

GOVERNMENT OF INDIA  
गृह मंत्रालय, राजभाषा विभाग  
MINISTRY OF HOME AFFAIRS, DEPTT. OF OFFICIAL LANGUAGE  
केंद्रीय हिंदी प्रशिक्षण संस्थान  
CENTRAL HINDI TRAINING INSTITUTE

05 अप्रैल, 2024

सेवा में

संयुक्त निदेशक (हिंदी टंकण एवं हिंदी आशुलिपि)  
सभी क्षेत्रीय उप निदेशक/सहायक निदेशक (भाषा) एवं कार्यालयाध्यक्ष, हिंदी शिक्षण योजना (पूर्व/पूर्वोत्तर/पश्चिम/मध्योत्तर/दक्षिण/परीक्षा), कोलकाता/गुवाहाटी/मुंबई/नई दिल्ली/चेन्नई।  
सहायक निदेशक (मुख्यालय)/सहायक निदेशक (भाषा)(अनुसंधान एवं विश्लेषण एकक)  
प्रभारी सहायक निदेशक (कार्यशाला)/प्रभारी सहायक निदेशक (भाषा पत्राचार), नई दिल्ली।

**विषय:- मिशन कर्मयोगी के दिशानिर्देशानुसार क्षमता विकास योजना (Capacity Building Plan-CBP) तैयार करने के लिए जारी दिशानिर्देश (Advisory) परिचालित करने के संबंध में।**

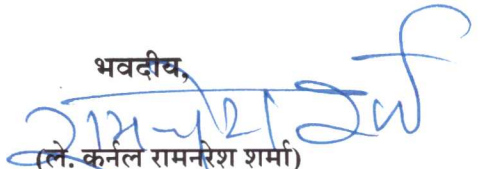
महोदय/महोदया,

उपर्युक्त विषय के संबंध में कृपया राजभाषा विभाग के दिनांक 27 मार्च, 2024 के कार्यालय ज्ञापन संख्या-13034/24//2022-रा. भा.(प्रशासन) (छाया प्रति संलग्न) का अवलोकन करने का कष्ट करें। इस संबंध में मिशन कर्मयोगी के दिशानिर्देशानुसार क्षमता विकास योजना (Capacity Building Plan-CBP) को केंद्रीय हिंदी प्रशिक्षण संस्थान एवं हिंदी शिक्षण योजना के देशभर में स्थित सभी कार्यालयों में लागू किया जाना अपेक्षित है।

आपसे अनुरोध है कि उक्त कार्यालय ज्ञापन को अपने क्षेत्राधीन सभी अधिकारियों एवं कर्मचारियों में परिचालित करते हुए इसका अनुपालन सुनिश्चित करें।

कृपया इस संबंध में की गई कार्रवाई की रिपोर्ट दिनांक 25 अप्रैल, 2024 तक इस कार्यालय को भेजें और निर्धारित प्रपत्र में तिमाही रिपोर्ट समय पर भिजवाना सुनिश्चित करें।

कृपया इसे प्राथमिकता दें।

भवदीय,  
  
(ले. कर्नल रामनरेश शर्मा)  
निदेशक

संलग्न: यथोपरि।

प्रतिलिपि:

- अवर सचिव, भारत सरकार, प्रशिक्षण डिवीजन, कार्मिक एवं प्रशिक्षण विभाग (DOPT), ब्लॉक -IV, ओल्ड जेएनयू कॉम्प्लेक्स, नई दिल्ली- 110067 को उनके दिनांक 21 मार्च, 2024 के कार्यालय ज्ञापन संख्या- T-28/26/2024-iGOT के संदर्भ में सूचनार्थ।
- अवर सचिव (प्रशासन), राजभाषा विभाग, गृह मंत्रालय, एनडीसीसी भवन, जय सिंह रोड, नई दिल्ली-110001 को उनके दिनांक 27 मार्च, 2024 के कार्यालय ज्ञापन संख्या- 13034/24//2022-रा. भा.(प्रशासन) के संदर्भ में सूचनार्थ।
- सहायक निदेशक (अनुसंधान एवं विश्लेषण एकक) (टंकण/आशु) को इस निदेश के साथ कि इसे केंद्रीय हिंदी प्रशिक्षण संस्थान की वेबसाइट पर अपलोड किया जाए।

13034/24/2022-रा.भा.(प्रशा.)

भारत सरकार

गृह मंत्रालय/राजभाषा विभाग



एनडीसीसी-॥ भवन, चौथा तल,  
जय सिंह रोड, नई दिल्ली-1

दिनांक: 27.03.2024

### कार्यालय ज्ञापन

विषय: Advisory to MDOs on preparation of Capacity Building Plan (CBP) -reg.

उपरोक्त विषय पर कार्मिक एवं प्रशिक्षण विभाग के दिनांक 21.03.2024 के कार्यालय ज्ञापन संख्या T-28/26/2024-iGOT के संदर्भ में राजभाषा विभाग के अधीनस्थ कार्यालय कृपया मिशन कर्मयोगी की दिशानिर्देशानुसार Capacity Building Plan (CBP) तैयार करने का शीघ्र प्रबंध करें और plan की प्रति राजभाषा विभाग को भी सूचनार्थ भेज दें।

(सरोज मैरी खल्खो)  
अवर सचिव (प्रशासन)

सेवा में

1. निदेशक, केन्द्रीय अनुवाद ब्यूरो
2. निदेशक, केन्द्रीय हिन्दी प्रशिक्षण संस्थान
3. सचिव, संसदीय राजभाषा समिति

*(Handwritten signature)*  
4/4/24

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क.हि.प्र.सं.पा.भा.

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क.हि.प्र.सं.पा.भा.

*(Handwritten signature)*  
4-4-2024.

*(Handwritten signature)*  
श्री विश्वेश्वर शर्मा

*(Handwritten signature)*  
4-4-2024

No. T-28/26/2024-iGOT  
Government of India  
Ministry of Personnel, Public Grievance and Pensions  
**Department of Personnel & Training**  
Training Division  
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Block IV, Old JNU Campus  
New Delhi-67  
Dated the 21<sup>st</sup> March, 2024

**OFFICE MEMORANDUM**

**Subject: Advisory to MDOs on preparation of Capacity Building Plan (CBP) – reg...**

The undersigned is directed to refer to this Department's OM dated 20/12/2023 and 23/01/2024 on the subject cited above (copy enclosed) requesting therewith to issue instructions to attached/ subordinate offices for preparation of Capacity Building Plan (CBPs), among other things, as part of implementation of Mission Karmayogi.

2. The Annual Capacity Building Plan Process Manual (CBP Lite template) prepared by the Capacity Building Commission (CBC) has also been shared with MDOs.

3. Accordingly, all Ministries/ Departments are once again requested to share the CBP Lite template to their attached /sub-ordinate offices and instruct them to prepare their CBP under the guidance of CBC within next 3 months.

4. Further, all Ministries/ Departments are also requested to provide an Action Taken Report in the matter to this Department at the earliest.

Encl. (2)

(Arun Kr. Singh)

Under Secretary to the Govt. of India  
Tele: 26165682

To:

All Joint Secretaries/ Nodal Officers of Ministries/ Departments in charge of Capacity Building Units (CBUs) (as per mailing list).

Copy for information to:

- i. The Secretary, Capacity Building Commission, Jawahar Vyapar Bhavan, New Delhi
- ii. PSO to Secretary (Personnel), Sr. PPS to Additional Secretary (Training, S&V), PPS to JS (Trg.)
- iii. The CEO, SPV Karmayogi Bharat, Gole Market, New Delhi.

TB CHT, CTB, CBL  
for CBP.  
27/3/24

अनुर सचिव (प्रशिक्षण)

21/03

24/3/24

21.3.2024



No. T-4/2023-iGOT  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
(Training Division)  
\*\*\*

Old JNU Campus, New Delhi  
Dated the 20<sup>th</sup> December, 2023

**OFFICE MEMORANDUM**

**Subject: Advisory to Ministries, Departments and Other Organizations (MDOs) for implementation of Mission Karmayogi Guidelines – Reg.**

In continuation of this Department OM no. T-28/95/2023-iGOT dated 01.11.2023 (enclosed), the following advisory is issued to Ministries, Departments and Other Organizations:

**2. Onboarding and Preparation of Capacity Building Plan (CBP) of attached/subordinate offices:**

All MDOs are requested to ensure that:

2.1 Capacity Building Unit (CBU) is formed in the attached/subordinate organizations to coordinate capacity building activities therein. The CBU formed at the Ministry/Department level may render such support to the CBU of attached/subordinate organization, wherever feasible.

2.2 SPV-Karmayogi Bharat may be requested to onboard the attached/subordinate organizations onto iGOT-Karmayogi portal, if not already done.

2.3 All officials of the attached/subordinate organizations may be instructed to register on the iGOT-Karmayogi portal and start consuming courses available on the platform.

2.4 The Capacity Building Plan (CBP) may be prepared for the attached/subordinate organizations, in consultation with Capacity Building Commission (CBC), wherever feasible. Necessary financial support may be provided to the attached/subordinate organizations for the same, if required.

**3. Preparation of Mandatory Immersion Programme (Know Your Ministry)**

3.1 The MDOs may ensure that the Know Your Ministry (KYM) module encapsulates the History, evolution, context and purpose of setting up the Ministry.


3.2 The KYM module may further be curated to include those contents of use for newly inducted officials/officers to enable them to appreciate the functioning of the Ministry including Unique functions performed, processes prescribed to handle those functions, details of competency building products already available on iGOT specific to the MDO, details of Office Memorandums (OMs)/Rules/Instructions relevant to the MDO (subject matter-wise), compilation of important decisions taken etc.

Contd...

4. All MDOs are requested to report on the compliance of the aforementioned points in its quarterly report to be sent to DoPT (vide para 4 of this Department OM dated 01.11.2023 enclosed).

This is issued with the approval of the Competent Authority.

Enclosure: As above

  
(Arun K. Singh) 20/12/23

Under Secretary to Government of India  
Telephone: 26165682

To,

**All Joint Secretaries/Nodal Officers of Ministries/Departments in charge of Capacity Building Units (CBUs) (as per mailing list).**

Copy forwarded for information to,

1. The Chief Executive Officer, Karmayogi Bharat Limited, Gole Market, New Delhi.
2. Secretary, Capacity Building Commission, Jawahar Vyapar Bhavan, Janpath, New Delhi.
3. PSO to Secretary (P), DoPT, Sr. PPS to Additional Secretary (Training, S & V) and PPS to JS (Training), Training Division, DOPT.

No. T-28/95/2023-iGOT  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
(Training Division)  
\*\*\*

Old JNU Campus, New Delhi  
Dated the 1<sup>st</sup> November, 2023

**OFFICE MEMORANDUM**

**Subject: Implementation of Mission Karmayogi Guidelines – reg.**

The National Programme for Civil Services Capacity Building – Mission Karmayogi has been launched by Government of India to develop a citizen-centric and future-ready civil service through democratized and competency-led capacity building, which encompasses in its scope a mandate that unifies the efforts of structured, formal and service-based training through Civil Service Training Institutions (CSTIs) with on-demand digital training through iGOT-Karmayogi platform.

2. Mission Karmayogi Guidelines have been issued by this Department vide OM no. T-16017/6/2023-TFA dated 28.07.2023 (enclosed) to bring clarity to the roles and responsibilities of various stakeholders in the training and capacity building landscape, including that of institutions established under Mission Karmayogi.

3. In furtherance to the above, the following may be ensured: -

**3.1 Ministries/Departments/Other Organizations (MDOs)**

All MDOs are requested to ensure that:

3.1.1 The Capacity Building Plan (CBP) has been prepared and is under implementation.

3.1.2 100% of employees are on-boarded onto iGOT-Karmayogi platform before December 31, 2023.

3.1.3 Every employee onboarded completes at least 6 hours of training on iGOT-Karmayogi platform from the quick win courses identified in the respective CBP within the next 45 days.

3.1.4 Available courses on iGOT-Karmayogi portal are consumed by employees based on the training calendar proposed in the CBP.

3.1.5 Know Your Ministry module is prepared, in consultation with Capacity Building Commission (CBC) and is included in the induction training of all officers posted to the MDOs.

3.1.6 All CSTIs under its administrative control are on-boarded onto National Standards for Civil Service Training Institutions (NSCSTI) portal before December 31, 2023 and sign up for accreditation. The same may be insisted upon as a condition for increase in its funding.

3.1.7 Course partners/ course developers for domain competencies are identified and development and operationalisation of domain courses are prioritized.

3.1.8 Quarterly progress report on implementation of CBP (proforma enclosed) is sent to DoPT till the time CBP-linked dashboard is enabled by SPV.

### **3.2 Civil Service Training Institutes**

The CSTIs under the administrative control of the Ministries are requested to ensure that:

3.2.1 Competency Building Products (CoBPs) are developed in response to demand raised by MDOs in its respective Capacity Building Plans.

3.2.2 Periodic Training Need Analysis is conducted to identify the relevant content and for curation of the CoBPs. The content so created must be in conformity with the relevant guidelines and policy framework issued by CBC from time to time. Content Quality Framework issued by SPV-Karmayogi Bharat also be factored in while digitizing content for onboarding on iGOT.

3.2.3 Existing course content is digitized into e-content by developing and utilizing in-house capabilities/ digital infrastructure or through engagement of academic institutions/ private content development agencies/ subject matter experts in consultation with CBC and SPV.

4. All Ministries are requested to send the quarterly report, commencing from the quarter ending December 31, 2023.

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

Enclosure (2): As above



(Arun K. Singh)

Under Secretary to Govt. of India

Telephone: 26165682

To:

- i. The Chief Executive Officer, Karmayogi Bharat Limited, Gole Market, New Delhi.
- ii. All Joint Secretaries/ Nodal Officers of Ministries/ Departments in charge of Capacity Building Units (CBUs) (as per mailing list).
- iii. Secretary, Capacity Building Commission, Jawahar Vyapar Bhavan, Janpath, New Delhi.
- iv. PSO to Secretary (Personnel), Sr. PPS to Additional Secretary (Training, S&V).



Name of the MDO:

Report for the quarter ending

S.No	Indicator	Status			
1	Whether CBU has been created by the MDO?				
2	Whether the Capacity Building Plan has been approved by the Competent Authority?				
3	If no, whether draft CBP has been prepared?				
4	Is Capacity Building Calendar ready for 2023-24?				
5	Number of Individual Training Interventions identified in Capacity Building Plan of MDO				
6	Number of Organisational non-training interventions identified in Capacity Building Plan of MDO				
7	Status of Competencies identified and availability of courses				
		Domain	Behavioural	Functional	Total
a	Total number of Competencies identified in Capacity Building Plan of MDO				
b	Number of Competencies for which courses are available				
c	Number of course partners/course developers identified for competencies wherein courses are not available.				
d	Number of Competencies for which courses are not yet available				
8	Status of on-boarding on iGOT				
		Cadre employee	Non-cadre employee	Contractual	Total
a	Number of Employees in MDO				
b	Number of employees onboarded onto iGOT-Karmayogi portal				
c	% employees onboarded				
9	Capacity building interventions planned for 2023-24				
		Workshops/ trainings in Online mode	Workshops/ trainings in Offline Mode	Number of site visits/ Exposure visits	
a	Planned as per CBP for the quarter (for all levels of employees)				
b	Undertaken this year till date				
c	% achievement				
10	Consumption rate of Competency Building Product per employee (Total training hours of the Department or Ministry or organisation/ Total number of Employees in the Department or Ministry or Organisation))				
11	Details of Content providers				
		CSTIs	Others (including Govt.)	Total	
a	Number of Content providers / knowledge partners				
b	Number of courses provided by the knowledge partners				
c	Number of courses under development				
12	Ratio of Digitization of Existing Courses (Number of existing courses digitized / Number of existing course available)				



13	Whether Cadre Training Plan has been linked / included in the CBP of MDO (applicable for Cadre Controlling Authority only)				
14	Number of CSTIs under the administration of MDO				
15	Number of CSTIs under the administration of MDO that have been accredited 4 and above rating under NSCSTI.				
16	Status on onboarding under NSCSTI Framework				
		Registration completed	Registration in process	Accreditation completed	Accreditation in process
	No. of CSTIs**				
	Status on Budget spent for Capacity Building of employees				(Rs. In lakh)
17	Budget earmarked under "Salary" for the MDO	Budget earmarked under "Training Expenses"		Budget spent on Capacity Building head till the end of the quarter	

\*\* Separate details on funding provided to each of the CSTIs for the current year vis-à-vis the previous year may be provided herewith

**IMMEDIATE**

No.T-16017/6/2023-TFA  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
(Training Division)  
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Old JNU Campus, New Delhi  
Dated the 28<sup>th</sup> July, 2023

**OFFICE MEMORANDUM**

**Sub: Karmayogi Guidelines, 2023.**

The undersigned is directed to say that this Department is the nodal agency of Government of India for matters related to training of Civil Servants.

2. The Civil Services play a central role in governance and its delivery of public services. To equip the civil services with the right attitudes, skills, knowledge and competencies aligned to the demands and expectations of a rapidly growing economy and its aspirational citizens, Government of India launched the National Programme for Civil Services Capacity Building (NPCSCB) - Mission Karmayogi. The Mission Karmayogi aims at developing a citizen-centric and future-ready civil service and through democratized and competency-led capacity building, which encompasses in its scope a mandate that unifies the efforts of structured, formal and service-based training through Civil Service Training Institutions (CSTIs) with the on-demand digital training through iGOT- Karmayogi platform.

3. To deliver on the vision of capacity building of Civil Servants, two key institutions viz. Capacity Building Commission (CBC) and the Special Purpose Vehicle (SPV) - Karmayogi Bharat were designated. The CBC has become fully functional since June, 2021, while the SPV - Karmayogi Bharat has become operational since August, 2022 and has been managing and maintaining the iGOT platform. Further, the e-HRMS has been revamped and integrated with iGOT platform.

4. It is envisaged that the institutional training interventions in complementarity with online capacity building interventions on iGOT would facilitate the overall objective of shift from rule-based system to a role-based Human Resource Management in Government. The National Training approach, therefore, has to harmoniously blend and realign the role of various CSTIs so as to fully complement the efforts of other pillars of Mission Karmayogi.

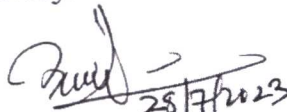
(Contd...2/-)

5. Therefore, these "Karmayogi Guidelines" (as per the **Annexure**) are being issued to bring more clarity to the roles and responsibilities of various stakeholders in the training and capacity building landscape, including that of the institutions established under the Mission Karmayogi.

6. All the Ministries / Departments, including CSTIs and other organizations functioning under their administrative control, are requested to comply with these guidelines.

7. In so far as the State Governments are concerned, it is recommended that they may formulate comprehensive guidelines for training and capacity building of their employees, in consonance with these guidelines, to enable achievement of citizen-centricity and effective public service delivery.

Encl: As above.

  
(B. Ginkhan Mang)

Under Secretary to the Govt. of India

All Ministries/Departments  
(As per the list enclosed)

Copy to

1. Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie, Uttarakhand.
2. Institute of Secretariat Training and Management (ISTM), New Delhi.
3. Indian Institute of Public Administration (IIPA), New Delhi.
4. Capacity Building Commission, Jawahar Vyapar Bhavan, Tolstoy Road, New Delhi.
5. SPV – Karmayogi Bharat, II Floor, NDCC-II Building, Jai Singh Marg, New Delhi
6. NIC, Training Division, DoPT – for uploading the OM on the Department's website.

Copy also to

All State / UT Governments (As per the standard list).