CAPACITY BUILDING COMMISSION

Annual Capacity Building Plan of DARE/ICAR for 2025-26

Department of Agricultural Research and Education (DARE)
Indian Council of Agricultural Research (ICAR)
Ministry of Agriculture and Farmers Welfare
Government of India, New Delhi

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Human Resource Management Unit
Agricultural Education Division
Indian Council of Agricultural Research
Ministry of Agriculture and Farmers Welfare
Government of India, New Delhi

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MESSAGE

I AM pleased to note that Annual Capacity Building Plan (ACBP) of DARE/ICAR 2025–26 has been developed by ICAR. This plan aligns with Mission Karmayogi's vision to build a future-ready workforce that is dynamic, competent, and responsive to the evolving needs of Indian Agriculture.

Capacity building is central for enhancing individual competencies, improving institutional efficiency and ensuring the delivery of high quality public services. As the apex organization for agricultural research and education, ICAR bears the responsibility of equipping its human resources with knowledge, skills and behavioural competencies. I urge all employees of ICAR and DARE to actively onboard the iGOT platform and complete their designated learning hours across various competencies. It will enhance institutional performance besides personal growth of the individuals.

I wish all the success to entire team of Human Resource Management Unit, ICAR, New Delhi for their commitments and future endeavours.

(M. L. Jat)
Secretary, DARE and Director General, ICAR
Ministry of Agriculture & Farmers Welfare, Government of India

Dated: 24 July, 2025
New Delhi

FOREWORD

IT is a matter of great satisfaction to present the Annual Capacity Building Plan (ACBP) for 2025–26, prepared by the Capacity Building Unit, HRM Unit, Agricultural Education Division, ICAR. This plan reflects our commitment to strengthening the capacities of personnel across DARE and ICAR in line with the vision of Mission Karmayogi–to develop a future-ready and competent employees of DARE and ICAR through continuous learning.

I sincerely thank Secretary, DARE and Director General, ICAR for the constant guidance and support in the preparation and implementation of Mission Karmayogi initiatives. I also acknowledge the valuable technical support extended by the Capacity Building Commission and the Karmayogi Bharat Team in this endeavour.

I encourage all staff of DARE and ICAR to actively onboard the iGOT platform and complete their designated learning hours in various competency areas. This will greatly enhance both individual growth and institutional effectiveness.

I acknowledge the sincere and commendable efforts of Dr. S.K. Sharma, ADG (HRM) & Nodal officer, i-GOT (ICAR), Dr. N.K. Jain, Principal Scientist (HRM) and Mrs Anjali Sharma, Under Secretary (HRM) and entire HRM Unit, and Capacity Building Unit of DARE/ICAR for their dedicated efforts in bringing out this important plan. I wish them continued success in their future initiatives.

(J. K. Jena)
Deputy Director General (Agril. Education)
Indian Council of Agricultural Research
New Delhi

Dated: 25th June, 2025
Place: New Delhi

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"**Mission Karmayogi** is a new experiment of its kind in the direction of capacity building.

Through this mission, the government employees have to modernize their thinking, approach, and improve their skill set.

It is to give them an opportunity to become a Karmayogi...."

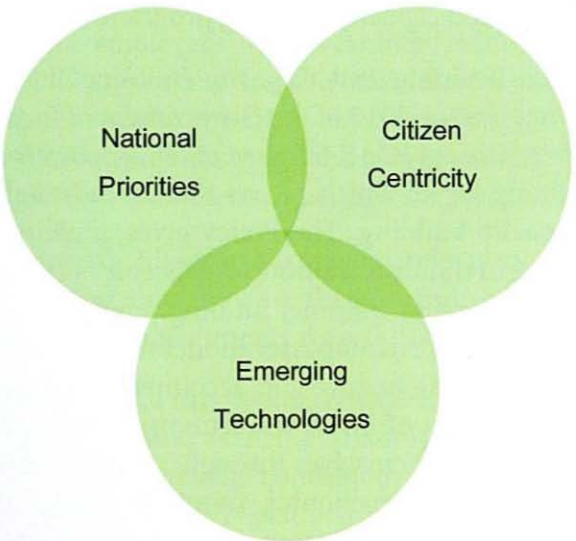
Hon'ble PM Shri Narendra Modi
At Aarambh Common Foundation Course,
on Rashtriya Ekta Diwas 2020

1. Introduction

Human Resource is the most important capital of an organization. It plays a critical role in achieving the objectives of an organization. Considering the importance of human resources in citizen centric service delivery and achievement of organizational objectives, the Union Government launched Mission Karmayogi, also referred to as the National Programme for Civil Service Capacity Building (NPCSCB) in September, 2020 to create a professional, competent, well-trained, and future ready civil service through extensive capacity building, and is based on philosophy of creating an ecosystem of "competency driven training and human resource management" by transitioning from a rules-based system to a roles- based system with the overall aim of democratisation of the competency development opportunities of the civil services.

PM's Vision of Viksit Bharat @ 2047

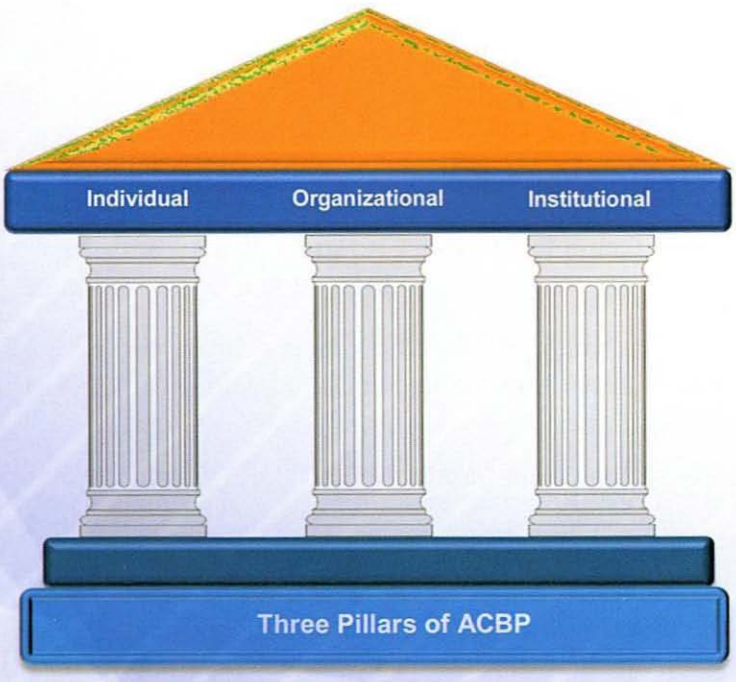
Three Lenses of ACBP



1. Identifies the capacity of the Ministry/Department/ Organizations (MDOs) in achieving their national development goals.

2. Identifies capacity gaps *vis-à-vis* challenges and opportunities that emerging technologies present in the sector.

3. Refers to direct and indirect public delivery outcomes of the Ministry/Department that serves for 'Ease of Living' to identify the competency gaps therein.



4. Snapshot of Training Calendar (ACBP- 2025-26)

The fundamental principle behind the framework of ACBP-2025-26 is to ensure that individuals assigned to particular roles possess the necessary competencies to perform their duties effectively. Training programs are then designed and delivered based on the identified training needs and competency gaps of the employees. This approach is mutually beneficial, as it not only aids the employees in improving their skills but also contributes to the overall success of DARE/ICAR. In the pursuit of strengthening and facilitating training and capacity building for all categories of DARE and ICAR employees, the HRM unit plays a pivotal role.

The ACBP being proposed by CBC is applicable to the DARE/ICAR HQ officials as well as all cadre employees of 113 institutes of ICAR. In line with the internal ACBP for DARE/ICAR institutions, the proposed ACBP developed by CBC will be aligned and implemented accordingly.

It is advised to complete the training courses as per the given training calendar as the implementation of the ACBP will be monitored by the CBC and the Cabinet Secretariat.

The tables below present the training calendars for Behavioural, Functional and Domain competencies. The methodology adopted by DARE/ICAR for developing the ACBP for their employees follows a structured and systematic approach. The steps are outlined as follows:

4.1 Training Needs Assessment (TNA)

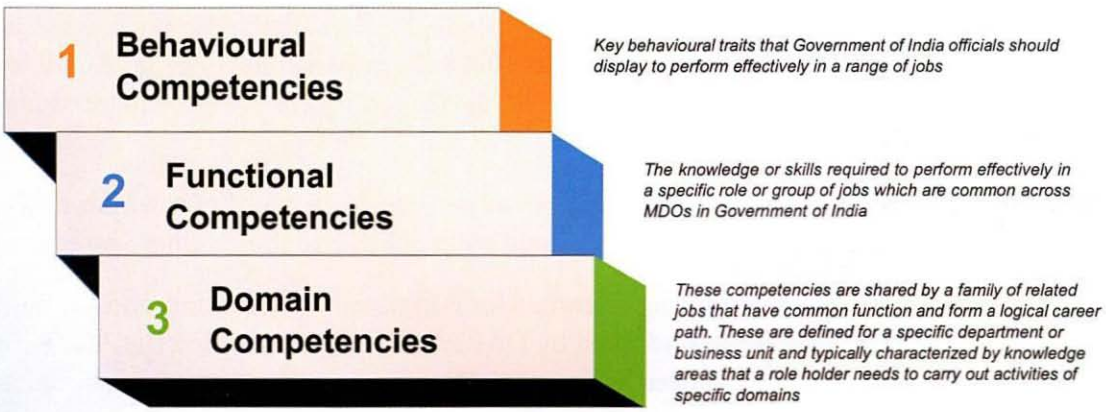
This section provides an in-depth analysis of the approach utilized to evaluate capacity requirements, as well as an examination of the behavioral, functional, and domain competencies unique to each Division. Competencies necessary at an organizational level are commonly categorized into three distinct classifications.

Behavioural competency: This includes competencies related to behaviour and soft skills such as negotiation skills, self-motivation, interpersonal skills, etc. One of the most important competencies under this segment is the citizen centricity / stakeholder focus capability.

Functional competency: This includes competencies related to the functional aspects of the Division such as science of policy designing and implementation, project management, financial planning, etc. and most importantly, technological know-how.

Domain competency: This includes competencies required to build understanding and expertise related to the sector, division, and the respective focus areas.

Institutional and Technological capacity: These include the capacities required to be developed or augmented in terms of process improvements, knowledge management and resources planning for increasing efficiency.



4.2 Methodology of Training Needs Assessment (TNA)

To evaluate the individual, organizational and institutional competency and capacity building necessities, a top-down method of interaction was implemented. This approach seeking information from different SMDs and Institutes and HRD Nodal Officers on training needs through giving awareness of various training modules available on iGOT platform. The information of training needs are finalized in discussions with the members of CBU of DARE/ICAR.

4.3 Formulation of Competency Based ACBP

The insights from the assessments and skills discussed & reported were consolidated under different competencies. This analysis provided a clear framework to design the ACBP, addressing domain, functional and behavioural training requirements for all cadre employees of DARE/ICAR.

4.4 Development of the Training Calendar for 2025-26

Based on the finalized ACBP, a detailed training calendar for 2025-26 was formulated. The training calendar incorporates targeted programs selected from the i-GOT Karmayogi portal, ensuring alignment with DARE/ICAR strategic objectives and accessibility to high-quality learning resources.

5. Number of Online Training Hours on i-GOT Platform

Each employee have to attend a minimum 26 hours online courses as per identified competencies from i-GOT Karmayogi platform during 2025-26.

6. Competencies identified

A. Domain Competencies Identified

S. No.	Competency
1.	AI led Digital Transformation in Agriculture
2.	Agriculture and Rural Development
3.	Building Climate Resilience in Agriculture Systems
4.	Green Revolution to Amrit Kaal
5.	Public Procurement Framework of GoI
6.	Public Private Partnership- Hindi
7.	Urban Planning, Development and Climate Change
8.	Basic of Climate Change: Science Behind Stories
9.	Climate Change Learning Through Actions
10.	Energy Transitions to Tackle Climate Change

B. Functional Competencies Identified

S. No.	Competency
1.	Overview of Viksit Bharat 2047
2.	Understanding Mission Karmayogi
3.	Jan Bhagidari Program-English/Hindi
4.	Gen AI for Everyone
5.	Public Private Partnership
6.	Purpose-Driven Leadership
7.	Public Policy Writing
8.	From Gridlock to Growth: Impact of PRAGATI in India and Beyond
9.	Data Driven Decision Making for Government
10.	Delegation of Power in day- to - day administration
11.	Pay Fixation
12.	Fundamental Rules and Supplementary Rules
13.	Prevention of Sexual Harassment of Woman at Workplace
14.	Deputation and Absorption
15.	Cadre Review of Central Civil Service
16.	Appeal Revision and Review
17.	Conduct Rules
18.	Do's and Don'ts for Government Employees- Hindi
19.	Parliamentary Procedures
20.	Leave Rules- Updated
21.	Annual Performance Appraisal Report (APAR)- Update
22.	Pensionary Benefits
23.	Travelling Allowance
24.	Procurement of Goods and Services
25.	Office Procedure
26.	Government E- Market Place
27.	Handling CAT Cases- Hindi

C. Behavioural Competencies Identified

S. No.	Competencies
1.	Communication for Citizen Centricity
2.	Managing and Leading Teams
3.	Effective Techniques to Manage Stress
4.	Stress Management
5.	Time Management
6.	Gender Sensitization- 1

7. ACBP of DARE/ICAR for 2025-26

1. i-GOT Training Modules for DDGs, ADGs, Principal Scientists, Joint Secretaries, Directors, Senior Scientists, Scientists, Chief Technical Officers and Comptrollers

Sl. No.	Competency	Name of the Course	Course Provider	Duration	Quarter *
1.	Domain	AI led Digital Transformation in Agriculture	Wadhwani Foundation	1h	Q1
2.	Domain	Agriculture and Rural Development	IIPA	3h 5m	Q1
3.	Domain	Building Climate Resilience in Agriculture Systems	The Rockefeller Foundation	52m	Q1
4.	Domain	Green Revolution to Amrit Kaal	Karmayogi Bharat	1h 30m	Q1
5.	Behavioral	Communication for Citizen Centricity	DoPT	1h 35m	Q1
6.	Behavioral	Managing and Leading Teams	ISB Hyderabad	1h 40m	Q1
7.	Behavioral	Effective Techniques to Manage Stress	The Art of Living	2h 6m	Q1
8	Domain	Public Procurement Framework of GoI	Department of Expenditure	1h 55m	Q2
9.	Functional	Overview of Viksit Bharat 2047	Karmayogi Bharat	1h 3m	Q2
10.	Functional	Understanding Mission Karmayogi	Karmayogi Bharat	1h 7m	Q2

11.	Functional	Gen AI for Everyone	Fractal	2h 49m	Q2
12.	Functional	Public Private Partnership	ISB Hyderabad	1h 51 m	Q2
13.	Functional	Purpose-Driven Leadership	ISB Hyderabad	1h 55m	Q2
14.	Functional	Public Policy Writing	ISPP	2h 45m	Q2
15.	Functional	From Gridlock to Growth: Impact of PRAGATI in India and Beyond	Saïd Business School, University of Oxford (Karmayogi Bharat)	1h 6m	Q3
16.	Functional	Data Driven Decision Making for Government	CBC	2h 30m	Q3
17.	Functional	Delegation of Power in day- to - day administration	ISTM	1h 25m	Q3
18.	Functional	Pay Fixation	ISTM	47m	Q3
19.	Functional	Fundamental Rules and Supplemendary Rules	ISTM	50m	Q3
20.	Functional	Prevention of Sexual Harassment of Woman at Workplace	ISTM	1h 51m	Q3
21.	Functional	Appeal Revision and Review	ISTM	35m	Q3
22.	Functional	Conduct Rules	ISTM	1h 22m	Q3
23.	Functional	Do's and Don'ts for Government Employees- Hindi	ISTM	54m	Q3
24.	Functional	Parliamentary Procedures	ISTM	2h	Q4
25.	Functional	Leave Rules- Updated	ISTM	55m	Q4
26.	Functional	Annual Performance Appraisal Report (APAR)- Update	ISTM	38m	Q4
27.	Functional	Travelling Allowance	ISTM	55m	Q4
28.	Functional	Office Procedure	ISTM	2h 17m	Q4
29.	Behavioral	Stress Management	IIPA	3h 34m	Q4
30.	Domain	Basics of Climate Change: Science Behind Stories	IIPA	2h 21m	Q4
31.	Behavioral	Time Management	ISTM	2h 20m	Q4
32.	Behavioral	Gender Sensitization- 1	ISTM	1h 15m	Q4

Q1: April-June 2025; Q2 July-September 2025; Q3: October-December 2025 and Q4: January- March 2026

2. i-GOT Training Modules for Deputy Secretaries, Under Secretaries, Administrative Officers, Deputy Director Finance , Sr. Finance and Account Officers, Finance and Account Officers, Assistant Chief Technical Officers, Senior Technical Officers, Assistant Legal Advisor, Assistant Directors, Sr. Principal Private Secretaries and Principal Private Secretaries

Sl. No.	Competency	Name of the Course	Course Provider	Duration	Quarter *
1	Domain	AI led Digital Transformation in Agriculture	Wadhwani Foundation	1h	Q1
2	Domain	Green Revolution to Amrit Kaal	Karmayogi Bharat	1h 30m	Q1
3	Functional	Overview of Viksit Bharat 2047	Karmayogi Bharat	1h 3m	Q1
4	Functional	Understanding Mission Karmayogi	Karmayogi Bharat	1h 7m	Q1
5	Functional	Jan Bhagidari Program- English/ Jan Bhagidari Program-Hindi	Illumine Knowledge Resources	1h 20m	Q1
6	Functional	Gen AI for Everyone	Fractal	2h 49m	Q1
7	Functional	Public Private Partnership	ISB Hyderabad	1h 51 m	Q1
8	Functional	Purpose-Driven Leadership	ISB Hyderabad	1h 55m	Q1
9	Functional	Public Policy Writing	Indian School of Public Policy	2h 45m	Q1
10	Functional	From Gridlock to Growth: Impact of PRAGATI in India and Beyond	Saïd Business School, University of Oxford (Karmayogi Bharat)	1h 6m	Q1
11	Behavioral	Communication for Citizen Centricity	DoPT	1h 35m	Q1
12	Behavioral	Managing and Leading Teams	ISB Hyderabad	1h 40m	Q1
13	Behavioral	Effective Techniques to Manage Stress	The Art of Living	2h 6m	Q1
14	Domain	Public Procurement Framework of GoI	Department of Expenditure	1h 55m	Q2
15	Functional	Data Driven Decision Making for Government	CBC	2h 30m	Q2

16	Functional	Delegation of Power in day- to - day administration	ISTM	1h 25m	Q2
17	Functional	Pay Fixation	ISTM	47m	Q2
18	Functional	Fundamental Rules and Supplementary Rules	ISTM	50m	Q2
19	Functional	Prevention of Sexual Harassment of Woman at Workplace	ISTM	1h 51m	Q2
20	Functional	Deputation and Absorption	ISTM	35m	Q2
21	Functional	Cadre Review of Central Civil Service	ISTM	55m	Q3
22	Functional	Appeal Revision and Review	ISTM	35m	Q3
23	Functional	Conduct Rules	ISTM	1h 22m	Q3
24	Functional	Do's and Don'ts for Government Employees- Hindi	ISTM	54m	Q3
25	Functional	Parliamentary Procedures	ISTM	2h	Q3
26	Functional	Leave Rules- Updated	ISTM	55m	Q3
27	Functional	Annual Performance Appraisal Report (APAR)- Update	ISTM	38m	Q3
28	Functional	Pensionary Benefits	ISTM	55m	Q3
29	Functional	Travelling Allowance	ISTM	55m	Q4
30	Functional	Procurement of Goods and Services	ISTM	1h 10m	Q4
31	Functional	Office Procedure	ISTM	2h 17m	Q4
32	Functional	Government E- Market Place	ISTM	1h 9m	Q4
33	Functional	Handling CAT Cases- Hindi	ISTM	2h 37m	Q4
34	Behavioral	Stress Management	IIPA	3h 34m	Q4
35	Domain	Basics of Climate Change: Science Behind Stories	IIPA	2h 21m	Q4
36	Behavioral	Time Management	ISTM	2h 20m	Q4
37	Behavioral	Gender Sensitization- 1	ISTM	1h 15m	Q4

Q1: April-June 2025; Q2 July-September 2025; Q3: October-December 2025 and Q4: January- March 2026

3. i-GOT Training Modules for Section Officers, Technical Officers, Senior Technical Assistants, Senior Technicians, Technicians, Private Secretaries and Stenographers

Sl. No.	Competency	Name of the Course	Course Provider	Duration	Quarter *
1	Domain	AI led Digital Transformation in Agriculture	Wadhwani Foundation	1h	Q1
2	Functional	Overview of Viksit Bharat 2047	Karmayogi Bharat	1h 3m	Q1
3	Functional	Understanding Mission Karmayogi	Karmayogi Bharat	1h 7m	Q1
4	Functional	Jan Bhagidari Program-English/Jan Bhagidari Program-Hindi	Illumine Knowledge Resources	1h 20m	Q1
5	Functional	Gen AI for Everyone	Fractal	2h 49m	Q1
6	Behavioural	Communication for Citizen Centricity	DoPT	1h 35m	Q1
7	Behavioural	Effective Techniques to Manage Stress	The Art of Living	2h 6m	Q1
8	Domain	Public Procurement Framework of GoI	Department of Expenditure	1h 55m	Q2
9	Functional	Pay Fixation	ISTM	47m	Q2
10	Functional	Fundamental Rules and Supplementary Rules	ISTM	50m	Q2
11	Functional	Prevention of Sexual Harassment of Woman at Workplace	ISTM	1h 51m	Q2
12	Functional	Deputation and Absorption	ISTM	35m	Q2
13	Functional	Cadre Review of Central Civil Service	ISTM	55m	Q3
14	Functional	Appeal Revision and Review	ISTM	35m	Q3
15	Functional	Conduct Rules	ISTM	1h 22m	Q3
16	Functional	Do's and Don'ts for Government Employees-Hindi	ISTM	54m	Q3

17	Functional	Leave Rules- Updated	ISTM	55m	Q3
18	Functional	Annual Performance Appraisal Report (APAR)- Update	ISTM	38m	Q3
19	Functional	Pensionary Benefits	ISTM	55m	Q4
20	Functional	Travelling Allowance	ISTM	55m	Q4
21	Functional	Procurement of Goods and Services	ISTM	1h 10m	Q4
22	Functional	Government E- Market Place	ISTM	1h 9m	Q4
23	Behavioral	Stress Management	IIPA	3h 34m	Q4
24	Behavioral	Time Management	ISTM	2h 20m	Q4
25	Behavioral	Gender Sensitization- 1	ISTM	1h 15m	Q4

Q1: April-June 2025; Q2 July-September 2025; Q3: October-December 2025 and Q4: January- March 2026

4. i-GOT Training Modules for Assistants

SL .No.	Details of the Training Module	Duration
1.	Procurement of Services, Works and Contract Management	20h
2.	Preventive Vigilance	1h 30m
3.	Office Procedure	2h 17m
4.	Pay, Allowances and Staff Welfare	1h
5.	Right to Information Act - Part 1	55m
6.	Right to Information Act - Part 2	41m
7	Pay Fixation	43m
8.	Rajbhasha Hindi	13m 32s
9.	Prevention of Sexual Harassment at Workplace	1h 51m
10.	Leave Rules	55m
11.	GFR 2017	1h 43m
12.	Fundamental Rules (FR) and Supplementary Rules (SR)	2h 30m
13.	Budget	50m
14.	Stress Management	2h 17m
15.	Understanding Motivation	1h 35m

5. i-GOT Training Modules for UDCs

SL. No.	Details of the Training Modules	Duration
1.	Public Procurement framework of GOI	1h 55m
2.	GFR 2017	1h 43m
3.	National Pension System (NPS)	20m
4.	Pay, Allowances and Staff Welfare	1h
5.	Fundamental Rules (FR) and Supplementary Rules (SR)	2h 30m
6.	Right to Information Act - Part 1	55m
7	Right to Information Act - Part 2	41m
8.	Rajbhasha Hindi	13m 32s
9.	Leave Rules	55m
10.	Travelling Allowance	55m
11.	Prevention of sexual harassment at workplace	1h 51m
12.	Leave Travel Concession (LTC)	1h 7m
13.	Code of Conduct for Government Employees	35m
14.	Government E Market Place	1h 9m
15.	Office Procedure	2h 17m

6. i-GOT Training Modules for LDCs

SL .No.	Details of the Training Module	Duration
1.	Noting and Drafting	2h
2.	Microsoft Excel for Beginners	6h 55m
3.	Microsoft Word for Beginners	2h 56m
4.	Leave Rules	55m
5.	Travelling Allowance	55m
6.	Training on iGOT	3m 49s
7	Code of Conduct for Govt. Employees	35m
8.	Rajbhasha Hindi	13m 32s
9.	Digital India	9m 50s
10.	Prevention of sexual harassment at workplace	1h 51m
11.	Leave Travel Concession (LTC)	1h 7m
12.	Gender Sensitivity	50m 6s
13.	Effective Communication	7h 19m
14.	Understanding Motivation	1h 35m
15.	Office Procedure	2h 17m

7. i-GOT Training Modules for MTS

SL. No.	Details of the Training Module	Duration
1.	Noting and Drafting	2h
2.	Microsoft Excel for Beginners	6h 55m
3.	Leave Rules	55m
4.	Travelling Allowance	55m
5.	Do's and Don'ts for Government Employees	24m
6.	Rajbhasha Hindi	13m 32s
7	नींद की प्रक्रिया, नींद की कमी से हानि और योग की भूमिका	58m 41s
8.	स्वस्थ जीवन कैसे जिएं	1h 18m
9.	आरक्षण नीति - नौकरी में आरक्षण	2h 55m
10.	Jan Bhagidari Program (Hindi)	1h 20m
11.	सामान्य योग अभ्यासक्रम	54m 53s
12.	Mess Etiquettes and Table Manners- Hindi	54m 1s
13.	Leave Rules (Hindi)	45m

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