

**No. 60-3/2022-Trg (pt.)**  
**Government of India**  
**Department of Telecommunications**  
**208, Mahanagar Doorsanchar Bhawan, JLN Marg, New Delhi-110002**  
**(Capacity Building and Training Division)**

Dated: Dec 2022

**Subject: Constitution of Capacity Building Unit (CBU) under Mission Karmayogi in DoT- reg.**

In accordance with the Mission Karmayogi framework, every Ministry/Department/Organization (MDO) has to finalize the Annual Capacity Building Plan (ACBP) in consultation with Capacity Building Commission (CBC).

The Annual Capacity Building Plan (ACBP) is the roadmap using which every MDO will build the capacity of its individual officials as well as that of the MDO as a whole. In this regard it has been decided to constitute a Capacity Building Unit (CBU) in the Department of Telecommunication with following composition:

1. DDG (CB&T), DoT HQ - Convenor
2. DDG (E&T), Finance Wing, DoT HQ
3. Sr. DWA (Coordination), DoT HQ.
4. DDG (Admin), NTIPRIT
5. DDG (Admin), NICF
6. Engineer -in -Charge, WMTDC
7. Representative from ISTM
8. Director (HR) of BSNL/MTNL/C-DOT/TCIL/ITI Ltd

**2. Terms of Reference of CBU:**

- a. Complete FRAC assessment through mapping of roles at every level.
- b. Conduct department/unit-wise HR audits in collaboration with CBC to map existing competency gaps.
- c. Co-create, update and implement the Annual Capacity Building Plan (ACBP) for the Department in collaboration with CBC.
- d. Develop KPIs for monthly/annual monitoring outputs and outcomes of Mission Karmayogi in DOT/CPSEs/CDOT.
- e. Monitor and report the progress of implementation of Annual Capacity Building Plan (ACBP) to CBC.
- f. Facilitation of Training and non-training interventions for organizational capacity building in partnership with experts
- g. Arrange for third party evaluation of Mission Karmayogi in various DOT organisations.

3. The CBU of DoT shall be responsible for coordination with CBC and implementation of various Capacity Building programmes/ intervention for all personnel /employees under the Department of Telecommunications on continuing basis. It shall meet as often as necessary to draw up Capacity Building Plans for every employee but not less than once in every quarter.

4. This issues with the approval of Secretary (Telecom)



P.T.O



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*D. Yadav*  
*09/12/2022*

(Devendra Yadav)  
Director (Training-I), DoT HQ  
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To

All CBU Members.

Copy to:

1. PSO to Secretary (T), DoT Hq, Sanchar Bhawan, New Delhi.
2. Sr. PPS to Member(S)/ Member(F)/ Member(T), DCC, DoT Hq, Sanchar Bhawan, New Delhi.
3. DG (Telecom), DoT Hq, Sanchar Bhawan, New Delhi.
4. CGCA, DoT, NICF Campus, Ghitorni.
5. Wireless Advisor, DoT Hq, Sanchar Bhawan, New Delhi.
6. DG (NTIPRIT), Ghaziabad.
7. DG (NICF), Ghitorni.
8. Head of WMTDC.
9. DDG (C&A), DoT Hq, Sanchar Bhawan, New Delhi.
10. CMD BSNL/MTNL/TCIL/ ITI Ltd
11. ED CDOT.