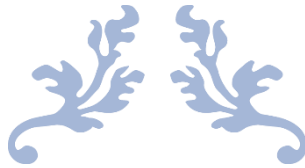




Department
Logo



CAPACITY BUILDING PLAN ON IGOT KARMAYOGI PLATFORM FOR THE DEPARTMENT OF XYZ, GOVERNMENT OF GOA



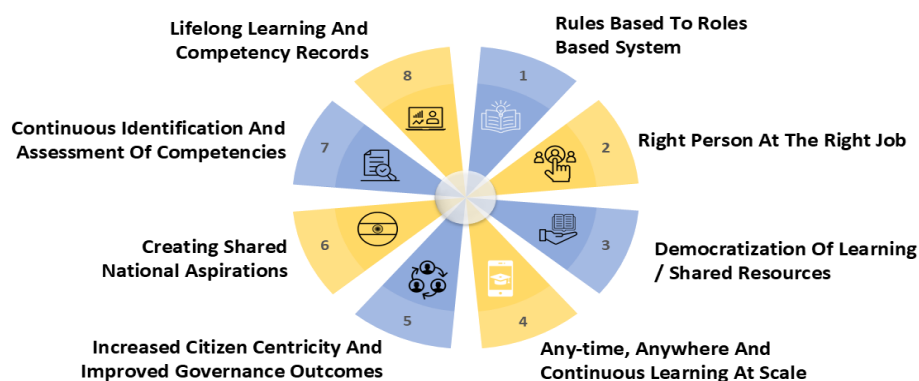
2025-26

MISSION KARMAYOGI:

Civil servants play a vital role in rendering a range of public services, welfare programs and core governance related functions formulating policy and executing delivery that enable the government to serve its citizens efficiently and effectively. The Government of India in September 2020 launched the National Programme for Civil Services Capacity Building ('NPCSCB') referred to as "Mission Karmayogi". It is a National Programme for Civil Services Capacity Building (NPCSCB) that aims to prepare Indian civil servants for the future by making them more creative, proactive, professional, energetic, transparent and technology oriented.

Its primary objective is governance improvement through enhancement of capability across the Civil Services pyramid of India. It intends to enable a citizen centric and future ready civil service with right attitude, skills, and knowledge, aligned to the national vision. "Mission Karmayogi" envisages a paradigm shift towards the recognition that a 'agile and citizen-centric' civil service requires a well-defined competency framework as a key lever of a comprehensive capacity enhancement programme, meant for transition of officials from a rule-based to a role-based approach.

Mission Karmayogi - Principles



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 was 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.

CBC defines capacity building as a process to build, develop, and enhance ability, talent, competency, efficiency, and qualification of individuals, organizations, and institutions to increase the execution capacity of the state and achieve common national goals.

As part of its mandate, CBC facilitate the preparation of Annual Capacity Building Plan (ACBP) for participating Ministries / Departments / Organizations (MDOs). ACBP is a document which entails Specific, Measurable, Attainable, Realistic and Time-bound capacity building interventions of the department.

ABOUT DEPARTMENT:

Kindly give a brief description/history of the concerned department

VISION / OBJECTIVES OF THE DEPARTMENT:

Kindly write the vision /objectives of your department

ORGANOGRAM OF THE DEPARTMENT:

Kindly add the organizational hierarchy of your department

PART - II

CAPACITY NEED ASSESSMENT

A Capacity Need Assessment (CNA) is a structured, participatory process to identify the gaps between an entity's existing capacity (skills, knowledge, resources, systems) and its desired capacity to achieve specific goals or objectives. It serves as a foundational step in capacity development, guiding the planning of interventions such as training, organizational development, or policy reforms to strengthen individual, organizational, and environmental capacities. Key steps involve defining the desired future state, assessing the current situation, identifying gaps, and recommending actions to bridge those gaps.

CAPACITY NEED ASSESSMENT (CNA) FOR THE DEPARTMENT OF XYZ:

The following methods were used to conduct CNA for the Department XYZ:

☐ Focused Group Discussions	
☐ SWOT Analysis	
☐ Questionnaire	
☐ Interviews	
☐ Analysis of Departments Annual Reports	
☐ Other methods	

Kindly tick mark the method used for CNA

Briefly describe the CNA undertaken by your department before preparing the Capacity Building Plan

Example: Focus group discussions were held on Date with representatives of all sections of the XYZ Department, through these discussions Staff challenges, Department's challenges (list of challenges) were identified. This was followed by grouping the listed challenges into training and non-training interventions. And considering the training intervention's group, courses on iGOT were finalized.

DEPARTMENTAL CHALLENGES IDENTIFIED:

The following challenges were identified:

Challenge		Intervention	Proposed Action
1.	Example 1: Lack of Desktops in administrative section	Non- training intervention	Initiate a Plan for Procuring new Desktops by date
2.	Example 2: Increased level of stress among Staff	Training intervention	• Stress Management sessions for staff, Counselling, etc. • Staff to be encouraged to undertake courses on iGOT on Yoga break at workplace, stress management, etc.
		Non-Training intervention	Encourage staff to avail LTC, EL
3.			
4.			
5.			
6.			

Kindly list down the challenges identified in the prescribed format

PART - III

Capacity Building Plan on the iGOT platform

COURSES IDENTIFIED:

The following courses have been identified on the iGOT platform for the Department XYZ:

A. Mandatory Courses:

Sr. No.	Course Title	Offered by	Duration
01	Conduct Rules	Institute of Secretariat Training and Management	1h.22min
02	Prevention of Sexual Harassment of Women at Workplace	Institute of Secretariat Training and Management	1h.51min
03	#		

B. Desired Courses:

Sr. No.	Course Title	Offered by	Duration
04	#		
05	#		
06	#		

#Kindly mention details of courses identified as per the CNA

DETAILS OF CAPACITY BUILDING PLAN:

1.	Published Date of Capacity Building Plan on the iGOT platform		
2.	Number of Capacity Building Plan/s prepared	#	
3.	Details of Capacity Building Plans	# #	
4.	Total No. of Staff assigned under Capacity Building Plan on iGOT		
5.	APAR notification in CBP	Yes	No
6.	Last date mentioned on CBP		
7.	Whether your Sub Office will prepare separate CBP or a common CBP will be applicable (only if applicable)		

#Depending upon the class of employees (Group A, B, C)

Mention details ONLY if separate capacity building plans are prepared as per Sr.No.2

TEAM FOR CAPACITY BUILDING PLAN:

Capacity Building Plan for the Department of XYZ has been prepared by the following team:

1.	Name: Designation:
2.	Name: Designation:
3.	Name: Designation:
4.	Name: Designation:
5.	Name: Designation: