
6. Ms. Jaya Srivastava, PMC, Internal FRACing Unit, Mission Karmayogi, MoHUA.
7. Ms. Vandana Thakur, PMC, Internal FRACing Unit, Mission Karmayogi, MoHUA.
8. Ms. Shivani Bakshi, PMC, Internal FRACing Unit, Mission Karmayogi, MoHUA.
9. Mr. Ashish Suri, Consultant, CBC.
10. Ms. Raavi, Consultant, CBC.
11. Ms. Aishwarya, Consultant, CBC.



Picture 6: A glimpse of Mr. Rahul Kapoor, Joint Secretary, NULM, Ms. Anjula Negi, Team Lead, Capacity Building Commission, Consultants from Deloitte and the IFU Team.



Outcome: Meeting was organised Mr. Rahul Kapoor, Joint Secretary, to discuss the status of the Mission Karmayogi and further course of action.

Annexure F: OM for meeting held by Shri Rahul Kapoor Joint Secretary for Nodal officials along with the IFU Team on 16th May 2023 to discuss progress of Mission Karmayogi.

राहुल कपूर
संयुक्त सचिव और मिशन निदेशक
डीएवाई-एनयूएलएम और पीएम स्वनिधि

Rahul Kapoor
Joint Secretary & Mission Director
DAY-NULM & PM SVANidhi

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

Dear Madam/Sir,



भारत सरकार
आवासन और शहरी कार्य मंत्रालय
निर्माण भवन, नई दिल्ली-110011
Government of India
Ministry of Housing and Urban Affairs
Nirman Bhawan, New Delhi-110011

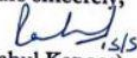


Dated: 15th May, 2023

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 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.

- i) To facilitate the FRACing Exercise, CBC has framed a template for capturing the officials' roles, activities, competencies and other baseline information for Training Needs Assessments (TNAs) for unique roles in respective divisions. Subsequently, the preliminary list of domains, functional, and behavioural competencies was derived, and ACBP was prepared using the received FRAC templates and through discussions with officials. A copy of the same has been shared and validated with the head of the Division/Mission.
- ii) Further, Vide D.O. No. 0-17024/40/2021-ADM-V-UD dated 9 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, which is yet to be received from few divisions. Therefore, nominating the Nodal officers and communicating the same to the undersigned is requested.
- iii) Vide OM No. 0-17024/93/2022- ADMN-V-UD dated 25 January 2023 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. Therefore, all division heads are requested to share the status of the DAKSHTA courses completed by the officials (SO & ASO) with the IFU team to map the number of courses undertaken out by each official.

2. To streamline the process and review the status of the tasks that have been carried out under Mission Karmayogi in respective Divisions, you are kindly requested to send the Nodal officer (Mission Karmayogi) or senior level officer to attend the meeting on **16.05.23 at 11:00 AM in conference hall 417-C**. In case of any assistance, please feel free to contact the IFU team.

Yours sincerely,

(Rahul Kapoor)

As per the list enclosed

1. All ASs/JSs/FA/EAs/OSD(UT)/CCA, MoHUA
2. All Directors/DSs, MoHUA, Senior Technical Director, NIC, MOHUA

Copy to:

1. SO, IT Cell for unloading the OM on e-Office portal.
2. Charu Upadhyay, T. L, Internal FRACing Unit, PMC, Mission Karmayogi, MoHUA.
Email: missionkarmayogi.mohua@gmail.com

Office Address: Room No. 212, B-Wing, Nirman Bhawan, New Delhi-110011
Tel.: 011-23061665, 23061497, Email: jsupa-mohua@gov.in

Annexure G: The Minutes of meeting held with Nodal officers of respective Missions, Divisions & Organizations at the Ministry of Housing and Urban Affairs (MoHUA) on 16th May 23 to review the status of Mission Karmayogi.

The review meeting was held under the chairmanship of Shri Rahul Kapoor, Joint Secretary, on 16th May 2023. The meeting began with a welcome note and a brief overview of the status of Mission Karmayogi in respective Divisions/Organizations, followed by a discussion about the way forward. During the meeting, JS further requested the officials to ensure the completion of the FRACing exercise and registration of the remaining officials on the iGOT-Platform by 22nd May 2023.

The following points were discussed in the meeting:

- Follow up with Divisions/Organizations to complete the FRACing exercise and iGOT registration of the remaining officials.
- Conduct Focused Group Discussions (FGD) with the remaining Missions/Divisions/Organizations to explain the FRACing exercise, apprised about the iGOT platform, and complete the registration process.
- Organize an introductory meeting with identified specialized training institutes and Missions/Divisions/Organizations to discuss their respective Annual Capacity Building Plan (ACBP) and brief them about preparing course modules on identified domain competencies.
- Follow up with the ASO and SO level officers at MoHUA regarding the completion of the online **Dakshata** Training.

(Action: IFU Team)

The Missions/Divisions/Organizations are required to:

- Share the updated organizational structure and list of officials with the IFU team.
- Share the list of officials (ASO & SO) who have completed the Dakshata training program available on the iGOT platform.
- Share a convenient date and time with the IFU team to conduct the Focused Group Discussion (FGD) for Missions/Divisions/Organizations where it is yet to be conducted. The FGD will explain the FRACing template, provide information about the iGOT platform, and complete the registration process.
- Nominate the Nodal officer for Mission Karmayogi, if not done already, and communicate the nomination to missionkarmayogi.mohua@gmail.com by 22nd May 2023.
- Establish a Capacity Building Unit (CBU) with a Content Producer, Reviewer, and Publisher (Director or above official for the role of content publisher) for content preparation, validation, and uploading on the iGOT platform. The details of the nomination should be shared with the IFU, Mission Karmayogi team by 22nd May 2023 at missionkarmayogi.mohua@gmail.com. (Action: All Missions/Divisions/Organizations)
- The meeting concluded with a vote of thanks to JS for chairing the meeting.

(Action: All Missions/Divisions/Organizations)

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. Abbirami G, Section Officer, Urban Transport, MoHUA.
3. Mr. Chandan Singh, Assistant Section Officer, Urban Transport, MoHUA.
4. Mr. Udhm Singh, Deputy Director, Directorate of Estate, MoHUA.

5. Ms. Sarada Prasanna Sutar, Section Officer, Delhi Division, MoHUA.
6. Mr. V.K. Kushwaha, Under Secretary, Delhi Division, MoHUA.
7. Mr. Ashish Bagde, Deputy Secretary, NULM, MoHUA.
8. Ms. Rajni Taneja, Director, LSG &UD, MoHUA.
9. Ms. Shalini Pandey, Director, PM-SVANidhi, MoHUA.
10. Mr. G.S. Dhillon, Director, AMRUT, MoHUA.
11. Mr. G.P. Sarkar, Director/Deputy secretary, Directorate of Printing, MoHUA.
12. Ms. Sakshi, Deputy Director, Housing for All, MoHUA.
13. Mr S.C. Jana, Director, Intergrated Finance Division, MoHUA.
14. Mr. Ram Singh, Deputy Secretary, Intergrated Finance Division, MoHUA.
15. Mr. Prem Kumar Negi, Section Officer, Land & Development, MoHUA.
16. Mr. Sanjay Kumar, Under Secretary, Local Self Government, MoHUA.
17. Mr. Deepak Kumar, Section Officer, CBUD & Mission Karmayogi, MoHUA.
18. Mr. Sanjeev Kumar, Section Officer, Admin-IV, MoUHA.
19. Mr. Rana Satyam Kumar Singh, Section Officer, Budget Division, MoHUA.
20. Ms. Pinki Pandey, Under Secretary, Budget Division, MoHUA.
21. Ms. Parveen Kumari, Under Secretary, Smart City Mission, MoHUA.
22. IFU (Internal FRACING Unit) Team, Mission Karmayogi, MoHUA.

Picture 7: A glimpse of the Joint Secretary Shri Rahul Kapoor with other Nodal officials of the Division/Organisations at the Ministry of Housing Affairs with the IFU Team.



Outcome: To review the status of Mission Karmayogi in respective Missions, Divisions & Organisations and monitor ongoing progress.

Table 13: IFU-PMC Team present During Mission Karmayogi review meeting chaired by Mr.Rahul Kapoor, JS.

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

Annexure H: Prime Minister Street Vendor's AtmaNirbhar Nidhi (PM SVANidhi) & celebrating three years of PM SVANidhi Workshop held on 01st June 2023, Vigyan Bhawan, New Delhi

Inaugural Session

Welcome address by Shri Rahul Kapoor, JS & Mission Director, PM SVANidhi

- Launch of PM SVANidhi Mobile App for Street Vendors.
- Release of PM SVANidhi journey booklet.
- Launch of "Udyam Assist Facility" for Street Vendors.

Shri Hardeep S. Puri, Hon'ble Union Cabinet Minister of Housing and Urban Affairs and Minister of Petroleum and Natural Gas.

1) Panel Discussion on Digital Empowerment of Street Vendors by distinguished panel of judges included:

- Shri Shanktanu Pendse, CGM, State Bank of India,
- Shri Kamlesh Sujera, National Head, PhonePe,
- Shri Dharmender Jhamb, Vice President, Paytm,
- Shri Kuntal Sensarma, Economic Adviser, MeitY,
- Shri Rajesh Kumar, General Manager, SIDBI.

Moderator: Shri Ravi Kant Sharma, In charge Business Intelligent, NPCI.

Discussed viewpoints:

Main highlight of the event was that the program aimed at helping street vendors to go digital with innovative ideas and create incentives to promote nano enterprises to grow. Empowerment to help businesses grow especially in smaller cities like tier 2-3 cities and promote growth with digital means and added government support.

A short film was played, based on how street vendors have used the digital platform of payment method used like Paytm and PhonePe along with affordable government loans to help them sustain a living, especially during Covid times. Mainly encouraging street vendors and primarily underprivileged women.

The program came into highlight during covid times- especially when the job market was down and a need to financial empowerment was needed to boost nano enterprisers.

Govt has helped street vendors with optional schemes to cover rural households to become financially independent & grow.

Govt has also taken a lot of cyber security measures to control cyber-crime threats effecting online payments. Govt aims to change street vendors to go cashless, but at the same time change rural people's mentality and get smarter to get started on use of smart phones.

Govt along with banks are working at rural & state levels to understand their challenges and work on them, namely, like network issues, need to shift to smart phones, channelling schemes to reach them, etc.

Empowering to help nano businesses especially in smaller cities like tier 2-3 cities grow with digital means and govt support.



2) **Best Practices implementations under PM SVANidhi Se Samridhi by distinguished panel of judges from five states, included:**

- Dr. N. Satyanarayana, IAS, SMD, Telangana,
- Smti. Panchami Choudhury, ACS, SMD, Assam,
- Shri Bharat Yadav, IAS, SMD, Madhya Pradesh,
- Smti Hanshika Singh, IAS, MC, Indore,
- Ms. Neha Kumari, IAS, Dy. MC, Ahmedabad.

Moderator: Shri Rahul Kapoor, JS & Mission Director, PM SVANidhi & DAY-NULM

Discussed viewpoints:

Panellist discussed various forms in which methods were adopted to reach various rural sections within the states to bring slow advancements in achieving the PM SVANidhi flagship. The three years of achievements were shared by various pictures showing how small improvements and reaching out to the rural sections brought massive changes in making the programme a huge success. It was also discussed that onward efforts are in place and continuous improvements are being made to resolve ongoing challenges faced by nano enterprisers. The discussion also led to how constant improved measures have led to incorporate a success growth in financially aiding small business develop. For achieving the targets of PM SVANidhi, State departments and urban local bodies employed localised measures and strengths. Additional benefits from own finances were also provided. Keynote was to “KEEP IT SIMPLE” and “REACH-OUT”. Simple steps like camps and awareness programmes held from time to time aided in the programme success. All five states were congratulated for their success stories and ongoing work and encouraged to keep moving forward in using best practices and solutions. All panellists highlighted that all stakeholders need to be trained on digital components on PM SVANidhi programme including UPI & payment aggregators.

Closing remarks & vote of thanks by Ms. Shalini Pandey, Director, PM SVANidhi

(Note - IFU Team (Internal FRACing Unit) of Mission Karmayogi attended the workshop)*

Picture 8: PM SVANidhi workshop





Annexure I: National Training Conclave, Pragati Maidan, New Delhi organised by the Capacity Building Commission on 11th June 2023

Inaugural Session

Our **Hon'ble Prime Minister Shri Narendra Modi** initiated the event by emphasising the importance of prioritizing training in developing future Ready Civil Servants and following a whole of Government approach in our endeavour to build a Viksit Bharat by the year 2047. Hon'ble Prime Minister underlined the need for improving Citizen Services by ending silos and advocated the advancement in Governance process and policy implementation.

The Prime Minister unveiled the PM Dashboard and distributed Accreditation Certificates to National Academy for Direct Taxes (NADT), Nagpur, Sardar Vallabhbhai Patel National Police Academy (SVPNPA) Gujarat and National Institute of Communication Finance (NICM), New Delhi.

Highlight of the conclave were the 8 breakout groups comprising of the panel discussions and best practices pertinent to training Institutions that provided an opportunity for participants to collaborate, network and engage in interactive discussions.

Hon'ble MoS Personnel, Public Grievances and Pensions of India, Dr Jitendra Singh spoke about steps taken by the Ministry to boost faculty development and Collaboration between training Institutions to attain a global benchmark.

Shri PK Mishra, Principal Secretary to Hon'ble PM, in his address, emphasised the importance of training in public policy and its implementation and stressed on the need to strengthen the training Institutions to fulfil the competency needs of Civil servants in today's rapidly changing technological landscape.

Distinguished panel of judges included- Mr. Adil Zainulbhai (Chairperson, CBC), Mr. Parveen Pardeshi (Member-Administration, CBC), Dr. Balasubramaniam (Member-HR, CBC), Mr. Hemang Jani (Secretary, CBC), Mr. Abhishek Singh (CEO-Karmayogi Bharat) and few other dignitaries.

CBC's vision for Civil service training institutions was shared by Mr. Adil Zainulbhai (Chairperson, CBC) on how it aims at putting some of the reputed Indian Institutions on the global map based on its evolving training practices and bringing it forward on an international platform.

Two break-out sessions were held, each session was further divided into four sub-sessions:

First break-out session – Main discussion points included:

1. **Identification of training needs and linking to course design needs-** Headed by Mr. Adil Zainulbhai (Chairperson, CBC) -He spoke on how to align with or an institute, it is important to examine the present training program, course content and identify the need to update the same. Design and develop courses based on identified functional, behavioural and domain competencies.
2. **Promotion of knowledge sharing-** Headed by Mr. Parveen Pardeshi (Member-Administration, CBC) – He emphasised on the need for a digital platform to facilitate collaboration in an easier and faster way. He promoted the iGOT platform and other ways of knowledge repository like to share/ get access to course materials, case studies, faculty directory, etc.
3. **Embedding effective assessment of conducting trainings-** Headed by Dr. Balasubramaniam (Member-HR, CBC) – He spoke about conducting trainings based on adult learning and learning design principals to place the context of their learning which is most relatable to their learners.

4. Strategic resource planning- Headed by Mr. Hemang Jani (Secretary, CBC) –He addressed that training programs rely on the reflection, feedback on practice and peer-driven processes for enhancing learning and co-creating contextual learning content also by means of collecting data and surveying.

Second break-out session – Main discussion points included:

1. **Faculty selection, onboarding, and development** -Headed by Dr. Balasubramaniam (Member-HR, CBC) – He spoke on utilising experience and training skills, bridging the gap between academics and practical knowledge and knowledge of the upcoming trends.
2. **Transforming to a Phygital world of Capacity building**- Headed by Mr. Hemang Jani (Secretary, CBC) – He spoke on the phygital (physical + digital) ecosystem which encourages a blended mode of training delivery, both online and in person instruction, providing a flexible, personalized, and engaging learning experience that can lead to improved educational outcomes.
3. **Overcoming challenges in governance**- Headed by Mr. Parveen Pardesi (Member-Administration, CBC) -He emphasised the need for effective operations and governance in civil service training institutions will help establish clear structures, processes, and accountability mechanisms, fostering transparency, fairness, and effective decision-making. This ultimately leads to the development of competent and skilled officers.
4. **Competencies for Civil Service officials**- Headed by Mr. Adil Zainulbhai (Chairperson, CBC) – He addressed that typical competencies consist of behavioural and technical attributes, organisation mandated knowledge and domain expertise. A civil service official needs three things to work - right attitude, right skills, and right knowledge which enable an official to perform a job or task effectively.

Outcome of the conclave

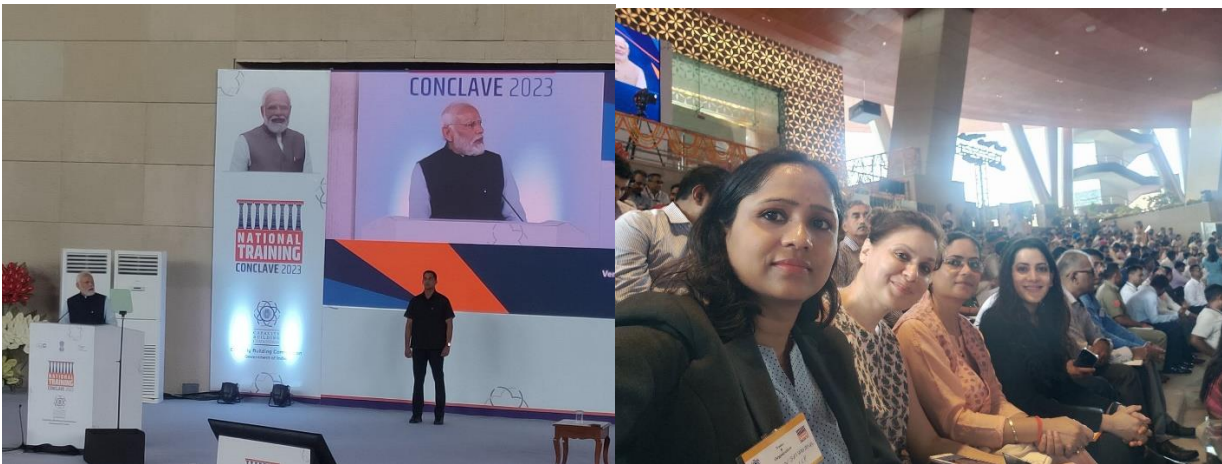
Futuristically, The National standard for Civil Service training Institutions could include the following points:

- 1) An unparalleled network that collaborates with each other to create largest training collaborative,
- 2) Individually achieves best in world status,
- 3) Attracts the best faculty to be trainers,
- 4) Helps create the largest digital training platform,
- 5) Serves as policy & research arm,
- 6) Linked to Universities,
- 7) Attracts global students, and
- 8) Make civil servants future ready.

Closing ceremony

Mr. S. P. Roy (Joint Secretary, CBC) in his closing speech addressed the crowd by thanking everyone's participation in making the event a success. He also thanked some good insights on how to improve some of the ongoing challenges faced in the training aspects and ways on how to keep building on bringing new and improved changes.

Picture 9: IFU (Internal Facing Unit) of Mission Karmayogi, MoHUA attended the National Training Conclave 2023 on 11 June 2023.



Caption: IFU (Internal Facing Unit) of Mission Karmayogi, MoHUA attended the National Training Conclave 2023 on 11 June 2023.

LinkedIn Post about the "Karmayogi's Yogshala":



Charu Upadhyay (She/Her) • 1st

WASH/Project Management/Hydrology/Groundwater/Environment/Climate...
2w • Edited •

[#National_Training_Conclave](#) 2023

Today Hon'ble [#PM](#) addressed the Central Government [#Training](#) [#Institutes](#). These institutes are key pillars for enabling a better training and capacity building ecosystem of the civil services. He has also launched PM [#dashboard](#) for [#mission_karmayogi](#). In his speech he mentioned the importance of the good training and learning environment for better implementation of the projects at grassroot level. Under Mission Karmayogi the GoI is working for the capacity building of the civil servants. [Karmayogi Bharat](#)
[Capacity Building Commission](#) Ministry of Housing and Urban Affairs Rahul Kapoor National Institute of Urban Affairs (NIUA) Hitesh Vaidya Prashant Bansal ASGAR NAQVI Nangia & Co LLPLP. Shailshree Tewari Jaya Srivastava Vandana Thakur Dhananjay Kumar



Annexure J: Photographs of site visits/ workshops

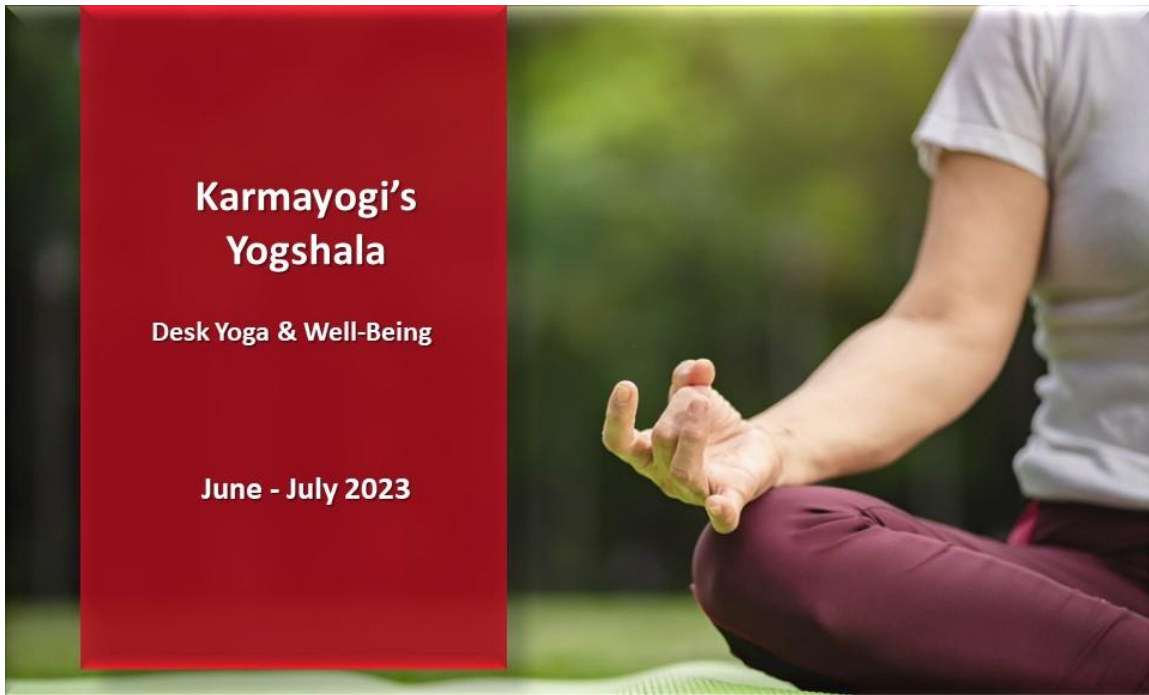
Picture 10 A visit to DMRA (Delhi Metro Rail Academy) on 14 June 2023.



Picture 11: Focused Group Discussion (FGD) with DMRA officials along with the Karmayogi Bharat team.



Annexure K: The IFU organised a "Karmayogi's Yogshala" on 21 June 2023 for the officials of DAY-NULM & PM SVANidhi Divisions, PPT and details are presented.



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21st JUNE, INTERNATIONAL YOGA DAY



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3 INNER POWERFUL TOOLS



MIND

Gratitude, +ve thoughts & appreciation for what we have.

BODY

What we eat is what we are & be in shape.

SOUL

Connect with nature & find inner peace & keep the soul happy.

POSTURE CORRECTION - STANDING

 **GOOD POSTURE**

- Increases **oxygen** intake.
- Boosts **confidence**
- Gives you more **energy**
- Reduces **migraines & eye pains**
- Reduces **neck & back pains**



 **BAD POSTURE**

- **Rounded shoulders**
- **Weakness in middle & lower back**
- **Neck pain** leading to severe **headaches**
- **Poor digestion**
- Leads to **heart & chronic issues** due to poor blood flow



STRETCHING EXERCISES



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POSTURE CORRECTION – SITTING

GOOD POSTURE



By **poking your chin** outwardly, you can **straighten your back**.

BAD POSTURE



Slouching in the chair can lead to serious **neck injuries** over time.

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CONTROLLED BREATHING

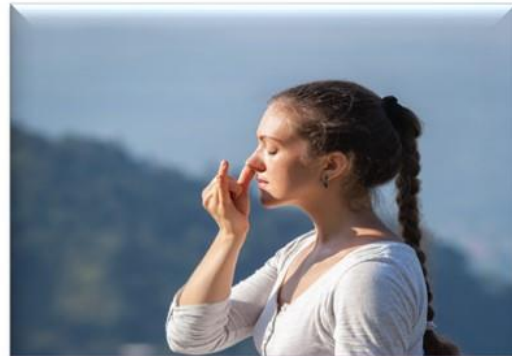
4 TYPES OF BREATH'S

QUIET – Normal

DIAPHRAGMATIC – Deep (Meditation / Exercise)

COASTAL - Shallow (Stressed Breathing / Hyperventilating)

FORCED - Abnormal (Medical Condition)



4-7-8 Breathing Method

- 4 – Inhale
- 7 – Hold
- 8 – Exhale

Pran (Breath) + *Aayam* (Extension)
= *Pranayama* (Breath Extension)

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CONTROLLED BREATHING



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National Institute of Urban Affairs

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STRESS BALL METHOD

1-minute quick healer & stress reliever!

Deep breathing & squeezing a stress ball
at the same time
helps release anger emotions.



(Note - Can be done anywhere & anytime)*



5 HEALING TIPS

Glass of water - 1/2 full or empty?

+ ATTITUDE

DIET

GRATITUDE

OPTIMISM

SOLUTION



MEDITATION

5 MINUTE MEDITATION MUSIC

OPEN – Become aware of suppressed thoughts, feelings or impulses.
FOCUSED – Breathing, mantra or calming sounds.

(Note-Should be practiced in a peaceful environment- early mornings or before sleeping at night)*

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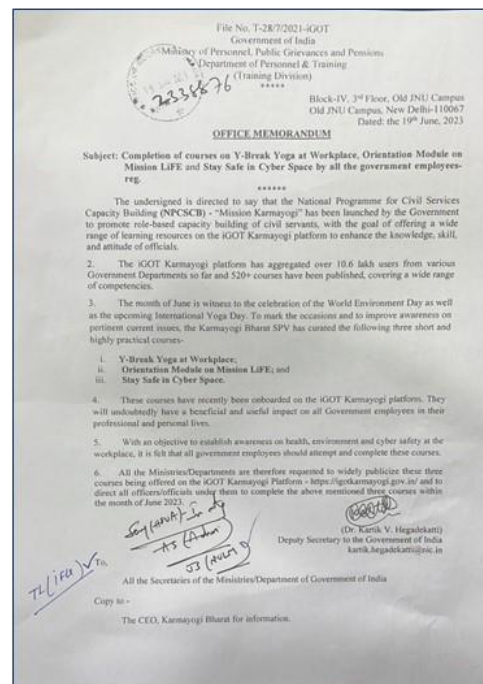
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COURSE ON iGOT PLATFORM

**Y-BREAK at workplace is a
online course added on iGOT Karmayogi
platform, kindly enrol & benefit from it.**

[Karmayogi Bharat \(igotkarmayogi.gov.in\)](https://igotkarmayogi.gov.in)



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Picture 12: Yogshala workshop



LinkedIn Post about the "Karmayogi's Yogshala":



Tweet on the "Karmayogi's Yogshala":



Annexure L: Training Need Assessment Sheet as a part of ACBP

Swachh Bharat Mission- Training Plan

Sr. 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		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)		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		Q4

- **All training should have exposure visits.**

Urban Transport- Training Plan

S. 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		-	Q1
4	Understanding of Value Capture Financing (VCF)	All the officers	25	A	Hybrid	1-2 days		-	Q1
5	Understanding of Transit Oriented Development (TOD)		25	A	Hybrid	1-2 days		-	Q1
6	Understanding of National Urban Transport		25	A	Hybrid	1-2 days		-	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		-	Q2
8	Understanding of Urban Transport Planning and Capacity Building (UTPCB)	All the officers	25	A	Hybrid	2-3 days		-	Q3
9	Understanding of Metro Railways Construction of Works.	All the officers	25	A	Hybrid	1-2 days		-	Q4
10	Accidents during Construction & Operations.	All the officers	25	B	Online	2-3 hrs		Proposing, Civil aviation: Commissioner of Metro Railway Safety	-

Administration Division- Training Plan

S. 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 -Training Plan

S. 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-Training Plan

S. 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 - Training Plan

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	-	
3.	Court Matters / Legal Procedures pertaining to Real Estate (RERA)	ASO/SO/AD/US/ DS/Director	13	A	Offline	3	ISTM	-	
4.	RERA Act	New Joiners	13	B	Offline	2	In House	-	
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	-	
7.	MS Office	ASO/SO/AD/US/ DS/Director	13	B	Offline	2	IIPA – Surabhi-Pandey	-	

- All training should have practical examples.
- Except Parliamentary Sessions.

Parliament Section - Training Plan

S. 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)

Local Self Government (LSG) - Training Plan

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		
3.	Court Matters / Legal Procedures pertaining to 74 th Amendment act	ASO/SO	4	A	Offline	2	ISTM		
4.	74 th Amendment Act of the constitution	ASO/SO	4	A	Offline	2	ISTM		
5.	RTI Act – Updated version of Act in context of subsequent CIC decisions.	ASO	3	A	Offline	2	ISTM		
6.	Examination of Cabinet Notes received from different Ministries	ASO/SO	4	B	Offline	2	ISTM		
7.	Procurement of services- GFR/DFPR	ASO/SO	4	B	Offline	3	ISTM		
8.	MS Power Point and Excel	ASO/SO	4	A	Offline	2	ISTM		
9.	Budgeting and audit Para	ASO/SO	4	B	Offline	3	ISTM		
10.	74 th Amendment Act and PFMS sanction	New Joiners		B	Offline	2	ISTM		
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 - Training Plan

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

Integrated Finance Division - Training Plan

S. 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 & 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	-		
3 Medical Attendance Rules / CGHS Rules		6	B	Hybrid	2 Days	ISTM	-		
4 CCS Pension Rules and Pension Scheme Booklet		6	B	Hybrid	2 Days	-	-		
5 Delegation of Financial Power Rules		6	B	Hybrid	2 Days	-	-		
6 Staff Car Rules		6	B	Hybrid	2 Days	-	-		
7 Advances to Central Government Servants		6	B	Hybrid	2 Days	-	-		
8 CGEGIS Scheme 1980		6	B	Hybrid	2 Days	-	-		
9 Manual for Procurement of Goods and Services		6	B	Hybrid	2 Days	NIFM	-		
10 Government Accounting Rules (GAR)		6	B	Hybrid	2 Days	-	-		
11 Receipt & Payment Rules		6	B	Hybrid	2 Days	-	-		
12 Civil Accounts Manual		6	B	Hybrid	2 Days	-	-		
13 DFPR & GFR		6	B	Hybrid	2 Days	-	-		
14 List of Major & Minor Heads		6	B	Hybrid	2 Days	-	-		
15 Guidelines of implementation of Schemes of the Ministry		6	B	Hybrid	2 Days	-	-		
16 GEM		6	B	Hybrid	2 Days	-	-		
17 PFMS		6	B	Hybrid	2 Days	-	-		

Smart City Mission - Training Plan

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 & remarks	Link for online courses	Proposed training dates/ FY quarter (Q)
1.	Data driven Governance and use of advanced digital technologies.	Dir/DS/US	6	A	Online self-paced	3 days	-	-	Q1 & Q2
2.	Role of Govt. Dir on the board of SPVs & about Companies Act 2013	Dir/DS/US	6	B		-	-	Q1 & Q2	
3.	Urban Planning and management in context of smart cities initiatives.	Dir/DS/US/ SO/ASO	6	B		15-20 Session 45 Mins each	SPA(Del)	-	Q1 & Q2
4.	Understanding procurement through the lens of GEM / GFR / Companies Act etc.	Dir/DS/US/ SO/ASO	11	A			SPA(Del)	-	Q1 & Q2
5.	PFMS and understanding of financial rules of Govt of India as applicable to Centrally Sponsored Schemes and Central Sector Schemes.	Dir/DS/US/ SO/ASO	11	B	Offline	1	ISTM	-	Q2
6.	Parliamentary Affairs / Procedures & Private members' bill.	Dir/DS/US/ SO/ASO	11	B	Offline	1	ISTM	-	Q2
7.	Court Matters / Legal Procedures, RTI Act.	Dir/DS/US/ SO/ASO	11	B	Offline	1	ISTM	-	Q2
8.	Preparation and examination of Cabinet Notes, SFC/EFC/PIB note.		11	B	Offline	1	ISTM	-	Q2
9.	Formulation of Legislation.		11	B	Offline	1	ISTM	-	Q2

PM Svanidhi - Training Plan

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 & 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 - Training Plan

S. 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 & remarks	Link for online courses	Proposed training dates/ FY quarter (Q)
1.	Training on Service matters, Recruitment Rules, Creation of Posts, Revival and court matters	ASO/ SO/ US/ DS	4	B	Online	6 hrs			
2.	Parliamentary Procedure, Noting and drafting		4	A	Hybrid			-	
3.	Certificate course on Microsoft office, google sheet, etc.		4	A	Online				
4.	Urban Planning; including Municipal Services, Municipal Finance and Urban Governance		4	B	Offline	3	ISTM		Q2

Coordination & PG Section - Training Plan

S. 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 & remarks	Link for online 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		6	A/B	Offline	2-3	ISTM		Q2, Q3
3.	Preparation of Annual Report		6	A/B	Hybrid	2-3	ISTM		Q2, Q3
4.	RTI Act- Updated version of Act in context of subsequent decisions		9	B	Offline	1-2	ISTM		Q1, Q2
5.	Familiarization and working of OCMS and PMG portal		6	B	Hybrid	3	ISTM		Q1, Q2
6.	Training related to public dealing and management		5	A	Hybrid	3	ISTM		Q1, Q2
7.	Different schemes under the Ministry and allocation of business in different Ministries and State Government subject.		9	B	Hybrid	6	ISTM		Q1, Q2

8.	Preparation and analysis of data and reports in MS excel, Preparation of PPT.		9	A	Offline	3	ISTM/IIPA		Q1, Q3
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Vigilance

S.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

Directorate of Estate - Training Plan

S. 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 & remarks	Link for online training courses	Proposed training dates/ FY quarter (Q)
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1.	General Pool residential Accommodation, Rules 2017	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

S. no.	Course name & specifications	Target officers	No. of officers	Proficiency level	Online/ Offline/ Hybrid	Duration (no. of	Training providers	Link for online	Proposed training
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				Basic (B) or Advanced (A)...		hrs./ days	(proposed) and remarks	training courses	dates/ FY quarter (Q)
1.	<p>Induction courses</p> <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								
	<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
	<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
	<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

	<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
	<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
	<ul style="list-style-type: none"> Property taxes (types, issues, limitations, regulatory components, etc.) Best practices 	ASO/SO/US/DS/Director across the divisions and allied org.	16	Intermediate	Hybrid	3 days	CEPT, IIT Roorkee, Management institute and IIT Delhi		Q3
4.	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
	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> 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

5	Modern technologies in water supply and septage management								
	<ul style="list-style-type: none"> Understanding and application of Circular economy 	DS/Dir and above level officer	4	Advanced	Hybrid	1 day	IITs		Q3
	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> Green bonds 	US/DS/Director across the divisions & allied org.	7	Advanced	Online	3hrs	IIPA, IITs		Q4
	<ul style="list-style-type: none"> 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
6.	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

Central Vista and International Coordination Division

S. 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 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

PMAY

S. 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.	<p>Induction courses</p> <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, IHS 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 and 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

Economic Division

S. 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		7	Advanced	Hybrid	2 days	NIPA		Q1
3	Use of latest / digital technology in Urban planning		7	Advanced	online	2 days			Q2
4	Data analytics and management		7	Advanced	Hybrid	3 days	IITs		Q2

Works Division

S.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	Hybrid				
2	RTI Act- Updated version of Act in Context of subsequent CIC decisions	ASO/SO/US/Director	10	A	Hybrid				
3	MS Office	ASO/SO/US/Director	10	A	Hybrid				
4	(i) Establishment matters including roster preparation for promotion/ seniority and (ii) disciplinary matters	ASO/SO/US/Director	10	A	Hybrid				
5	Cabinet notes and DIB/PIB notes preparation	ASO/SO/US/Director	10	A	Hybrid				
6	Budget and Finance related matters	ASO/SO/US/Director	10	A	Hybrid				

Printing & Publication

S. 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 & remarks	Link for online training courses	Proposed training dates/ FY quarter(Q)
1	Court Matters / Legal Procedures pertaining to Real Estate	ASO/SO/US & equivalent	10	A+B	Hybrid	5 days	ISTM		I Qtr
2	Business Development Plan/Laws	ASO/SO/US & equivalent	8	A+B	Hybrid	2 days	NIUA		I Qtr
3	Noting & Drafting		22	A+B	Hybrid	3 days	ISTM		I Qtr
4	PFMS		6	A+B	Hybrid	3 days	ISTM/NIFM		II Qtr
5	GeM		6	A+B	Hybrid	5 days	ISTM/IIPA		I Qtr
6	Budget and Accounts		11	A+B	Hybrid	3 days	IIPA/NIFM		II Qtr
7	Understanding of CCS (CCA) conduct Rules.		22	A+B	Hybrid	5 days	ISTM		I Qtr
8	Understanding of Manual of Office Procedures		ASO/SO/US & equivalent	15	A+B	Hybrid	4 days	ISTM	
9	Understanding of Leave Rules, LTC, TA, Pension.	5	A+B	Hybrid	5 days	ISTM		II Qtr	
10	Understanding of RTI Act.	11	A	Hybrid	5 days	ISTM		I Qtr	
11	MACP-Modified carrier assure program	9	A	Hybrid	2 days	ISTM/BIS		II Qtr	
12	DPC /DSC Proceedings	8	B	Hybrid	3 days	ISTM/BIS		I Qtr	
13	FR/SR	12	A+B	Hybrid	2 days	ISTM/BIS		I Qtr	

14	GFR/DFPR		7	A+B	Hybrid	2 days	ISTM/BIS		I Qtr
15	Industrial Disputes Act, 1947	ASO/SO/US/ DS/ Dir & equivalent	11	B	Hybrid	2 days	ISTM/BIS		II Qtr.
16	Factories Act, 1948		12	B	Hybrid	2 days	ISTM/BIS		III Qtr.
17	Workman Compensation Act, 1923		12	B	Hybrid	1 day	ISTM/BIS		II Qtr.
18	Apprentices Act 1961	ASO/SO/US/D S/Dir and equivalent	11	B	Hybrid	1 day	ISTM/BIS		III Qtr.
19	Business Development		11	B	Hybrid	2 days	BIS		III Qtr.
20	Waste handling and Management		11	B	Hybrid	2 days	BIS		IV Qtr.
21	Material management		15	B	Hybrid	2 days	BIS		I Q of FY: 24-25
22	Production Management		15	B	Hybrid	2 days	BIS		I Q of FY: 24-25

Annexure M: Division wise competencies

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, • Overview of sustainable finance • Understanding of Budgetary procedures, 	<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 	<ul style="list-style-type: none"> • Guidelines issued by concerned Ministries viz. MoRD, MoSJE, MoWCD etc. 	Comprehensive training on the subject will be helpful.

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, • 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 	<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 analysis to deal with the matters

AMRUT (for all positions in the divisions)

Domain Knowledge	Policies and Schemes	Acts and regulations	Department specific SOPs/ guidelines/ procedures/ others	Institutional GAPS for the position, to be filled with training interventions
1. AMRUT 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 Pey Jal Survekshan 			<ul style="list-style-type: none"> ○ AMRUT / AMRUT 2.0 Mission operational guidelines ○ Guide to submit City Water Balance Plan CWBP ○ Format of City water action plan ○ Samples of CWBP and CWAP. ○ Format of State water action plan and Aquifer management Plan. Form SAAP. ○ Concept Paper, Priority Areas for Aquifer Mapping, Seminar on National Project on Aquifer Management, Draft Manual on Aquifer Mapping, Process Flow and SOPs and Aquifer Mapping Reports - Pilot Areas on Ministry of Jal Sakti ○ Toolkits and portal of Pey Jal Survekshan 	
2. Urban Reforms				
<ul style="list-style-type: none"> • Formulation of GIS Based Master Plan for AMRUT Cities with examples. • Application of Drone/UAV Technology for formulation of GIS based Master Plan for Small and Medium towns. • Local Area Plan and Town Planning Schemes 			<ul style="list-style-type: none"> ○ AMRUT 2.0 reforms toolkits ○ Guidelines, of pilot Formulation of Local Area Plan and Town Planning Schemes. ○ MoU NRSC ○ Design & Standard document ○ 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.) 	

			<ul style="list-style-type: none"> ○ Design & Standard document for application of Drone/UAV Technology ○ Harmonized Guidelines and Space Standards for barrier Free Built Environment for Persons with Disability and Elderly Persons. 	
3. Urban Governance and Municipal Finance				
<ul style="list-style-type: none"> ● E-Governance: - Data management, Urban Governance and Functions of ULBs ● E-Governance: - Municipal Finance and administration ● Property taxes (types, user charges, service charges, issues, limitations, regulatory components, etc.) ● Best practices ● Municipal Bonds, Green bonds, and Credit worthiness 		The Constitution (Seventy-Fourth Amendment) Act, 1992	<ul style="list-style-type: none"> ○ Online Building Permission System guidelines ○ Frameworks and methodology ○ National Municipal Accounting Manual (NMAM) ○ Urban Regional Development Plans Formulation and Implementation (URDPFI) guidelines, 2014 	
4. Modern technologies in water supply and septage management				
<ul style="list-style-type: none"> ● Understanding and application of Circular economy ● Decentralized Wastewater, Faecal Sludge and Septage Management ● ICT and technologies innovation in the water supply and septage management system. ● Effective intervention in water supply system, water resources and septage management. 				

5. Public-Private Partnership (PPP) models for implementation of water supply and septage management project.				
6. Aquifer management, rejuvenation of water bodies, Water resource management and policy				
7. Release of ULB funds under 15th Finance Commission.			<ul style="list-style-type: none"> ○ Operational Guidelines for release of ULB funds under 15th FC. ○ Finance Commission annual reports 	
8. Incubation of new greenfield cities				

PMAY (for all positions in the divisions)

Domain Knowledge	Policies and Schemes	Acts and regulations	Department specific SOPs/ guidelines/ procedures/ others	Institutional GAPS for the position, to be filled with training interventions
1. PMAY 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 Technologies ● Transformative Reforms towards Housing for All 			<ul style="list-style-type: none"> ○ Guidelines of Pradhan Mantri Awas Yojana - Housing for All (Urban) ○ ARHC Operational Guidelines ○ Advisory for all States/UT's on Geo-Tagging of 'Beneficiary led Individual House Construction' component of the Mission. ○ Operational guidelines for construction of Demonstration Housing Projects (DHPs) in the States/UTs using Green and 	

			<p>Emerging Technologies under the Capacity Building initiative of PMAY(U).</p> <ul style="list-style-type: none"> ○ Reference Guide for Third Party Quality Monitoring ○ Social Audit Guidelines- 2017 ○ Capacity Building Activities (Norms, Fund Disbursal Processes and Plan Templates) ○ Transformative Reforms Towards Housing for All ○ Terms of Reference for SLTC and CLTC ○ Guidelines for formation of CLTCs on cluster basis 	
2. Housing policy and programme (contemporary housing policy, challenges, and reforms, planning and strategy intervention at the city and sub-regional level)	<ul style="list-style-type: none"> ○ State Affordable Housing Policy ○ State Housing Policy 			
3. Housing Finance			○	
4. Data management- MIS			○ Geotagging Operational Guidelines	
5. GIS application in Housing projects				
6. Housing Statistics				

SCM (for all positions in the divisions)

Domain Knowledge	Competency Area	Policies & Schemes	Acts, Rules, and Regulations	Dept. specific SOPs / guidelines
1. Understanding and application of Emerging Technologies			<ul style="list-style-type: none"> • Smart City ICT Standards (Gazette Notification), 	<ul style="list-style-type: none"> • Data Assessment Maturity Framework, Cycle-1, Cycle-2, • ICCM 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
2. Urban Space	a. Urban Planning Concepts, <ul style="list-style-type: none"> • Municipal performance Index, b. Urban Transport, c. Municipal Finances, d. Technologies specific to Urban Ecosystem, e. Place making,			<ul style="list-style-type: none"> • URDPFI Guidelines, • Ease of Living Assessment Framework Index, • Municipal Performance Index Assessment Framework Index,
3. Sustainability and Climate Change	a. Environmental Sustainability, b. Climate Change, <ul style="list-style-type: none"> • Climate Smart Cities, c. Resilient Urban Development, d. Disaster Management			<ul style="list-style-type: none"> • Climate Smart Cities Assessment Framework-1.0, 2.0,

	e. Sustainable Development Goals, • Ease of living Index,			
4. Economics	a. Economic Development, • City GDP b. Financial Management,			• Consultation Paper on City GDP Measurement Framework
5. Human Resource Management	a. Capacity Building, • National Urban Learning Platform, b. Youth Engagement in Govt. • India Smart Cities Fellowship Program,			• National Urban Learning Platform - An Ecosystem Approach to Capacity Building,
6. Event Management	Event Management			
7. Mission Management	Mission Management			• Smart Cities Mission Guidelines,
8. IEC	Media and Communication, Social Media Communication			

SBM (for all positions in the divisions)

Domain Knowledge	Policies & Schemes	Acts, Rules, and Regulations	Dept. specific SOPs / guidelines	Other relevant source materials
All the officials: Swachh Bharat Mission (Water and Sanitation)				
1. 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 	<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.

			Public Health and Environmental Engineering Organisation (CPHEEO), Manual 2016.	<ul style="list-style-type: none"> • 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.
2. 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 + • SOP for cleaning septic tanks and sewers and norms for equipment and workforce. 	<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.
3. Understanding of Swachh Survekshan and its assessment framework on Portal.			<ul style="list-style-type: none"> • Swachh Survekshan Toolkits. • Operational Guidelines Swachh Bharat Mission (Urban). 	
4. Understanding of Swachh Certification Protocols			<ul style="list-style-type: none"> • ODF Toolkit • ODF Triggering Guidelines. 	

and its assessment framework on Portal.			<ul style="list-style-type: none"> • ODF + ODF ++ Toolkit. • Water + Toolkit. • Protocol Water + • Operational Guidelines Swachh Bharat Mission (Urban). 	
5. Understanding of Garbage Free Cities Protocol and its assessment framework on Portal.			<ul style="list-style-type: none"> • Garbage Free City Toolkit. 	
6. 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. 	<ul style="list-style-type: none"> • SBM 2.0 Toolkit: Legacy waste management and Dumpsite remediation.
7. Understanding of Swachhta Start-up Challenge and the fundamental procedures that have been taken up to execute it.			<ul style="list-style-type: none"> • Operational Guidelines Swachh Bharat Mission (Urban). 	<ul style="list-style-type: none"> •
8. All the officials: Public Outreach				
Understanding of Information Education Communication (IEC) and			<ul style="list-style-type: none"> • Operational Guidelines Swachh Bharat Mission (Urban). 	<ul style="list-style-type: none"> • Document on Transforming urban landscapes of India Success Stories in Information,

Behavior Change Communication (BCC)			<ul style="list-style-type: none"> • Report on National Behaviour Change Framework for GFC. 	Education & Communication (IEC) & Behavior Change.
9. All the officials: 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 (CoE)			<ul style="list-style-type: none"> • Operational Guidelines Swachh Bharat Mission (Urban). 	
10. All the officials: 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 GIS mapping of all waste management assets.				
Understanding of Swachhata App and its key functionality.				

Understanding of iGOT platform under Mission Karmayogi				
11. Director and above level officers: 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.				
12. Director and above level officers: Financial Innovations				
Understanding of Green Bonds/ Climate Bonds				
Understanding of Sustainable finance- ESG (Environmental, Social and Governance).				

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

Table 6: 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.in	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 O: Updated organisational charts in all Divisions & Missions until May 2023.

Figure 4: Swachh Bharat Mission (SBM)

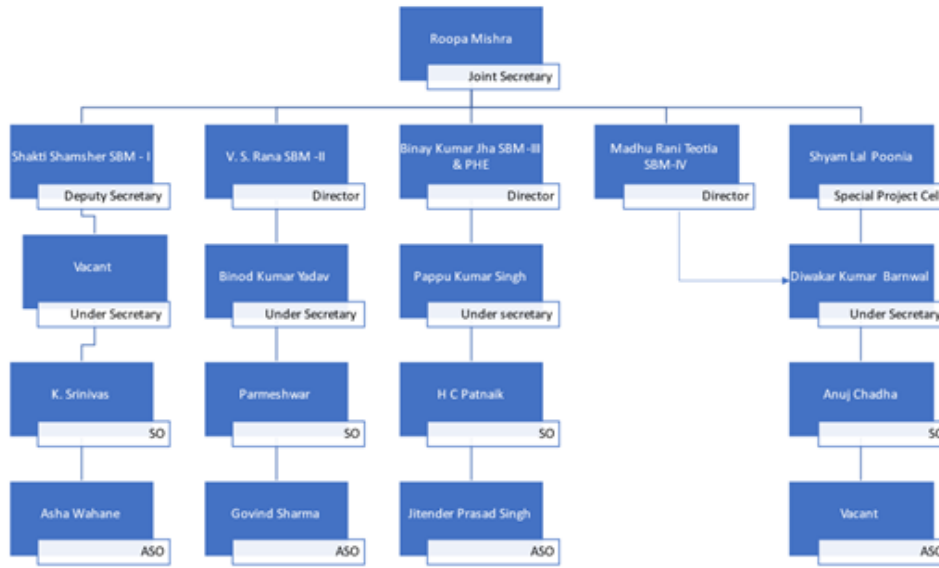


Figure 5: Urban Transport (UT-I)

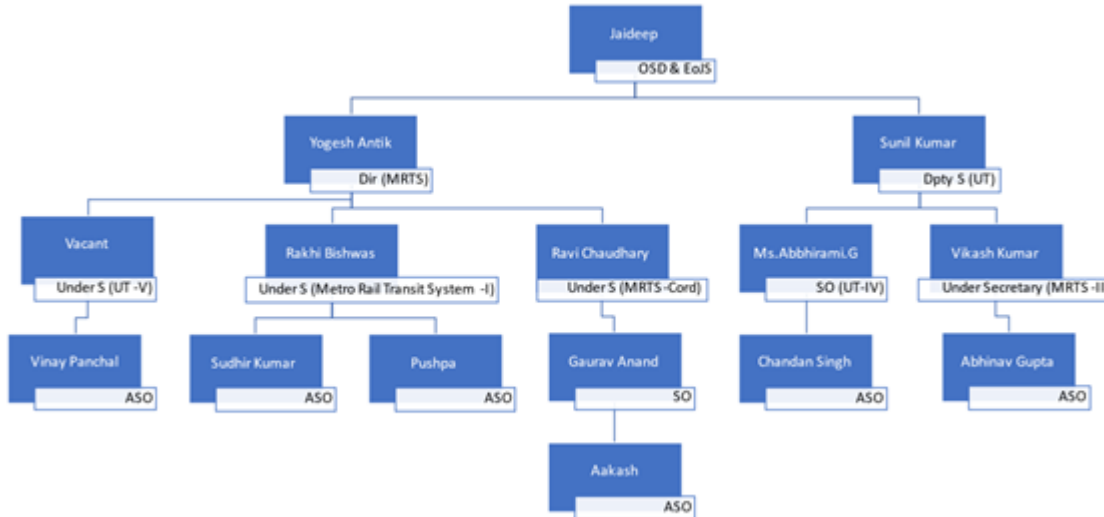


Figure 6: Urban Transport (UT-II)

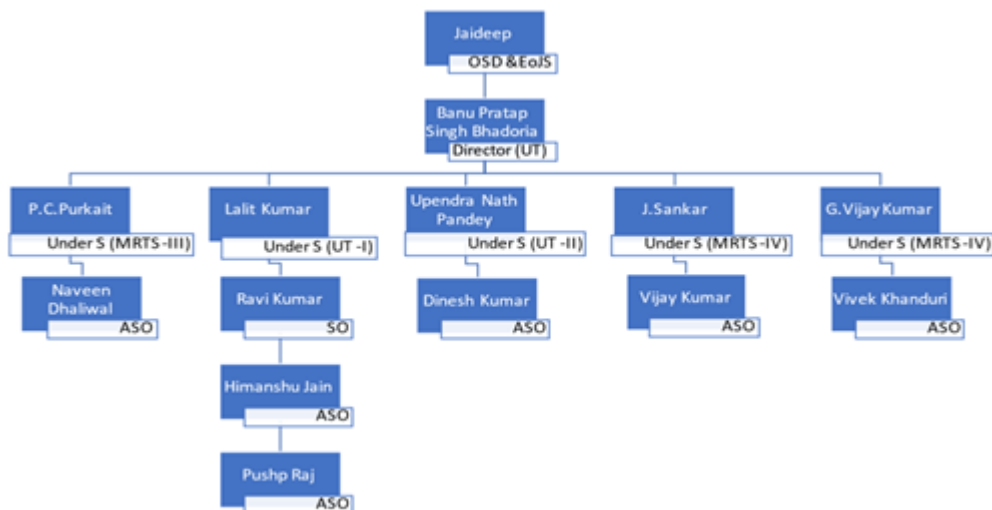


Figure 7: Administration Division (A, B & C)

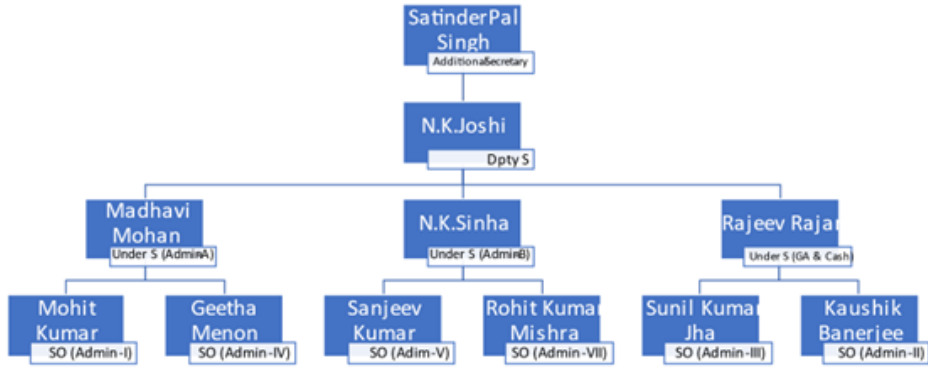


Figure 8: Administration Division (A) and (C)

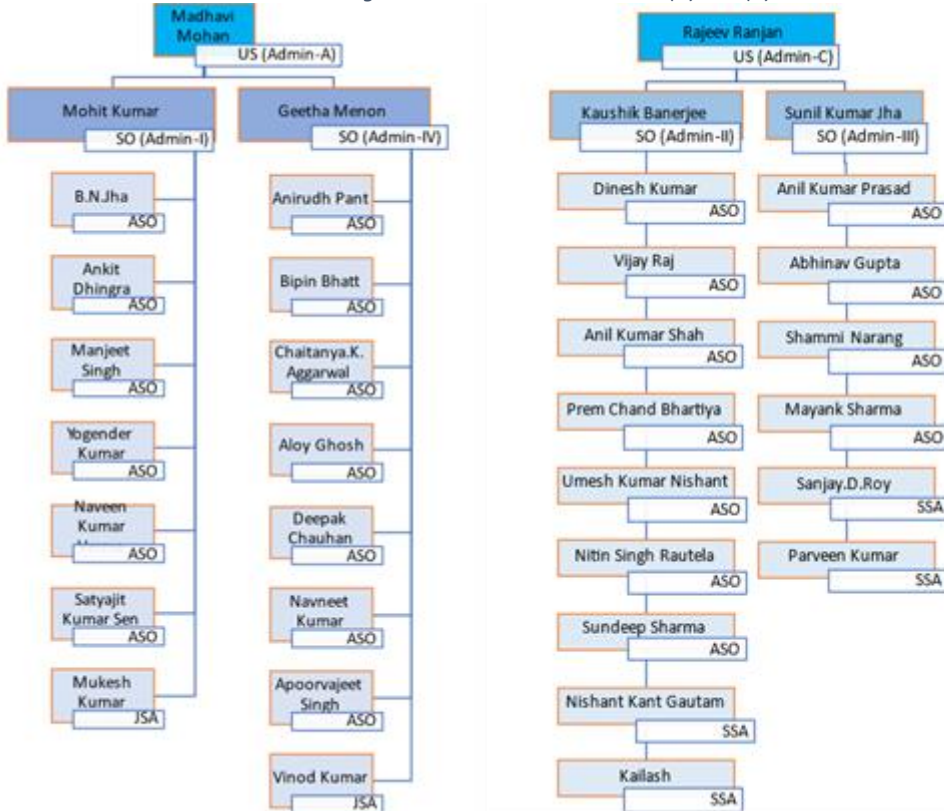


Figure 9: Administration Division (B)

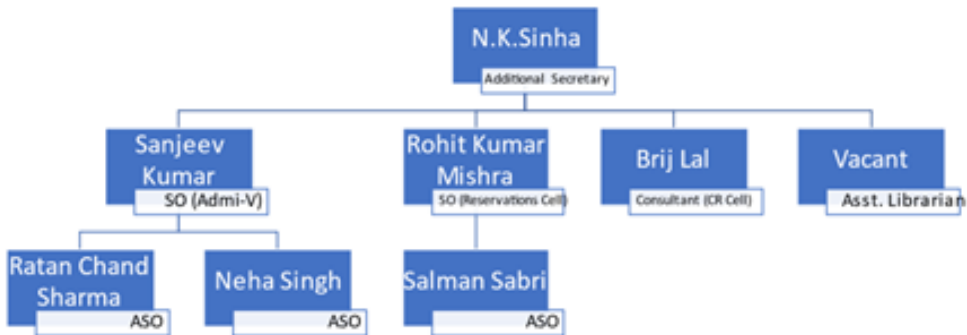


Figure 10: Housing Division-I

Figure 11: Local Self Government (LSG)

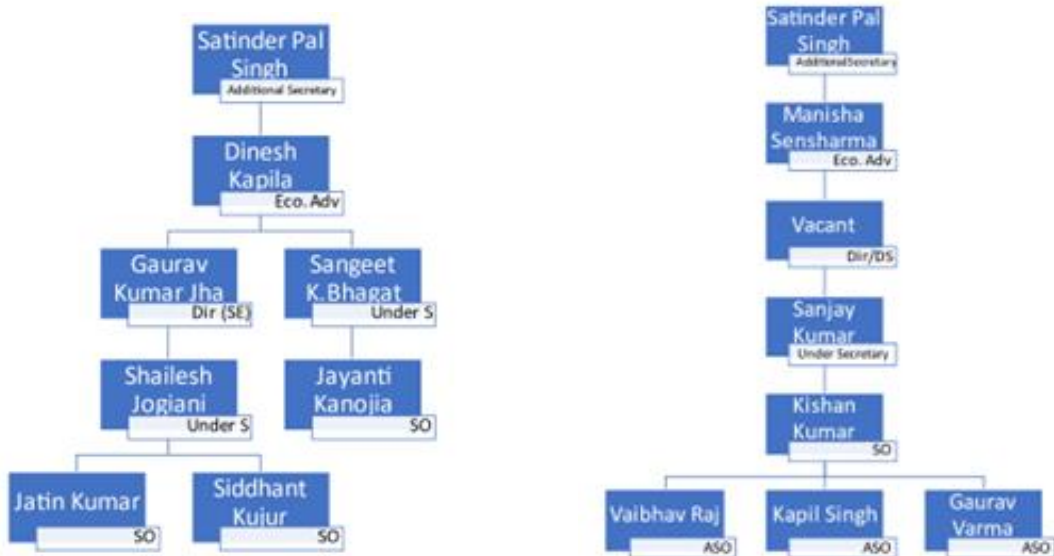


Figure 12: National Urban Livelihoods Mission (NULM)-I

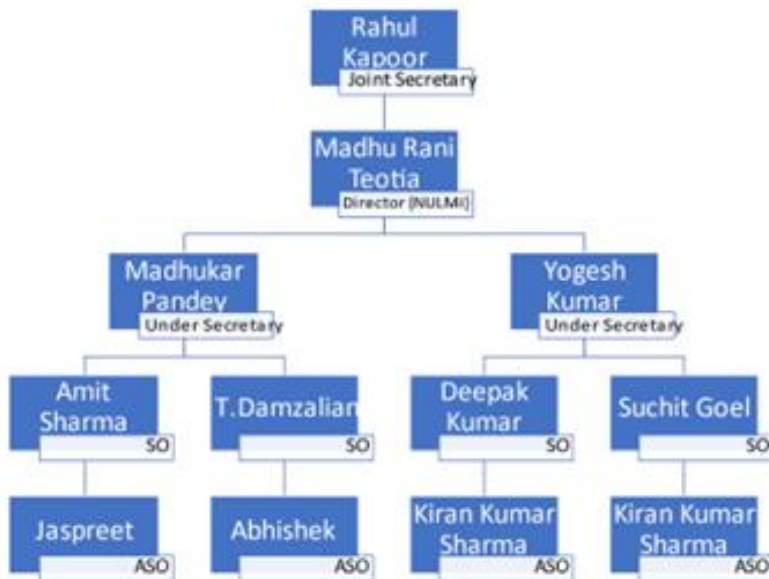


Figure 13: National Urban Livelihoods Mission (NULM)-II

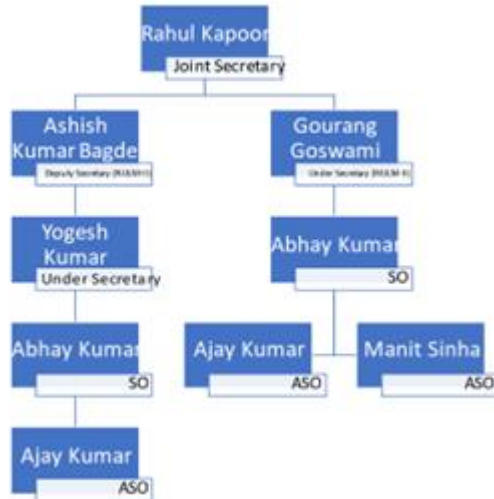


Figure 14: PM Street Vendor's Atma Nirbhar Nidhi (PM SVAnidhi)

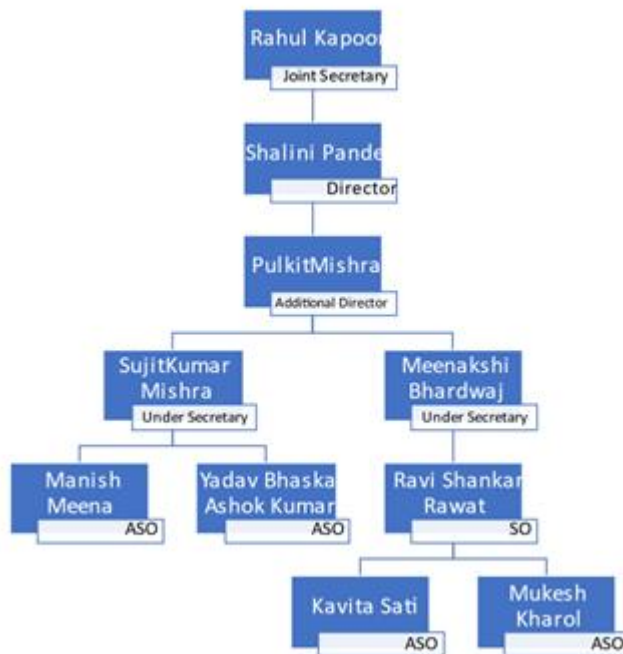


Figure 15: Integrated Finance Division (IFD)

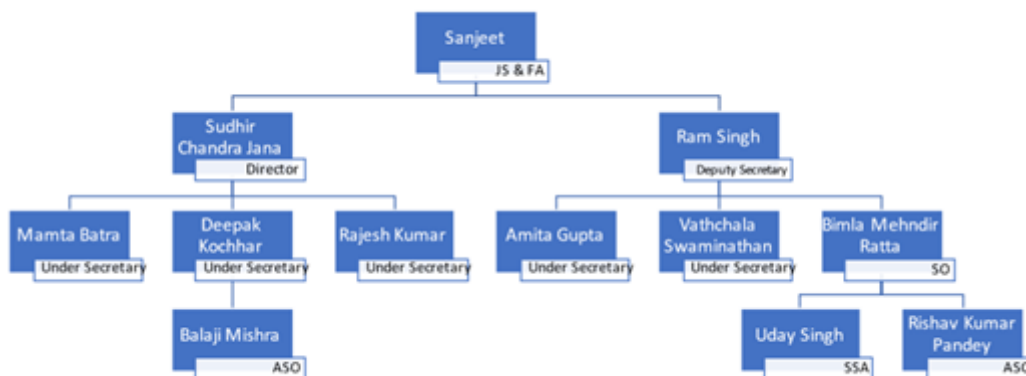


Figure 16: Smart Cities Mission (SCM)

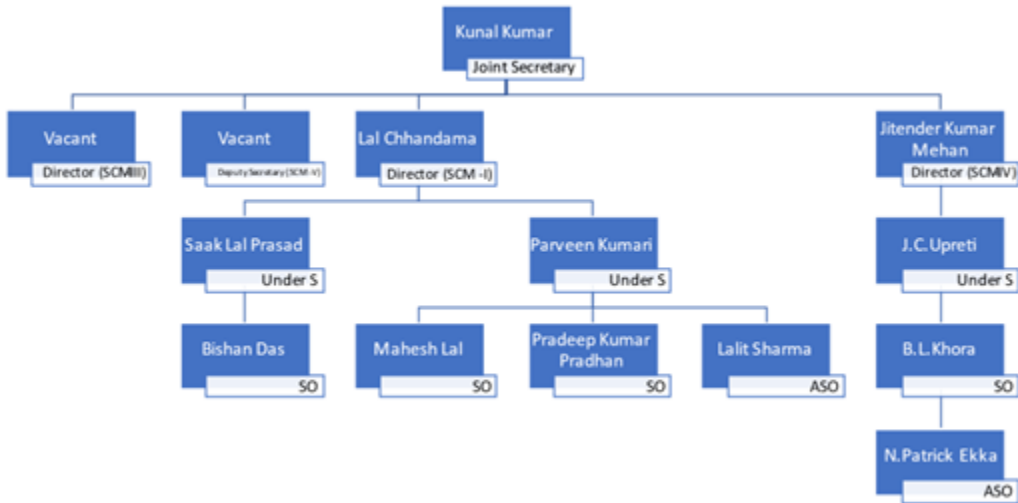


Figure 17: Urban Development Desk (UDD)



Figure 18: Coordination, Public Grievance Section & Parliament Section-Coordination division

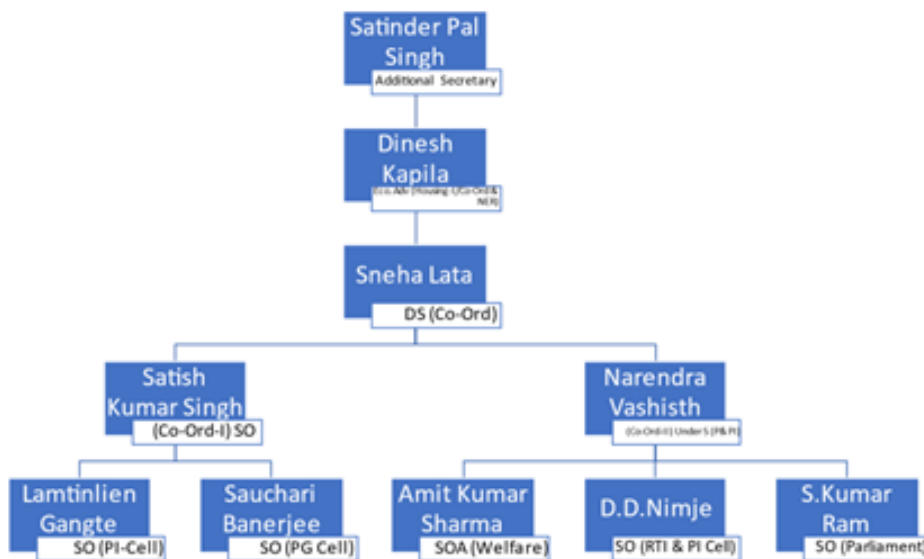


Figure 19: Coordination, Public Grievance Section & Parliament Section– Public Grievance Cell

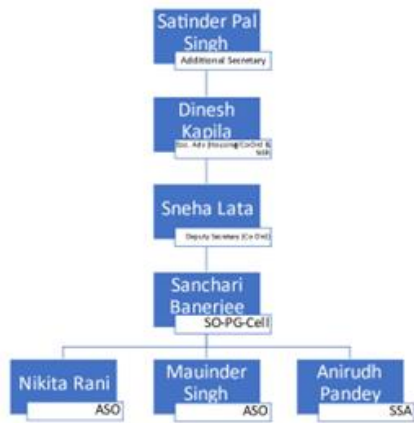


Figure 20: Coordination, Public Grievance Section & Parliament Section -Parliament Section.

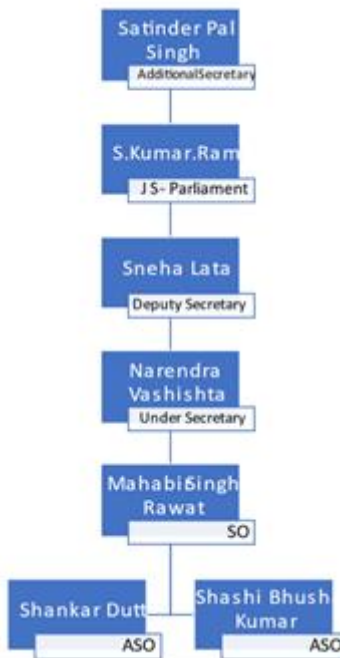


Figure 21: Vigilance Unit

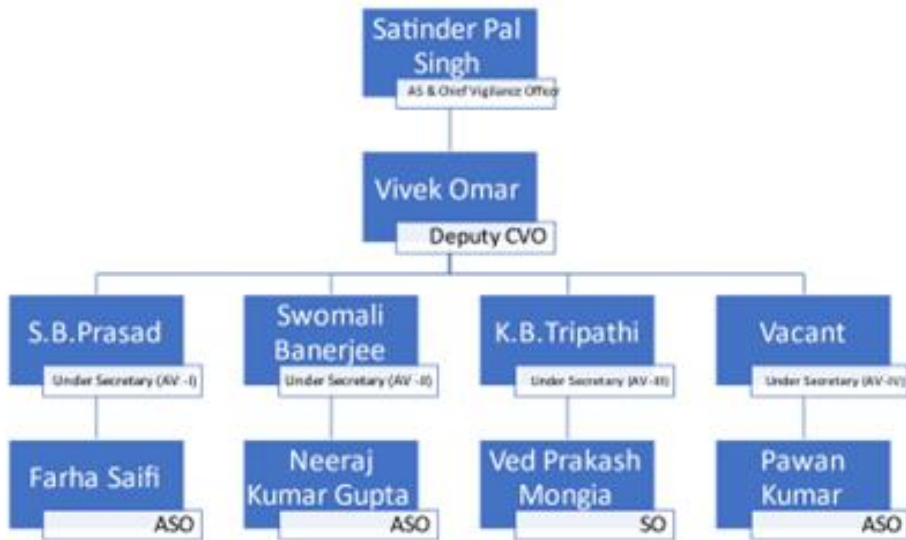


Figure 22: Delhi Division

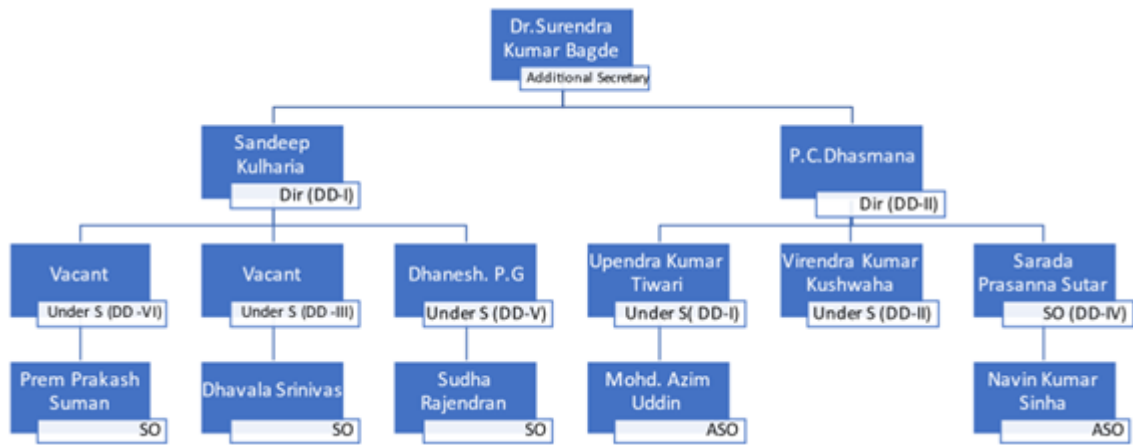


Figure 23: Printing & Publication-Printing

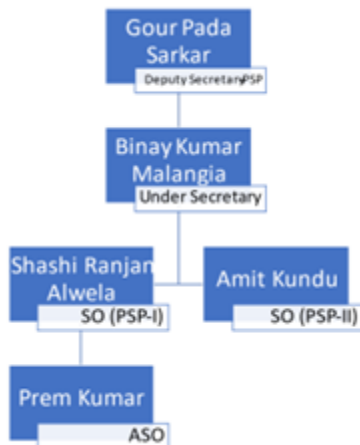


Figure 24: Economic Division



Figure 25: Works Division

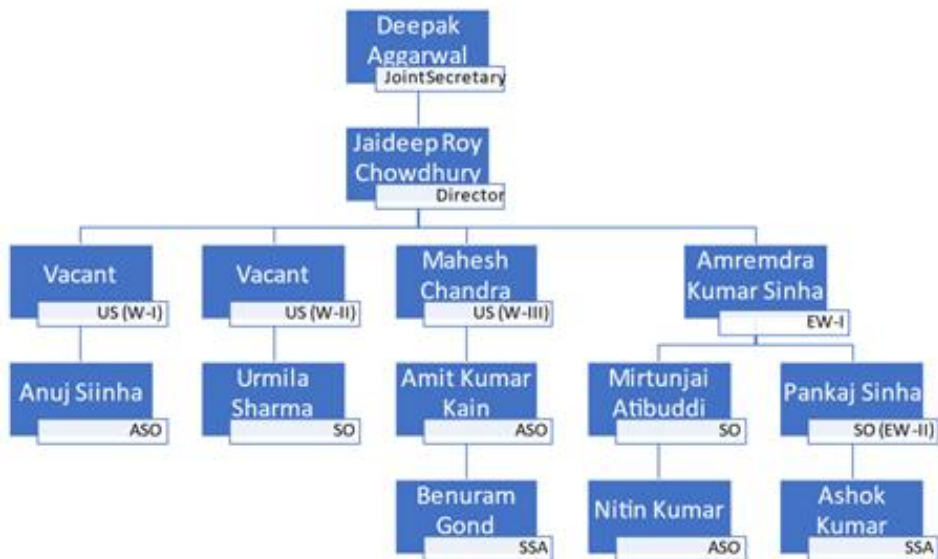


Figure 26: Central Vista

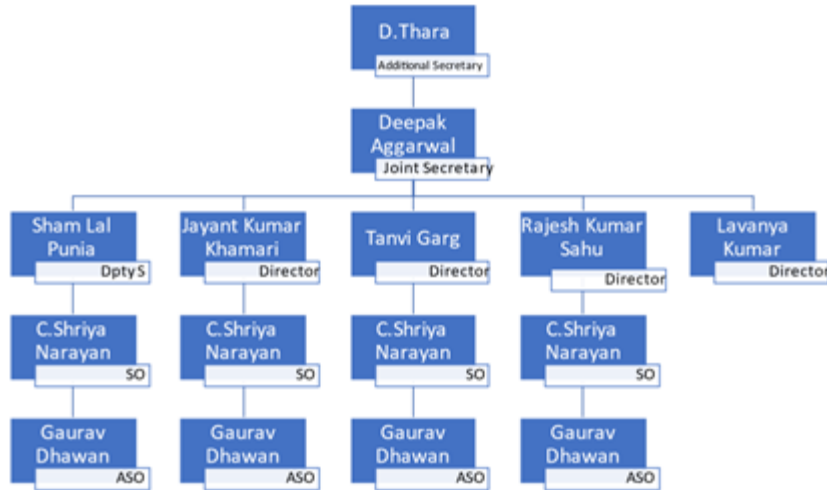


Figure 27: Atal Mission for Rejuvenation & Urban Transformation (AMRUT)

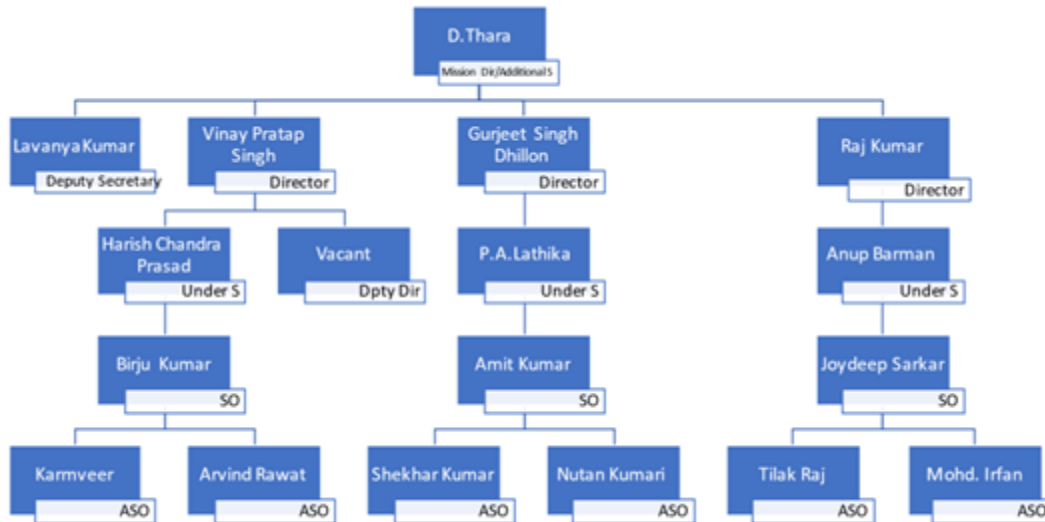


Figure 28: Housing for All (HFA)/PMAY

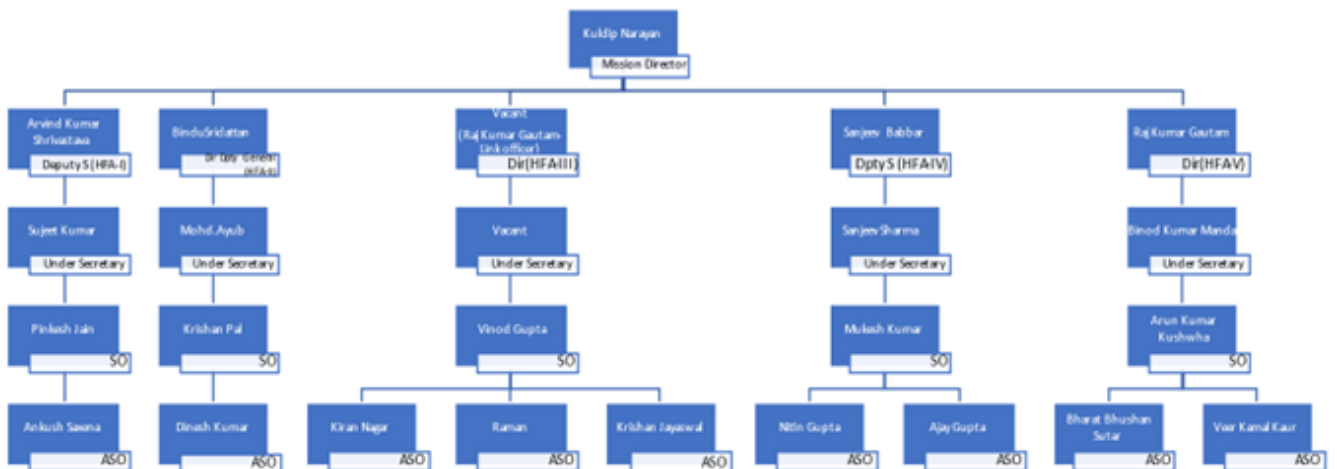
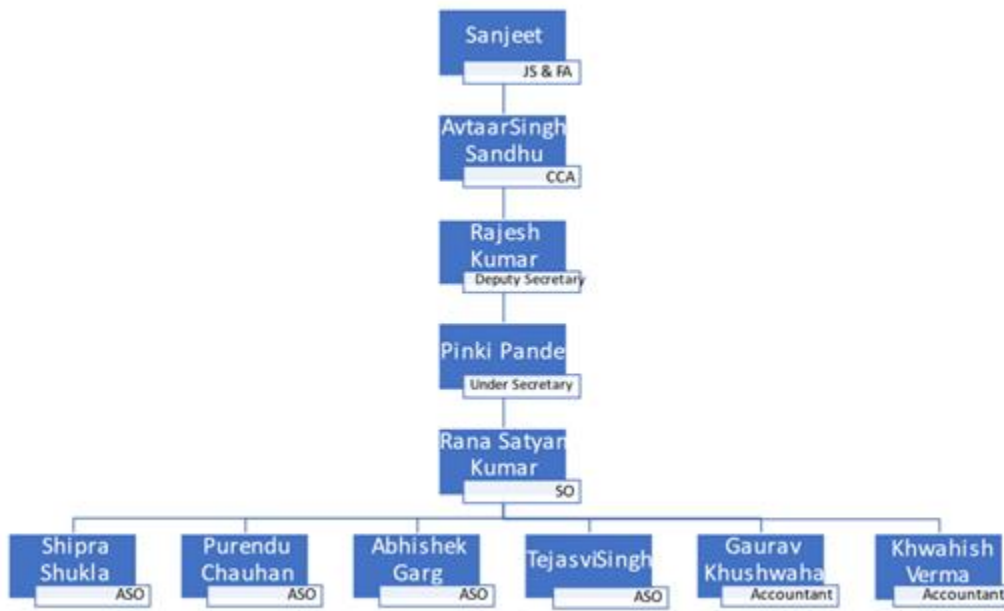


Figure 29: Budget Division



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