



**CAPACITY
BUILDING
COMMISSION**

ANNUAL CAPACITY BUILDING PLAN

***DEPARTMENT OF
ATOMIC ENERGY***

Table of Contents

Table of Contents.....	2
List of Acronyms.....	4
1. Introduction.....	5
1.1. Mission Karmayogi.....	5
1.2. Capacity Building Commission.....	5
1.3. Annual Capacity Building Plan (ACBP).....	5
2. Approach and Methodology.....	6
2.1. Approach.....	6
2.2. Methodology.....	7
3. Training Calendar and Non-Training Interventions.....	9
3.1. Training Calendar.....	9
3.2. Organizational Level capacity building interventions.....	84
4. Monitoring & Evaluation.....	85
5. Annexure.....	87
5.1. As-is assessment of the Department to develop a capacity building agenda.....	87
5.1.1 Functional Overview of the Department.....	87
5.1.2 Divisional Functions.....	93
5.1.3 Citizen centric services & goals.....	97
5.1.4 Key Programs & Schemes.....	98
5.1.5 Designation-wise role and activity mapping.....	100
5.1.6 Technology use in the Department.....	110
5.1.7 Emerging Sectoral Trends.....	112
5.1.8 Ongoing Capacity Building Programs.....	116
5.2. Competency Needs Assessment on Individuals & Organizational level (CNA).....	122
5.2.1 Focused Group Discussion (FGD).....	122

5.2.2	Capacity Need Analysis for Role wise Competency Needs	123
5.2.3	Capacity Needs Analysis for BARC	174
5.2.4	Types of Interventions	175
5.2.5	Training interventions.....	175
5.2.6	Non-training interventions	176
5.2.7	Organizational Interventions Output	177
5.3.	List of iGOT Courses Identified.....	182

List of Acronyms

ACBP	Annual Capacity Building Plan
BARC	Bhabha Atomic Research Centre
CBC	Capacity Building Commission
CBPO	Capacity Building & Public Outreach
CBU	Capacity Building Unit
CVC	Central Vigilance Commission
GeM	Government e Marketplace
GFR	General Financial Rules
iGOT	Integrated Government Online Training
NPCSCB	National Program for Civil Services Capacity Building
PSU	Public Sector Undertaking
RTI	Right to Information

1. Introduction

1.1. Mission Karmayogi

The Government of India launched the National Programme for Civil Services Capacity Building ('NPCSCB') – "Mission Karmayogi" in September 2020 with the objective of enhancing governance through Civil Service Capacity Building. Mission Karmayogi comprises six pillars of (i) policy framework, (ii) institutional framework, (iii) competency framework, (iv) digital learning framework (integrated government online training Karmayogi platform (iGOT-Karmayogi), (v) electronic Human Resource Management System (e-HRMS), and (vi) monitoring and evaluation (M&E) framework.

The institutional framework of the Mission includes (i) the apex body, Prime Minister's Public Human Resource Council (PMHRC), to provide strategic direction and drive policy reforms and capacity building, (ii) Cabinet Secretariat Coordination Unit to monitor NPCSCB implementation, align stakeholders and provide mechanism for overseeing capacity building plans (CBPs), (iii) Capacity Building Commission (CBC) for functional supervision of training institutions and facilitate preparation of annual CBPs, (iv) Special Purpose Vehicle (SPV) to own and operate all the digital assets created for NPCSCB, and (v) programme management unit (PMU) to provide program management and support services.

1.2. Capacity Building Commission

The CBC was formally constituted as an independent body in April 2021 to drive standardization and harmonization across the Indian civil services landscape. The CBC, as the custodian of civil services capacity building reforms, is central to the government's capacity building programme.

The CBC has been engaging and supporting several Ministries as part of its mandate to support preparation of annual CBP. This document is the draft Capacity Building Plan with a roadmap for implementation for the Department of Atomic Energy (DAE), Government of India developed as per the framework and guidelines set up by the CBC and prepared in consultation with the officials of Department of Atomic Energy

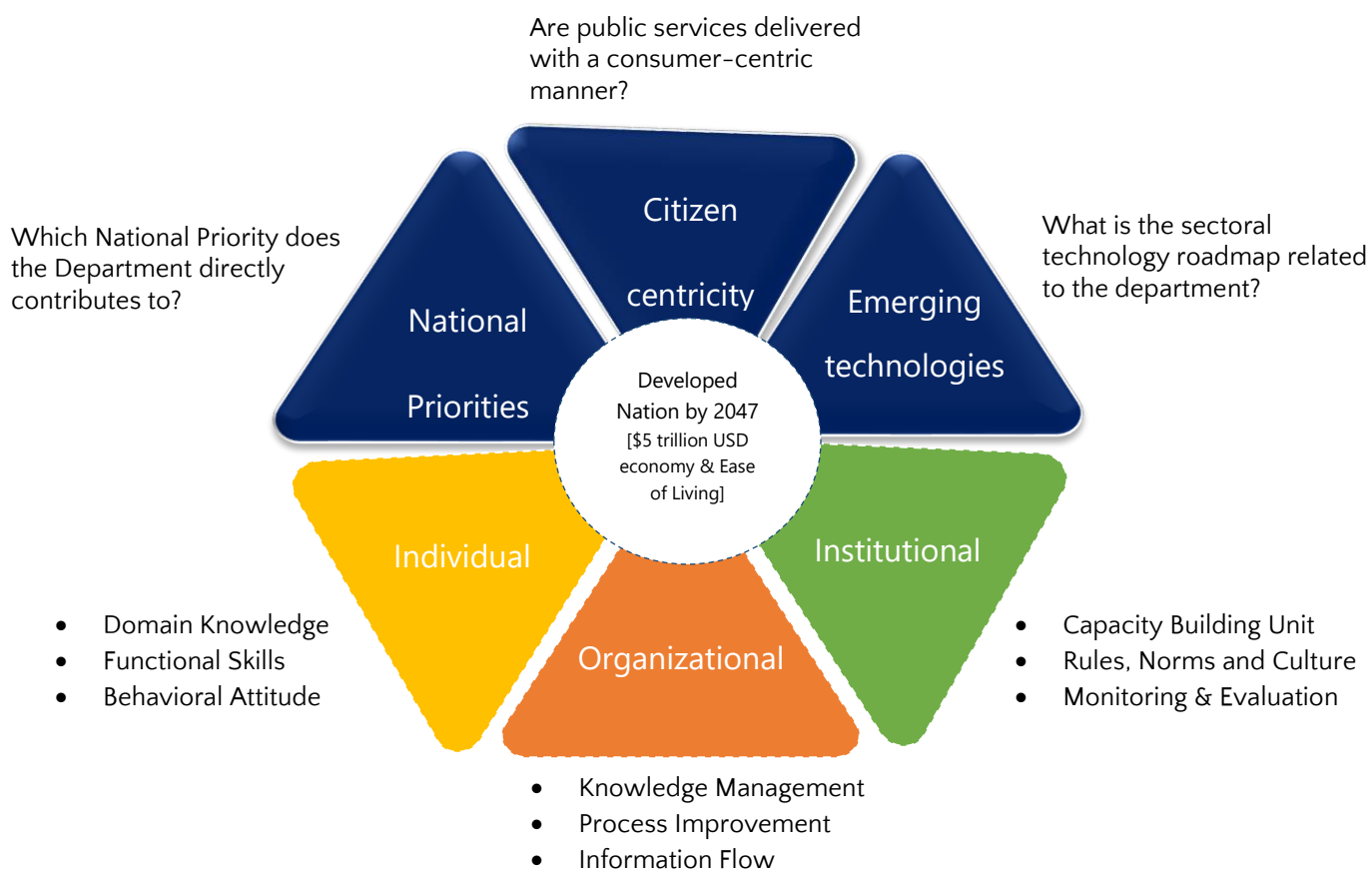
1.3. Annual Capacity Building Plan (ACBP)

The ACBP of a MDO is document detailing all the interventions required to develop and enhance the competencies of individual officials within that MDO as well as the collective capacity of the MDO. Given the nature of the change required, the ACBP may begin with a few simple focus areas instead of comprehensive coverage, and then evolve over time into a full-fledged workplan.

2. Approach and Methodology

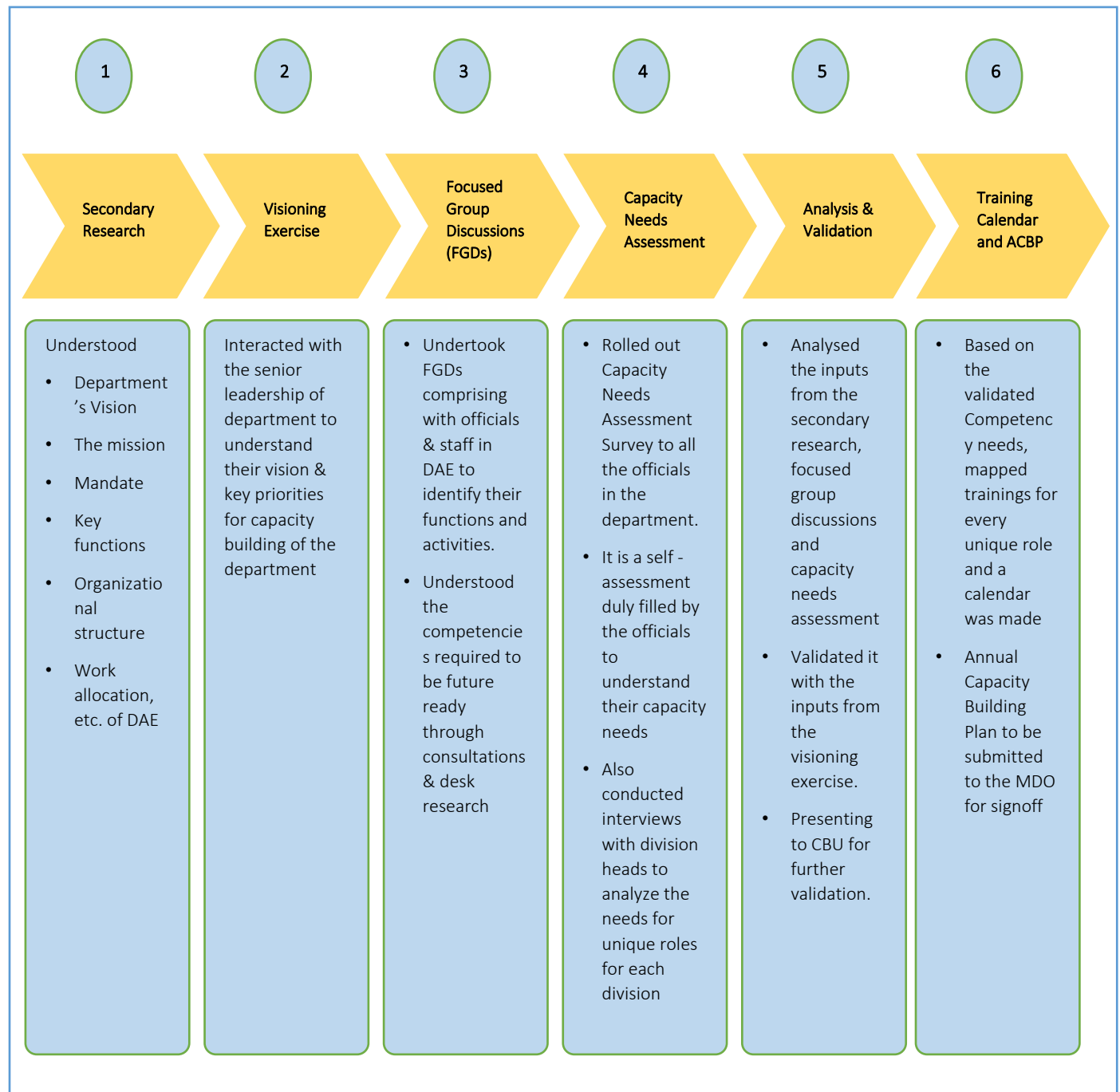
2.1. Approach

The following illustration describes the approach suggested by CBC for the goal-oriented Capacity Building of MDOs. The capacity building of the department shall be identified through the three overarching lenses to help identify the goals of capacity building plan: National Priorities, Citizen Centricity, and Emerging Technologies and capacity to be developed by identifying interventions at three levels also referred to as the three pillars: Individual, Organizational and Institutional



2.2. Methodology

The following section describes the methodology followed for preparation of the Capacity Building Plan for the Department:



1. **Secondary Research:** As the first step, team understood & conducted a thorough review of the MDOs vision, mission, mandate, organizational structure and key functions, schemes/ programs, strategic objectives and goals, emerging trends from the Departments website, annual report, strategy document, reports etc. Also comprehend MDOs dependence and influence on other MDOs.
2. **Visioning Exercise:** Understood the leaderships vision for the department through meeting with senior leadership including the Secretary & Jt. Secretaries, Directors and understand the key priorities and department's expectation from the program
3. **Focused Group Discussions (FGDs):** Team undertook the Focused Group Discussions (FGDs) to have a clear and complete understanding of the areas of responsibility of each division/ unit, the functions & activities, mapping of work undertaken by staff/ officials working in the unique designations/ roles across various levels in the ministry/ department, identify the competency gap, the competencies required by a position in present times or in the future. In terms of the capacity at the individual level, competencies required for a position were assessed for two categories of competencies i.e., Behavioural and Functional.
4. **Capacity Needs Analysis (CNA) Survey:** A Google survey form was prepared & finalized in consultation with CBC and the MDO to assess the Capacity Needs Assessment at the individual level for each unique role in an organization and its subordinate/ attached offices/institutions/ labs. The survey is based on the self-declaration of capacity gaps by the ministry officials, capturing the competency gaps in Behavioural and Functional competencies. In addition, team held FGDs and interviews with the identified divisions inviting representation from top levels.
5. **Analysis & Validation:** Team synthesized and prepared the capacity needs assessment data to analyse the survey responses & findings. For verification of the competency gaps, mapping of interventions with the trainings was done, the analysis was sent to the DAE for validation for approval of the training and non-training Interventions for the capacity needs.
6. **Training Calendar and ACBP Report:** Prepared the training calendars of DAE and incorporated it in the ACBP. The training calendars are the result of the above steps performed. Starting from secondary research to validating the finding with the Department.

3. Training Calendar and Non-Training Interventions

3.1. Training Calendar

The table given below represents the training calendar of Department of Atomic Energy.

Competency	Type	Level	Designation & Vertical	Course Code	When
Active Listening Skills	B	Basic	Assistant (I&M)	To be developed	Q4
			Assistant (PSU)		
			Under Secretary (I&M)		
			Section Officer (Industries & Minerals)		
			Section Officer (PSU)		
			Joint Controller of Accounts		
			Budget and Planning Officer		
			Deputy Controller of Accounts (Budget)		
			Deputy Controller of Accounts (Pay and Accounts)		
			Accounts Officer/ PAO		
			Assistant Accounts Officer (Finance & Accounts)		
			Assistant Accounts Officer (Budget)		
			Joint Secretary (Finance)		
			Director (Finance)		
			Under Secretary (Finance)		
			Section Officer (Finance)		
			Assistant (Finance)		
			Under Secretary (R&D 1)		
Under Secretary (R&D 2)					

Competency	Type	Level	Designation & Vertical	Course Code	When
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		
			All Assistants (R&D 1)		
			All Assistants (R&D 2)		
			Section Officer (Administration)		
			Section Officer (Parliament)		
			Section Officer (IR&W/ Vigilance)		
			Section Officer (Secretariat Support Section)		
			All Assistants in Admin & Accounts division		
			All Assistants in Admin & Accounts division		
Adaptability and Agility	B	Advance	Under Secretary (ER)	Upcoming Course	Q4
			Under Secretary (Power)		
			Assistant (ER)		
			Assistant (Power)		
			Accounts Officer/ PAO		
			Assistant Accounts Officer (Finance & Accounts)		
			Assistant Accounts Officer (Budget)		
			Section Officer (Finance)		
			Assistant (Finance)		
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		
			All Assistants (R&D 1)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			All Assistants (R&D 2)		
			Section Officer (Administration)		
			Section Officer (Parliament)		
			Section Officer (IR&W/ Vigilance)		
			Section Officer (Secretariat Support Section)		
			All Assistants in Admin & Accounts division		
			Section Officer (Industries & Minerals)		
			Section Officer (PSU)		
			Assistant (I&M)		
			Assistant (PSU)		
			Section Officer (Power)		
Attention to detail	B	Basic	Head (NCPW)	To be developed	Q4
			Head (ICPD)		
			Head (ICSD)		
			Head (SSSD, NCPW)		
			Under Secretary (NCPW)		
			Scientific Officer (NCPW)		
Attention to detail	B	Advance	Section Officer (Power)	To be developed	Q4
			Section Officer (ER)		
			Under Secretary (ER)		
			Under Secretary (Power)		
			Assistant (ER)		
			Assistant (Power)		

Competency	Type	Level	Designation & Vertical	Course Code	When
Central Civil Conduct Code	B	Basic	Head (NCPW)	BH00018	Q3-Q4
			Head (ICPD)		
			Head (ICSD)		
			Head (SSSD, NCPW)		
			Under Secretary (NCPW)		
			Scientific Officer (NCPW)		
Commitment to the Organization- research aligned to organization's goals	B	Advance	Section Officer (ER)	To be developed	Q4
			Section Officer (Power)		
Communication skill	B	Basic	Director (All Directors in A&A Division)	Upcoming course	Q4
			Under Secretary (Admin)		
			Under Secretary (SCS)		
			Under Secretary (Vigilance)		
			DD(OL,ATI)		
			Joint Secretary (R&D)		
			Deputy Secretary (R&D)		
Communication skill	B	Advance	Under Secretary (ER)	BH00001	Q3-Q4
			Section Officer (Power)		
			Director (ER)		
			Director (Power)		
			Section Officer (ER)		
			Assistant (ER)		
			Assistant (Power)		
			Under Secretary (Power)		
			Joint Controller of Accounts		
			Budget and Planning Officer		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Deputy Controller of Accounts (Budget)		
			Deputy Controller of Accounts (Pay and Accounts)		
			Accounts Officer/ PAO		
			Assistant Accounts Officer (Finance & Accounts)		
			Assistant Accounts Officer (Budget)		
			Director (Finance)		
			Under Secretary (Finance)		
			Section Officer (Finance)		
			Assistant (Finance)		
			Under Secretary (R&D 1)		
			Under Secretary (R&D 2)		
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		
			All Assistants (R&D 1)		
			All Assistants (R&D 2)		
			Section Officer (Administration)		
			Section Officer (Parliament)		
			Section Officer (IR&W/ Vigilance)		
			Section Officer (Secretariat Support Section)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			All Assistants in Admin & Accounts division		
			Under Secretary (I&M)		
			Section Officer (Industries & Minerals)		
			Section Officer (PSU)		
			Assistant (I&M)		
			Assistant (PSU)		
Conceptual Thinking	B	Basic	Deputy Secretary (R&D)	To be developed	Q4
			Head (CISD)		
			Head (PAD)		
			Joint Secretary - A&A		
			Director (All Directors in A&A Division)		
			Under Secretary (Admin)		
			Under Secretary (SCS)		
			Under Secretary (Vigilance)		
			DD(OL,ATI)		
			Additional Secretary/ Joint Secretary- (I&M)		
			Director (I&M)		
			Assistant (I&M)		
			Assistant (PSU)		
			Under Secretary (I&M)		
			Under Secretary (I&M)		
			Section Officer (Industries & Minerals)		
			Section Officer (PSU)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Joint Controller of Accounts		
			Budget and Planning Officer		
			Deputy Controller of Accounts (Budget)		
			Deputy Controller of Accounts (Pay and Accounts)		
			Accounts Officer/ PAO		
			Assistant Accounts Officer (Finance & Accounts)		
			Assistant Accounts Officer (Budget)		
			Joint Secretary (Finance)		
			Director (Finance)		
			Under Secretary (Finance)		
			Section Officer (Finance)		
			Assistant (Finance)		
			All Assistants (R&D 1)		
			All Assistants (R&D 2)		
			Section Officer (Administration)		
			Section Officer (Parliament)		
			Section Officer (IR&W/ Vigilance)		
			Section Officer (Secretariat Support Section)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			All Assistants in Admin & Accounts division		
Conceptual Thinking	B	Advance	Director (ER)	To be developed	Q4
			Under Secretary (ER)		
			Under Secretary (Power)		
			Section Officer (ER)		
			Section Officer (Power)		
			Section Officer (Industries & Minerals)		
			Section Officer (PSU)		
			Assistant (I&M)		
			Assistant (PSU)		
			Director (Power)		
			Assistant (ER)		
			Assistant (Power)		
			Joint Secretary - ER		
			Joint Secretary - Power		
			Accounts Officer/ PAO		
			Assistant Accounts Officer (Finance & Accounts)		
			Assistant Accounts Officer (Budget) ⁹		
			Section Officer (Finance)		
			Assistant (Finance)		
			All Assistants (R&D 1)		
All Assistants (R&D 2)					
Section Officer (Administration)					

Competency	Type	Level	Designation & Vertical	Course Code	When
			Section Officer (Parliament)		
			Section Officer (IR&W/ Vigilance)		
			Section Officer (Secretariat Support Section)		
			All Assistants in Admin & Accounts division		
Conflict solving strategies	B	Basic	Under Secretary (Vigilance)	BH00002	Q3- Q4
			DD(OL,ATI)		
			Joint Controller of Accounts		
			Budget and Planning Officer		
			Deputy Controller of Accounts (Budget)		
			Deputy Controller of Accounts (Pay and Accounts)		
			Joint Secretary (Finance)		
			Director (Finance)		
			Under Secretary (Finance)		
			Chief Controller of Accounts		
			Joint Secretary (R&D)		
			Deputy Secretary (R&D)		
			Head (NCPW)		
			Head (ICPD)		
			Head (ICSD)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Head (SSSD, NCPW)		
			Under Secretary (NCPW)		
			Scientific Officer (NCPW)		
			Head (CISD)		
			Head (PAD)		
			Joint Secretary - A&A		
			Additional Secretary/ Joint Secretary- (I&M)		
			Director (I&M)		
			Director (All Directors in A&A Division)		
			Under Secretary (Admin)		
			Under Secretary (SCS)		
Conflict solving strategies	B	Advance	Under Secretary (ER)	Upcoming course	Q4
			Under Secretary (Power)		
			Section Officer (ER)		
			Section Officer (Power)		
			Assistant (ER)		
			Assistant (Power)		
			Joint Secretary - ER		
			Joint Secretary - Power		
			Director (ER)		
			Director (Power)		
Consultation & Consensus Building	B	Basic	Joint Secretary (R&D)	To be developed	Q4
			Deputy Secretary (R&D)		
			Head (CISD)		
			Head (PAD)		
			Joint Secretary - A&A		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Director (All Directors in A&A Division)		
			Under Secretary (Admin)		
			Under Secretary (SCS)		
			Additional Secretary/ Joint Secretary- (I&M)		
			Director (I&M)		
Consultation & Consensus Building	B	Advance	Joint Secretary - ER	To be developed	Q4
			Joint Secretary - Power		
			Under Secretary (ER)		
			Under Secretary (Power)		
			Assistant (ER)		
			Assistant (Power)		
			Director (ER)		
			Director (Power)		
Decision Making	B	Basic	Director (All Directors in A&A Division)	BH00003	Q3- Q4
			Under Secretary (Admin)		
			Under Secretary (SCS)		
			Under Secretary (Vigilance)		
			DD(OL,ATI)		
Decision Making	B	Advance	Section Officer (Power)	To be developed	Q4
			Director (ER)		
			Director (Power)		
			Under Secretary (ER)		
			Under Secretary (Power)		
			Assistant (ER)		
			Assistant (Power)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Joint Secretary (Finance)		
			Chief Controller of Accounts		
Delegation	B	Basic	Under Secretary (I&M)	BH00016	Q3- Q4
			Joint Controller of Accounts		
			Budget and Planning Officer		
			Deputy Controller of Accounts (Budget)		
			Deputy Controller of Accounts (Pay and Accounts)		
			Joint Secretary (Finance)		
			Director (Finance)		
			Under Secretary (Finance)		
			Assistant (I&M)		
			Assistant (PSU)		
			Under Secretary (I&M)		
			Section Officer (Industries & Minerals)		
			Section Officer (PSU)		
			Joint Controller of Accounts		
			Budget and Planning Officer		
			Deputy Controller of Accounts (Budget)		
			Deputy Controller of Accounts (Pay and Accounts)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Accounts Officer/ PAO		
			Assistant Accounts Officer (Finance & Accounts)		
			Assistant Accounts Officer (Budget)		
			Joint Secretary (Finance)		
			Director (Finance)		
			Under Secretary (Finance)		
			Section Officer (Finance)		
			Assistant (Finance)		
			Under Secretary (R&D 1)		
			Under Secretary (R&D 2)		
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		
			All Assistants (R&D 1)		
			All Assistants (R&D 2)		
			Section Officer (Administration)		
			Section Officer (Parliament)		
			Section Officer (IR&W/ Vigilance)		
			Section Officer (Secretariat Support Section)		
			All Assistants in Admin & Accounts division		
Desire for Knowledge	B	Advance	Section Officer (ER)	To be developed	Q4
			Section Officer (Power)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Joint Secretary - ER		
Empathy	B	Basic	Under Secretary (Vigilance)	To be developed	Q2- Q3
			DD(OL,ATI)		
			Assistant (I&M)		
			Assistant (PSU)		
			Under Secretary (I&M)		
			Section Officer (Industries & Minerals)		
			Section Officer (PSU)		
			Joint Controller of Accounts		
			Budget and Planning Officer		
			Deputy Controller of Accounts (Budget)		
			Deputy Controller of Accounts (Pay and Accounts)		
			Accounts Officer/ PAO		
			Assistant Accounts Officer (Finance & Accounts)		
			Assistant Accounts Officer (Budget) ²⁰		
			Joint Secretary (Finance)		
			Director (Finance)		
			Under Secretary (Finance)		
			Section Officer (Finance)		
			Assistant (Finance)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Under Secretary (R&D 1)		
			Under Secretary (R&D 2)		
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		
			All Assistants (R&D 1)		
			All Assistants (R&D 2)		
			Section Officer (Administration)		
			Section Officer (Parliament)		
			Section Officer (IR&W/ Vigilance)		
			Section Officer (Secretariat Support Section)		
			All Assistants in Admin & Accounts division		
			Under Secretary (SCS)		
			Under Secretary (Vigilance)		
			DD(OL,ATI)		
			Joint Controller of Accounts		
			Budget and Planning Officer		
			Deputy Controller of Accounts (Budget)		
			Deputy Controller of Accounts (Pay and Accounts)		
			Accounts Officer/ PAO		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Assistant Accounts Officer (Finance & Accounts)		
			Assistant Accounts Officer (Budget)		
			Joint Secretary (Finance)		
			Director (Finance)		
			Under Secretary (Finance)		
			Section Officer (Finance)		
			Assistant (Finance)		
			Under Secretary (R&D 1)		
			Under Secretary (R&D 2)		
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		
			All Assistants (R&D 1)		
			All Assistants (R&D 2)		
			Section Officer (Administration)		
			Section Officer (Parliament)		
			Section Officer (IR&W/ Vigilance)		
			Section Officer (Secretariat Support Section)		
			All Assistants in Admin & Accounts division		
			Joint Secretary (R&D)		
			Deputy Secretary (R&D)		
			Head (CISD)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Head (PAD)		
			Joint Secretary - A&A		
			Additional Secretary/ Joint Secretary- (I&M)		
			Director (I&M)		
			Assistant (I&M)		
			Assistant (PSU)		
			Under Secretary (I&M)		
			Section Officer (Industries & Minerals)		
			Section Officer (PSU)		
			Director (All Directors in A&A Division)		
			Under Secretary (Admin)		
			Joint Secretary (R&D)		
			Deputy Secretary (R&D)		
			Joint Secretary - A&A		
			Director (All Directors in A&A Division)		
			Under Secretary (Admin)		
			Under Secretary (SCS)		
			Under Secretary (Vigilance)		
			DD(OL,ATI)		
			Under Secretary (R&D 1)		
			Under Secretary (R&D 2)		
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		
			All Assistants (R&D 1)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			All Assistants (R&D 2)		
			Section Officer (Administration)		
			Section Officer (Parliament)		
			Section Officer (IR&W/ Vigilance)		
			Section Officer (Secretariat Support Section)		
			All Assistants in Admin & Accounts division		
Giving feedback	B	Advance	Assistant (ER)	To be developed	Q4
			Assistant (Power)		
Guiding team	B	Basic	Section Officer (R&D 1)	BH00012, BH00013	Q3- Q4
			Section Officer (R&D 2)		
			Under Secretary (Admin)		
			Under Secretary (SCS)		
			Under Secretary (Vigilance)		
			DD(OL,ATI)		
			Assistant (I&M)		
			Assistant (PSU)		
			Under Secretary (I&M)		
			Section Officer (Industries & Minerals)		
			Section Officer (PSU)		
			Accounts Officer/ PAO		
			Assistant Accounts Officer (Finance & Accounts)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Assistant Accounts Officer (Budget) ¹²		
			Section Officer (Finance)		
			Assistant (Finance)		
			Under Secretary (R&D 1)		
			Under Secretary (R&D 2)		
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		
			All Assistants (R&D 1)		
			All Assistants (R&D 2)		
			Section Officer (Administration)		
			Section Officer (Parliament)		
			Section Officer (IR&W/ Vigilance)		
			Section Officer (Secretariat Support Section)		
			All Assistants in Admin & Accounts division		
Initiative and Drive	B	Advance	Under Secretary (ER)	To be developed	Q4
			Under Secretary (Power)		
			Assistant (ER)		
			Assistant (Power)		
			Section Officer (ER)		
			Section Officer (Power)		
Innovative Thinking	B	Basic	Deputy Secretary (R&D)	Upcoming Course	Q4
			Under Secretary (Vigilance)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			DD(OL,ATI)		
			Joint Controller of Accounts		
			Budget and Planning Officer		
			Deputy Controller of Accounts (Budget)		
			Deputy Controller of Accounts (Pay and Accounts)		
			Joint Secretary (Finance)		
			Director (Finance)		
			Under Secretary (Finance)		
			Chief Controller of Accounts		
			Head (PAD)		
			Director (All Directors in A&A Division)		
			Under Secretary (Admin)		
			Under Secretary (SCS)		
			Additional Secretary/ Joint Secretary- (I&M)		
			Director (I&M)		
Innovative Thinking	B	Advance	Section Officer (Power)	Upcoming Course	Q4
			Under Secretary (ER)		
			Under Secretary (Power)		
			Section Officer (ER)		
			Accounts Officer/ PAO		
			Assistant Accounts Officer (Finance & Accounts)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Assistant Accounts Officer (Budget)		
			Section Officer (Finance)		
			Assistant (Finance)		
			Under Secretary (R&D 1)		
			Under Secretary (R&D 2)		
			All Assistants (R&D 1)		
			All Assistants (R&D 2)		
			Section Officer (Administration)		
			Section Officer (Parliament)		
			Section Officer (IR&W/ Vigilance)		
			Section Officer (Secretariat Support Section)		
			All Assistants in Admin & Accounts division		
			Under Secretary (I&M)		
			Section Officer (Industries & Minerals)		
			Section Officer (PSU)		
			Assistant (I&M)		
			Assistant (PSU)		
			Director (ER)		
			Director (Power)		
			Joint Secretary - ER		
			Joint Secretary - Power		
			Head (CISD)		

Competency	Type	Level	Designation & Vertical	Course Code	When
Knowledge sharing & mentorship	B	Basic	Head (NCPW)	BH00022	Q3- Q4
			Head (ICPD)		
			Head (ICSD)		
			Head (SSSD, NCPW)		
			Under Secretary (NCPW)		
			Scientific Officer (NCPW)		
			Joint Secretary - A&A		
			Director (All Directors in A&A Division)		
			Under Secretary (Admin)		
			Under Secretary (SCS)		
			Under Secretary (Vigilance)		
Knowledge sharing & mentorship	B	Advance	DD(OL,ATI)	To be developed	Q4
			Director (Power)		
			Director (ER)		
			Section Officer (Power)		
			Under Secretary (ER)		
			Under Secretary (Power)		
Leadership	B	Basic	Section Officer (ER)	BH00023, BH00006	Q3- Q4
			Under Secretary (R&D 1)		
Leadership	B	Advance	Under Secretary (R&D 2)	Upcoming Course	Q4
			Joint Secretary - ER		
			Joint Secretary - Power		
			Deputy Controller of Accounts (Budget)		
			Deputy Controller of Accounts (Pay and Accounts)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Under Secretary (Finance)		
			Chief Controller of Accounts		
			Under Secretary (SCS)		
			Under Secretary (Vigilance)		
			DD(OL,ATI)		
			Under Secretary (Admin)		
			Joint Controller of Accounts		
			Budget and Planning Officer		
			Joint Secretary (Finance)		
			Director (Finance)		
			Joint Secretary (R&D)		
			Deputy Secretary (R&D)		
			Head (NCPW)		
			Head (ICPD)		
			Head (ICSD)		
			Head (SSSD, NCPW)		
			Under Secretary (NCPW)		
			Scientific Officer (NCPW)		
			Head (CISD)		
			Head (PAD)		
			Joint Secretary - A&A		
			Director (All Directors in A&A Division)		
			Additional Secretary/ Joint Secretary- (I&M)		
			Director (I&M)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Under Secretary (ER)		
			Under Secretary (Power)		
Maintaining physical and mental health	B	Basic	Joint Secretary (R&D)	BH00024, BH00025	Q3- Q4
			Deputy Secretary (R&D)		
			Head (NCPW)		
			Head (ICPD)		
			Head (ICSD)		
			Head (SSSD, NCPW)		
			Under Secretary (NCPW)		
			Scientific Officer (NCPW)		
			Head (CISD)		
			Head (PAD)		
			Joint Secretary - A&A		
			Director (All Directors in A&A Division)		
			Under Secretary (Admin)		
			Under Secretary (SCS)		
			Under Secretary (Vigilance)		
			DD(OL,ATI)		
			Additional Secretary/ Joint Secretary- (I&M)		
			Director (I&M)		
			Under Secretary (I&M)		
			Section Officer (Industries & Minerals)		
			Section Officer (PSU)		
			Section Officer (Administration)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Section Officer (Parliament)		
			Section Officer (IR&W/ Vigilance)		
			Section Officer (Secretariat Support Section)		
			All Assistants in Admin & Accounts division		
			Assistant (I&M)		
			Assistant (PSU)		
Maintaining physical and mental health	B	Advance	Section Officer (Power)	To be developed	Q4
			Section Officer (ER)		
Motivating team	B	Basic	Deputy Secretary (R&D)	BH00012, BH00013	Q3- Q4
			Joint Secretary (R&D)		
			Deputy Secretary (R&D)		
			Head (CISD)		
			Head (PAD)		
			Joint Secretary - A&A		
			Additional Secretary/ Joint Secretary- (I&M)		
			Director (I&M)		
			Director (All Directors in A&A Division)		
			Under Secretary (Admin)		
			Joint Secretary (Finance)		
			Director (Finance)		
			Under Secretary (Finance)		
Negotiation Skills	B	Advance	Assistant (ER)	BH00001	Q3- Q4
			Assistant (Power)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Head (NCPW)		
			Head (ICPD)		
			Head (ICSD)		
			Head (SSSD, NCPW)		
			Under Secretary (NCPW)		
			Scientific Officer (NCPW)		
			Section Officer (Power)		
			Joint Secretary - ER		
			Joint Secretary - Power		
			Director (ER)		
			Director (Power)		
Networking skills - lab/industry/academia	B	Basic	Director (All Directors in A&A Division)	To be developed	Q4
			Deputy Secretary (R&D)		
			Joint Controller of Accounts		
			Budget and Planning Officer		
			Deputy Controller of Accounts (Budget)		
			Deputy Controller of Accounts (Pay and Accounts)		
			Joint Secretary - A&A		
Networking skills - lab/industry/academia	B	Advance	Under Secretary (SCS)	To be developed	Q4
			Under Secretary (Vigilance)		
			DD(OL,ATI)		
			Under Secretary (Admin)		
			Joint Secretary (Finance)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Director (Finance)		
			Under Secretary (Finance)		
			Under Secretary (ER)		
			Under Secretary (Power)		
			Section Officer (ER)		
			Section Officer (Power)		
			Chief Controller of Accounts		
			Joint Controller of Accounts		
			Budget and Planning Officer		
			Deputy Controller of Accounts (Budget)		
			Deputy Controller of Accounts (Pay and Accounts)		
			Accounts Officer/ PAO		
			Assistant Accounts Officer (Finance & Accounts)		
			Assistant Accounts Officer (Budget) ⁴		
			Section Officer (Finance)		
			Assistant (Finance)		
			Under Secretary (R&D 1)		
			Under Secretary (R&D 2)		
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		
			All Assistants (R&D 1)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			All Assistants (R&D 2)		
			Section Officer (Administration)		
			Section Officer (Parliament)		
			Section Officer (IR&W/ Vigilance)		
			Section Officer (Secretariat Support Section)		
			All Assistants in Admin & Accounts division		
			Under Secretary (I&M)		
			Section Officer (Industries & Minerals)		
			Section Officer (PSU)		
			Assistant (I&M)		
			Assistant (PSU)		
			Joint Secretary - ER		
			Joint Secretary - Power		
			Director (ER)		
			Director (Power)		
			Head (CISD)		
			Head (PAD)		
			Additional Secretary/ Joint Secretary- (I&M)		
			Director (I&M)		
			Head (NCPW)		
			Head (ICPD)		
			Head (ICSD)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Head (SSSD, NCPW)		
			Under Secretary (NCPW)		
			Scientific Officer (NCPW)		
Organizational Awareness - Multidisciplinary approach	B	Basic	Director (All Directors in A&A Division)	To be developed	Q4
			Under Secretary (Admin)		
			Under Secretary (SCS)		
			Under Secretary (Vigilance)		
			DD(OL,ATI)		
Organizational Awareness - Multidisciplinary approach	B	Advance	Director (ER)	To be developed	Q4
			Section Officer (Power)		
			Director (Power)		
			Section Officer (ER)		
Planning and Coordination	B	Basic	Head (NCPW)	To be developed	Q4
			Head (ICPD)		
			Head (ICSD)		
			Head (SSSD, NCPW)		
			Under Secretary (NCPW)		
			Scientific Officer (NCPW)		
			Head (CISD)		
			Head (PAD)		
			Under Secretary (Vigilance)		
			DD(OL,ATI)		
Planning and Coordination	B	Advance	Section Officer (ER)	To be developed	Q4
			Section Officer (Power)		
			Assistant (ER)		
			Assistant (Power)		

Competency	Type	Level	Designation & Vertical	Course Code	When
Problem Solving of higher degree	B	Basic	Joint Secretary (R&D)	BH00003	Q3-Q4
			Deputy Secretary (R&D)		
			Director (All Directors in A&A Division)		
			Under Secretary (Admin)		
			Under Secretary (SCS)		
			Under Secretary (Vigilance)		
			DD(OL,ATI)		
			Joint Controller of Accounts		
			Budget and Planning Officer		
			Deputy Controller of Accounts (Budget)		
			Deputy Controller of Accounts (Pay and Accounts)		
			Joint Secretary (Finance)		
			Director (Finance)		
			Under Secretary (Finance)		
Problem Solving of higher degree	B	Advance	Section Officer (Power)	To be developed	Q4
			Under Secretary (ER)		
			Under Secretary (Power)		
			Section Officer (ER)		
			Assistant (ER)		
			Assistant (Power)		
			Accounts Officer/ PAO		
			Assistant Accounts Officer (Finance & Accounts)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Assistant Accounts Officer (Budget)		
			Section Officer (Finance)		
			Assistant (Finance)		
			Section Officer (Administration)		
			Section Officer (Parliament)		
			Section Officer (IR&W/ Vigilance)		
			Section Officer (Secretariat Support Section)		
			All Assistants in Admin & Accounts division		
			Under Secretary (I&M)		
			Section Officer (Industries & Minerals)		
			Section Officer (PSU)		
			Assistant (I&M)		
			Assistant (PSU)		
			Assistant (ER)		
			Assistant (Power)		
			Section Officer (Power)		
			Director (ER)		
			Director (Power)		
			Under Secretary (ER)		
			Under Secretary (Power)		
			Section Officer (ER)		
			Section Officer (Power)		

Competency	Type	Level	Designation & Vertical	Course Code	When
Recruitment	B	Basic	Under Secretary (SCS)	To be developed	Q4
Recruitment	B	Advance	Assistant (ER)	To be developed	Q4
			Assistant (Power)		
			Under Secretary (ER)		
			Under Secretary (Power)		
			Section Officer (ER)		
			Section Officer (Power)		
Result Orientation	B	Basic	Assistant (I&M)	BH00028	Q3- Q4
			Assistant (PSU)		
			Under Secretary (I&M)		
			Section Officer (Industries & Minerals)		
			Section Officer (PSU)		
			Joint Controller of Accounts		
			Budget and Planning Officer		
			Deputy Controller of Accounts (Budget)		
			Deputy Controller of Accounts (Pay and Accounts)		
			Accounts Officer/ PAO		
			Assistant Accounts Officer (Finance & Accounts)		
			Assistant Accounts Officer (Budget) ¹⁷		
			Joint Secretary (Finance)		
Director (Finance)					

Competency	Type	Level	Designation & Vertical	Course Code	When
			Under Secretary (Finance)		
			Section Officer (Finance)		
			Assistant (Finance)		
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		
			All Assistants (R&D 1)		
			All Assistants (R&D 2)		
			Section Officer (Administration)		
			Section Officer (Parliament)		
			Section Officer (IR&W/ Vigilance)		
			Section Officer (Secretariat Support Section)		
All Assistants in Admin & Accounts division					
Result Orientation	B	Advance	Section Officer (Power)	To be developed	Q4
			Section Officer (ER)		
			Assistant (ER)		
			Assistant (Power)		
Running effective meetings	B	Basic	Head (NCPW)	To be developed	Q4
			Head (ICPD)		
			Head (ICSD)		
			Head (SSSD, NCPW)		
			Under Secretary (NCPW)		
			Scientific Officer (NCPW)		
Running effective meetings	B	Advance	Section Officer (ER)	To be developed	Q4
			Section Officer (Power)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Under Secretary (Vigilance)		
			DD(OL,ATI)		
			Section Officer (ER)		
			Assistant (ER)		
			Assistant (Power)		
Self-Management	B	Basic	Under Secretary (I&M)	To be developed	Q3- Q4
Self-Management	B	Advance	Accounts Officer/ PAO	To be developed	Q3- Q4
			Assistant Accounts Officer (Finance & Accounts)		
			Assistant Accounts Officer (Budget)		
			Section Officer (Finance)		
			Assistant (Finance)		
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		
			All Assistants (R&D 1)		
			All Assistants (R&D 2)		
			Section Officer (Administration)		
			Section Officer (Parliament)		
			Section Officer (IR&W/ Vigilance)		
			Section Officer (Secretariat Support Section)		
			All Assistants in Admin & Accounts division		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Section Officer (Industries & Minerals)		
			Section Officer (PSU)		
			Assistant (I&M)		
			Assistant (PSU)		
Self-Motivated	B	Basic	Head (CISD)	BH00008	Q3-Q4
			Head (PAD)		
			Joint Secretary - A&A		
			Additional Secretary/ Joint Secretary- (I&M)		
			Director (I&M)		
			Under Secretary (Vigilance)		
			DD(OL,ATI)		
			Assistant (I&M)		
			Assistant (PSU)		
			Under Secretary (I&M)		
			Section Officer (Industries & Minerals)		
			Section Officer (PSU)		
			Joint Controller of Accounts		
			Budget and Planning Officer		
			Deputy Controller of Accounts (Budget)		
			Deputy Controller of Accounts (Pay and Accounts)		
			Accounts Officer/ PAO		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Assistant Accounts Officer (Finance & Accounts)		
			Assistant Accounts Officer (Budget)		
			Joint Secretary (Finance)		
			Director (Finance)		
			Under Secretary (Finance)		
			Section Officer (Finance)		
			Assistant (Finance)		
			Under Secretary (R&D 1)		
			Under Secretary (R&D 2)		
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		
			All Assistants (R&D 1)		
			All Assistants (R&D 2)		
			Section Officer (Administration)		
			Section Officer (Parliament)		
			Section Officer (IR&W/ Vigilance)		
			Section Officer (Secretariat Support Section)		
			All Assistants in Admin & Accounts division		
Self-Awareness and Self-Control	B	Advance	Section Officer (ER)	Upcoming Course	Q4
			Section Officer (Power)		
			Assistant (ER)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Assistant (Power)		
			Section Officer (Power)		
			Section Officer (ER)		
			Under Secretary (ER)		
			Under Secretary (Power)		
			Assistant (ER)		
			Assistant (Power)		
Sensitiveness to the team	B	Basic	Section Officer (R&D 1)	BH00013	Q3-Q4
			Section Officer (R&D 2)		
			All Assistants (R&D 1)		
			All Assistants (R&D 2)		
Social media skills including monitoring and drafting of tweets/ messages	B	Advance	Joint Secretary - ER	To be developed	Q4
			Joint Secretary - Power		
Stakeholder Analysis & Management	B	Basic	Under Secretary (Vigilance)	BH00029	Q3-Q4
			DD(OL,ATI)		
			Chief Controller of Accounts		
			Under Secretary (I&M)		
			Section Officer (Industries & Minerals)		
			Section Officer (PSU)		
			Accounts Officer/ PAO		
			Assistant Accounts Officer (Finance & Accounts)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Assistant Accounts Officer (Budget)		
			Section Officer (Finance)		
			Assistant (Finance)		
			Under Secretary (R&D 1)		
			Under Secretary (R&D 2)		
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		
			All Assistants (R&D 1)		
			All Assistants (R&D 2)		
			Section Officer (Administration)		
			Section Officer (Parliament)		
			Section Officer (IR&W/ Vigilance)		
			Section Officer (Secretariat Support Section)		
			All Assistants in Admin & Accounts division		
Strategic thinking	B	Advance	Joint Secretary - ER	Upcoming Course	Q4
			Joint Secretary - Power		
			Director (ER)		
			Director (Power)		
			Joint Controller of Accounts		
			Budget and Planning Officer		
			Deputy Controller of Accounts (Budget)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Deputy Controller of Accounts (Pay and Accounts)		
			Chief Controller of Accounts		
			Joint Secretary (Finance)		
			Director (Finance)		
			Under Secretary (Finance)		
			Under Secretary (ER)		
			Under Secretary (Power)		
			Under Secretary (SCS)		
			Under Secretary (Vigilance)		
			DD(OL,ATI)		
			Under Secretary (Admin)		
			Joint Secretary (R&D)		
			Deputy Secretary (R&D)		
			Head (NCPW)		
			Head (ICPD)		
			Head (ICSD)		
			Head (SSSD, NCPW)		
			Under Secretary (NCPW)		
			Scientific Officer (NCPW)		
			Head (CISD)		
			Head (PAD)		
			Joint Secretary - A&A		
			Additional Secretary/ Joint Secretary- (I&M)		
			Director (I&M)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Director (All Directors in A&A Division)		
Team Management	B	Basic	Joint Secretary (R&D)	BH00012, BH00013	Q3- Q4
			Deputy Secretary (R&D)		
			Joint Secretary - A&A		
			Director (All Directors in A&A Division)		
			Chief Controller of Accounts		
Team Management	B	Advance	Joint Secretary - ER	Upcoming Course	Q4
			Joint Secretary - Power		
			Director (ER)		
			Director (Power)		
			Under Secretary (SCS)		
			Under Secretary (Vigilance)		
			DD(OL,ATI)		
			Under Secretary (Admin)		
			Head (NCPW)		
			Head (ICPD)		
			Head (ICSD)		
			Head (SSSD, NCPW)		
			Under Secretary (NCPW)		
			Scientific Officer (NCPW)		
			Head (CISD)		
			Head (PAD)		
			Additional Secretary/ Joint Secretary- (I&M)		
Director (I&M)					

Competency	Type	Level	Designation & Vertical	Course Code	When
Team Working	B	Basic	Under Secretary (I&M)	BH00012, BH00013	Q3- Q4
Team Working	B	Advance	Accounts Officer/ PAO	To be developed	Q4
			Assistant Accounts Officer (Finance & Accounts)		
			Assistant Accounts Officer (Budget) ¹⁰		
			Section Officer (Finance)		
			Assistant (Finance)		
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		
			All Assistants (R&D 1)		
			All Assistants (R&D 2)		
			Section Officer (Administration)		
			Section Officer (Parliament)		
			Section Officer (IR&W/ Vigilance)		
			Section Officer (Secretariat Support Section)		
			All Assistants in Admin & Accounts division		
			Section Officer (Industries & Minerals)		
			Section Officer (PSU)		
			Assistant (I&M)		
			Assistant (PSU)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Section Officer (Power)		
			Section Officer (ER)		
			Assistant (ER)		
			Assistant (Power)		
			Under Secretary (ER)		
			Under Secretary (Power)		
Time Management	B	Basic	Deputy Secretary (R&D)	BH00014	Q3- Q4
			Head (NCPW)		
			Head (ICPD)		
			Head (ICSD)		
			Head (SSSD, NCPW)		
			Under Secretary (NCPW)		
			Scientific Officer (NCPW)		
			Head (CISD)		
			Head (PAD)		
			Additional Secretary/ Joint Secretary- (I&M)		
			Director (I&M)		
			Assistant (I&M)		
			Assistant (PSU)		
			Under Secretary (I&M)		
			Section Officer (Industries & Minerals)		
			Section Officer (PSU)		
			Joint Controller of Accounts		
			Budget and Planning Officer		
			Deputy Controller of Accounts (Budget)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Deputy Controller of Accounts (Pay and Accounts)		
			Accounts Officer/ PAO		
			Assistant Accounts Officer (Finance & Accounts)		
			Assistant Accounts Officer (Budget) ¹³		
			Joint Secretary (Finance)		
			Director (Finance)		
			Under Secretary (Finance)		
			Section Officer (Finance)		
			Assistant (Finance)		
			Under Secretary (R&D 1)		
			Under Secretary (R&D 2)		
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		
			All Assistants (R&D 1)		
			All Assistants (R&D 2)		
			Section Officer (Administration)		
			Section Officer (Parliament)		
			Section Officer (IR&W/ Vigilance)		
			Section Officer (Secretariat Support Section)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			All Assistants in Admin & Accounts division		
Accounting skills	F	Basic	Joint Secretary (Finance)	FN00011 , FN00012, FN00013	Q3-Q4
			Under Secretary (Finance)		
Accounting skills	F	Advance	Deputy Controller of Accounts (Pay and Accounts)	Upcoming Course	Q4
			Deputy Controller of Accounts (Budget)		
			Joint Controller of Accounts		
			Assistant (Finance)		
			Assistant Accounts Officer (Budget)		
			Section Officer (Finance)		
Awareness of government policies and agencies related to Aatmanirbhar Bharat, Invest India, etc.	F	Advance	Deputy Secretary (R&D)	It is recommended that Compendium of all relevant documents can be put in DAE Secretariat's KMS / training module may be developed by ATI	Q3-Q4
			Under Secretary (R&D 1)		
			Under Secretary (R&D 2)		
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		
			All Assistants (R&D 1)		
			All Assistants (R&D 2)		
Balance sheet reading	F	Basic	Section Officer (PSU)	FN00010	Q3-Q4
Balance sheet reading	F	Advance	Assistant (PSU)	Upcoming Course	Q4
Budgeting	F	Basic	Joint Secretary (Finance)	FN00011 , FN00012, FN00013	Q3-Q4

Competency	Type	Level	Designation & Vertical	Course Code	When
Budgeting	F	Advance	Deputy Controller of Accounts (Budget)	Upcoming Course	Q4
			Under Secretary (Finance)		
			Deputy Controller of Accounts (Pay and Accounts)		
			Joint Controller of Accounts		
			Assistant Accounts Officer (Budget)		
			Accounts Officer/ PAO		
			Section Officer (Finance)		
			Director (Finance)		
			Section Officer (Secretariat Support Section)		
Cash Flow Management	F	Basic	Director (Finance)	Upcoming Course	Q4
Cash Flow Management	F	Advance	Under Secretary (Finance)	Upcoming Course	Q4
			Deputy Controller of Accounts (Pay and Accounts)		
			Deputy Controller of Accounts (Budget)		
			Joint Controller of Accounts		
			Assistant (Finance)		
Central civil conduct code	F	Basic	Under Secretary (Admin)	FN00029 ,FN00030	Q3- Q4
			Under Secretary (SCS)		
			Under Secretary (Vigilance)		

Competency	Type	Level	Designation & Vertical	Course Code	When
Central civil conduct code	F	Advance	Section Officer (Administration)	FN00029 ,FN00030	Q3- Q4
			Section Officer (Parliament)		
			All Assistants in Admin & Accounts division		
			Under Secretary (ER)		
			Under Secretary (Power)		
			Section Officer (Power)		
			Assistant (ER)		
			Assistant (Power)		
Complaint handling mechanism	F	Advance	Section Officer (IR&W/ Vigilance)	To be developed	Q4
			Under Secretary (Admin)		
			Under Secretary (SCS)		
			Under Secretary (Vigilance)		
			Section Officer (Administration)		
			Section Officer (Parliament)		
			All Assistants in Admin & Accounts division		
			Under Secretary (R&D 1)		
			Under Secretary (R&D 2)		
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		
			All Assistants (R&D 1)		
			All Assistants (R&D 2)		

Competency	Type	Level	Designation & Vertical	Course Code	When
Content writing	F	Advance	Assistant (Power)	To be developed	Q4
Contract writing on GeM portal	F	Advance	Assistant (ER)	To be developed	Q4
			Assistant (Power)		
CVC Guidelines	F	Advance	Joint Secretary - A&A	It is recommended that Compendium of all CVC guidelines published till date can be put in DAE Secretariat's KMS	Q3-Q4
			Director (All Directors in A&A Division)		
Drafting of counter replies	F	Advance	Assistant (ER)	To be developed	Q4
			Assistant (Power)		
Functioning of NIC applications – web conference, messenger, cloud storage and others	F	Basic	Section Officer (Secretariat Support Section)	It is recommended that ATI may speak with NIC to arrange such training	Q3-Q4
			Under Secretary (Vigilance)		
			DD(OL,ATI)		
			Section Officer (Administration)		
			Section Officer (Parliament)		
			Section Officer (IR&W/ Vigilance)		
			All Assistants in Admin & Accounts division		
			Under Secretary (R&D 1)		
			Under Secretary (R&D 2)		
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		
			All Assistants (R&D 1)		
			All Assistants (R&D 2)		
			Budget and Planning Officer		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Director (Finance)		
			Deputy Controller of Accounts (Pay and Accounts)		
			Deputy Controller of Accounts (Budget)		
			Joint Controller of Accounts		
			Joint Secretary (Finance)		
			Under Secretary (Finance)		
			Assistant (Finance)		
			Assistant Accounts Officer (Budget)		
			Assistant Accounts Officer (Finance & Accounts) ¹³		
			Accounts Officer/ PAO		
			Director (I&M)		
			Additional Secretary/ Joint Secretary- (I&M)		
			Head (CISD)		
			Head (PAD)		
			Joint Secretary (R&D)		
			Deputy Secretary (R&D)		
			Section Officer (Finance)		
			Joint Secretary - ER		
			Joint Secretary - Power		
			Joint Secretary - A&A		
			Director (All Directors in A&A Division)		
			Under Secretary (Admin)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Under Secretary (SCS)		
			Section Officer (PSU)		
			Section Officer (Industries & Minerals)		
			Under Secretary (I&M)		
			Section Officer (ER)		
			Section Officer (Power)		
GeM marketplace	F	Basic	Under Secretary (Vigilance)	FN00043 FN00044 FN00045 FN00007 FN00046 FN00047 FN00048 FN00049 FN00050 FN00009	Q3- Q4
			Under Secretary (R&D 1)		
			Under Secretary (R&D 2)		
			Under Secretary (Admin)		
			Joint Secretary - ER		
			Joint Secretary - Power		
			Under Secretary (SCS)		
GeM marketplace	F	Advance	Assistant Accounts Officer (Finance & Accounts)	FN00008	Q3- Q4
			Section Officer (IR&W/ Vigilance)		
			Section Officer (Administration)		
			Section Officer (Parliament)		
			All Assistants in Admin & Accounts division		
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		
			All Assistants (R&D 1)		
			All Assistants (R&D 2)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Section Officer (Secretariat Support Section)		
			Assistant (PSU)		
			Assistant (I&M)		
Handling parliamentary questions and communications	F	Basic	Budget and Planning Officer	FN00036	Q3-Q4
			Joint Secretary - A&A		
			Director (All Directors in A&A Division)		
			Under Secretary (Admin)		
			Under Secretary (SCS)		
			Director (I&M)		
			Additional Secretary/ Joint Secretary- (I&M)		
			Head (CISD)		
			Head (PAD)		
			Joint Secretary (R&D)		
			Deputy Secretary (R&D)		
			Director (Finance)		
Handling parliamentary questions and communications	F	Advance	Section Officer (ER)	To be developed	Q4
			Assistant (Power)		
			Assistant Accounts Officer (Budget)		
			Assistant (PSU)		
			Assistant (I&M)		
			Assistant (Power)		
			Joint Secretary - ER		
			Joint Secretary - Power		
			Director (ER)		
			Director (Power)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Under Secretary (ER)		
			Under Secretary (Power)		
			Section Officer (Power)		
			Assistant (ER)		
			Joint Secretary - Power		
			Director (Power)		
			Under Secretary (Power)		
			Section Officer (Power)		
			Assistant (Power)		
IFD framework	F	Basic	Section Officer (Secretariat Support Section)	FN00002	Q3-Q4
			Under Secretary (SCS)		
Investigation and reporting	F	Advance	Section Officer (IR&W/Vigilance)	FN00039	Q3-Q4
			Under Secretary (Vigilance)		
Knowledge about different matters related to AERB, public sector undertakings of DAE and other PSU boards with which the division interacts	F	Advance	Joint Secretary - ER	It is recommended that Compendium of all relevant documents can be put in DAE Secretariat's KMS / training module may be developed by ATI	Q3-Q4
			Director (ER)		
			Under Secretary (ER)		
			Section Officer (ER)		
			Assistant (ER)		
Knowledge about different public sector undertakings of DAE and other PSU boards with which the division interacts, e.g., NPCIL and Bharatiya Nabhikiya Vidyut Nigam Ltd	F	Advance	Joint Secretary - Power	It is recommended that Compendium of all relevant documents can be put in DAE Secretariat's KMS / training module may be developed by ATI	Q3-Q4
			Director (Power)		
			Under Secretary (Power)		
			Section Officer (Power)		
			Assistant (Power)		
	F	Advance	Director (I&M)		

Competency	Type	Level	Designation & Vertical	Course Code	When
Knowledge about the sector and various sectoral policies			Additional Secretary/ Joint Secretary- (I&M)	It is recommended that Compendium of all relevant documents can be put in DAE Secretariat's KMS / training module may be developed by ATI	Q3- Q4
Knowledge Management	F	Basic	Head (CISD)	To be developed	Q4
			Head (PAD)		
			Joint Secretary (R&D)		
			Deputy Secretary (R&D)		
			Director (I&M)		
			Additional Secretary/ Joint Secretary- (I&M)		
Knowledge Management	F	Advance	Head (CISD)	To be developed	Q4
			Head (PAD)		
			Section Officer (IR&W/ Vigilance)		
			Section Officer (PSU)		
			Section Officer (Industries & Minerals)		
			Under Secretary (I&M)		
			Director (All Directors in A&A Division)		
			Under Secretary (SCS)		
			Under Secretary (Vigilance)		
			DD(OL,ATI)		
			Section Officer (Administration)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Section Officer (Parliament)		
			All Assistants in Admin & Accounts division		
			Under Secretary (R&D 1)		
			Under Secretary (R&D 2)		
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		
			All Assistants (R&D 1)		
			All Assistants (R&D 2)		
			Under Secretary (ER)		
			Under Secretary (Power)		
			Section Officer (ER)		
			Section Officer (Power)		
			Section Officer (Power)		
			Assistant (ER)		
			Assistant (Power)		
			Under Secretary (Admin)		
			Joint Secretary - A&A		
Knowledge of International organizations dealing with DAE, e.g., International Atomic Energy Agency, foreign missions and the protocol to deal with them	F	Advance	Joint Secretary - ER	It is recommended that Compendium of all relevant documents can be put in DAE Secretariat's KMS / training module may be developed by ATI	Q3-Q4
			Director (ER)		
			Under Secretary (ER)		
			Section Officer (ER)		
			Assistant (ER)		
Knowledge of National Foreign policy, composition and framework of Ministry of External Affairs, working of embassies	F	Advance	Joint Secretary - ER	It is recommended that Compendium of all relevant documents can be put in DAE Secretariat's KMS /	Q3-Q4
			Director (ER)		
			Under Secretary (ER)		
			Section Officer (ER)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Assistant (ER)	training module may be developed by ATI	
Knowledge of organizational structure of other MDOs with which ER staff interacts regularly	F	Advance	Section Officer (ER)	It is recommended that Compendium of all relevant documents can be put in DAE Secretariat's KMS / training module may be developed by ATI	Q3-Q4
			Assistant (ER)		
			Joint Secretary - ER		
			Director (ER)		
			Under Secretary (ER)		
Knowledge of power, composition and functions of AEC and various committees of Cabinet and Parliament	F	Advance	Assistant (ER)	It is recommended that Compendium of all relevant documents can be put in DAE Secretariat's KMS / training module may be developed by ATI	Q3-Q4
			Assistant (Power)		
Knowledge of Public Financial Management System	F	Basic	Under Secretary (Admin)	To be developed	Q4
			Under Secretary (SCS)		
			Budget and Planning Officer		
			Director (Finance)		
Knowledge of Public Financial Management System	F	Advance	Accounts Officer/ PAO	To be developed	Q4
			Section Officer (Finance)		
			Section Officer (Secretariat Support Section)		
			Assistant Accounts Officer (Finance & Accounts)		
			Deputy Controller of Accounts (Pay and Accounts)		
			Deputy Controller of Accounts (Budget)		
			Joint Controller of Accounts		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Joint Secretary (Finance)		
			Under Secretary (Finance)		
			Assistant (Finance)		
			Assistant Accounts Officer (Budget)		
			Director (Finance)		
Knowledge of taxation of products, GST and customs duty	F	Basic	Joint Secretary (Finance)	FN00027, FN00028	Q3- Q4
Knowledge of taxation of products, GST and customs duty	F	Advance	Accounts Officer/ PAO	Upcoming Course	Q4
			Section Officer (Finance)		
			Director (Finance)		
			Assistant Accounts Officer (Finance & Accounts)		
			Deputy Controller of Accounts (Pay and Accounts)		
			Deputy Controller of Accounts (Budget)		
			Joint Controller of Accounts		
			Assistant (Finance)		
			Under Secretary (Finance)		
Knowledge on RTI resolutions	F	Basic	Joint Secretary (Finance)	FN00031 FN00032 FN00033 FN00034	Q3- Q4
			Under Secretary (Finance)		
			Assistant (Finance)		
			Deputy Controller of Accounts (Pay and Accounts)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Deputy Controller of Accounts (Budget)		
			Joint Controller of Accounts		
			Director (Finance)		
			Budget and Planning Officer		
			Under Secretary (Vigilance)		
			Section Officer (Administration)		
			Section Officer (Parliament)		
			Section Officer (IR&W/ Vigilance)		
			Under Secretary (R&D 1)		
			Under Secretary (R&D 2)		
Knowledge on RTI resolutions	F	Advance	Assistant Accounts Officer (Finance & Accounts) ¹¹	Upcoming Course	Q4
			Section Officer (Finance)		
			Assistant Accounts Officer (Budget)		
			Accounts Officer/ PAO		
			Section Officer (PSU)		
			Section Officer (Industries & Minerals)		
			Section Officer (Secretariat Support Section)		
			All Assistants in Admin & Accounts division		
			Assistant (PSU)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Assistant (I&M)		
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		
			All Assistants (R&D 2)		
			All Assistants (R&D 1)		
			Under Secretary (ER)		
			Assistant (ER)		
			Under Secretary (Power)		
			Section Officer (Power)		
			Assistant (Power)		
Noting and Drafting	F	Advance	Assistant Accounts Officer (Finance & Accounts) ⁴	Upcoming Course (Basic is on iGOT - FN00035)	Q4
			Assistant Accounts Officer (Budget)		
			Assistant (PSU)		
			Assistant (I&M)		
			Assistant (ER)		
			Assistant (Power)		
Office protocols	F	Basic	Director (Power)	FN00051	Q3- Q4
Office protocols	F	Advance	Section Officer (IR&W/ Vigilance)	Upcoming Courses	Q4
			Under Secretary (Admin)		
			Under Secretary (SCS)		
			DD(OL,ATI)		
			Section Officer (Secretariat Support Section)		
			Director (All Directors in A&A Division)		

Competency	Type	Level	Designation & Vertical	Course Code	When
Organizational knowledge of all relevant establishments including IREL, ECIL, UCIL	F	Basic	Assistant (PSU)	It is recommended that Compendium of all relevant documents can be put in DAE Secretariat's KMS / training module may be developed by ATI	Q3-Q4
			Section Officer (PSU)		
Organizational knowledge of all relevant establishments including NFC, AMD, BRIT and HWB	F	Basic	Section Officer (Industries & Minerals)	It is recommended that Compendium of all relevant documents can be put in DAE Secretariat's KMS / training module may be developed by ATI	Q3-Q4
			Under Secretary (I&M)		
Organizational knowledge of all relevant establishments including NFC, AMD, BRIT and HWB	F	Advance	Assistant (I&M)	It is recommended that Compendium of all relevant documents can be put in DAE Secretariat's KMS / training module may be developed by ATI	Q3-Q4
Organizational skills	F	Advance	Assistant Accounts Officer (Budget)	To be developed	Q4
			Budget and Planning Officer		
Pension Processing	F	Advance	Assistant Accounts Officer (Finance & Accounts)	To be developed	Q4
			Deputy Controller of Accounts (Pay and Accounts)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Accounts Officer/ PAO		
Planning and coordination	F	Basic	Director (ER)	To be developed	Q4
			Director (Power)		
Planning and coordination	F	Advance	Director (All Directors in A&A Division)	To be developed	Q4
Policy Making	F	Basic	Director (I&M)	FN00037, FN00038	Q3- Q4
			Additional Secretary/ Joint Secretary- (I&M)		
			Head (CISD)		
			Head (PAD)		
Policy Making	F	Advance	Joint Secretary - A&A	Upcoming Course	Q4
			Head (NCPW)		
			Head (ICPD)		
			Head (ICSD)		
			Head (SSSD, NCPW)		
			Under Secretary (NCPW)		
			Scientific Officer (NCPW)		
Preparation of Annual Reports	F	Advance	Deputy Controller of Accounts (Pay and Accounts)	It is recommended that training may be conducted on this through 'learning hour' intervention by ATI	Q3- Q4
			Deputy Controller of Accounts (Budget)		
			Joint Controller of Accounts		
Preparation of Cabinet Note, AEC Note or office order	F	Advance	Assistant (Finance)	FCBA0040	Q3- Q4
			Section Officer (Finance)		
			Assistant (I&M)		
			Under Secretary (Power)		
			Section Officer (Power)		
			Under Secretary (ER)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Section Officer (ER)		
Preparation of cabinet note, EFC or office order	F	Basic	Director (ER)	FN00023	Q3-Q4
			Director (Power)		
Preparation of cabinet note, EFC or office order	F	Advance	Assistant (PSU)	To be developed	Q4
			Assistant (Power)		
			Assistant (ER)		
			Director (All Directors in A&A Division)		
			Under Secretary (SCS)		
			Section Officer (Administration)		
			Section Officer (Parliament)		
			All Assistants in Admin & Accounts division		
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		
			All Assistants (R&D 1)		
			All Assistants (R&D 2)		
			Section Officer (IR&W/Vigilance)		
DD(OL,ATI)					
Preparation of Vigilance/investigation Reports	F	Basic	DD(OL,ATI)	FN00039	Q3-Q4
Preparation of Vigilance/investigation Reports	F	Advance	Section Officer (IR&W/Vigilance)	To be developed	Q4
			Under Secretary (Admin)		
			Under Secretary (SCS)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Under Secretary (Vigilance)		
			Section Officer (Administration)		
			Section Officer (Parliament)		
			Section Officer (Secretariat Support Section)		
			All Assistants in Admin & Accounts division		
			Under Secretary (R&D 1)		
			Under Secretary (R&D 2)		
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		
			All Assistants (R&D 1)		
			All Assistants (R&D 2)		
Private participation	F	Advance	Assistant (ER)	To be developed	Q4
			Assistant (Power)		
Procurement and tender preparation	F	Basic	Under Secretary (R&D 1)	To be developed	Q4
			Under Secretary (R&D 2)		
Procurement and tender preparation	F	Advance	Section Officer (Parliament)	FN00008	Q3-Q4
			Under Secretary (Admin)		
			Section Officer (Administration)		
			All Assistants in Admin & Accounts division		
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			All Assistants (R&D 1)		
			All Assistants (R&D 2)		
			Under Secretary (SCS)		
			Section Officer (Secretariat Support Section)		
Professional code of conduct while interacting with NITI Aayog and other ministries	F	Advance	Joint Secretary - Power	It is recommended that training may be conducted on this through 'learning hour' intervention by ATI	Q3-Q4
			Director (Power)		
			Under Secretary (Power)		
Project appraisal and Management	F	Basic	Under Secretary (Vigilance)	FN00004 FN00006	Q3-Q4
Project appraisal and Management	F	Advance	Under Secretary (Power)	FN00005 FN00075	Q3-Q4
			Section Officer (Power)		
			Head (CISD)		
			Head (PAD)		
			Section Officer (IR&W/Vigilance)		
			Section Officer (PSU)		
			Section Officer (Industries & Minerals)		
			Under Secretary (I&M)		
			Under Secretary (Admin)		
			Under Secretary (SCS)		
			Under Secretary (ER)		
			Section Officer (ER)		
			Section Officer (Power)		
Project Management	F	Advance	Assistant Accounts Officer (Budget)	FN00005 FN00075	Q3-Q4
			Budget and Planning Officer		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Under Secretary (Power)		
			Section Officer (Power)		
			Joint Secretary - A&A		
Promoting via Social Media	F	Basic	Director (I&M)	To be developed	Q4
			Additional Secretary/ Joint Secretary- (I&M)		
			Head (CISD)		
			Joint Secretary (R&D)		
			Deputy Secretary (R&D)		
Promoting via Social Media	F	Advance	Head (PAD)	To be developed	Q4
Purchase and Works	F	Basic	Joint Secretary (Finance)	To be developed	Q4
Purchase and Works	F	Advance	Deputy Controller of Accounts (Pay and Accounts)	To be developed	Q4
			Deputy Controller of Accounts (Budget)		
			Joint Controller of Accounts		
			Accounts Officer/ PAO		
Raj Bhasha	F	Basic	DD(OL,ATI)	FN00041	Q3- Q4
			Assistant (PSU)		
			Assistant (I&M)		
Raj Bhasha	F	Advance	Assistant (ER)	To be developed	Q4
			Assistant (Power)		
Receipt & Payment Rules	F	Advance	Assistant Accounts Officer (Finance & Accounts)	It is recommended that training may be conducted on	Q3- Q4

Competency	Type	Level	Designation & Vertical	Course Code	When
			Deputy Controller of Accounts (Pay and Accounts)	this through 'learning hour' intervention by ATI	
			Assistant (Finance)		
			Accounts Officer/ PAO		
			Section Officer (Finance)		
Recruitment Process including reservation and roster	F	Advance	Under Secretary (Admin)	It is recommended that training may be conducted on this through 'learning hour' intervention by ATI	Q3-Q4
			Section Officer (Administration)		
			All Assistants in Admin & Accounts division		
Report writing proficiency	F	Advance	Assistant (I&M)	Upcoming Course	Q4
			Assistant (ER)		
			Assistant (Power)		
Team Management	F	Advance	Assistant (ER)	Upcoming Course	Q4
			Assistant (Power)		
Understanding about all DAE establishments	F	Basic	Under Secretary (Finance)	It is recommended that Compendium of all relevant documents can be put in DAE Secretariat's KMS / training module may be developed by ATI	Q3-Q4
			Assistant (Finance)		
			Director (Finance)		
			Section Officer (Finance)		
Understanding about all DAE establishments	F	Advance	Joint Secretary (Finance)	It is recommended that Compendium of all relevant documents can be put in DAE Secretariat's KMS / training module may be developed by ATI	Q3-Q4
			Director (Finance)		
Understanding about legal matters including gazette notification,	F	Advance	Head (NCPW)	It is recommended that Compendium of all relevant	Q3-Q4
			Head (ICPD)		

Competency	Type	Level	Designation & Vertical	Course Code	When
amendments of acts & rules, promulgate in parliament			Head (ICSD)	documents can be put in DAE Secretariat's KMS / training module may be developed by ATI	
			Head (SSSD, NCPW)		
			Under Secretary (NCPW)		
			Scientific Officer (NCPW)		
Understanding about procedures related to deputation / foreign tours	F	Advance	Joint Secretary - ER	It is recommended that Compendium of all relevant documents can be put in DAE Secretariat's KMS / training module may be developed by ATI	Q3-Q4
			Director (ER)		
			Under Secretary (ER)		
			Section Officer (ER)		
			Assistant (ER)		
Understanding about processes related to Tech Transfer	F	Advance	Joint Secretary (R&D)	It is recommended that training may be conducted on this through 'learning hour' intervention by ATI	Q3-Q4
			Deputy Secretary (R&D)		
			Under Secretary (R&D 1)		
			Under Secretary (R&D 2)		
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		
			All Assistants (R&D 1)		
			All Assistants (R&D 2)		
Understanding about the matters related to 10 aided institutions and 2 boards	F	Advance	Deputy Secretary (R&D)	It is recommended that Compendium of all relevant documents can be put in DAE Secretariat's KMS / training module may be developed by ATI	Q3-Q4
			Under Secretary (R&D 2)		
			Section Officer (R&D 2)		
			All Assistants (R&D 2)		
Understanding about the matters related to 7 research centres including BARC, RRCAT, IGCAR, VECC, AMDER, GCNEP, IPR	F	Advance	Deputy Secretary (R&D)	It is recommended that Compendium of all relevant documents can be put in DAE Secretariat's KMS / training module may be developed by ATI	Q3-Q4
			Under Secretary (R&D 1)		
			Section Officer (R&D 1)		
			All Assistants (R&D 1)		
	F	Advance	Joint Secretary - ER		

Competency	Type	Level	Designation & Vertical	Course Code	When
Understanding of Atomic Energy Act/Rules (Atomic Energy Act, 1962)			Director (ER)	It is recommended that Compendium of all relevant documents can be put in DAE Secretariat's KMS / training module may be developed by ATI	Q3-Q4
			Under Secretary (ER)		
			Section Officer (ER)		
			Assistant (ER)		
Understanding of Civil Accounts Manual	F	Advance	Assistant Accounts Officer (Finance & Accounts)	It is recommended that Compendium of all relevant documents can be put in DAE Secretariat's KMS / training module may be developed by ATI	Q3-Q4
			Deputy Controller of Accounts (Pay and Accounts)		
			Assistant (Finance)		
			Accounts Officer/ PAO		
			Section Officer (Finance)		
Understanding of functioning of E-office	F	Basic	Director (ER)	FN00051	Q3-Q4
			Director (Power)		
			Joint Secretary - A&A		
			Director (All Directors in A&A Division)		
			Under Secretary (Admin)		
			Under Secretary (SCS)		
			Under Secretary (Vigilance)		
			DD(OL,ATI)		
			Section Officer (Administration)		
			Section Officer (Parliament)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Section Officer (IR&W/ Vigilance)		
			All Assistants in Admin & Accounts division		
			Assistant (PSU)		
			Assistant (I&M)		
			Section Officer (PSU)		
			Section Officer (Industries & Minerals)		
			Under Secretary (I&M)		
			Under Secretary (R&D 1)		
			Under Secretary (R&D 2)		
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		
			All Assistants (R&D 1)		
			All Assistants (R&D 2)		
			Deputy Controller of Accounts (Pay and Accounts)		
			Deputy Controller of Accounts (Budget)		
			Joint Controller of Accounts		
			Joint Secretary (Finance)		
			Under Secretary (Finance)		
			Assistant (Finance)		
			Assistant Accounts Officer (Budget)		
			Assistant Accounts Officer (Finance & Accounts)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Accounts Officer/ PAO		
			Director (I&M)		
			Additional Secretary/ Joint Secretary- (I&M)		
			Head (CISD)		
			Head (PAD)		
			Joint Secretary (R&D)		
			Deputy Secretary (R&D)		
			Section Officer (Finance)		
			Joint Secretary - ER		
			Joint Secretary - Power		
Understanding of functioning of E-office	F	Advance	Under Secretary (ER)	Upcoming Course	Q4
			Section Officer (Power)		
			Assistant (ER)		
			Assistant (Power)		
			Under Secretary (Power)		
			Section Officer (ER)		
			Section Officer (Secretariat Support Section)		
Understanding of General Financial Rules, 2017	F	Basic	Joint Secretary (Finance)	FN00002	Q3- Q4
			Under Secretary (Finance)		
			Joint Secretary - A&A		
			Director (All Directors in A&A Division)		
			Under Secretary (Admin)		
			Under Secretary (SCS)		
			Under Secretary (Vigilance)		
			Under Secretary (I&M)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Director (I&M)		
			Additional Secretary/ Joint Secretary- (I&M)		
			Head (CISD)		
			Head (PAD)		
			Under Secretary (R&D 1)		
			Under Secretary (R&D 2)		
			Joint Secretary (R&D)		
			Deputy Secretary (R&D)		
			Joint Secretary - ER		
			Joint Secretary - Power		
Understanding of General Financial Rules, 2017	F	Advance	Assistant Accounts Officer (Finance & Accounts)	To be developed	Q4
			Deputy Controller of Accounts (Pay and Accounts)		
			Deputy Controller of Accounts (Budget)		
			Joint Controller of Accounts		
			Assistant (Finance)		
			Assistant Accounts Officer (Budget)		
			Accounts Officer/ PAO		
			Budget and Planning Officer		
			Section Officer (Finance)		
			Section Officer (PSU)		
			Section Officer (Industries & Minerals)		
			Section Officer (IR&W/ Vigilance)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Under Secretary (ER)		
			Section Officer (Administration)		
			Assistant (PSU)		
			Assistant (I&M)		
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		
			All Assistants (R&D 1)		
			All Assistants (R&D 2)		
			Under Secretary (Power)		
			Section Officer (Parliament)		
			Section Officer (ER)		
			Section Officer (Power)		
			Section Officer (Secretariat Support Section)		
			Assistant (Power)		
			All Assistants in Admin & Accounts division		
Understanding of General Financial Rules, 2017- Global tender guidelines	F	Advance	Assistant (ER)	To be developed	Q4
			Assistant (Power)		
Understanding of Nuclear energy scenario of the country	F	Advance	Joint Secretary - Power	It is recommended that Compendium of all relevant documents can be put in DAE Secretariat's KMS / training module may be developed by ATI	Q3- Q4
			Director (Power)		
			Under Secretary (Power)		
			Section Officer (Power)		
			Assistant (Power)		

Competency	Type	Level	Designation & Vertical	Course Code	When
Understanding of PSU related Policies, Acts, Rules and guidelines, e.g., MMDR, AMCR	F	Basic	Section Officer (PSU)	It is recommended that Compendium of all relevant documents can be put in DAE Secretariat's KMS / training module may be developed by ATI	Q3-Q4
Understanding of PSU related Policies, Acts, Rules and guidelines, e.g., MMDR, AMCR	F	Advance	Assistant (PSU)	It is recommended that Compendium of all relevant documents can be put in DAE Secretariat's KMS / training module may be developed by ATI	Q3-Q4
Understanding procedure for approval & signing of MOUs with international bodies	F	Advance	Joint Secretary - ER	It is recommended that Compendium of all relevant documents can be put in DAE Secretariat's KMS / training module may be developed by ATI	Q3-Q4
			Director (ER)		
			Under Secretary (ER)		
			Section Officer (ER)		
			Assistant (ER)		
Understanding the purpose and potential future of 10 aided institutions ²	F	Advance	Joint Secretary (R&D)	It is recommended that Compendium of all relevant documents can be put in DAE Secretariat's KMS / training module may be developed by ATI	Q3-Q4

Competency	Type	Level	Designation & Vertical	Course Code	When
Understanding the purpose and potential future of 7 research centres ¹ including BARC, RRCAT, IGCAR, VECC, AMDER, GCNEP, IPR	F	Advance	Joint Secretary (R&D)	It is recommended that Compendium of all relevant documents can be put in DAE Secretariat's KMS / training module may be developed by ATI	Q3-Q4
Understanding the purpose and potential future of the 2 boards ³	F	Advance	Joint Secretary (R&D)	It is recommended that Compendium of all relevant documents can be put in DAE Secretariat's KMS / training module may be developed by ATI	Q3-Q4
Vendor Management	F	Advance	Section Officer (Secretariat Support Section)	Upcoming	Q4
Ways of Enhancing Presentation Skills	F	Basic	Section Officer (PSU)	FCBA0055	Q3-Q4
			Section Officer (Industries & Minerals)		
			Under Secretary (I&M)		
Ways of Enhancing Presentation Skills	F	Advance	Section Officer (ER)	FN00040	Q3-Q4
			Section Officer (Power)		
Working with MS Office	F	Basic	Deputy Controller of Accounts (Pay and Accounts)	FN00053 FN00054 FN00055	Q3-Q4
			Deputy Controller of Accounts (Budget)		
			Joint Controller of Accounts		
			Joint Secretary (Finance)		
			Under Secretary (Finance)		
			Assistant (Finance)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Director (ER)		
			Director (Power)		
			Under Secretary (Admin)		
			Under Secretary (SCS)		
			Under Secretary (Vigilance)		
			DD(OL,ATI)		
			Section Officer (Administration)		
			Section Officer (Parliament)		
			Section Officer (IR&W/ Vigilance)		
			Budget and Planning Officer		
			Director (Finance)		
			Under Secretary (I&M)		
			Director (I&M)		
			Additional Secretary/ Joint Secretary- (I&M)		
			Head (CISD)		
			Head (PAD)		
			Under Secretary (R&D 1)		
			Under Secretary (R&D 2)		
			Joint Secretary (R&D)		
			Deputy Secretary (R&D)		
Working with MS Office	F	Advance	Assistant Accounts Officer (Finance & Accounts)	FN00052 FN00056 FN00057 FN00058	Q3- Q4
			Assistant Accounts Officer (Budget)		
			Accounts Officer/ PAO		
			Section Officer (Finance)		
			Section Officer (PSU)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			Section Officer (Industries & Minerals)		
			Section Officer (ER)		
			Section Officer (Power)		
			Assistant (ER)		
			Assistant (Power)		
			All Assistants in Admin & Accounts division		
			All Assistants (R&D 1)		
			Assistant (PSU)		
			Assistant (I&M)		
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		
			All Assistants (R&D 2)		
Writing proficiency & Technical Writing	F	Basic	DD(OL,ATI)	To be developed	Q4
			Under Secretary (R&D 1)		
			Under Secretary (R&D 2)		
Writing proficiency & Technical Writing	F	Advance	Section Officer (IR&W/ Vigilance)	To be developed	Q4
			Section Officer (IR&W/ Vigilance)		
			Under Secretary (Vigilance)		
			Section Officer (Administration)		
			Section Officer (Parliament)		
			All Assistants in Admin & Accounts division		
			Section Officer (R&D 1)		
			Section Officer (R&D 2)		
			All Assistants (R&D 1)		

Competency	Type	Level	Designation & Vertical	Course Code	When
			All Assistants (R&D 2)		
			Under Secretary (ER)		
			Under Secretary (Power)		
			Section Officer (Power)		
			Assistant (ER)		
			Assistant (Power)		

**Points to note:*

- *Only the courses from iGOT have been mentioned in the calendar and for rest of them external trainings other than iGOT are available.*
- *CBC will onboard new courses for the competencies marked as “Upcoming Courses” and these will be available in the next 6-12 months.*
- *The “To be developed” courses are currently not available on iGOT; these may need to be developed by the Department in consultation with CBC*

3.2. Organizational Level capacity building interventions

In addition to the training courses, outlined above, additional capacity building interventions are proposed which are listed below:

1. **Learning Hour:** One hour fortnightly fixed for learning and it is completely voluntary (Internal / External trainer may be invited).
2. **Mentorship Program:** The mentor would help the new joiner get accustomed to the culture of the Department.
3. **Recognition and Rewards:** Best efforts to be recognized on MDO website / newsletter
4. **Virtual Kiosk:** Kiosks can be set up fortnightly or monthly to clear all the queries on a topic.
5. **Immersion Programs:** To R&D centres, other MDO's and private industries.
6. **Induction Manual:** Consists of introduction to all the divisions in the department, their work allocation and nodal officer of that division, all DAE establishments and their functions.
7. **x-MDO scientific staff collaboration:** Facilitate collaboration between scientists working in different research centres, institutes and laboratories across different MDOs by building on each other's capabilities for more value creation.
8. **Science Leadership:** Facilitate senior scientists in smooth transition to the role of a leader.
9. **Policy Hub:** All the policies being followed in the Department would be available for all the staff
10. **Regular feedback programme:** Reporting officer provides regular feedback to immediate reportees with emphasis on training courses completed (the list of training courses to be undertaken will be provided for each role).

4. Monitoring & Evaluation

Objective: To monitor and evaluate the effective implementation of ACBP

a. Levels of M&E

Monitoring and evaluation of the ACBP can be carried out at two levels by the CBU:

1. **At the department level**, the monitoring and evaluation can be carried out on three KPIs

- Number of courses completed by department officials on iGOT
- Number of courses completed by department officials from other institutions (excluding iGOT courses)
- Number of Non-Training Interventions implemented

2. **At the unique role level**

- Number of courses completed by the officer in the unique role. Reporting Officer/CBU SPOC may refer to the Training Calendar in access this KPI

b. **Monitoring of Activities for training Interventions:** Further, the two activities of undertaking iGOT and the other hybrid/offline courses may be monitored and evaluated based on the below framework.

Activities	Indicator	Definition	Means of verification	Unit	Targets		Reporting Frequency	Partners involved
					Y 1	Y 2		

Activity 1

1	Undertake courses on iGOT	Percentage of staff who have completed the recommended courses on iGOT	Courses based on the designation wise competency needs of the department would be recommended	<ul style="list-style-type: none"> Course completion certificates Data available on iGOT platform 	%	Targets		Quarterly	CBC, Department of Atomic Energy
						Completion of courses by 20% of staff	Completion of courses by 40% of staff		

Activity 2

2	Attending the Offline / Hybrid courses	Percentage of staff who have attended the recommended courses physically	Courses based on the designation wise competency needs of the department would be recommended	Course completion certificates	%	Targets		Quarterly	CBC, Department of Atomic Energy
						Completion of courses by 20% of staff	Completion of courses by 40% of staff		

c. **Monitoring of organizational level capacity building interventions for DAE**

S. No.	Intervention	KPI's
1	Learning Hour	<ul style="list-style-type: none"> In the first quarter, 20% of the staff to be covered in learning hour Within 1 year 50% of the staff to be covered
2	Mentorship Program	<ul style="list-style-type: none"> In the first 6 months, 20% of the new joiners to be mapped to mentors Within subsequent 6 months, 50% of new joiners may be mapped
3	Recognition and Rewards	<ul style="list-style-type: none"> 3-5 staff members per centre to be recognized / rewarded per month
4	Virtual Kiosk	<ul style="list-style-type: none"> At least 1 virtual kiosk per month
5	Immersion Programs	<ul style="list-style-type: none"> At least, 1 resource per division in a quarter to be nominated for the immersion programs
6	Induction Manual	<ul style="list-style-type: none"> Induction manual for all the divisions to be formulated within the next 6 months.
7	x-MDO scientific staff collaboration	<ul style="list-style-type: none"> At least 1 knowledge sharing session focused on a particular sector, for relevant MDOs in the first 6 months Subsequently, 1 knowledge sharing session per quarter
8	Science Leadership	<ul style="list-style-type: none"> Launch of programme over the next 6 months
9	Policy Hub	<ul style="list-style-type: none"> Implement the Policy Hub in the current financial year
10	Regular feedback programme	<ul style="list-style-type: none"> In the first 6 months, 20% of the staff to be covered Within subsequent 6 months, 50% to be covered

d. **Evaluation**

- a. The MDO administrator, through his / her admin account on iGOT, can access the IGOT course dashboard which includes all the date pertaining to enrolment, progress of courses, number of courses completed by each individual on iGOT. This information may be used for evaluating progress across set targets
- b. The training calendar mentioned in section 3 consists of all the courses that each unique role in the department needs to complete. This may be used to evaluate achievement of individual targets

5. Annexure

5.1. As-is assessment of the Department to develop a capacity building agenda

5.1.1 Functional Overview of the Department

The following table elaborates the mandate and objectives of the department which act as guiding markers for its functions.

Vision	To empower India through technology, creation of more wealth and providing better quality of life to its citizens
Mandate for the next 3 – 5 years	<ul style="list-style-type: none"> • Increasing share of nuclear power through deployment of indigenous and other proven technologies, along with development of fast breeder reactors and thorium reactors with associated fuel cycle facilities. • Building and operation of research reactors for production of radioisotopes and carrying out radiation technology applications in the field of medicine, agriculture and industry, cancer care, water related technologies, waste management etc. • Developing advanced technologies such as accelerators, lasers, supercomputers, advanced materials, and instrumentation, and encouraging transfer of technology to industry. • Support to basic research in nuclear energy and related frontier areas of science; interaction with universities and academic institutions; Support to research and development projects having a bearing in DAE's programmes, and international cooperation in related advanced areas of research, and • Contribution to national security
Objectives ¹	<ul style="list-style-type: none"> • Research in atomic energy and the development of its uses in agriculture, biology, industry and medicine • Atomic minerals–Survey, prospecting, drilling, development, mining, acquisition and control • Projects & industries concerned with substances and minerals • All activities connected with the development and use of atomic energy • Supervision of State undertakings concerned with prescribed or radio-active substances, including IREL, ECIL, UCIL, NPCIL, NFL

¹ From Allocation of Business Rules, Available at https://cabsec.gov.in/writereaddata/allocationbusinessrule/completeaobrules/english/1_Upload_3190.pdf

	<ul style="list-style-type: none"> • Financial assistance in for furtherance of studies in nuclear sciences • International relations in matters connected with atomic energy and nuclear science • All matters relating to personnel • Execution of works and purchase of land debitable to the capital budget • Procurement of stores and equipment • Financial Sanctions relating to Department of Atomic Energy • All matters concerned with the advancement of higher mathematics • All matters relating to the aided institutions under the administrative control of the Department of Atomic energy e.g., TIFR, The Tata Memorial Centre, The Saha Institute of Nuclear Physics, HRI etc. • All matters relating to other grant-in-aid institutions concerning activities funded by the Department of Atomic Energy
<p>Key Priority Areas aligned to National Priorities</p>	<ul style="list-style-type: none"> • The Department is engaged in the design, construction and operation of nuclear power / research reactors and the supporting nuclear fuel cycle technologies covering exploration, mining and processing of nuclear minerals, production of heavy water, nuclear fuel fabrication, fuel reprocessing and nuclear waste management. • It is also developing advanced technologies which contribute to the national prosperity. • The human resource developed, and technical services being rendered by the Department have been greatly helping the Indian industry. • The Department is also developing better crop varieties, techniques for control/eradication of insects thus protecting the crops, radiation based post-harvest technologies, radiation-based techniques for diagnosis and therapy of disease particularly cancer, technologies for safe drinking water, better environment and robust industry

Guiding
Policies and
Acts²

- Government of India (Allocation of Business) Rules, 1961 Government of India (Transaction of Business) Rules, 1961
- Atomic Energy Act, 1962 and the Rules framed thereunder
- Manual of Office Procedure
- Exercise of Financial Powers (DAE) Rules, 1978
- All Central Civil Services Rules
- Environment (Protection) Act, 1986
- Civil liability for Nuclear Damage Act, 2010
- Rules on safe Disposal of Radioactive waste (1987) and Radiation Protection (2004)

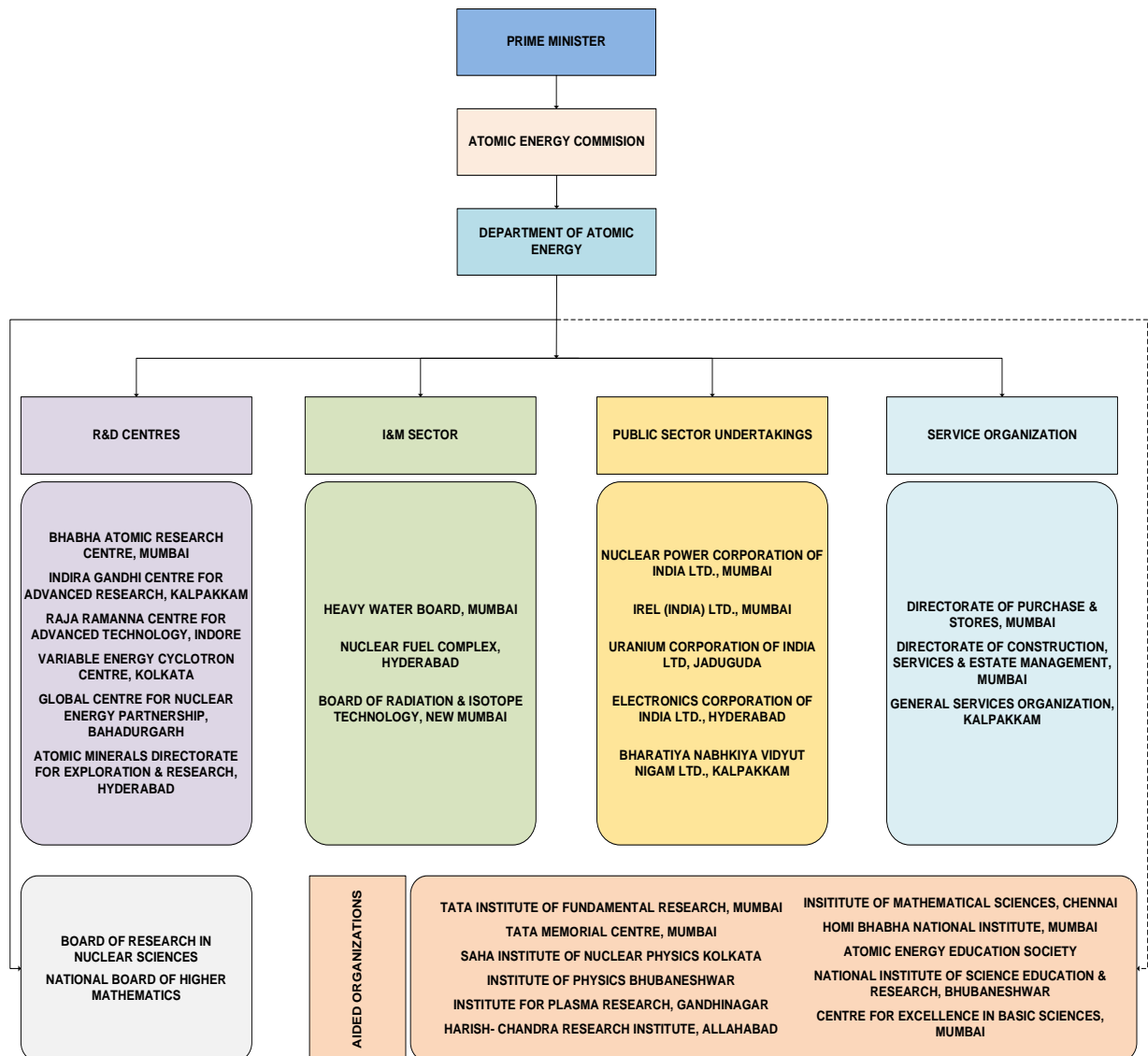
Government of India has taken several steps to increase nuclear power plant output in the country. The Atomic Energy Act was amended to allow public-sector companies to form joint ventures to build nuclear power plants. Government resolved several issues relating to the Civil Liability for Nuclear Damage (CLND) Act and established the Indian Nuclear Insurance Pool (INIP)³.

² Available at <https://dae.gov.in/node/40>

³ Available at <https://pib.gov.in/newsite/PrintRelease.aspx?relid=191503>

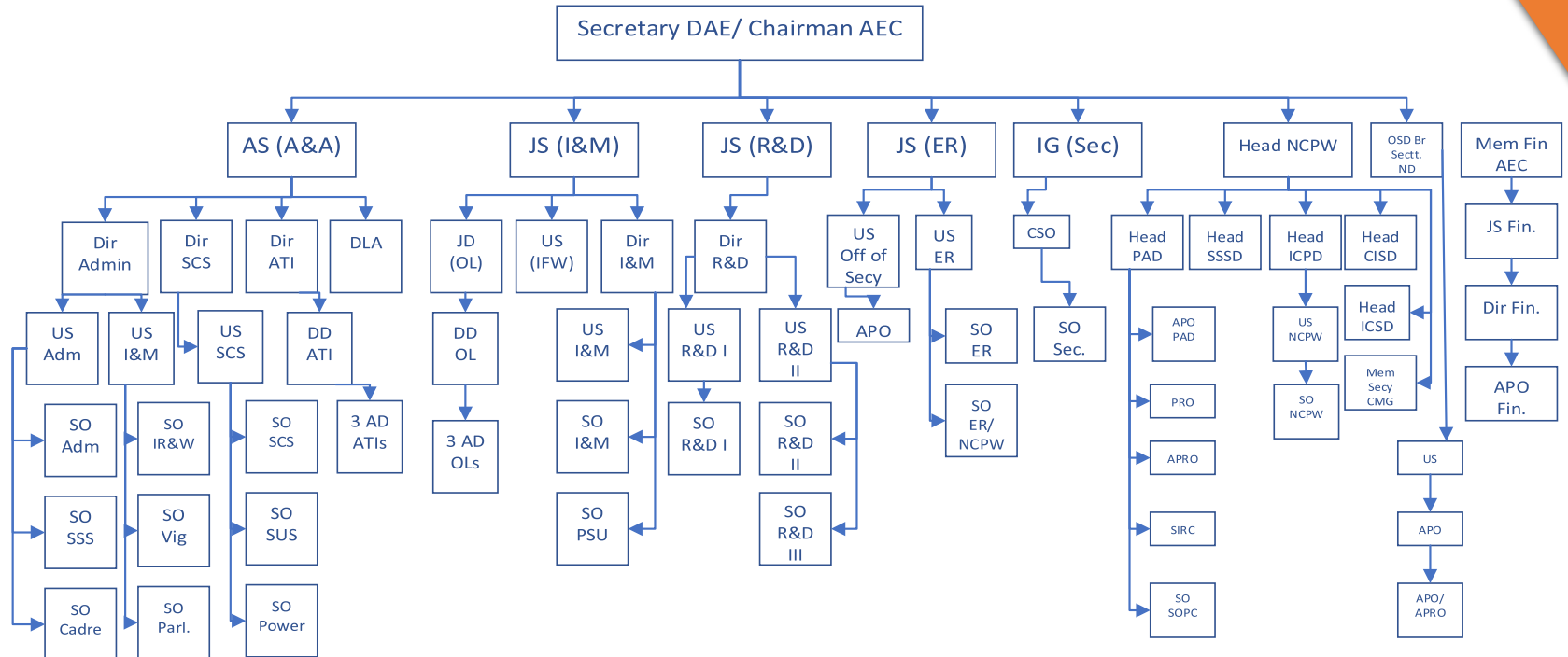
5.1.1.1 Organization Chart for DAE

The department is an integrated group of organizations and includes multiple R&D centres, PSU's, service organizations and Boards. It comprises of 7 research centres, three industrial organizations, five public sector undertakings and three service organizations. It also comprises of two Boards for promoting and funding extra-mural research in nuclear and allied fields and mathematics, and a national institute. Ten institutes of international repute in basic sciences, astronomy, Astrophysics, cancer research and education, etc. and a society that provides educational facilities to the children of DAE employees are supported by the department



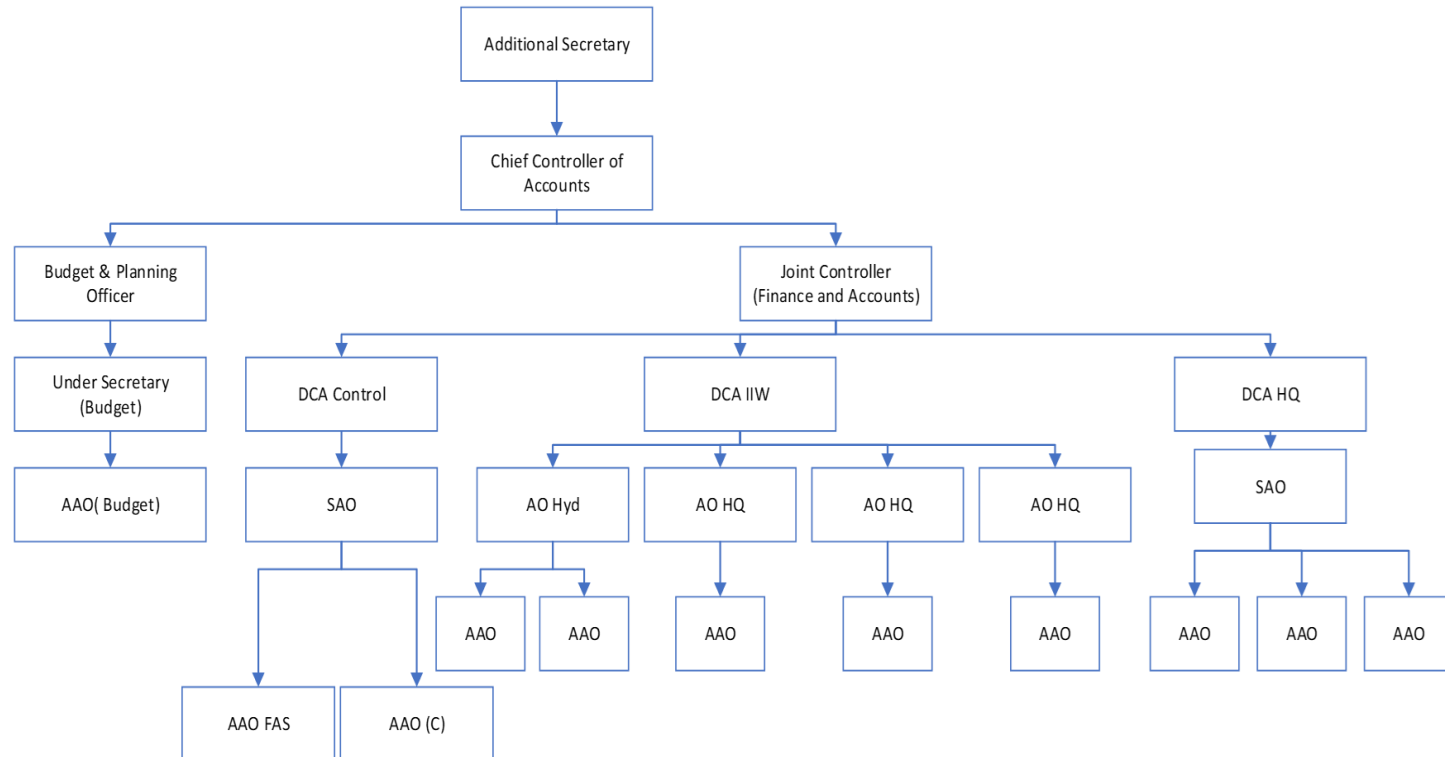
5.1.1.2 Organogram of DAE Headquarters

5.1.1.2.1 Organization Chart for DAE (Except Chief Controller of Accounts wing)⁴



⁴ <https://dae.gov.in/writereaddata/Annexure%20I-1.pdf>, # Outstanding Scientists (4), Scientific Officer/H: 7, Scientific Officer/G: 3, Scientific Officer/F: 2
A&A: Administration & Accounts, **SCS:** Secretariat Coordination Section, **ATI:** Administrative Training Institute, **IR&W:** Industrial Relations & Welfare Section,
I&M: Industries & Minerals, **ER:** External Relations, **NCPW:** Nuclear Control and Planning Wing, **PAD:** Public Awareness Division, **CISD:** Computer and
 Information Systems Division, **AEC:** Atomic Energy Commission, **ICPD:** Institutional Collaborations & Programs Division

5.1.1.2.2 Organization Chart of DAE for Chief Controller of Accounts Wing⁵



⁵ <https://dae.gov.in/writereaddata/annex2.pdf>, DCA – Deputy Controller of Accounts, SAO – Senior Accounts Officer, PAO – Pay & Accounts Officer and AAO – Assistant Accounts Officer

5.1.2 Divisional Functions

S. No.	Division	Role
1.	Administration & Accounts	<ul style="list-style-type: none"> i. Administration Section (Admn.): All personnel and administrative matters of DAE Secretariat employees ii. Centralised Cadre Section (CCS): All matters relating to recruitment/promotion of Centralised Cadre Officers iii. Secretariat Support Section (SSS): General administration like transport, telephone, housekeeping etc. pertaining to the Secretariat iv. Vigilance Section (VIG): All vigilance/disciplinary cases of Group 'A' officers of the Department and its units v. Services Units Section (SUS): All matters relating to the units of the Department dealing with Purchase and Stores, Construction, Services and Estate Management and General Services. vi. Secretariat Co-ordination Section (SCS): Co-ordination with all sections within the Secretariat, all the units of the Department and with other Ministries/Departments of the Central Government. vii. Industrial Relations and Welfare Section (IR&W): All matters relating to the service associations/unions, JCM matters, and other welfare matters like health, family relief scheme. viii. Parliament Section: All matters relating to the Parliament. ix. Hindi Cell: Implementation of Official Language. x. Administrative Training Institute (ATI): ATI is engaged in imparting department specific induction and orientation trainings to the Administration, Accounts, Security and Purchase and Stores cadres of the Department of Atomic Energy. ATI also conducts functional and soft skill training programmes for the benefit of Scientific, Technical, Medical, Para-medical cadres of DAE and also caters to the Training & Development needs of all employees in Public Sector Undertakings and Aided Institutions of DAE.
2.	External Relations and Power	<ul style="list-style-type: none"> i. External Relations-I (ER-I) – Matters relating to Act and Rules in respect of DAE, Co-operation with other countries, matters relating to AERB, IAEA General Conference ii. External Relations-II (ER-II) – Matters relating to deputation to foreign countries / foreign tour, visit of foreigners to DAE units, IAEA Budget, fellowship etc.

S. No.	Division	Role
		iii. Power Section (P) – all matters relating to Nuclear Power Corporation of India Ltd.(NPCIL) and Bharatiya Nabhikiya Vidyut Nigam Ltd. (BHAVINI).
3.	Industries & Minerals	<p>i. Industries and Minerals Section (I&M) – all matters relating to Nuclear Fuel Complex (NFC), Atomic Minerals Directorate for Exploration and Research (AMD), Board of Radiation and Isotope Technology (BRIT), Heavy Water Board (HWB).</p> <p>ii. Public Sector Undertaking Section (PSU) – all matters relating to Indian Rare Earths Ltd.(IREL), Electronics Corporation of India Ltd.(ECIL) and Uranium Corporation of India Ltd.(UCIL)</p>
4.	R&D	<p>i. Research & Development Section – I (R & D-I) – all matters relating to Bhabha Atomic Research Centre (BARC), Indira Gandhi Centre for Atomic Research (IGCAR), Centre for Advanced Technology (CAT) and Variable Energy Cyclotron Centre (VECC).</p> <p>ii. Research & Development Section – II (R & D-II) – all matters relating to the 8 autonomous institutions functioning under this Department, Board of Research in Nuclear Sciences (BRNS), National Board for Higher Mathematics (NBHM).</p> <p>iii. Research & Development Section – III (R & D-III) – All matters related to four Aided Institutions, viz., Homi Bhabha National Institute (HBNI), Atomic Energy Education Society (AEES), Tata Memorial Centre (TMC) and University of Mumbai-DAE- Centre for Excellence in Basic Sciences (UM-DAE-CEBS) and matters pertaining to Raja Ramanna Fellowship (RRF) and Homi Bhabha Chair (HBC).</p>
5.	Accounts	<p>i. Budget Section – all matters relating to Budget and Planning.</p> <p>ii. Finance and Accounts Section – all Finance and Accounts matters.</p> <p>iii. Control Section – all matters relating to the expenditure.</p> <p>iv. Salary Section – all matters relating to salary.</p> <p>v. Cheque Section – all matters relating to cash and cheques.</p> <p>vi. Bill Section – all matters relating to the claims of the personnel.</p> <p>vii. Internal Inspection Wing (IIW) – all matters relating to inspection of accounts of all the units of DAE. The wing has headquarters at Mumbai and Hyderabad.</p>
6.	NCPW	Established to meet the statutory requirements emanating from the projected expansion of India's civil nuclear programme, increasing

S. No.	Division	Role
		<p>external engagements and evolution of techno-legal framework in national and international arena.</p> <p>i. Institutional collaboration & Programs Division (ICPD)</p> <ul style="list-style-type: none"> ○ Coordination with National Institutions/Departments like DST, inter-university consortia (along with R&D Section). Coordination with international ○ institutions/organizations like ITER, CERN, FAIR, JHR etc., and facilitating participation from India in multilateral/mega science projects (along with ERD and R&D Section). ○ Negotiating and implementing bilateral Agreements for cooperation in science related R&D initiatives like IAEA RCA coordination. ○ Formulation, monitoring & review of DAE Plan Projects and related activities. ○ Formulation of strategies for human resource development & facilitating IPR management (along with ERD & NLD) <p>ii. International cooperation & Safeguards Division (ICSD)-</p> <ul style="list-style-type: none"> ○ Negotiating inter-governmental civil nuclear cooperation Agreements concerning peaceful uses of nuclear energy and facilitating their implementation (along with ERD). ○ Negotiation and implementation of Civil Nuclear Cooperation agreements with multilateral agencies like IAEA, NSG etc., (along with ERD). ○ IAEA Safeguards implementation including Nuclear Material Accounting and Control of safeguarded nuclear facilities and materials in the country. ○ Implementation of domestic safeguards for nuclear facilities not under IAEA Safeguards. Facilitating International Cooperation for GCNEP along with ERD. <p>iii. Safety & Security Study Division (SSSD) –</p> <ul style="list-style-type: none"> ○ Coordination between DAE and relevant agencies dealing with nuclear safety in the country. Addressing issues related to policy formulation for security of all nuclear facilities and materials in India. ○ Authorising export of prescribed substances, prescribed equipment and related technology including control of nuclear related dual use items. ○ Activities related to nuclear security summit process including Global Initiative to Combat Nuclear Terrorism (GICNT). <p>iv. Science Communication, Outreach and Public Engagement (SCOPE) – Matters relating to Science communication and</p>

S. No.	Division	Role
		<p>coordination for maintaining the DAE social media handles and other digital platforms, development of creative concepts and coordination for science exhibition galleries / atomic energy exploratoriums of the Department, development of electronic content for films, science exhibition galleries, social media and print & electronic media related to public outreach, processing of proposals for wider commercial adaptation of DAE Technologies etc.</p> <p>v. Computer & Information Services Division (CISD) – – Coordination with National Cyber Security Agency related to Cyber Security Issue in DAE Secretariat and its Units/AI/PSUs – Enhancement and smooth functioning of IT services in the DAE Secretariat & technical support for users in the department.</p> <p>vi. Crisis Management Group (CMG) – – Co-ordinate with national and state level crisis / disaster management agencies and provide technical support to the Response Agencies in management of radiation emergencies in the public domain. – Carry out preparedness, planning & capacity development programs to mitigate nuclear and radiological emergencies – Identify & address shortcomings in the co-ordination mechanisms of the Off-Site Emergency Response Plans – Assume the role of DMC (Disaster Management Cell) in any disaster like situations in any of the DAE units – Coordinate with IAEA for conventions on Early Notification and Assistance.</p> <p>vii. Public Awareness Division (PAD) – – Awareness for nuclear energy as a clean and green energy source to contain greenhouse gases & to create awareness to remove fear towards nuclear energy. – Promote indigenous technologies / products developed by DAE units & spin-off technologies of DAE for societal benefits & conduct exhibitions. – Spread awareness about use of radiopharmaceuticals for prevention of cancer.</p>
7.	Centralized Security Section	All matters relating to security in the Secretariat and all units of DAE

5.1.3 Citizen centric services & goals ⁶

The department has been able to contribute to directly towards the empowering the citizens by creation of more wealth, technology solutions and better quality of life. Some of the **key citizen centric activities** include-

1. It is engaged in **design, construction, and operation of nuclear power** and other ancillary sectors. It has been able to **develop human resource and technical services** in nuclear energy which have greatly helped Indian industry and economy as a whole
2. In the health sector, the department has been developing **radiation-based therapy for diseases** especially cancer
 - a. **NCG Vishwam (2022)** ⁷: NCG which is a network of institutes for establishing uniform standards of patient care and facilitating collaborative basic, translational, and clinical research in cancer, has been made global where institutes from foreign countries can also participate
3. For **better quality of life** for the citizen, department is working on safe drinking water, better environment, and a robust industry. These technologies are shared with the public through technology transfer agreements
 - a. Indian nuclear research labs released **38⁸ technologies in 2021 for societal use** which included radiation monitoring watch, high quality respiratory face mask, transportable refrigeration system based on liquid nitrogen for vaccine called Sheetal Vahak Yantra (SHIVAY-V) and others
 - b. **Seventy-eight transfer of technology agreements** were signed during 2021. As these technologies are meant for societal use and for MSMEs, the technology transfer fee is nominal.
4. For agriculture, development of better crop varieties, techniques for control/eradication of insects thus protecting the crops, radiation-based harvest technologies, radiation-based techniques for diagnosis

⁶ From Secondary Research

⁷ Available at <https://dae.gov.in/node/1309>

⁸ Available at <https://energy.economictimes.indiatimes.com/news/power/indian-nuclear-rd-units-to-release-40-technologies-in-2022/89537533>

5.1.4 Key Programs & Schemes ⁹

The programmes and schemes of the Department have been tailored to achieve the objectives enumerated in the section 3. The schemes/ programmes that are being managed by each division/ unit are summarized below:

Programs/ Schemes	Description
Nuclear Power Programme Stage-1	<ul style="list-style-type: none"> • Programme of the NPCIL- Nuclear power cooperation of India limited • Use of pressurized heavy water reactors (PHWRs) for efficient use of the available uranium resources • Plutonium is created as a by-product
Nuclear Power Programme Stage-2	<ul style="list-style-type: none"> • Develop Fast Breeder Reactor (FBR) to produce excess, Plutonium • Will lead to the conversion of Thorium to fissile Uranium • India is currently in this phase of the nuclear program
LIGO India	<ul style="list-style-type: none"> • LIGO India-the Laser Interferometer Gravitational-Wave Observatory (LIGO) - India is a planned advanced gravitational-wave observatory to be located in India as part of the worldwide network, whose concept proposal is now under active consideration in India and the USA • LIGO-India is envisaged as a collaborative project between a consortium of Indian research institutions and the LIGO Laboratory in USA, along with its international partners
ITER- India	<ul style="list-style-type: none"> • ITER is an experimental fusion reactor facility under construction in Cadarache, South of France to prove the feasibility of nuclear fusion for a future source of energy • India is one of the ITER partners and others include the European Union, China, India, Japan, South Korea, Russia, and the United States of America • ITER-India, Institute for Plasma Research (IPR), located in Gandhinagar, western India, is the Indian Domestic Agency to design, build and deliver the Indian in-kind contribution to ITER

⁹ From the department's website: <https://pharmaceuticals.gov.in/schemes>

Stakeholders are from our understanding of that particular scheme

Programs/ Schemes	Description
Information Technology Application Development	<ul style="list-style-type: none"> Solutions including virtual private network-based VPN facility, VMEET for meetings on BARC Intranet
Advanced Technologies and Radiation Technologies and their Applications	<ul style="list-style-type: none"> Programme of the research organizations including BARC, ICGAR, RRCAT, VECC, BRIT Development of advanced technologies, Hi-Tech facilities, and sophisticated equipment
Raja Ramanna Fellowship¹⁰	<ul style="list-style-type: none"> National level fellowship scheme for utilize the services of active retired scientists, engineers and technologists who were involved in high quality research in their specialized disciplines
Homi Bhabha Chair for Distinguished Scientists /Professors¹⁰	<ul style="list-style-type: none"> To give an opportunity to outstanding Scientists and Engineers for carrying out R&D in sensitive and/or critical technologies of their choice and that are of interest to DAE
DAE Excellence in Science Engineering and Technology Awards¹¹	<ul style="list-style-type: none"> For outstanding accomplishments and achievements of DAE personnel (BARC) In recognition of their original contributions in research/ design/ operation/ innovation/ project work & application
Homi Bhabha Awards¹²	<ul style="list-style-type: none"> For meritorious and successful candidates from BARC Training School, who stand first in their respective disciplines, during the training programme
AKRUTI' program¹³	<ul style="list-style-type: none"> Technology deployment exclusively in rural sector is offered in the form of renewable technology license for a period of five years on payment of Technology Transfer fee (TT fee) (BARC)

¹⁰ Available at <https://dae.gov.in/node/1035>

¹¹ Available at https://dae.gov.in/writereaddata/DAE_Award_2021_Director_Announcement_&_Brochure.pdf

¹² Available at <https://www.barc.gov.in/careers/awards.html>

¹³ Available at <https://www.barc.gov.in/akruti-tp/>

5.1.5 Designation-wise role and activity mapping¹⁴

The following table elaborates the roles and activities performed by the officials in the Department. Focused areas of capacity enhancement will be identified to facilitate the officials in delivering their roles and activities.

Designation ¹⁵	Role ¹⁶
<p>Additional Secretary</p>	<p>Matters related to the following sections-</p> <ul style="list-style-type: none"> • Administration Section (Admn.): All personnel and administrative matters of DAE Secretariat employees • Centralised Cadre Section (CCS): All matters relating to recruitment/promotion of Centralised Cadre Officers • Secretariat Support Section (SSS): General administration like transport, telephone, housekeeping etc. pertaining to the Secretariat • Vigilance Section (VIG): All vigilance/disciplinary cases of Group 'A' officers of the Department and its units • Services Units Section (SUS): All matters relating to the units of the Department dealing with Purchase and Stores, Construction, Services and Estate Management and General Services. • Secretariat Co-ordination Section (SCS): Co-ordination with all sections within the Secretariat, all the units of the Department and with other Ministries/Departments of the Central Government. • Industrial Relations and Welfare Section (IR&W): All matters relating to the service associations/unions, JCM matters, and other welfare matters like health, family relief scheme. • Parliament Section: All matters relating to the Parliament.

¹⁴ From work allocation orders:

https://pharmaceuticals.gov.in/sites/default/files/consolidated%20work%20order_0001.pdf

¹⁵ Available at <https://dae.gov.in/node/38>

¹⁶ Available at <https://dae.gov.in/node/40>

NFC: Nuclear Fuel Complex, **HWB:** Heavy Water Board, **BRIT:** Board of Radiation and Isotope Technology, **AMD:** Atomic Minerals Directorate for Exploration & Research,

UCIL: Uranium Corporation of India Ltd., **ECIL:** Electronics Corporation of India Ltd., **IREL:** Indian Rare Earths Ltd.

BARC: Bhabha Atomic Research Centre, **IGCAR:** Indira Gandhi Centre for Atomic Research, **CAT:** Centre for Advanced Technology, **VECC:** Variable Energy Cyclotron Centre

BRNS: Board of Research in Nuclear Sciences, **NBHM:** National Board for Higher Mathematics

Designation ¹⁵	Role ¹⁶
	<ul style="list-style-type: none"> • Administrative Training Institute (ATI): <ul style="list-style-type: none"> ○ Imparting department specific induction and orientation trainings to the Administration, Accounts, Security and Purchase and Stores cadres of the Department of Atomic Energy ○ Conducting functional and soft skill training programmes for the benefit of Scientific, Technical, Medical, Para-medical cadres of DAE and also caters to the Training & Development needs of all employees in Public Sector Undertakings and Aided Institutions of DAE.
<p>Joint Secretary (External Relations)</p>	<ul style="list-style-type: none"> • Matters relating to Act and Rules in respect of DAE, Co-operation with other countries, matters relating to AERB, IAEA General Conference • Matters relating to deputation to foreign countries / foreign tour, visit of foreigners to DAE units, IAEA Budget, fellowship etc
<p>Joint Secretary (Power)</p>	<p>Matters relating to Nuclear Power Corporation of India Ltd.(NPCIL) and Bharatiya Nabhikiya Vidyut Nigam Ltd. (BHAVINI).</p>
<p>Director (ER)</p>	<ul style="list-style-type: none"> • Matters relating to Act and Rules in respect of DAE, Co-operation with other countries, matters relating to AERB, IAEA General Conference • Matters relating to deputation to foreign countries / foreign tour, visit of foreigners to DAE units, IAEA Budget, fellowship etc
<p>Director (Power)</p>	<p>Matters relating to Nuclear Power Corporation of India Ltd.(NPCIL) and Bharatiya Nabhikiya Vidyut Nigam Ltd. (BHAVINI).</p>
<p>Under Secretary (ER)</p>	<ul style="list-style-type: none"> • Matters relating to Act and Rules in respect of DAE, Co-operation with other countries, matters relating to AERB, IAEA General Conference • Matters relating to deputation to foreign countries / foreign tour, visit of foreigners to DAE units, IAEA Budget, fellowship etc

Designation ¹⁵	Role ¹⁶
Under Secretary (Power)	Matters relating to Nuclear Power Corporation of India Ltd.(NPCIL) and Bharatiya Nabhikiya Vidyut Nigam Ltd. (BHAVINI).
Joint Secretary- (I&M)	<ul style="list-style-type: none"> • Matters relating to Nuclear Fuel Complex (NFC), Atomic Minerals Directorate for Exploration and Research (AMD), Board of Radiation and Isotope Technology (BRIT), Heavy Water Board (HWB). • Matters relating to Indian Rare Earths Ltd.(IREL), Electronics Corporation of India Ltd.(ECIL) and Uranium Corporation of India Ltd.(UCIL) • Hindi Cell: Implementation of Official Language
Director (I&M)	<ul style="list-style-type: none"> • Matters relating to Nuclear Fuel Complex (NFC), Atomic Minerals Directorate for Exploration and Research (AMD), Board of Radiation and Isotope Technology (BRIT), Heavy Water Board (HWB). • Matters relating to Indian Rare Earths Ltd.(IREL), Electronics Corporation of India Ltd.(ECIL) and Uranium Corporation of India Ltd.(UCIL)
Under Secretary (I&M)	<ul style="list-style-type: none"> • Matters relating to Nuclear Fuel Complex (NFC), Atomic Minerals Directorate for Exploration and Research (AMD), Board of Radiation and Isotope Technology (BRIT), Heavy Water Board (HWB). • Matters relating to Indian Rare Earths Ltd.(IREL), Electronics Corporation of India Ltd.(ECIL) and Uranium Corporation of India Ltd.(UCIL)
JS (Research & Development)	<ul style="list-style-type: none"> • All matters relating to Bhabha Atomic Research Centre (BARC), Indira Gandhi Centre for Atomic Research (IGCAR), Centre for Advanced Technology (CAT) and Variable Energy Cyclotron Centre (VECC). • All matters relating to the 8 autonomous institutions functioning under this Department, Board of Research in Nuclear Sciences (BRNS), National Board for Higher Mathematics (NBHM). • All matters related to four Aided Institutions, viz., Homi Bhabha National Institute (HBNI), Atomic Energy Education

Designation ¹⁵	Role ¹⁶
	Society (AEES), Tata Memorial Centre (TMC) and University of Mumbai-DAE-Centre for Excellence in Basic Sciences (UM-DAE-CEBS) and matters pertaining to Raja Ramanna Fellowship (RRF) and Homi Bhabha Chair (HBC).
Chief Controller of Accounts	<ul style="list-style-type: none"> • All matters relating to Budget and Planning. • All Finance and Accounts matters. • All matters relating to the expenditure. • All matters relating to salary. • All matters relating to cash and cheques. • All matters relating to the claims of the personnel. • All matters relating to inspection of accounts of all the units of DAE. The wing has headquarters at Mumbai and Hyderabad.
Joint Secretary (Finance)	All Finance and Accounts matters
Head (NCPW)*	All matters related to meeting the statutory requirements emanating from the projected expansion of India's civil nuclear programme, increasing external engagements and evolution of techno-legal framework in national and international arena
Head (ICPD)*	<p>All matters related to –</p> <ul style="list-style-type: none"> • Coordination with National Institutions/Departments like DST, inter-university consortia (along with R&D Section). Coordination with international • institutions/organizations like ITER, CERN, FAIR, JHR etc., and facilitating participation from India in multilateral/mega science projects (along with ERD and R&D Section). • Negotiating and implementing bilateral Agreements for cooperation in science related R&D initiatives like IAEA RCA coordination. • Formulation, monitoring & review of DAE Plan Projects and related activities. • Formulation of strategies for human resource development & facilitating IPR management (along with ERD & NLD)

Designation ¹⁵	Role ¹⁶
Head (ICSD)*	All matters related to – <ul style="list-style-type: none"> • Negotiating inter-governmental civil nuclear cooperation Agreements concerning peaceful uses of nuclear energy and facilitating their implementation (along with ERD). • Negotiation and implementation of Civil Nuclear Cooperation agreements with multilateral agencies like IAEA, NSG etc., (along with ERD). • IAEA Safeguards implementation including Nuclear Material Accounting and Control of safeguarded nuclear facilities and materials in the country. • Implementation of domestic safeguards for nuclear facilities not under IAEA Safeguards. Facilitating International Cooperation for GCNEP along with ERD.
Head (SSSD)*	All matters related to <ul style="list-style-type: none"> ○ Coordination between DAE and relevant agencies dealing with nuclear safety in the country. Addressing issues related to policy formulation for security of all nuclear facilities and materials in India. ○ Authorising export of prescribed substances, prescribed equipment and related technology including control of nuclear related dual use items. ○ Activities related to nuclear security summit process including Global Initiative to Combat Nuclear Terrorism (GICNT).
Head (PAD)	Matters related to <ul style="list-style-type: none"> • Awareness for nuclear energy as a clean and green energy source to contain greenhouse gases & to create awareness to remove fear towards nuclear energy. • Promote indigenous technologies / products developed by DAE units & spin-off technologies of DAE for societal benefits & conduct exhibitions. • Spread awareness about use of radiopharmaceuticals for prevention of cancer
Head (CISD)	Matters related to <ul style="list-style-type: none"> • Coordination with National Cyber Security Agency related to Cyber Security Issue in DAE Secretariat and its Units/AI/PSUs

Designation ¹⁵	Role ¹⁶
	<ul style="list-style-type: none"> Enhancement and smooth functioning of IT services in the DAE Secretariat & technical support for users in the department
Deputy Secretary (R&D)	<ul style="list-style-type: none"> All matters relating to Bhabha Atomic Research Centre (BARC), Indira Gandhi Centre for Atomic Research (IGCAR), Centre for Advanced Technology (CAT) and Variable Energy Cyclotron Centre (VECC). All matters relating to the 8 autonomous institutions functioning under this Department, Board of Research in Nuclear Sciences (BRNS), National Board for Higher Mathematics (NBHM). All matters related to four Aided Institutions, viz., Homi Bhabha National Institute (HBNI), Atomic Energy Education Society (AEES), Tata Memorial Centre (TMC) and University of Mumbai-DAE-Centre for Excellence in Basic Sciences (UM-DAE-CEBS) and matters pertaining to Raja Ramanna Fellowship (RRF) and Homi Bhabha Chair (HBC).
Joint Controller of Accounts	<p>Matters related to following sections-</p> <ul style="list-style-type: none"> Budget Section – all matters relating to Budget and Planning. Control Section – all matters relating to the expenditure. Salary Section – all matters relating to salary. Cheque Section – all matters relating to cash and cheques. Bill Section – all matters relating to the claims of the personnel. Internal Inspection Wing (IIW) – all matters relating to inspection of accounts of all the units of DAE. The wing has headquarters at Mumbai and Hyderabad.
Budget and Planning Officer	All matters relating to Budget and Planning
Deputy Controller of Accounts (Budget)	All matters relating to Budget

Designation ¹⁵	Role ¹⁶
Deputy Controller of Accounts (Pay and Accounts)	All Matters related to Pay and Accounts
Directors(Admin)	All personnel and administrative matters of DAE Secretariat employees.
Under Secretary (Admin)	All personnel and administrative matters of DAE Secretariat employees
Under Secretary (SCS)*	Co-ordination with all sections within the Secretariat, all the units of the Department and with other Ministries/Departments of the Central Government.
Under Secretary (Vigilance)*	Vigilance Section (VIG): All vigilance/disciplinary cases of Group 'A' officers of the Department and its units
Deputy Director (Official Language)	Matters relating to Official language and any other matter which may be assigned in addition to the above.
Deputy Director (ATI)	<ul style="list-style-type: none"> • Imparting department specific induction and orientation trainings to the Administration, Accounts, Security and Purchase and Stores cadres of the Department of Atomic Energy • Conducting functional and soft skill training programmes for the benefit of Scientific, Technical, Medical, Para-medical cadres of DAE and also caters to the Training & Development needs of all employees in Public Sector Undertakings and Aided Institutions of DAE.

Designation ¹⁵	Role ¹⁶
Under Secretary R&D 1	Matters relating to Bhabha Atomic Research Centre (BARC), Indira Gandhi Centre for Atomic Research (IGCAR), Centre for Advanced Technology (CAT) and Variable Energy Cyclotron Centre (VECC).
Under Secretary R&D 2	Matters relating to the 8 autonomous institutions functioning under this Department, Board of Research in Nuclear Sciences (BRNS), National Board for Higher Mathematics (NBHM).
Under Secretary (NCPW)	Matters related to meeting the statutory requirements emanating from the projected expansion of India's civil nuclear programme, increasing external engagements and evolution of techno-legal framework in national and international arena.
Scientific Officer (NCPW)*	Matters related to meeting the statutory requirements emanating from the projected expansion of India's civil nuclear programme, increasing external engagements and evolution of techno-legal framework in national and international arena.
Section Officer (Administration)*	All personnel and administrative matters of DAE Secretariat employees
Section Officer (Parliament)*	All matters relating to the Parliament
Section Officer (IR&W/ Vigilance)*	All vigilance/disciplinary cases of Group 'A' officers of the Department and its units
Section Officer (Secretariat Support Section)	Matters related to General administration like transport, telephone, housekeeping etc. pertaining to the Secretariat

Designation ¹⁵	Role ¹⁶
Section Officer (R&D 1)	Matters relating to Bhabha Atomic Research Centre (BARC), Indira Gandhi Centre for Atomic Research (IGCAR), Centre for Advanced Technology (CAT) and Variable Energy Cyclotron Centre (VECC).
Section Officer (R&D 2)	Matters relating to the 8 autonomous institutions functioning under this Department, Board of Research in Nuclear Sciences (BRNS), National Board for Higher Mathematics (NBHM).
Section Officer (ER)	<ul style="list-style-type: none"> • Matters relating to Act and Rules in respect of DAE, Co-operation with other countries, matters relating to AERB, IAEA General Conference • Matters relating to deputation to foreign countries / foreign tour, visit of foreigners to DAE units, IAEA Budget, fellowship etc
Section Officer (Power)	Matters relating to Nuclear Power Corporation of India Ltd.(NPCIL) and Bharatiya Nabhikiya Vidyut Nigam Ltd. (BHAVINI).
Section Officer (Industries & Minerals)*	Matters relating to Nuclear Fuel Complex (NFC), Atomic Minerals Directorate for Exploration and Research (AMD), Board of Radiation and Isotope Technology (BRIT), Heavy Water Board (HWB).
Section Officer(PSU)	Matters relating to Indian Rare Earths Ltd.(IREL), Electronics Corporation of India Ltd.(ECIL) and Uranium Corporation of India Ltd.(UCIL)
Accounts Officer/ PAO	Matters related to Accounts wing

Designation ¹⁵	Role ¹⁶
Assistant Accounts Officer (Finance & Accounts)	Matters related to Finance and Accounts
Assistant Accounts Officer (Budget)	Matters related to Budget
Assistant (ER)	<ul style="list-style-type: none"> • Matters relating to Act and Rules in respect of DAE, Co-operation with other countries, matters relating to AERB, IAEA General Conference • Matters relating to deputation to foreign countries / foreign tour, visit of foreigners to DAE units, IAEA Budget, fellowship etc
Assistant (Power)	Matters relating to Nuclear Power Corporation of India Ltd.(NPCIL) and Bharatiya Nabhikiya Vidyut Nigam Ltd. (BHAVINI).
Assistant (Industries & Minerals)	Matters relating to Nuclear Fuel Complex (NFC), Atomic Minerals Directorate for Exploration and Research (AMD), Board of Radiation and Isotope Technology (BRIT), Heavy Water Board (HWB).
Assistant (PSU)	Matters relating to Indian Rare Earths Ltd.(IREL), Electronics Corporation of India Ltd.(ECIL) and Uranium Corporation of India Ltd.(UCIL)
Assistant (Admin & Accounts division)	All personnel and administrative matters of DAE Secretariat employees

Designation ¹⁵	Role ¹⁶
Assistants (R&D 1)	Matters relating to Bhabha Atomic Research Centre (BARC), Indira Gandhi Centre for Atomic Research (IGCAR), Centre for Advanced Technology (CAT) and Variable Energy Cyclotron Centre (VECC).
Assistants (R&D 2)	Matters relating to the 8 autonomous institutions functioning under this Department, Board of Research in Nuclear Sciences (BRNS), National Board for Higher Mathematics (NBHM).

5.1.6 Technology use in the Department

- Training Information Management System¹⁷:** All the major training activities including creation of training calendar, preparing schedules, nomination data, faculty database, feedback, budget and expenditure management
- Web based Video Conferencing (VC) system:** Secure VC applications VMeet and DAEMeet were developed for meetings–on BARC **Intranet and Anunet**. It has been implemented using WebRTC
- E-Sabha:** VC portal for users of RRCAT has been developed which is lightweight, secure and fully encrypted
- Secure Webmail service:** For IGCAR, this service has been developed using open source software to access mails from a web browser, with OTP based authentication
- Virtual Private Network (VPN):** During corona pandemic, the BARC Computer division developed and released Virtual Private Network based Work from Home facility. It creates a VPN between home PC connected to the internet to BARC. Defence in depth security provisions for protection against cyber security threats
- Secure Network Adapter:** BARC has developed a robust, small form factor security appliance on VPN technology to securely access organizational resources using the public network with throughput of 1.5 Gbps. Custom encrypted algorithms and key management protocols are also supported on it.
- Cybersecurity:** RRCATNet connected resources have been configured with a security scanning station facility for performing vulnerability scans on them. This would ensure compliance of RRCATNet compliance with security guidelines of Computer Information Security Advisory Group (CISAG) and Indian Computer Emergency Response team (CERT-in)
- Supercomputers:** In its effort to develop teraflop parallel super-computers with more than 1000 processors, BARC achieved a very significant milestone by commissioning a supercomputer with 128 processors, giving a computational speed of 360 Gigaflops on the high performance Linpack benchmark

¹⁷ DoAE

9. **Information Management Systems:** Several such systems have been designed, developed and deployed including-
- **Web resource Management and monitoring software** for management and monitoring of IT resources
 - **IRPSU Information Management Software:** Centralized file server has been configured to provide e-tenders documents to indenting officers
 - **Annual Performance Appraisal Report (APAR):** Deployed on RRCATNet for time window based online submission, assessment and review of APAR of Scientific and Technical staff
 - **Portal for Document Exchange:** Time based portal for secure document exchange amongst DAE units has been developed and deployed over Anunet
 - **Digital Signature Certificate**
10. **E-Journal Gateway (J-Gate):** Now accessible at RRCAT providing access to global e-journal literature. Will also help in sharing e-resources with BARC and IGCAR
11. **Public Interface Cell:** To address their grievances/representations of retired employees of BARC, a robust and contemporary service has been started as a Public Interface Cell. It acts as a single window facilitator for monitoring early resolution of such grievances/representations
12. **Social Media**¹⁸: To spread awareness about the peaceful usage of nuclear energy, department has been spreading awareness through its social media accounts on Facebook and Twitter accounts

¹⁸ Available at http://www.pibmumbai.gov.in/English/PDF/E2015_PR2686.PDF

5.1.7 Emerging Sectoral Trends

This section focuses on the recent developments (non-exhaustive) in the Nuclear energy sector. Some of the leading emerging technologies have been mentioned below-

1. **Lithium-Sulfur Battery**¹⁹: It is the future of rechargeable batteries with theoretical specific capacity and theoretical energy density much higher than those of conventional lithium-ion battery (LIB)
2. **Clean hydrogen energy**: It is produced by using clean electricity from renewable and nuclear sources and/ or heat using a carbon free feed material. Such low carbon electricity would help in contribute to decarbonization of multiple sectors and reach Net Zero targets
3. **Carbon Nanotube (CNT)**²⁰: One-dimensional concentric tubular structure having great potential in materials for sustainable future, green technologies including material for development of high strength composites, highly porous membrane, water purification, efficient drug delivery & biosensors etc

¹⁹ Available at https://www.barc.gov.in/barc_nl/2022/20220910.pdf

²⁰ Available at <https://www.barc.gov.in/technologies/cnt/index.html>

5.2. Opportunities in use of technology for the relevant functional areas of department

There are many technologies implemented in the ministry and a few are underway but there are many more opportunities where technology can be used to make a few processes seamless. The opportunities are listed below.

1. Nuclear Medicine

BARC is carrying research in core research area of Synthesis and development of cost-effective high value nuclear medicine ligands for diagnosis and therapy of cancer and other disease. In 2019, to further boost trials of promising new radiopharmaceuticals, NCI launched the Radiopharmaceutical Development Initiative (RDI) to speed promising new drugs into clinical testing. US has been a leading developer of these technologies.

In India the number of nuclear medicine professionals is low. The need of the hour is to train more doctors and scientists in this field for its advancement. Nuclear medicine physicians and radiologists will need more training in anatomic and molecular imaging. New educational models will need to be developed as in US to ensure that future physicians will be adequately prepared. Further there should be an increase in international collaborations with leading countries in Nuclear Medicine like US, for information sharing and tech transfer.

2. Coal to Nuclear Transition

US is on the way to transition coal power plants to nuclear. According to their analysis reusing coal infrastructure for advanced reactor power plants could save around 15-35% in construction costs and add more than 650 permanent jobs in the region using the NuScale design as an example in the case study.

Similar model can be applied to India as well. Nuclear power plant projects could also benefit from **preserving the existing workforce** in communities around retiring coal plant sites since many of them **possess the necessary skills and knowledge needed** to transition to the nuclear energy workforce.

3. Advanced configuration management for better safety (Using tech like Blockchain)

Configuration Management²¹ is essential to the safe, reliable, and economic operation of nuclear power plants. A significant number of the operating reactors in the world are over 20 years old. Many of the tools for effective configuration management were not available when these plants were designed and built. The need of the hour is to upgrade to more effective

²¹ CM is the process of identifying and documenting the characteristics of a facility's structures, systems and components of a facility, and of ensuring that changes to these characteristics are properly developed, assessed, approved, issued, implemented, verified, recorded and incorporated into the facility documentation

Configuration management systems based on emerging technologies like Blockchain. Further the following steps can be taken-

1. Trainings in Collaboration with Indian- blockchain institute (private centre which is already providing trainings)
2. **Digital platform** focusing on workforce planning, leadership, training in new tools like configuration management, stakeholder involvement and human performance on lines of Nuclear Energy Capacity Building Hub which allows registered users to join proactive communities of practice for information sharing, capacity building and networking
3. **Operations platform** is an integrated database that uses one software platform for end-to-end Requirements Compliance Management

4. LIGO-India project

The Laser Interferometer Gravitational-Wave Observatory (LIGO), India is a planned advanced gravitational-wave observatory to be in India as part of the worldwide network, whose concept proposal is now under active consideration in India and the USA. It is being led by RRCAT, Indore in India.

- i. **Entrepreneurial training:** The project is going to lead to development of many new spin off technologies. The scientists need to be trained in Entrepreneurial activities to be able to utilize these technologies created through applied gravitational wave research.
- ii. **Inter University Collaboration:** should be encouraged as done in UK. It was at the core of detection of the first gravitational waves

5. Institute for Nuclear Human Resource development

France has set up the National Institute for Nuclear Science and Technology whose main mission is to **transmit knowledge and know-how developed** by their atomic agency and industrial partners. It thereby supports the growth of the nuclear industry by developing human resources required by research and industry, at any level of qualification, from operator to researcher. It also supports and awards academic diplomas (e.g., master's degrees) and engineer diplomas and welcomes PhD students, all in addition to offering continuous training for professionals. It is ISO 2001 certified and is a member of the European Nuclear Education Network

6. Consortium of industry, academia, and R&D in Nuclear Energy

France's **International Institute of Nuclear Energy**²² (I2EN) is a consortium of their nuclear industry, R&D, and academia in France and abroad for all matters related to nuclear Human Capacity Building. By bringing together all these stakeholders, the I2EN serves as a single point

²² Available at <https://www.i2en.fr/en/>

of contact for countries wishing to develop nuclear education & training programmes and to benefit from the French expertise in nuclear Human Capacity Building.

Further some of the training offered by them include-

1. **Stakeholder involvement:** It is very important that officers are trained to manage communications, consultation of stakeholders, and public affair for greater public acceptance. Typically, the training proposed can cover many areas, include study tours to gain understanding on site of building relationships at the local level, engaging with politicians, etc. Specific courses can also address crisis communication, an area where France has extensive experience.
2. **Other Non-technical modules** to develop the core competencies required of all nuclear managers include **Project Management, communication, leadership, managerial behaviour**

A similar body can be set up in India for greater synergies between public and private sector in nuclear energy capacity building

5.1.8 Ongoing Capacity Building Programs

The following tables depicts the existing Capacity Building Programs for 2023-24 to be conducted by the Administrative Training Institute of the department

No.	Training Details ²³	Course Content	Training Type (D/F/B)	Duration (Days)	Staff	Mode
1	Management Development Program		B	4	Group A and Group B (Gazetted)	Offline
2	Heart of Effective Living		B	5	Group A, B and C, Scientific & Technical Officers	Offline
3	Refresher / Capacity Enhancement on Service Matters-	RTI, GeM, GFR, EFPR, Public Procurement, Works Procedure	F	3	Group B to Group A officers	Offline
4	Refresher / Capacity Enhancement on Service Matters	Leave, LTC, MS Office, Conduct Rules, DAE Activities, NPS/Pension, promotion	F	3	Employees from Admin/Accounts / OL & Auxiliary cadre	Offline
5	Refresher / Capacity Enhancement on Service Matters	Leave, LTC, MS Office, Conduct Rules, DAE Activities, NPS/Pension, promotion	F	3	Employees from Admin/Accounts / OL & Auxiliary cadre	Offline
6	Refresher / Capacity Enhancement on Service Matters	Budgeting , Accounting skills , cash flow statements , financial management, preparation of annual reports	F	3	Employees from Admin/Accounts / OL & Auxiliary cadre	Offline
7	Refresher / Capacity Enhancement on Service Matters	Leave, LTC, MS Office, Conduct Rules, DAE Activities, NPS/Pension, promotion	F	3	Employees from Admin/Accounts / OL & Auxiliary cadre	Offline

²³ Available at <https://ati.dae.gov.in/>

D: Domain, F: Functional, B: Behavioural

No.	Training Details ²³	Course Content	Training Type (D/F/B)	Duration (Days)	Staff	Mode
8	Orientation programme on Service matters	Noting & Drafting	F	2	Employees of admin & Accounts Cadre	Hybrid
9	Training Programme on MS Office Suite		F	3	Scientific Assistants & Technicians	Offline
10	Training Programme on MS Office Suite- (Access basics)		F	3	All categories of employees	Offline
11	Cyber Security		F	1	All categories of employees	Hybrid
12	Cyber Security		F	1	All categories of employees	Hybrid
13	Training Programme on Soft Skills/ personality development- Ethics & values in Governance		F	1	Scientific Assistants & Technicians	Hybrid
14	Training Programme on Soft Skills/ personality development	Team Management	F	1	Scientific Officers /Doctors	Hybrid
15	Training Programme on Soft Skills/ personality development	Communication Skill	B	1	All categories of employees	Hybrid
16	Yoga and Meditation		B	1	All categories of employees	Offline
17	Gender Sensitization		B	1	All categories of employees	Hybrid
18	Faculty Development programme		F/B	5	Employees from Admin & Auxiliary cadre	Offline
19	Handling of Court cases		F	1	Group B and C employees including Scientific & Technical cadres,	Hybrid

No.	Training Details ²³	Course Content	Training Type (D/F/B)	Duration (Days)	Staff	Mode
					dealing with the subject	
20	Workshop on Disciplinary Proceedings		F	1	Group A & Group B Gazetted officers dealing with matter/ Group B and C employees dealing with the matter	Offline
21	Workshop on Legal / Vigilance / Disciplinary Proceedings		F	1	Group A & Group B Gazetted officers dealing with matter/ Group B and C employees dealing with the matter	Hybrid
22	Workshop on Vigilance Matters- Disciplinary cases		F	1	Vigilance Officers of the Department- Assistants & UDCs	Offline
23	Orientation program on work related matters- Grievance redressal matters		F	1	All category of employees, including Scientific & Technical cadres, dealing with the subject	Hybrid
24	Orientation program on work related matters-Liaison Officers for all 29 units of DAE		F	1	Liaison Officers of all 29 units of DAE	Hybrid
25	Orientation program on work related matters-GeM		F	1	All category of employees, including Scientific & Technical cadres, dealing with the subject	Hybrid

No.	Training Details ²³	Course Content	Training Type (D/F/B)	Duration (Days)	Staff	Mode
26	Orientation program on work related matters- Risk based Audit		F	1	All category of employees, including Scientific & Technical cadres, dealing with the subject	Hybrid
27	Orientation program on work related matters- Training programme on "KANTHAST"		F	1	All category of employees, including Scientific & Technical cadres, dealing with the subject	Hybrid
28	Orientation program on work related matters- Noting & drafting from ISTM		F	1	All category of employees, including Scientific & Technical cadres, dealing with the subject	Hybrid
29	Orientation program on work related matters- Finance for nonfinance personnel		F	1	All category of employees, including Scientific & Technical cadres, dealing with the subject	Hybrid
30	Orientation program on work related matters		F	1	All category of employees, including Scientific & Technical cadres, dealing with the subject	Hybrid
31	Orientation program on work related matters	GST	F	1	All category of employees, including Scientific & Technical cadres, dealing with the subject	Hybrid
32	Orientation program on work related matters	PFMS	F	1	All category of employees, including Scientific &	Hybrid

No.	Training Details ²³	Course Content	Training Type (D/F/B)	Duration (Days)	Staff	Mode
					Technical cadres, dealing with the subject	
33	Orientation program on work related matters	E-Office	F	1	All category of employees, including Scientific & Technical cadres, dealing with the subject	Hybrid
34	Tendering and Works Procedure		F	1	All category of employees, including Scientific & Technical cadres, dealing with the subject	Hybrid
35	Tendering and Works Procedure		F	1	All category of employees, including Scientific & Technical cadres, dealing with the subject	Offline
36	RTI Act, 2005 including procedure for conducting Transparency Audit		F	1	Transparency Officers	Hybrid
37	Atoms & Development & Radiation Health Safety including DAE Activities		F	1	All categories of employees	Offline
38	Atoms & Development & Radiation Health Safety including DAE Activities		F	1	All categories of employees	Offline
39	Filing of Income Tax		F	1	All categories of employees	Hybrid
40	Intellectual Property Rights (IPR)		F	1	Scientific Officers	Offline
41	Experience Sharing		F	1	Group B & C employees	Hybrid

No.	Training Details ²³	Course Content	Training Type (D/F/B)	Duration (Days)	Staff	Mode
42	Experience Sharing		F	1	OL Cadre	Hybrid

5.2. Competency Needs Assessment on Individuals & Organizational level (CNA)

5.2.1 Focused Group Discussion (FGD)

Focus Group Discussion (FGD) is a qualitative research method and data collection technique in which the team held FGDs with the identified divisions inviting representation from top and bottom levels. FGDs were conducted by having homogenous grouping of the MDO staff at different levels including administrative, technical and administration & finance staff that are associated with different division/ scheme/ program/ unit of the department.

At Department of Atomic Energy, the Focused Group Discussions were conducted on 24th March 2023 and 20th April 2023. They covered with Section Officers, Under Secretaries, Directors / DS, Joint Secretaries of divisions

5.2.2 Capacity Need Analysis for Role wise Competency Needs

Capacity Needs Analysis is a framework that assesses the desired capacity against existing capacity in order to identify the capacity gaps. For Capacity Needs Analysis assessment, discussions were held with division heads and senior leadership of DAE to assess the Capacity Needs Assessment of individuals in the unique role in an organization. The Capacity Need Analysis focused on Behavioral, Functional and Domain competencies.

For designation wise competency needs the major discussions focused on Key focus areas, activities and functions of each division/cell/department under a Joint Secretary, Initiatives being undertaken to meet the short- and medium-term goals, and targets/ milestones, if any and Key skills gap & competency challenges faced by the division/cell/department in executing the above objectives.

The Designation wise competency needs is given below-

Designation	Competency Gaps		
	Area/Label	Type	Level
Accounts Officer/ PAO	Budgeting	F	Advance
	Knowledge of Public Financial Management System	F	
	Knowledge of taxation of products, GST and customs duty	F	
	Knowledge on RTI resolutions	F	
	Pension Processing	F	
	Purchase and Works	F	
	Receipt & Payment Rules	F	
	Understanding of Civil Accounts Manual	F	
	Understanding of General Financial Rules, 2017	F	
	Working with MS Office	F	
	Articulation skills	B	
	Communication skill	B	
	Conceptual Thinking	B	
	Innovative Thinking	B	
	Networking skills - lab/industry/academia	B	
	Problem Solving of higher degree	B	
	Self-Management	B	
	Team Working	B	
	Functioning of NIC applications- email, messenger, cloud storage and others	F	Basic
	Understanding of functioning of E-office	F	
Active Listening Skills	B		
Conceptual Thinking	B		

Designation	Competency Gaps		
	Area/Label	Type	Level
	Desire for Knowledge	B	
	Empathy	B	
	Ethics & Values	B	
	Initiative and Drive	B	
	Result Orientation	B	
	Self-Awareness and Self-Control	B	
	Strategic thinking	B	
	Time Management	B	
Additional Secretary/ Joint Secretary- (I&M) *	Knowledge about the sector and various sectoral polices	F	Advance
	Leadership	B	
	Networking skills - lab/industry/academia	B	
	Strategic thinking	B	
	Team Management	B	
	Functioning of NIC applications- email, messenger, cloud storage and others	F	Basic
	Handling parliamentary questions and communications	F	
	Knowledge Management	F	
	Policy Making	F	
	Promoting via Social Media	F	
	Understanding of functioning of E-office	F	
	Understanding of General Financial Rules, 2017	F	
	Working with MS Office	F	
	Conceptual Thinking	B	
	Conflict solving strategies	B	
	Consultation & Consensus Building	B	
	Ethics & Values	B	
	Innovative Thinking	B	
	Maintaining physical and mental health	B	
	Negotiation Skills	B	
Self-Motivated	B		
Time Management	B		
All Assistants (R&D 1)	Awareness of government policies and agencies related to Aatmanirbhar Bharat, Invest India, etc.	F	Advance
	Complaint handling mechanism	F	
	GeM marketplace	F	
	Knowledge Management	F	

Designation	Competency Gaps		
	Area/Label	Type	Level
	Knowledge on RTI resolutions	F	
	Preparation of cabinet note, EFC or office order	F	
	Preparation of Vigilance/investigation Reports	F	
	Procurement and tender preparation	F	
	Understanding about processes related to Tech Transfer	F	
	Understanding about the matters related to 7 research centres including BARC, RRCAT, IGCAR, VECC, AMDER, GCNEP, IPR	F	
	Understanding of General Financial Rules, 2017	F	
	Working with MS Office	F	
	Writing proficiency & Technical Writing	F	
	Articulation skills	B	
	Communication skill	B	
	Conceptual Thinking	B	
	Innovative Thinking	B	
	Networking skills - lab/industry/academia	B	
	Self-Management	B	
	Team Working	B	
	Functioning of NIC applications – web conference, messenger, cloud storage and others	F	
	Understanding of functioning of E-office	F	
	Active Listening Skills	B	
	Conceptual Thinking	B	
	Desire for Knowledge	B	
	Empathy	B	
	Ethics & Values	B	
	Gender Sensitization	B	
	Initiative and Drive	B	
	Result Orientation	B	
	Self-Awareness and Self-Control	B	
Sensitization in information sharing	B		
Strategic thinking	B		
Time Management	B		
All Assistants (R&D 2)	Awareness of government policies and agencies related to Aatmanirbhar Bharat, Invest India, etc.	F	Advance

Designation	Competency Gaps		
	Area/Label	Type	Level
	Complaint handling mechanism	F	
	GeM marketplace	F	
	Knowledge Management	F	
	Knowledge on RTI resolutions	F	
	Preparation of cabinet note, EFC or office order	F	
	Preparation of Vigilance/investigation Reports	F	
	Procurement and tender preparation	F	
	Understanding about processes related to Tech Transfer	F	
	Understanding about the matters related to 10 aided institutions and 2 boards	F	
	Understanding of General Financial Rules, 2017	F	
	Working with MS Office	F	
	Writing proficiency & Technical Writing	F	
	Articulation skills	B	
	Communication skill	B	
	Conceptual Thinking	B	
	Innovative Thinking	B	
	Networking skills - lab/industry/academia	B	
	Self-Management	B	
	Team Working	B	
	Functioning of NIC applications – web conference, messenger, cloud storage and others	F	
	Understanding of functioning of E-office	F	
	Active Listening Skills	B	
	Conceptual Thinking	B	
	Desire for Knowledge	B	
	Empathy	B	
	Ethics & Values	B	
	Gender Sensitization	B	
	Initiative and Drive	B	
	Result Orientation	B	
	Self-Awareness and Self-Control	B	
	Sensitization in information sharing	B	
	Strategic thinking	B	
	Time Management	B	

Designation	Competency Gaps		
	Area/Label	Type	Level
All Assistants in Admin & Accounts division	Complaint handling mechanism	F	Advance
	GeM marketplace	F	
	Knowledge Management	F	
	Knowledge on RTI resolutions	F	
	Preparation of cabinet note, EFC or office order	F	
	Preparation of Vigilance/investigation Reports	F	
	Procurement and tender preparation	F	
	Recruitment Process including reservation and roster	F	
	Understanding of General Financial Rules, 2017	F	
	Working with MS Office	F	
	Writing proficiency & Technical Writing	F	
	Articulation skills	B	
	Communication skill	B	
	Conceptual Thinking	B	
	Innovative Thinking	B	
	Networking skills - lab/industry/academia	B	
	Problem Solving of higher degree	B	
	Self-Management	B	
	Team Working	B	
	Functioning of NIC applications – web conference, messenger, cloud storage and others	F	Basic
Understanding of functioning of E-office	F		
Active Listening Skills	B		
Conceptual Thinking	B		
Desire for Knowledge	B		
Empathy	B		
Ethics & Values	B		
Gender Sensitization	B		
Initiative and Drive	B		
Maintaining physical and mental health	B		
Result Orientation	B		
Self-Awareness and Self-Control	B		
Strategic thinking	B		
Time Management	B		
Assistant (ER)	Contract writing on GeM portal	F	Advance

Designation	Competency Gaps		
	Area/Label	Type	Level
	Drafting of counter replies	F	
	Handling parliamentary questions and communications	F	
	Knowledge about different matters related to AERB, public sector undertakings of DAE and other PSU boards with which the division interacts	F	
	Knowledge Management	F	
	Knowledge of International organizations dealing with DAE, e.g., International Atomic Energy Agency, foreign missions and the protocol to deal with them	F	
	Knowledge of National Foreign policy, composition and framework of Ministry of External Affairs, working of embassies	F	
	Knowledge of organizational structure of other MDOs with which ER staff interacts regularly	F	
	Knowledge of power, composition and functions of AEC and various committees of Cabinet and Parliament	F	
	Knowledge on RTI resolutions	F	
	Noting and Drafting	F	
	Preparation of cabinet note, EFC or office order	F	
	Private participation	F	
	Raj Bhasha	F	
	Report writing proficiency	F	
	Team Management	F	
	Understanding about procedures related to deputation / foreign tours	F	
	Understanding of Atomic Energy Act/Rules (Atomic Energy Act, 1962)	F	
	Understanding of functioning of E-office	F	
	Understanding of General Financial Rules, 2017- Global tender guidelines	F	
	Understanding procedure for approval & signing of MOUs with international bodies	F	
	Working with MS Office	F	
	Writing proficiency & Technical Writing	F	
	Articulation skills	B	
	Basic etiquette of answering phone calls	B	
	Communication skill	B	
	Conceptual Thinking	B	

Designation	Competency Gaps			
	Area/Label	Type	Level	
	Conflict solving strategies	B		
	Consultation & Consensus Building	B		
	Decision Making	B		
	Giving feedback	B		
	Initiative and Drive	B		
	Negotiation Skills	B		
	Planning and Coordination	B		
	Problem Solving of higher degree	B		
	Professional conduct and etiquette	B		
	Recruitment	B		
	Result Orientation	B		
	Seeking Information	B		
	Self-Awareness and Self-Control	B		
	Self-Management	B		
	Team Working	B		
Assistant (Finance)	Accounting skills	F		
	Cash Flow Management	F		
	Knowledge of Public Financial Management System	F		
	Knowledge of taxation of products, GST and customs duty	F		
	Preparation of Cabinet Note, AEC Note or office order	F		
	Receipt & Payment Rules	F		
	Understanding of Civil Accounts Manual	F		
	Understanding of General Financial Rules, 2017	F		
	Articulation skills	B		
	Communication skill	B		
	Conceptual Thinking	B		
	Innovative Thinking	B		
	Networking skills - lab/industry/academia	B		
	Problem Solving of higher degree	B		
	Self-Management	B		
	Team Working	B		
	Functioning of NIC applications- email, messenger, cloud storage and others	F		Basic
	Knowledge on RTI resolutions	F		
Understanding about all DAE establishments	F			

Designation	Competency Gaps		
	Area/Label	Type	Level
	Understanding of functioning of E-office	F	
	Working with MS Office	F	
	Active Listening Skills	B	
	Conceptual Thinking	B	
	Desire for Knowledge	B	
	Empathy	B	
	Ethics & Values	B	
	Initiative and Drive	B	
	Result Orientation	B	
	Self-Awareness and Self-Control	B	
	Strategic thinking	B	
	Time Management	B	
Assistant (I&M) *	GeM marketplace	F	Advance
	Handling parliamentary questions and communications	F	
	Knowledge on RTI resolutions	F	
	Noting and Drafting	F	
	Organizational knowledge of all relevant establishments including NFC, AMD, BRIT and HWB	F	
	Preparation of Cabinet Note, AEC Note or office order	F	
	Report writing proficiency	F	
	Understanding of General Financial Rules, 2017	F	
	Working with MS Office	F	
	Articulation skills	B	
	Communication skill	B	
	Conceptual Thinking	B	
	Innovative Thinking	B	
	Networking skills - lab/industry/academia	B	
	Problem Solving of higher degree	B	
	Self-Management	B	
	Team Working	B	
	Raj Bhasha	F	Basic
	Understanding of functioning of E-office	F	
	Active Listening Skills	B	
Conceptual Thinking	B		
	Desire for Knowledge	B	

Designation	Competency Gaps		
	Area/Label	Type	Level
	Empathy	B	
	Ethics & Values	B	
	Initiative and Drive	B	
	Maintaining physical and mental health	B	
	Result Orientation	B	
	Self-Awareness and Self-Control	B	
	Time Management	B	
Assistant (Power)	Content writing	F	Advance
	Contract writing on GeM portal	F	
	Drafting of counter replies	F	
	Handling parliamentary questions and communications	F	
	Handling parliamentary questions and communications	F	
	HR Policy of Department and other DAE specific policies	F	
	Knowledge about different public sector undertakings of DAE and other PSU boards with which the division interacts, e.g., NPCIL and Bharatiya Nabhikiya Vidyut Nigam Ltd	F	
	Knowledge Management	F	
	Knowledge of power, composition and functions of AEC and various committees of Cabinet and Parliament	F	
	Knowledge on RTI resolutions	F	
	Noting and Drafting	F	
	Preparation of cabinet note, EFC or office order	F	
	Private participation	F	
	Raj Bhasha	F	
	Report writing proficiency	F	
	Team Management	F	
	Understanding of functioning of E-office	F	
	Understanding of General Financial Rules, 2017	F	
	Understanding of General Financial Rules, 2017- Global tender guidelines	F	
	Understanding of Nuclear energy scenario of the country	F	
	Working with MS Office	F	
Writing proficiency & Technical Writing	F		
Articulation skills	B		

Designation	Competency Gaps		
	Area/Label	Type	Level
	Basic etiquette of answering phone calls	B	
	Communication skill	B	
	Conceptual Thinking	B	
	Conflict solving strategies	B	
	Consultation & Consensus Building	B	
	Decision Making	B	
	Giving feedback	B	
	Initiative and Drive	B	
	Negotiation Skills	B	
	Planning and Coordination	B	
	Problem Solving of higher degree	B	
	Professional conduct and etiquette	B	
	Recruitment	B	
	Result Orientation	B	
	Seeking Information	B	
	Self-Awareness and Self-Control	B	
	Self-Management	B	
	Team Working	B	
Assistant (PSU)*	Balance sheet reading	F	
	GeM marketplace	F	
	Handling parliamentary questions and communications	F	
	Knowledge on RTI resolutions	F	
	Noting and Drafting	F	
	Preparation of cabinet note, EFC or office order	F	
	Understanding of General Financial Rules, 2017	F	
	Understanding of PSU related Policies, Acts, Rules and guidelines, e.g., MMDR, AMCR	F	
	Working with MS Office	F	
	Articulation skills	B	
	Communication skill	B	
	Conceptual Thinking	B	
	Innovative Thinking	B	
	Networking skills - lab/industry/academia	B	
	Problem Solving of higher degree	B	
Self-Management	B		

Designation	Competency Gaps		
	Area/Label	Type	Level
	Team Working	B	Basic
	Organizational knowledge of all relevant establishments including IREL, ECIL, UCIL	F	
	Raj Bhasha	F	
	Understanding of functioning of E-office	F	
	Active Listening Skills	B	
	Conceptual Thinking	B	
	Desire for Knowledge	B	
	Empathy	B	
	Ethics & Values	B	
	Initiative and Drive	B	
	Maintaining physical and mental health	B	
	Result Orientation	B	
	Self-Awareness and Self-Control	B	
	Time Management	B	
Assistant Accounts Officer (Budget)	Accounting skills	F	Advance
	Budgeting	F	
	Handling parliamentary questions and communications	F	
	Knowledge of Public Financial Management System	F	
	Knowledge on RTI resolutions	F	
	Noting and Drafting	F	
	Organizational skills	F	
	Project Management	F	
	Understanding of General Financial Rules, 2017	F	
	Working with MS Office	F	
	Functioning of NIC applications- email, messenger, cloud storage and others	F	Basic
Understanding of functioning of E-office	F		
Assistant Accounts Officer (Budget)10	Team Working	B	Advance
Assistant Accounts Officer (Budget)12	Initiative and Drive	B	Basic
Assistant Accounts Officer (Budget)13	Time Management	B	
Assistant Accounts Officer (Budget)14	Strategic thinking	B	

Designation	Competency Gaps			
	Area/Label	Type	Level	
Assistant Accounts Officer (Budget)15	Ethics & Values	B		
Assistant Accounts Officer (Budget)16	Active Listening Skills	B		
Assistant Accounts Officer (Budget)17	Result Orientation	B		
Assistant Accounts Officer (Budget)18	Conceptual Thinking	B		
Assistant Accounts Officer (Budget)19	Self-Awareness and Self-Control	B		
Assistant Accounts Officer (Budget)20	Empathy	B		
Assistant Accounts Officer (Budget)21	Desire for Knowledge	B		
Assistant Accounts Officer (Budget)3	Communication skill	B		Advance
Assistant Accounts Officer (Budget)4	Networking skills - lab/industry/academia	B		
Assistant Accounts Officer (Budget)5	Problem Solving of higher degree	B		
Assistant Accounts Officer (Budget)6	Articulation skills	B		
Assistant Accounts Officer (Budget)7	Self-Management	B		
Assistant Accounts Officer (Budget)8	Innovative Thinking	B		
Assistant Accounts Officer (Budget)9	Conceptual Thinking	B		
Assistant Accounts Officer (Finance & Accounts)10	Working with MS Office	F		
Assistant Accounts Officer (Finance & Accounts)11	Knowledge on RTI resolutions	F		
	Initiative and Drive	B	Basic	

Designation	Competency Gaps		
	Area/Label	Type	Level
Assistant Accounts Officer (Finance & Accounts)12	Time Management	B	
Assistant Accounts Officer (Finance & Accounts)13	Functioning of NIC applications- email, messenger, cloud storage and others	F	
	Strategic thinking	B	
Assistant Accounts Officer (Finance & Accounts)14	Understanding of functioning of E-office	F	
	Ethics & Values	B	
Assistant Accounts Officer (Finance & Accounts)15	Active Listening Skills	B	
Assistant Accounts Officer (Finance & Accounts)16	Result Orientation	B	
Assistant Accounts Officer (Finance & Accounts)17	Conceptual Thinking	B	
Assistant Accounts Officer (Finance & Accounts)18	Self-Awareness and Self-Control	B	
Assistant Accounts Officer (Finance & Accounts)19	Empathy	B	
Assistant Accounts Officer (Finance & Accounts)2	Understanding of General Financial Rules, 2017	F	Advance
	Communication skill	B	
Assistant Accounts Officer (Finance & Accounts)20	Desire for Knowledge	B	Basic
Assistant Accounts Officer (Finance & Accounts)3	Knowledge of taxation of products, GST and customs duty	F	Advance
	Networking skills - lab/industry/academia	B	
Assistant Accounts Officer (Finance & Accounts)4	Noting and Drafting	F	
	Problem Solving of higher degree	B	
	Understanding of Civil Accounts Manual	F	

Designation	Competency Gaps		
	Area/Label	Type	Level
Assistant Accounts Officer (Finance & Accounts)5	Articulation skills	B	Basic
Assistant Accounts Officer (Finance & Accounts)6	Knowledge of Public Financial Management System	F	
	Self-Management	B	
Assistant Accounts Officer (Finance & Accounts)7	GeM marketplace	F	
	Innovative Thinking	B	
Assistant Accounts Officer (Finance & Accounts)8	Pension Processing	F	
	Conceptual Thinking	B	
Assistant Accounts Officer (Finance & Accounts)9	Receipt & Payment Rules	F	
	Team Working	B	
Budget and Planning Officer	Organizational skills	F	
	Project Management	F	
	Understanding of General Financial Rules, 2017	F	
	Communication skill	B	
	Leadership	B	
	Networking skills - lab/industry/academia	B	
	Strategic thinking	B	
	Functioning of NIC applications- email, messenger, cloud storage and others	F	
	Handling parliamentary questions and communications	F	
	Knowledge of Public Financial Management System	F	
	Knowledge on RTI resolutions	F	
	Working with MS Office	F	
	Active Listening Skills	B	
	Conceptual Thinking	B	
	Conflict solving strategies	B	
	Delegation	B	
	Desire for Knowledge	B	
Empathy	B		
Ethics & Values	B		
Innovative Thinking	B		

Designation	Competency Gaps		
	Area/Label	Type	Level
	Networking skills - lab/industry/academia	B	
	Problem Solving of higher degree	B	
	Result Orientation	B	
	Self-Awareness and Self Control	B	
	Time Management	B	
Chief Controller of Accounts*	Decision Making	B	Advance
	Leadership	B	
	Networking skills - lab/industry/academia	B	
	Strategic thinking	B	
	Conflict solving strategies	B	Basic
	Innovative Thinking	B	
	Stakeholder Analysis & Management	B	
	Team Management	B	
DD(OL,ATI)*	Knowledge Management	F	Advance
	Office protocols	F	
	Preparation of cabinet note, EFC or office order	F	
	Leadership	B	
	Networking skills - lab/industry/academia	B	
	Running effective meetings	B	
	Strategic thinking	B	
	Team Management	B	
	Functioning of NIC applications - web conference, messenger, cloud storage and others	F	Basic
	Preparation of Vigilance/investigation Reports	F	
	Raj Bhasha	F	
	Understanding of functioning of E-office	F	
	Working with MS Office	F	
	Writing proficiency & Technical Writing	F	
	Communication skill	B	
	Conceptual Thinking	B	
	Conflict solving strategies	B	
	Decision Making	B	
	Empathy	B	
	Ethics & Values	B	
Gender Sensitization	B		
Initiative and Drive	B		

Designation	Competency Gaps		
	Area/Label	Type	Level
	Innovative Thinking	B	
	Knowledge sharing & mentorship	B	
	Maintaining physical and mental health	B	
	Organizational Awareness - Multidisciplinary approach	B	
	Planning and Coordination	B	
	Problem Solving of higher degree	B	
	Self-Awareness and Self Control	B	
	Stakeholder Analysis & Management	B	
Deputy Controller of Accounts (Budget)	Accounting skills	F	Advance
	Budgeting	F	
	Cash Flow Management	F	
	Knowledge of Public Financial Management System	F	
	Knowledge of taxation of products, GST and customs duty	F	
	Preparation of Annual Reports	F	
	Purchase and Works	F	
	Understanding of General Financial Rules, 2017	F	
	Communication skill	B	
	Leadership	B	
	Networking skills - lab/industry/academia	B	
	Strategic thinking	B	
	Functioning of NIC applications- email, messenger, cloud storage and others	F	Basic
	Knowledge on RTI resolutions	F	
	Understanding of functioning of E-office	F	
	Working with MS Office	F	
	Active Listening Skills	B	
	Conceptual Thinking	B	
	Conflict solving strategies	B	
	Delegation	B	
	Desire for Knowledge	B	
	Empathy	B	
	Ethics & Values	B	
	Innovative Thinking	B	
Networking skills - lab/industry/academia	B		
Problem Solving of higher degree	B		
Result Orientation	B		

Designation	Competency Gaps		
	Area/Label	Type	Level
	Self-Awareness and Self Control	B	
	Time Management	B	
Deputy Controller of Accounts (Pay and Accounts)	Accounting skills	F	Advance
	Budgeting	F	
	Cash Flow Management	F	
	Knowledge of Public Financial Management System	F	
	Knowledge of taxation of products, GST and customs duty	F	
	Pension Processing	F	
	Preparation of Annual Reports	F	
	Purchase and Works	F	
	Receipt & Payment Rules	F	
	Understanding of Civil Accounts Manual	F	
	Understanding of General Financial Rules, 2017	F	
	Communication skill	B	
	Leadership	B	
	Networking skills - lab/industry/academia	B	
	Strategic thinking	B	
	Functioning of NIC applications- email, messenger, cloud storage and others	F	Basic
	Knowledge on RTI resolutions	F	
	Understanding of functioning of E-office	F	
	Working with MS Office	F	
	Active Listening Skills	B	
	Conceptual Thinking	B	
	Conflict solving strategies	B	
	Delegation	B	
	Desire for Knowledge	B	
	Empathy	B	
	Ethics & Values	B	
	Innovative Thinking	B	
Networking skills - lab/industry/academia	B		
Problem Solving of higher degree	B		
Result Orientation	B		
Self-Awareness and Self Control	B		
Time Management	B		

Designation	Competency Gaps		
	Area/Label	Type	Level
Deputy Secretary (R&D)	Awareness of government policies and agencies related to Aatmanirbhar Bharat, Invest India, etc.	F	Advance
	Understanding about processes related to Tech Transfer	F	
	Understanding about the matters related to 10 aided institutions and 2 boards	F	
	Understanding about the matters related to 7 research centres including BARC, RRCAT, IGCAR, VECC, AMDER, GCNEP, IPR	F	
	Leadership	B	
	Strategic thinking	B	
	Functioning of NIC applications- email, messenger, cloud storage and others	F	Basic
	Handling parliamentary questions and communications	F	
	Knowledge Management	F	
	Promoting via Social Media	F	
	Understanding of functioning of E-office	F	
	Understanding of General Financial Rules, 2017	F	
	Working with MS Office	F	
	Communication skill	B	
	Conceptual Thinking	B	
	Conflict solving strategies	B	
	Consultation & Consensus Building	B	
	Ethics & Values	B	
	Gender Sensitization	B	
	Innovative Thinking	B	
	Maintaining physical and mental health	B	
	Motivating team	B	
	Negotiation Skills	B	
	Networking skills - lab/industry/academia	B	
	Problem Solving of higher degree	B	
	Team Management	B	
Time Management	B		
Director (All Directors in A&A Division)*	CVC Guidelines	F	Advance
	Knowledge Management	F	
	Office protocols	F	
	Planning and coordination	F	

Designation	Competency Gaps		
	Area/Label	Type	Level
	Preparation of cabinet note, EFC or office order	F	
	Leadership	B	
	Strategic thinking	B	
	Functioning of NIC applications- email, messenger, cloud storage and others	F	Basic
	Handling parliamentary questions and communications	F	
	Understanding of functioning of E-office	F	
	Understanding of General Financial Rules, 2017	F	
	Communication skill	B	
	Conceptual Thinking	B	
	Conflict solving strategies	B	
	Consultation & Consensus Building	B	
	Decision Making	B	
	Ethics & Values	B	
	Gender Sensitization	B	
	Innovative Thinking	B	
	Knowledge sharing & mentorship	B	
	Maintaining physical and mental health	B	
	Negotiation Skills	B	
	Networking skills - lab/industry/academia	B	
	Organizational Awareness - Multidisciplinary approach	B	
Problem Solving of higher degree	B		
Team Management	B		
Director (ER)	Handling parliamentary questions and communications	F	Advance
	Knowledge about different matters related to AERB, public sector undertakings of DAE and other PSU boards with which the division interacts	F	
	Knowledge of International organizations dealing with DAE, e.g., International Atomic Energy Agency, foreign missions and the protocol to deal with them	F	
	Knowledge of National Foreign policy, composition and framework of Ministry of External Affairs, working of embassies	F	
	Knowledge of organizational structure of other MDOs with which ER staff interacts regularly	F	

Designation	Competency Gaps		
	Area/Label	Type	Level
	Understanding about procedures related to deputation / foreign tours	F	
	Understanding of Atomic Energy Act/Rules (Atomic Energy Act, 1962)	F	
	Understanding procedure for approval & signing of MOUs with international bodies	F	
	Communication skill	B	
	Conceptual Thinking	B	
	Conflict solving strategies	B	
	Consultation & Consensus Building	B	
	Decision Making	B	
	Innovative Thinking	B	
	Knowledge sharing & mentorship	B	
	Negotiation Skills	B	
	Networking skills - lab/industry/academia	B	
	Organizational Awareness - Multidisciplinary approach	B	
	Professional Integrity - peer review & benchmark	B	
	Strategic thinking	B	
	Team Management	B	
	Planning and coordination	F	
	Preparation of cabinet note, EFC or office order	F	
	Understanding of functioning of E-office	F	
	Working with MS Office	F	
Director (Finance)	Budgeting	F	Advance
	Knowledge of Public Financial Management System	F	
	Knowledge of taxation of products, GST and customs duty	F	
	Understanding about all DAE establishments	F	
	Communication skill	B	
	Leadership	B	
	Networking skills - lab/industry/academia	B	
	Strategic thinking	B	
	Cash Flow Management	F	Basic
	Functioning of NIC applications- email, messenger, cloud storage and others	F	
	Handling parliamentary questions and communications	F	

Designation	Competency Gaps		
	Area/Label	Type	Level
	Knowledge of Public Financial Management System	F	
	Knowledge on RTI resolutions	F	
	Understanding about all DAE establishments	F	
	Working with MS Office	F	
	Active Listening Skills	B	
	Conceptual Thinking	B	
	Conflict solving strategies	B	
	Delegation	B	
	Desire for Knowledge	B	
	Empathy	B	
	Ethics & Values	B	
	Innovative Thinking	B	
	Negotiation Skills	B	
	Problem Solving of higher degree	B	
	Result Orientation	B	
	Self-Awareness and Self Control	B	
Time Management	B		
Director (I&M) *	Knowledge about the sector and various sectoral polices	F	Advance
	Leadership	B	
	Networking skills - lab/industry/academia	B	
	Strategic thinking	B	
	Team Management	B	
	Functioning of NIC applications- email, messenger, cloud storage and others	F	Basic
	Handling parliamentary questions and communications	F	
	Knowledge Management	F	
	Policy Making	F	
	Promoting via Social Media	F	
	Understanding of functioning of E-office	F	
	Understanding of General Financial Rules, 2017	F	
	Working with MS Office	F	
	Conceptual Thinking	B	
	Conflict solving strategies	B	
	Consultation & Consensus Building	B	
Ethics & Values	B		

Designation	Competency Gaps		
	Area/Label	Type	Level
	Innovative Thinking	B	
	Maintaining physical and mental health	B	
	Negotiation Skills	B	
	Self-Motivated	B	
	Time Management	B	
Director (Power)	Handling parliamentary questions and communications	F	Advance
	HR Policy of Department and other DAE specific policies	F	
	Knowledge about different public sector undertakings of DAE and other PSU boards with which the division interacts, e.g., NPCIL and Bharatiya Nabhikiya Vidyut Nigam Ltd	F	
	Professional code of conduct while interacting with NITI Aayog and other ministries	F	
	Understanding of Nuclear energy scenario of the country	F	
	Communication skill	B	
	Conceptual Thinking	B	
	Conflict solving strategies	B	
	Consultation & Consensus Building	B	
	Decision Making	B	
	Innovative Thinking	B	
	Knowledge sharing & mentorship	B	
	Negotiation Skills	B	
	Networking skills - lab/industry/academia	B	
	Organizational Awareness - Multidisciplinary approach	B	
	Professional Integrity - peer review & benchmark	B	
	Strategic thinking	B	
	Team Management	B	
	Office protocols	F	Basic
	Planning and coordination	F	
	Preparation of cabinet note, EFC or office order	F	
	Understanding of functioning of E-office	F	
	Working with MS Office	F	
Head (CISD)*	Knowledge Management	F	Advance
	Project appraisal and Management	F	

Designation	Competency Gaps		
	Area/Label	Type	Level
	Innovative Thinking	B	
	Leadership	B	
	Networking skills - lab/industry/academia	B	
	Strategic thinking	B	
	Team Management	B	
	Functioning of NIC applications- email, messenger, cloud storage and others	F	Basic
	Handling parliamentary questions and communications	F	
	Knowledge Management	F	
	Policy Making	F	
	Promoting via Social Media	F	
	Understanding of functioning of E-office	F	
	Understanding of General Financial Rules, 2017	F	
	Working with MS Office	F	
	Conceptual Thinking	B	
	Conflict solving strategies	B	
	Consultation & Consensus Building	B	
	Ethics & Values	B	
	Maintaining physical and mental health	B	
	Negotiation Skills	B	
	Planning and Coordination	B	
Self-Motivated	B		
Time Management	B		
Head (ICPD)*	Policy Making	F	Advance
	Understanding about legal matters including gazette notification, amendments of acts & rules, promulgate in parliament	F	
	Leadership	B	
	Negotiation Skills	B	
	Networking skills (for international agreements)	B	
	Strategic thinking	B	
	Team Management	B	
	Attention to detail	B	Basic
	Central Civil Conduct Code	B	
	Conflict solving strategies	B	
Knowledge sharing & mentorship	B		

Designation	Competency Gaps		
	Area/Label	Type	Level
	Maintaining physical and mental health	B	
	Planning and Coordination	B	
	Running effective meetings	B	
	Time Management	B	
Head (ICSD)*	Policy Making	F	Advance
	Understanding about legal matters including gazette notification, amendments of acts & rules, promulgate in parliament	F	
	Leadership	B	
	Negotiation Skills	B	
	Networking skills (for international agreements)	B	
	Strategic thinking	B	
	Team Management	B	Basic
	Attention to detail	B	
	Central Civil Conduct Code	B	
	Conflict solving strategies	B	
	Knowledge sharing & mentorship	B	
	Maintaining physical and mental health	B	
	Planning and Coordination	B	
	Running effective meetings	B	
	Time Management	B	
	Head (NCPW)*	Policy Making	
Understanding about legal matters including gazette notification, amendments of acts & rules, promulgate in parliament		F	
Leadership		B	
Negotiation Skills		B	
Networking skills (for international agreements)		B	
Strategic thinking		B	
Team Management		B	Basic
Attention to detail		B	
Central Civil Conduct Code		B	
Conflict solving strategies		B	
Knowledge sharing & mentorship		B	
Maintaining physical and mental health		B	
Planning and Coordination		B	
		B	

Designation	Competency Gaps		
	Area/Label	Type	Level
	Running effective meetings	B	
	Time Management	B	
Head (PAD)*	Knowledge Management	F	Advance
	Project appraisal and Management	F	
	Promoting via Social Media	F	
	Leadership	B	
	Networking skills - lab/industry/academia	B	
	Strategic thinking	B	
	Team Management	B	Basic
	Functioning of NIC applications- email, messenger, cloud storage and others	F	
	Handling parliamentary questions and communications	F	
	Knowledge Management	F	
	Policy Making	F	
	Understanding of functioning of E-office	F	
	Understanding of General Financial Rules, 2017	F	
	Working with MS Office	F	
	Conceptual Thinking	B	
	Conflict solving strategies	B	
	Consultation & Consensus Building	B	
	Ethics & Values	B	
	Innovative Thinking	B	
	Maintaining physical and mental health	B	
Negotiation Skills	B		
Planning and Coordination	B		
Self-Motivated	B		
Time Management	B		
Head (SSSD, NCPW)*	Policy Making	F	Advance
	Understanding about legal matters including gazette notification, amendments of acts & rules, promulgate in parliament	F	
	Leadership	B	
	Negotiation Skills	B	
	Networking skills (for international agreements)	B	
	Strategic thinking	B	
	Team Management	B	

Designation	Competency Gaps		
	Area/Label	Type	Level
	Attention to detail	B	Basic
	Central Civil Conduct Code	B	
	Conflict solving strategies	B	
	Knowledge sharing & mentorship	B	
	Maintaining physical and mental health	B	
	Planning and Coordination	B	
	Running effective meetings	B	
	Time Management	B	
Joint Controller of Accounts	Accounting skills	F	Advance
	Budgeting	F	
	Cash Flow Management	F	
	Knowledge of Public Financial Management System	F	
	Knowledge of taxation of products, GST and customs duty	F	
	Preparation of Annual Reports	F	
	Purchase and Works	F	
	Understanding of General Financial Rules, 2017	F	
	Functioning of NIC applications- email, messenger, cloud storage and others	F	Basic
	Knowledge on RTI resolutions	F	
	Understanding of functioning of E-office	F	
	Working with MS Office	F	
Joint Controller of Accounts*	Communication skill	B	Advance
	Leadership	B	
	Networking skills - lab/industry/academia	B	
	Strategic thinking	B	
	Active Listening Skills	B	Basic
	Conceptual Thinking	B	
	Conflict solving strategies	B	
	Delegation	B	
	Desire for Knowledge	B	
	Empathy	B	
	Ethics & Values	B	
	Innovative Thinking	B	
	Networking skills - lab/industry/academia	B	
	Problem Solving of higher degree	B	
Result Orientation	B		

Designation	Competency Gaps		
	Area/Label	Type	Level
	Self-Awareness and Self Control	B	
	Time Management	B	
Joint Secretary - A&A*	CVC Guidelines	F	Advance
	Knowledge Management	F	
	Policy Making	F	
	Project Management	F	
	Leadership	B	
	Strategic thinking	B	
	Functioning of NIC applications- email, messenger, cloud storage and others	F	Basic
	Handling parliamentary questions and communications	F	
	Understanding of functioning of E-office	F	
	Understanding of General Financial Rules, 2017	F	
	Conceptual Thinking	B	
	Conflict solving strategies	B	
	Consultation & Consensus Building	B	
	Ethics & Values	B	
	Gender Sensitization	B	
	Knowledge sharing & mentorship	B	
	Maintaining physical and mental health	B	
	Negotiation Skills	B	
	Networking skills - lab/industry/academia	B	
	Self-Motivated	B	
Team Management	B		
Joint Secretary - ER	Handling parliamentary questions and communications	F	Advance
	Knowledge about different matters related to AERB, public sector undertakings of DAE and other PSU boards with which the division interacts	F	
	Knowledge of International organizations dealing with DAE, e.g., International Atomic Energy Agency, foreign missions and the protocol to deal with them	F	
	Knowledge of National Foreign policy, composition and framework of Ministry of External Affairs, working of embassies	F	
	Knowledge of organizational structure of other MDOs with which ER staff interacts regularly	F	

Designation	Competency Gaps			
	Area/Label	Type	Level	
	Understanding about procedures related to deputation / foreign tours	F		
	Understanding of Atomic Energy Act/Rules (Atomic Energy Act, 1962)	F		
	Understanding procedure for approval & signing of MOUs with international bodies	F		
	Conceptual Thinking	B		
	Conflict solving strategies	B		
	Consultation & Consensus Building	B		
	Diplomatic communication skills	B		
	Innovative Thinking	B		
	Leadership	B		
	Negotiation Skills	B		
	Networking skills - lab/industry/academia	B		
	Social media skills including monitoring and drafting of tweets/ messages	B		
	Strategic thinking	B		
	Team Management	B		
	Functioning of NIC applications- email, messenger, cloud storage and others	F		Basic
	GeM marketplace	F		
Understanding of functioning of E-office	F			
Understanding of General Financial Rules, 2017	F			
Joint Secretary - Power	Handling parliamentary questions and communications	F	Advance	
	HR Policy of Department and other DAE specific policies	F		
	Knowledge about different public sector undertakings of DAE and other PSU boards with which the division interacts, e.g., NPCIL and Bharatiya Nabhikiya Vidyut Nigam Ltd	F		
	Professional code of conduct while interacting with NITI Aayog and other ministries	F		
	Understanding of Nuclear energy scenario of the country	F		
	Conceptual Thinking	B		
	Conflict solving strategies	B		
	Consultation & Consensus Building	B		
	Innovative Thinking	B		
	Leadership	B		
	Negotiation Skills	B		

Designation	Competency Gaps		
	Area/Label	Type	Level
	Networking skills - lab/industry/academia	B	
	Social media skills including monitoring and drafting of tweets/ messages	B	
	Strategic thinking	B	
	Team Management	B	
	Functioning of NIC applications- email, messenger, cloud storage and others	F	Basic
	GeM marketplace	F	
	Understanding of functioning of E-office	F	
	Understanding of General Financial Rules, 2017	F	
Joint Secretary (Finance)	Knowledge of Public Financial Management System	F	Advance
	Understanding about all DAE establishments	F	
	Decision Making	B	
	Leadership	B	
	Networking skills - lab/industry/academia	B	Basic
	Strategic thinking	B	
	Accounting skills	F	
	Budgeting	F	
	Functioning of NIC applications- email, messenger, cloud storage and others	F	
	Knowledge of taxation of products, GST and customs duty	F	
	Knowledge on RTI resolutions	F	
	Purchase and Works	F	
	Understanding of functioning of E-office	F	
	Understanding of General Financial Rules, 2017	F	
	Working with MS Office	F	
	Active Listening Skills	B	
	Conceptual Thinking	B	
	Conflict solving strategies	B	
	Delegation	B	
	Desire for Knowledge	B	
Empathy	B		
Ethics & Values	B		
Innovative Thinking	B		
Negotiation Skills	B		
Problem Solving of higher degree	B		

Designation	Competency Gaps			
	Area/Label	Type	Level	
	Result Orientation	B		
	Self-Awareness and Self Control	B		
	Time Management	B		
Joint Secretary (R&D)	Understanding about processes related to Tech Transfer	F	Advance	
	Understanding the purpose and potential future of 10 aided institutions ²	F		
	Understanding the purpose and potential future of 7 research centres ¹ including BARC, RRCAT, IGCAR, VECC, AMDER, GCNEP, IPR	F		
	Understanding the purpose and potential future of the 2 boards ³	F		
	Leadership	B		
	Strategic thinking	B		
	Joint Secretary (R&D)	Functioning of NIC applications- email, messenger, cloud storage and others	F	Basic
		Handling parliamentary questions and communications	F	
		Knowledge Management	F	
		Promoting via Social Media	F	
		Understanding of functioning of E-office	F	
		Understanding of General Financial Rules, 2017	F	
		Working with MS Office	F	
		Communication skill	B	
		Conflict solving strategies	B	
		Consultation & Consensus Building	B	
		Ethics & Values	B	
		Gender Sensitization	B	
		Maintaining physical and mental health	B	
		Negotiation Skills	B	
Problem Solving of higher degree	B			
Team Management	B			
Scientific Officer (NCPW)*	Policy Making	F	Advance	
	Understanding about legal matters including gazette notification, amendments of acts & rules, promulgate in parliament	F		
	Leadership	B		
	Negotiation Skills	B		
	Networking skills (for international agreements)	B		

Designation	Competency Gaps		
	Area/Label	Type	Level
	Strategic thinking	B	Basic
	Team Management	B	
	Attention to detail	B	
	Central Civil Conduct Code	B	
	Conflict solving strategies	B	
	Knowledge sharing & mentorship	B	
	Maintaining physical and mental health	B	
	Planning and Coordination	B	
	Running effective meetings	B	
	Time Management	B	
Section Officer (R&D 1)	Awareness of government policies and agencies related to Aatmanirbhar Bharat, Invest India, etc.	F	Advance
	Complaint handling mechanism	F	
	GeM marketplace	F	
	Knowledge Management	F	
	Knowledge on RTI resolutions	F	
	Preparation of cabinet note, EFC or office order	F	
	Preparation of Vigilance/investigation Reports	F	
	Procurement and tender preparation	F	
	Understanding about processes related to Tech Transfer	F	
	Understanding about the matters related to 7 research centres including BARC, RRCAT, IGCAR, VECC, AMDER, GCNEP, IPR	F	
	Understanding of General Financial Rules, 2017	F	
	Working with MS Office	F	
	Writing proficiency & Technical Writing	F	
	Articulation skills	B	
	Communication skill	B	
	Networking skills - lab/industry/academia	B	
	Self-Management	B	
	Team Working	B	
	Functioning of NIC applications - web conference, messenger, cloud storage and others	F	
	Understanding of functioning of E-office	F	
Active Listening Skills	B		

Designation	Competency Gaps		
	Area/Label	Type	Level
	Desire for Knowledge	B	
	Empathy	B	
	Ethics & Values	B	
	Gender Sensitization	B	
	Guiding team	B	
	Initiative and Drive	B	
	Result Orientation	B	
	Self-Awareness and Self Control	B	
	Sensitiveness to the team	B	
	Strategic thinking	B	
	Time Management	B	
Section Officer (IR&W/ Vigilance)*	Complaint handling mechanism	F	Advance
	GeM marketplace	F	
	Investigation and reporting	F	
	Knowledge Management	F	
	Office protocols	F	
	Preparation of cabinet note, EFC or office order	F	
	Preparation of Vigilance/investigation Reports	F	
	Project appraisal and Management	F	
	Understanding of General Financial Rules, 2017	F	
	Writing proficiency & Technical Writing	F	
	Writing proficiency & Technical Writing	F	
	Articulation skills	B	
	Communication skill	B	
	Conceptual Thinking	B	
	Innovative Thinking	B	
	Networking skills - lab/industry/academia	B	
	Problem Solving of higher degree	B	
	Self-Management	B	
	Team Working	B	
	Functioning of NIC applications – web conference, messenger, cloud storage and others	F	Basic
Knowledge on RTI resolutions		F	
Understanding of functioning of E-office		F	
Working with MS Office		F	

Designation	Competency Gaps		
	Area/Label	Type	Level
	Active Listening Skills	B	
	Conceptual Thinking	B	
	Desire for Knowledge	B	
	Empathy	B	
	Ethics & Values	B	
	Gender Sensitization	B	
	Initiative and Drive	B	
	Maintaining physical and mental health	B	
	Result Orientation	B	
	Self-Awareness and Self Control	B	
	Strategic thinking	B	
	Time Management	B	
Section Officer (Administration)*	Central civil conduct code	F	Advance
	Complaint handling mechanism	F	
	GeM marketplace	F	
	Knowledge Management	F	
	Preparation of cabinet note, EFC or office order	F	
	Preparation of Vigilance/investigation Reports	F	
	Procurement and tender preparation	F	
	Recruitment Process including reservation and roster	F	
	Understanding of General Financial Rules, 2017	F	
	Writing proficiency & Technical Writing	F	
	Articulation skills	B	
	Communication skill	B	
	Conceptual Thinking	B	
	Innovative Thinking	B	
	Networking skills - lab/industry/academia	B	
	Problem Solving of higher degree	B	
	Self-Management	B	
	Team Working	B	
	Functioning of NIC applications – web conference, messenger, cloud storage and others	F	Basic
	Knowledge on RTI resolutions	F	
Understanding of functioning of E-office	F		
Working with MS Office	F		

Designation	Competency Gaps		
	Area/Label	Type	Level
	Active Listening Skills	B	
	Conceptual Thinking	B	
	Desire for Knowledge	B	
	Empathy	B	
	Ethics & Values	B	
	Gender Sensitization	B	
	Initiative and Drive	B	
	Maintaining physical and mental health	B	
	Result Orientation	B	
	Self-Awareness and Self Control	B	
	Strategic thinking	B	
	Time Management	B	
Section Officer (ER)*	Handling parliamentary questions and communications	F	Advance
	Knowledge about different matters related to AERB, public sector undertakings of DAE and other PSU boards with which the division interacts	F	
	Knowledge Management	F	
	Knowledge of International organizations dealing with DAE, e.g., International Atomic Energy Agency, foreign missions and the protocol to deal with them	F	
	Knowledge of National Foreign policy, composition and framework of Ministry of External Affairs, working of embassies	F	
	Knowledge of organizational structure of other MDOs with which ER staff interacts regularly	F	
	Preparation of Cabinet Note, AEC Note or office order	F	
	Project appraisal and Management	F	
	Understanding about procedures related to deputation / foreign tours	F	
	Understanding of Atomic Energy Act/Rules (Atomic Energy Act, 1962)	F	
	Understanding of functioning of E-office	F	
	Understanding of General Financial Rules, 2017	F	
	Understanding procedure for approval & signing of MOUs with international bodies	F	
	Ways of Enhancing Presentation Skills	F	
	Working with MS Office	F	
	Attention to detail	B	

Designation	Competency Gaps		
	Area/Label	Type	Level
	Commitment to the Organization- research aligned to organization's goals	B	
	Communication skill	B	
	Conceptual Thinking	B	
	Conflict solving strategies	B	
	Desire for Knowledge	B	
	Initiative and Drive	B	
	Innovative Thinking	B	
	Knowledge sharing & mentorship	B	
	Maintaining physical and mental health	B	
	Networking skills - lab/industry/academia	B	
	Organizational Awareness - Multidisciplinary approach	B	
	Planning and Coordination	B	
	Problem Solving of higher degree	B	
	Professional Integrity - peer review & benchmark	B	
	Resilience	B	
	Result Orientation	B	
	Running effective meetings	B	
	Scientific Temper: scientific know-why & technical know-how	B	
	Self-Awareness and Self Control	B	
	Self-Management	B	
Team Working	B		
Functioning of NIC applications- email, messenger, cloud storage and others	F	Basic	
Section Officer (Finance)	Accounting skills	F	Advance
	Budgeting	F	
	Knowledge of Public Financial Management System	F	
	Knowledge of taxation of products, GST and customs duty	F	
	Knowledge on RTI resolutions	F	
	Preparation of Cabinet Note, AEC Note or office order	F	
	Receipt & Payment Rules	F	
	Understanding of Civil Accounts Manual	F	
	Understanding of General Financial Rules, 2017	F	
	Working with MS Office	F	
	Articulation skills	B	

Designation	Competency Gaps			
	Area/Label	Type	Level	
	Communication skill	B		
	Conceptual Thinking	B		
	Innovative Thinking	B		
	Networking skills - lab/industry/academia	B		
	Problem Solving of higher degree	B		
	Self-Management	B		
	Team Working	B		
	Functioning of NIC applications- email, messenger, cloud storage and others	F		Basic
	Understanding about all DAE establishments	F		
	Understanding of functioning of E-office	F		
	Active Listening Skills	B		
	Conceptual Thinking	B		
	Desire for Knowledge	B		
	Empathy	B		
	Ethics & Values	B		
	Initiative and Drive	B		
	Result Orientation	B		
	Self-Awareness and Self Control	B		
	Strategic thinking	B		
	Time Management	B		
Section Officer (Industries & Minerals)*	Knowledge Management	F		Advance
	Knowledge on RTI resolutions	F		
	Project appraisal and Management	F		
	Understanding of General Financial Rules, 2017	F		
	Working with MS Office	F		
	Articulation skills	B		
	Communication skill	B		
	Conceptual Thinking	B		
	Innovative Thinking	B		
	Networking skills - lab/industry/academia	B		
	Problem Solving of higher degree	B		
	Self-Management	B		
	Team Working	B		
	Functioning of NIC applications- email, messenger, cloud storage and others	F	Basic	

Designation	Competency Gaps			
	Area/Label	Type	Level	
	Organizational knowledge of all relevant establishments including NFC, AMD, BRIT and HWB	F		
	Understanding of functioning of E-office	F		
	Ways of Enhancing Presentation Skills	F		
	Active Listening Skills	B		
	Conceptual Thinking	B		
	Desire for Knowledge	B		
	Empathy	B		
	Ethics & Values	B		
	Initiative and Drive	B		
	Maintaining physical and mental health	B		
	Result Orientation	B		
	Self-Awareness and Self Control	B		
	Strategic thinking	B		
	Time Management	B		
Section Officer (Parliament)*	Complaint handling mechanism	F	Advance	
	GeM marketplace	F		
	Knowledge Management	F		
	Preparation of cabinet note, EFC or office order	F		
	Preparation of Vigilance/investigation Reports	F		
	Procurement and tender preparation	F		
	Understanding of General Financial Rules, 2017	F		
	Writing proficiency & Technical Writing	F		
	Articulation skills	B		
	Communication skill	B		
	Conceptual Thinking	B		
	Innovative Thinking	B		
	Networking skills - lab/industry/academia	B		
	Problem Solving of higher degree	B		
	Self-Management	B		
	Team Working	B		
	Functioning of NIC applications – web conference, messenger, cloud storage and others	F	Basic	
		Knowledge on RTI resolutions		F
		Understanding of functioning of E-office		F

Designation	Competency Gaps		
	Area/Label	Type	Level
	Working with MS Office	F	
	Active Listening Skills	B	
	Conceptual Thinking	B	
	Desire for Knowledge	B	
	Empathy	B	
	Ethics & Values	B	
	Gender Sensitization	B	
	Initiative and Drive	B	
	Maintaining physical and mental health	B	
	Result Orientation	B	
	Self-Awareness and Self Control	B	
	Strategic thinking	B	
	Time Management	B	
Section Officer (Power)*	Handling parliamentary questions and communications	F	Advance
	HR Policy of Department and other DAE specific policies	F	
	Knowledge about different public sector undertakings of DAE and other PSU boards with which the division interacts, e.g., NPCIL and Bharatiya Nabhikiya Vidyut Nigam Ltd	F	
	Knowledge Management	F	
	Knowledge Management	F	
	Knowledge on RTI resolutions	F	
	Preparation of Cabinet Note, AEC Note or office order	F	
	Project appraisal and Management	F	
	Project appraisal and Management	F	
	Project Management	F	
	Understanding of functioning of E-office	F	
	Understanding of General Financial Rules, 2017	F	
	Understanding of Nuclear energy scenario of the country	F	
	Ways of Enhancing Presentation Skills	F	
	Working with MS Office	F	
	Writing proficiency & Technical Writing	F	
Assertiveness	B		
Attention to detail	B		

Designation	Competency Gaps		
	Area/Label	Type	Level
	Commitment to the Organization- research aligned to organization's goals	B	
	Communication skill	B	
	Conceptual Thinking	B	
	Conflict solving strategies	B	
	Decision Making	B	
	Desire for Knowledge	B	
	Initiative and Drive	B	
	Innovative Thinking	B	
	Knowledge sharing & mentorship	B	
	Maintaining physical and mental health	B	
	Negotiation Skills	B	
	Networking skills - lab/industry/academia	B	
	Organizational Awareness - Multidisciplinary approach	B	
	Planning and Coordination	B	
	Problem Solving of higher degree	B	
	Professional Integrity - peer review & benchmark	B	
	Professional Integrity - peer review & benchmark	B	
	Resilience	B	
	Result Orientation	B	
	Running effective meetings	B	
Self-Awareness and Self Control	B		
Self-Management	B		
Team Working	B		
Functioning of NIC applications- email, messenger, cloud storage and others	F	Basic	
Section Officer (PSU) *	Knowledge Management	F	Advance
	Knowledge on RTI resolutions	F	
	Project appraisal and Management	F	
	Understanding of General Financial Rules, 2017	F	
	Working with MS Office	F	
	Articulation skills	B	
	Communication skill	B	
	Conceptual Thinking	B	
	Innovative Thinking	B	
	Networking skills - lab/industry/academia	B	

Designation	Competency Gaps		
	Area/Label	Type	Level
	Problem Solving of higher degree	B	Basic
	Self-Management	B	
	Team Working	B	
	Balance sheet reading	F	
	Functioning of NIC applications- email, messenger, cloud storage and others	F	
	Organizational knowledge of all relevant establishments including IREL, ECIL, UCIL	F	
	Understanding of functioning of E-office	F	
	Understanding of PSU related Policies, Acts, Rules and guidelines, e.g., MMDR, AMCR	F	
	Ways of Enhancing Presentation Skills	F	
	Active Listening Skills	B	
	Conceptual Thinking	B	
	Desire for Knowledge	B	
	Empathy	B	
	Ethics & Values	B	
	Initiative and Drive	B	
	Maintaining physical and mental health	B	
	Result Orientation	B	
	Self-Awareness and Self Control	B	
	Strategic thinking	B	
	Time Management	B	
Section Officer (R&D 2)	Awareness of government policies and agencies related to Aatmanirbhar Bharat, Invest India, etc.	F	Advance
	Complaint handling mechanism	F	
	GeM marketplace	F	
	Knowledge Management	F	
	Knowledge on RTI resolutions	F	
	Preparation of cabinet note, EFC or office order	F	
	Preparation of Vigilance/investigation Reports	F	
	Procurement and tender preparation	F	
	Understanding about processes related to Tech Transfer	F	
	Understanding about the matters related to 10 aided institutions and 2 boards	F	
	Understanding of General Financial Rules, 2017	F	

Designation	Competency Gaps		
	Area/Label	Type	Level
	Working with MS Office	F	
	Writing proficiency & Technical Writing	F	
	Articulation skills	B	
	Communication skill	B	
	Networking skills - lab/industry/academia	B	
	Self-Management	B	
	Team Working	B	
	Functioning of NIC applications – web conference, messenger, cloud storage and others	F	Basic
	Understanding of functioning of E-office	F	
	Active Listening Skills	B	
	Desire for Knowledge	B	
	Empathy	B	
	Ethics & Values	B	
	Gender Sensitization	B	
	Guiding team	B	
	Initiative and Drive	B	
	Result Orientation	B	
	Self-Awareness and Self Control	B	
	Sensitiveness to the team	B	
	Strategic thinking	B	
Time Management	B		
Section Officer (Secretariat Support Section)*	Budgeting	F	Advance
	GeM marketplace	F	
	Knowledge of Public Financial Management System	F	
	Knowledge on RTI resolutions	F	
	Office protocols	F	
	Preparation of Vigilance/investigation Reports	F	
	Procurement and tender preparation	F	
	Understanding of functioning of E-office	F	
	Understanding of General Financial Rules, 2017	F	
	Vendor Management	F	
	Articulation skills	B	
	Communication skill	B	
	Conceptual Thinking	B	

Designation	Competency Gaps		
	Area/Label	Type	Level
	Innovative Thinking	B	
	Networking skills - lab/industry/academia	B	
	Problem Solving of higher degree	B	
	Self-Management	B	
	Team Working	B	
	Functioning of NIC applications – web conference, messenger, cloud storage and others	F	Basic
	IFD framework	F	
	Active Listening Skills	B	
	Conceptual Thinking	B	
	Desire for Knowledge	B	
	Empathy	B	
	Ethics & Values	B	
	Gender Sensitization	B	
	Initiative and Drive	B	
	Maintaining physical and mental health	B	
	Result Orientation	B	
	Self-Awareness and Self Control	B	
	Strategic thinking	B	
	Time Management	B	
Under Secretary (SCS)*	Complaint handling mechanism	F	Advance
	Knowledge Management	F	
	Office protocols	F	
	Preparation of cabinet note, EFC or office order	F	
	Preparation of Vigilance/investigation Reports	F	
	Procurement and tender preparation	F	
	Project appraisal and Management	F	
	Leadership	B	
	Networking skills - lab/industry/academia	B	
	Strategic thinking	B	
	Team Management	B	
	Central civil conduct code	F	Basic
	Functioning of NIC applications- email, messenger, cloud storage and others	F	
	GeM marketplace	F	
Handling parliamentary questions and communications	F		

Designation	Competency Gaps		
	Area/Label	Type	Level
	IFD framework	F	
	Knowledge of Public Financial Management System	F	
	Understanding of functioning of E-office	F	
	Understanding of General Financial Rules, 2017	F	
	Working with MS Office	F	
	Communication skill	B	
	Conceptual Thinking	B	
	Conflict solving strategies	B	
	Consultation & Consensus Building	B	
	Decision Making	B	
	Ethics & Values	B	
	Gender Sensitization	B	
	Initiative and Drive	B	
	Innovative Thinking	B	
	Knowledge sharing & mentorship	B	
	Maintaining physical and mental health	B	
	Organizational Awareness - Multidisciplinary approach	B	
	Problem Solving of higher degree	B	
Recruitment	B		
Under Secretary (Admin)	Complaint handling mechanism	F	Advance
	Knowledge Management	F	
	Office protocols	F	
	Preparation of Vigilance/investigation Reports	F	
	Procurement and tender preparation	F	
	Project appraisal and Management	F	
	Recruitment Process including reservation and roster	F	
	Leadership	B	
	Networking skills - lab/industry/academia	B	
	Strategic thinking	B	
	Team Management	B	
	Central civil conduct code	F	Basic
	Functioning of NIC applications- email, messenger, cloud storage and others	F	
	GeM marketplace	F	
Handling parliamentary questions and communications	F		

Designation	Competency Gaps		
	Area/Label	Type	Level
	Knowledge of Public Financial Management System	F	
	Understanding of functioning of E-office	F	
	Understanding of General Financial Rules, 2017	F	
	Working with MS Office	F	
	Communication skill	B	
	Conceptual Thinking	B	
	Conflict solving strategies	B	
	Consultation & Consensus Building	B	
	Decision Making	B	
	Ethics & Values	B	
	Gender Sensitization	B	
	Initiative and Drive	B	
	Innovative Thinking	B	
	Knowledge sharing & mentorship	B	
	Maintaining physical and mental health	B	
	Negotiation Skills	B	
	Organizational Awareness - Multidisciplinary approach	B	
Problem Solving of higher degree	B		
Under Secretary (ER)*	Handling parliamentary questions and communications	F	Advance
	Knowledge about different matters related to AERB, public sector undertakings of DAE and other PSU boards with which the division interacts	F	
	Knowledge Management	F	
	Knowledge of International organizations dealing with DAE, e.g., International Atomic Energy Agency, foreign missions and the protocol to deal with them	F	
	Knowledge of National Foreign policy, composition and framework of Ministry of External Affairs, working of embassies	F	
	Knowledge of organizational structure of other MDOs with which ER staff interacts regularly	F	
	Knowledge on RTI resolutions	F	
	Preparation of Cabinet Note, AEC Note or office order	F	
	Project appraisal and Management	F	
	Understanding about procedures related to deputation / foreign tours	F	

Designation	Competency Gaps		
	Area/Label	Type	Level
	Understanding of Atomic Energy Act/Rules (Atomic Energy Act, 1962)	F	
	Understanding of functioning of E-office	F	
	Understanding of General Financial Rules, 2017	F	
	Understanding procedure for approval & signing of MOUs with international bodies	F	
	Writing proficiency & Technical Writing	F	
	Adaptability and Agility	B	
	Attention to detail	B	
	Communication skill	B	
	Conceptual Thinking	B	
	Conflict solving strategies	B	
	Consultation & Consensus Building	B	
	Decision Making	B	
	Initiative and Drive	B	
	Innovative Thinking	B	
	Knowledge sharing & mentorship	B	
	Leadership	B	
	Networking skills - lab/industry/academia	B	
	Problem Solving of higher degree	B	
	Professional Integrity - peer review & benchmark	B	
	Recruitment	B	
Self-Management	B		
Strategic thinking	B		
Team Working	B		
Under Secretary (Finance)	Budgeting	F	
	Cash Flow Management	F	
	Knowledge of Public Financial Management System	F	
	Knowledge of taxation of products, GST and customs duty	F	
	Communication skill	B	
	Leadership	B	
	Networking skills - lab/industry/academia	B	
	Strategic thinking	B	
	Accounting skills	F	
	Functioning of NIC applications- email, messenger, cloud storage and others	F	
Knowledge on RTI resolutions	F	Basic	

Designation	Competency Gaps		
	Area/Label	Type	Level
	Understanding about all DAE establishments	F	
	Understanding of functioning of E-office	F	
	Understanding of General Financial Rules, 2017	F	
	Working with MS Office	F	
	Active Listening Skills	B	
	Conceptual Thinking	B	
	Conflict solving strategies	B	
	Delegation	B	
	Desire for Knowledge	B	
	Empathy	B	
	Ethics & Values	B	
	Innovative Thinking	B	
	Negotiation Skills	B	
	Problem Solving of higher degree	B	
	Result Orientation	B	
	Self-Awareness and Self Control	B	
Time Management	B		
Under Secretary (I&M) *	Knowledge Management	F	Advance
	Project appraisal and Management	F	
	Communication skill	B	
	Innovative Thinking	B	
	Networking skills - lab/industry/academia	B	
	Problem Solving of higher degree	B	
	Functioning of NIC applications- email, messenger, cloud storage and others	F	Basic
	Organizational knowledge of all relevant establishments including NFC, AMD, BRIT and HWB	F	
	Understanding of functioning of E-office	F	
	Understanding of General Financial Rules, 2017	F	
	Ways of Enhancing Presentation Skills	F	
	Working with MS Office	F	
Active Listening Skills	B		
Conceptual Thinking	B		
Conceptual Thinking	B		
Delegation	B		
Desire for Knowledge	B		

Designation	Competency Gaps		
	Area/Label	Type	Level
	Empathy	B	
	Ethics & Values	B	
	Initiative and Drive	B	
	Maintaining physical and mental health	B	
	Result Orientation	B	
	Self-Management	B	
	Self-Awareness and Self Control	B	
	Strategic thinking	B	
	Team Working	B	
	Time Management	B	
Under Secretary (NCPW) *	Policy Making	F	Advance
	Understanding about legal matters including gazette notification, amendments of acts & rules, promulgate in parliament	F	
	Leadership	B	
	Negotiation Skills	B	
	Networking skills (for international agreements)	B	
	Strategic thinking	B	
	Team Management	B	
	Attention to detail	B	Basic
	Central Civil Conduct Code	B	
	Conflict solving strategies	B	
	Knowledge sharing & mentorship	B	
	Maintaining physical and mental health	B	
	Planning and Coordination	B	
	Running effective meetings	B	
Time Management	B		
Under Secretary (Power)*	Handling parliamentary questions and communications	F	Advance
	HR Policy of Department and other DAE specific policies	F	
	Knowledge about different public sector undertakings of DAE and other PSU boards with which the division interacts, e.g., NPCIL and Bharatiya Nabhikiya Vidyut Nigam Ltd	F	
	Knowledge Management	F	
	Knowledge on RTI resolutions	F	

Designation	Competency Gaps		
	Area/Label	Type	Level
	Preparation of Cabinet Note, AEC Note or office order	F	
	Professional code of conduct while interacting with NITI Aayog and other ministries	F	
	Project appraisal and Management	F	
	Project Management	F	
	Understanding of functioning of E-office	F	
	Understanding of General Financial Rules, 2017	F	
	Understanding of Nuclear energy scenario of the country	F	
	Writing proficiency & Technical Writing	F	
	Adaptability and Agility	B	
	Attention to detail	B	
	Communication skill	B	
	Conceptual Thinking	B	
	Conflict solving strategies	B	
	Consultation & Consensus Building	B	
	Decision Making	B	
	Initiative and Drive	B	
	Innovative Thinking	B	
	Knowledge sharing & mentorship	B	
	Leadership	B	
	Networking skills - lab/industry/academia	B	
	Problem Solving of higher degree	B	
	Professional Integrity - peer review & benchmark	B	
	Recruitment	B	
	Self-Management	B	
	Strategic thinking	B	
Team Working	B		
Under Secretary (R&D 1)	Awareness of government policies and agencies related to Aatmanirbhar Bharat, Invest India, etc.	F	
	Complaint handling mechanism	F	
	Knowledge Management	F	
	Preparation of Vigilance/investigation Reports	F	
	Understanding about processes related to Tech Transfer	F	

Designation	Competency Gaps		
	Area/Label	Type	Level
	Understanding about the matters related to 7 research centres including BARC, RRCAT, IGCAR, VECC, AMDER, GCNEP, IPR	F	
	Communication skill	B	
	Innovative Thinking	B	
	Networking skills - lab/industry/academia	B	
	Functioning of NIC applications – web conference, messenger, cloud storage and others	F	Basic
	GeM marketplace	F	
	Knowledge on RTI resolutions	F	
	Procurement and tender preparation	F	
	Understanding of functioning of E-office	F	
	Understanding of General Financial Rules, 2017	F	
	Working with MS Office	F	
	Writing proficiency & Technical Writing	F	
	Active Listening Skills	B	
	Desire for Knowledge	B	
	Empathy	B	
	Ethics & Values	B	
	Gender Sensitization	B	
	Initiative and Drive	B	
	Leadership	B	
	Self-Awareness and Self Control	B	
Strategic thinking	B		
Time Management	B		
Under Secretary (R&D 2)	Awareness of government policies and agencies related to Aatmanirbhar Bharat, Invest India, etc.	F	Advance
	Complaint handling mechanism	F	
	Knowledge Management	F	
	Preparation of Vigilance/investigation Reports	F	
	Understanding about processes related to Tech Transfer	F	
	Understanding about the matters related to 10 aided institutions and 2 boards	F	
	Communication skill	B	
	Innovative Thinking	B	
	Networking skills - lab/industry/academia	B	

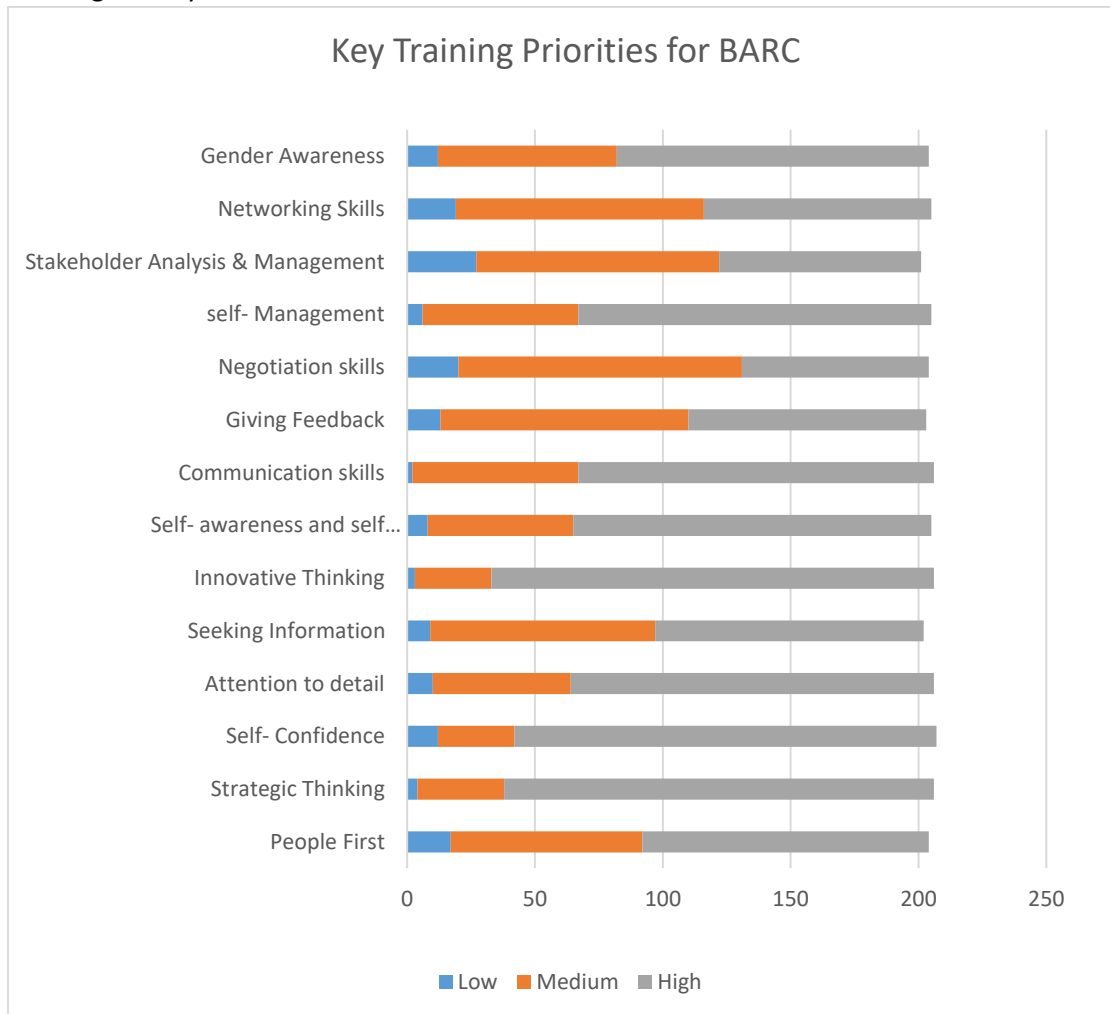
Designation	Competency Gaps		
	Area/Label	Type	Level
	Functioning of NIC applications – web conference, messenger, cloud storage and others	F	Basic
	GeM marketplace	F	
	Knowledge on RTI resolutions	F	
	Procurement and tender preparation	F	
	Understanding of functioning of E-office	F	
	Understanding of General Financial Rules, 2017	F	
	Working with MS Office	F	
	Writing proficiency & Technical Writing	F	
	Active Listening Skills	B	
	Desire for Knowledge	B	
	Empathy	B	
	Ethics & Values	B	
	Gender Sensitization	B	
	Initiative and Drive	B	
	Leadership	B	
	Self-Awareness and Self Control	B	
	Strategic thinking	B	
	Time Management	B	
	Under Secretary (Vigilance)*	Complaint handling mechanism	
Investigation and reporting		F	
Knowledge Management		F	
Preparation of Vigilance/investigation Reports		F	
Writing proficiency & Technical Writing		F	
Leadership		B	
Networking skills – lab/industry/academia		B	
Running effective meetings		B	
Strategic thinking		B	
Team Management		B	
Central civil conduct code		F	Basic
Functioning of NIC applications – web conference, messenger, cloud storage and others	F		
GeM marketplace	F		
Knowledge on RTI resolutions	F		
Project appraisal and Management	F		
Understanding of functioning of E-office	F		

Designation	Competency Gaps		
	Area/Label	Type	Level
	Understanding of General Financial Rules, 2017	F	
	Working with MS Office	F	
	Communication skill	B	
	Conceptual Thinking	B	
	Conflict solving strategies	B	
	Decision Making	B	
	Empathy	B	
	Ethics & Values	B	
	Gender Sensitization	B	
	Initiative and Drive	B	
	Innovative Thinking	B	
	Knowledge sharing & mentorship	B	
	Maintaining physical and mental health	B	
	Organizational Awareness - Multidisciplinary approach	B	
	Planning and Coordination	B	
	Problem Solving of higher degree	B	
	Self-Awareness and Self Control	B	
	Stakeholder Analysis & Management	B	

5.2.3 Capacity Needs Analysis for BARC

CNA survey forms were also rolled out through the NIC application in Bhabha Atomic Research Centre. The findings have been mentioned below-

a. Training Priority for BARC



b. Training Need for BARC



5.2.4 Types of Interventions

The interventions were mapped considering the various interactions and consultations done through FGD's, CNA and Secondary research. These Interventions were then bifurcated in Training and Non-training interventions.

5.2.5 Training interventions

- **Induction training:** When a new official is hired by the MDO, they must complete induction training. The training's purpose is to familiarize the official with the MDO's operation and the responsibilities they will have in that organization. The majority of the time, the officials get training on MDO- and position-specific abilities.
- **Refresher training:** A refresher course is done by authorities who have already received the necessary training. The training is intended to either update the officials' capabilities in light of changes in the definition or the working environment, or to provide the officials with the opportunity to review their previously learned competencies.

- **Regular training:** Regular training focuses on giving officials the skills they need to successfully carry out their existing responsibilities and daily tasks.
- **Progressive training:** Progressive training equips officials with the abilities they need to be ready for future MDO operations and anticipates the MDO's long-term needs based on the evolving work environment and mission.

5.2.5.1 *Levels of training interventions*

Training interventions are categorized into two levels. These are as follows:

- **Basic:** This training equips officials with the minimum competencies and proficiency levels within each competency, required to effectively perform their roles and fulfil their mandate in the MDO.
- **Advanced:** This training equips officials with the competencies that enable them to continually adapt and optimize their performance for all roles.

5.2.6 **Non-training interventions**

Non-training activities can include anything that does not involve formal instruction or practice. Examples of non-training activities include team building activities, include automation of repetitive processes within the department/organization, procurement of an online collaboration tool, knowledge management et cetera

5.2.7 Organizational Interventions Output

To gauge capacity needs at the organizational level, each wing/division/section of the MDO will need to be assessed based on aspects, including but not limited to:

- **Technology and Data:** - This dimension deals with the technological tools the MDO has used to enhance its performance. Among these are PQSoft for managing parliamentary questions for the MDO and software that offers a quicker turnaround time on repeated work. Other examples include digital solutions that improve productivity or enable quicker pain-point resolution.
- **Systems and Processes:** - This dimension covers all of the MDO's developed methods and procedures for carrying out daily operations. Examples include learning management systems, standard operating procedures, and monitoring mechanisms for programmes.
- **Resources and Assets:** - This covers the MDO's assets and resources, including the hard and soft infrastructure needed for day-to-day operations. For instance, the actual location, financial resources, etc.
- **Partnerships and Relationships:** - All external relationships, such as those with other ministries or departments, international organizations, and citizen groups, are included in this dimension.
- **Personnel Management:** - This covers all activities related to managing the MDO's human resources, including performance reviews, learning and development, performance management, succession planning, etc

Wing/ Division / Section	Capacity Required	Dimension	Intervention	Logistics to bridge the gap			
				Prerequisite s (if any)	HR requiremen ts	Estima ted Cost	Estimated Timeline
DAE HQ	This is part of lifelong learning and to gain better understanding of concepts outside the area of expertise	Personnel Management	<p>Learning Hour</p> <ul style="list-style-type: none"> • One hour a fortnightly is declared as learning hour. • A topic can be chosen the participation is voluntary, officials who require that knowledge will join it. 	Conference Hall & Video conferencing	Internal (a senior officer in the area) or external expert on the topic chosen	Nil	Can be implemented immediately

Wing/ Division / Section	Capacity Required	Dimension	Intervention	Logistics to bridge the gap			
				Prerequisite s (if any)	HR requiremen ts	Estima ted Cost	Estimated Timeline
DAE HQ	Know the functions of various division with the department for better coordination with them	Personnel Management	<p>Division wise Induction Manual:</p> <ul style="list-style-type: none"> Consists of introduction to all the divisions in the department, their work allocation and nodal officer of that division, all DAE establishments and their functions Consists of Dos and Don'ts of all the divisions 	Work allocation document	One resource from each division	Nil	3 month <ul style="list-style-type: none"> 1 month for gathering data 2 months for documentation
Nomina ted by the depart ment	To gain a better understanding of the industry	Partnershi ps & Relationshi ps Personnel Managem ent	<p>Immersion Program</p> <p>Regular visits to be planned to the R&D centres, other MDO's and industry (allowing all designations from JS to ASOs) to understand their functioning, their challenges, etc. better</p>	Immersion Program draft to be confirmed by the relevant stakeholder	Nodal officer to look after the immersion program and act as a Single Point Of Contact (SPOC) for the industry		Can be implemented immediately

Wing/ Division / Section	Capacity Required	Dimension	Intervention	Logistics to bridge the gap			
				Prerequisite s (if any)	HR requiremen ts	Estima ted Cost	Estimated Timeline
DAE HQ	To clear queries/doubts on some of the operations/ technology/ systems/ processes of the Department	Personnel Management	Virtual Kiosks: <ul style="list-style-type: none"> Will have a basic introduction to the process and how to use them Then a doubt clearing session, where most of the doubts to be addressed by the experts in the process 	Conference Room or Virtual video conferencing	Experts on the process/ technology / systems within the Department	Nil	Can be implemented immediately
DAE HQ	To recognize the staff putting their efforts and to motivate others to put more efforts	Personnel Management Systems & processes	Rewards & Recognition The individuals who are giving their best are recognized on DAE website or newsletter.	MDO Website/ Newsletter and HRMS	2 – 3 Technical officers		4 months <ul style="list-style-type: none"> 2 months for getting all the required approvals 2 months for incorporating it into the DAE website, newsletter and HRMS
DAE HQ	To make it easy for a new joiner to understand	Personnel Management	Mentorship program	-	Department officials since they will		This can be implemented

Wing/ Division / Section	Capacity Required	Dimension	Intervention	Logistics to bridge the gap			
				Prerequisite s (if any)	HR requiremen ts	Estima ted Cost	Estimated Timeline
	the working & culture in the Department		<ul style="list-style-type: none"> Aligning one mentor to one new joiner. The mentor would help the new joiner easy to get accustomed to the culture of the Department 		become mentors		immediately
DAE HQ	To ensure effective monitoring of progress on the trainings assigned	Personnel Management	<p>Regular feedback programme</p> <p>Reporting officer provides feedback to immediate reportees with emphasis on training courses completed (the list of training courses to be undertaken will be provided for each role)</p>	-	Department officials since they will become mentors		This can be implemented immediately
DAE HQ	To ensure access to all policy documents	Systems & processes	<p>Policy Hub</p> <p>All the policies being followed in the Department would be available for all the staff</p>	MDO Website	Technical offices, to act as nodal officer and upload/update policies timely		May be implemented in 2 months

Wing/ Division / Section	Capacity Required	Dimension	Intervention	Logistics to bridge the gap			
				Prerequisite s (if any)	HR requiremen ts	Estima ted Cost	Estimated Timeline
DAE	To increase the collaboration and cross linkages to other MDO's	Systems & processes Technology & data	x-MDO scientific staff collaboration: Facilitate collaboration between scientists working in different research centres, institutes and labs across different MDOs by building on each other's capabilities for more value creation	<ul style="list-style-type: none"> Computers Emails 	Technical officer, to act as nodal officer for queries on the tool		Can be implemented within next 6 months
DAE	To ensure effective leadership at senior management positions	Personnel Management	Science Administrator: Facilitate senior scientists in smooth transition to the role of an administrator	-	-		Can be implemented within next 6 months

5.3. List of iGOT Courses Identified

The following table represents the courses identified and their encoding. Course codes are used for ease of reference to a course from the Training Calendar which is represented in the 2.2 sub section.

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
MY00001*	POSH	Prevention of Sexual Harassment of Women at Workplace	Human Resource Policies and Legislation Framework Management	1h 51m	ISTM	Link	L1	iGOT
MY00002*	Emerging Technologies Level 1	Introduction to Emerging Technologies	Basics of Data Analytics, Artificial Intelligence, Machine Learning, Computer Vision, NLP etc.	2h 30m	CBC	Link	L1	iGOT
MY00003	Emerging Technologies Level 2	Emerging Technologies Level 2	Advanced Knowledge of Data Analytics, Artificial Intelligence, Machine Learning, Computer Vision, NLP etc.	2 days	CDAC	-	L3	CDAC (Physical)

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
MY00004	Multiple	DAKSHTA	Noting & Drafting, Office Management, Handling Parliamentary Proceedings, Integrated Finance Division, Public Procurement through GeM, Conduct & Behavior Management, Project Administration	16h 54m	ISTM	Link	L2	iGOT
MY00005	Multiple	DAKSHTA	Noting & Drafting, Office Procedure, RTI, GFR, Interpersonal Skills, Tender Documents, GeM, Case Studies, Managing Stress, Gender Sensitization, Computer Hands on,	5 days	ISTM	-	L4	ISTM (Physical)

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			Record Management, e-Office, Cabinet notes, etc.					
BH00015	Citizen Centricity First	Citizen Centric Communication	Importance of Proper Communication, importance of Listening, Active Listening Behavior, Being assertive in citizen-centric communication, citizen-centric communication is about putting the citizen first and ensuring that your communication is clear, concise, respectful, responsive, and	50m	ISTM	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			transparent . By following the principles described in this course, one can build trust and understanding with the citizens they serve					
BH00001	Communication Skills	Effective Communication	Understand the need of communication and the effectiveness of communication	7h 19m	IIMB	Link	L2	iGOT
BH00002	Conflict Solving Strategies	Conflict Management & Negotiation	Conflict Resolution, Steps to Conflict Resolution, Conflict Resolution Skills, Win Win situation	1h 30m	DoPT	Link	L1	iGOT
BH00003	Critical thinking	Problem Solving and Decision Making	Need for problem solving, analyzing the problem, divergent thinking,	1h 40m	iGOT	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			decision making					
BH00003	Decision Making	Problem Solving and Decision Making	Need for problem solving, analyzing the problem, divergent thinking, decision making	1h 40m	DoPT	Link	L1	iGOT
BH00016	Delegation	Delegation	Basics of Delegation	45 Min	BSNL	Link	L1	iGOT
BH00004	Empathy	Increasing your Emotional Quotient	Stress Management Self Control Mindfulness Stress & Resilience	1h	Art of Living	Link	L1	iGOT
BH00005	Equity	Gender Equality and Development – Overview	Gender Equality and Development	1h 45m	iGOT	Link	L1	iGOT
BH00006	Equity	Leadership	Define Leadership, Alignment of Leader with Team members, Allocation of Tasks by Leader to Team Members, Motivating	1h 30m	DoPT	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			Your Team as a Leader, Lead Yourself					
BH00017	Ethics	Ethics and Values	Ethics and Values in Administration, Professional Ethics and Integrity, Ethical Decision Making and Ethical Dilemma	50 min	Border Roads Organisation (BRO)	Link	L1	iGOT
BH00018*	Ethics	Code of Conduct for Government Employees	This course covers details about Code of Conduct for government of India officials, describe the conduct that is not allowed/expected from government employees	35m	ISTM	Link	L1	iGOT
BH00007	Ethics and Values	Personal and Organisational values	Imbibe values from our surroundings and	55 min	Department of Personnel and	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			these values are set of guiding principles that help an individual make a decision and choose a path.		Training DoPT			
BH00005	Gender Awareness/ Sensitization	Gender Equality and Development – Overview	Gender Equality and Development	1h 45m	iGOT	Link	L1	iGOT
BH00019	Gender Awareness/ Sensitization	Gender Sensitivity	Gender Sensitivity: Understanding Gender Bias; Gender Sensitization: Understanding Gender Stereotypes; Gender Sensitization: What can Organization do?	50m	Ministry of Power	Link	L1	iGOT
BH00020*	Gender Awareness/ Sensitization	Prevention of Sexual Harassment of Women at Workplace	Human Resource Policies and Legislation Framework	1h 51m	ISTM	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			Management					
BH00002	Influencing & Negotiation	Conflict Management & Negotiation	Conflict Resolution, Steps to Conflict Resolution, Conflict Resolution Skills, Win Win situation	1h 30m	DoPT	Link	L1	iGOT
BH00021	Interpersonal skills	Level-III CSSS Course to Develop Behavior Competencies	Level-III CSSS Course to Develop Behavior Competencies	2h 18m	iGOT	Link	L2	iGOT
BH00022	Knowledge sharing & mentorship	Coaching module of BSNL Mission Karmayogi	Coaching module of BSNL Mission Karmayogi	52m	BSNL	Link	L1	iGOT
BH00023	Leadership	Leadership module of BSNL Mission Karmayogi	Basics of Leadership and Team Development	1h 16m	BSNL	Link	L1	iGOT
BH00006	Leadership	Leadership	Define Leadership, Alignment of Leader with Team members, Allocation of Tasks by Leader to Team	1h 30m	DoPT	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			Members, Motivating Your Team as a Leader, Lead Yourself					
BH00006	Leading Others	Leadership	Define Leadership, Alignment of Leader with Team members, Allocation of Tasks by Leader to Team Members, Motivating Your Team as a Leader, Lead Yourself	1h 30m	DoPT	Link	L1	iGOT
BH00004	Maintaining mental health	Increasing your Emotional Quotient	Stress Management Self Control Mindfulness Stress & Resilience	1h	Art of Living	Link	L1	iGOT
BH00024	Maintaining mental health	Managing Personal Relations	Self-Management Self Confidence Emotional Quotient & Intelligence	40m	iGOT	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			Art of Living					
BH00025	Maintaining physical health	Y-Break 5 minute Yoga at Workplace	The course offers quick and simple yoga routines that can be done during work breaks or at the workplace. The routines consist of various poses, stretches, rotations, and breathing exercises	23m	DoPT	Link	L1	iGOT
BH00026*	Maintaining physical health	Yoga for Excellence	The techniques shown in the course when practiced regularly increases resilience, willpower and overall health.	1h 10m (Total time for COMMIT : 20h 5m)	Art of Living	Link	L1	iGOT
BH00008	Motivation	Motivation	Motivation drives performance, Maslow's	1h	DoPT	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			hierarchy of needs, motivating self, self-motivation action plan					
BH00008	Motivation	Motivation	The course on 'Motivation' explains that once we are aligned with our personal motivation and goals we are likely to become an excellent performer. For this, we need to find our own motivation that is relevant to our context, situation and job	1h 8m	DoPT	Link	L1	iGOT
BH00027	Motivation	Understanding Motivation	Understand the concept of motivation from the lens of	1 hour 35 minutes	LBSNAA	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			various theories					
BH00001	Negotiation skills	Effective Communication	Understand the need of communication and the effectiveness of communication	7h 19m	IIMB	Link	L2	iGOT
BH00002	Negotiation skills	Conflict Management & Negotiation	Conflict Resolution, Steps to Conflict Resolution, Conflict Resolution Skills, Win Win situation	1h 30m	DoPT	Link	L1	iGOT
BH00007	Organizational Skills	Personal and Organizational values	The course on 'Personal and Organizational values' explains that we imbibe values from our surroundings and these values are set of guiding principles that help an individual	55m	DoPT	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			make a decision and choose a path.					
BH00003	Problem Solving	Problem Solving and Decision Making	Need for problem solving, analyzing the problem, divergent thinking, decision making	1h 40m	DoPT	Link	L1	iGOT
BH00028	Result Orientation	Result Orientation and Planning	Result Orientation and Planning	80 Min	BSNL	Link	L1	iGOT
BH00009*	Self-Confidence	Self-Leadership	This course has many insightful videos on self-leadership by Gurudev Sri Sri Ravi Shankar. Self-awareness, Self-control and Self-confidence all increase with Self-knowledge	1h 16m	The Art of Living	Link	L1	iGOT
BH00004	Self-Management	Increasing your	Learn important aspects of	1h	The Art of Living	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
		Emotional Quotient	managing emotions and learn a meditation that helps us transform our emotions. This course comprises of learning videos by Gurudev Sri Sri Ravi Shankar.					
BH00009*	Self-Management	Self-Leadership	This course has many insightful videos on self-leadership by Gurudev Sri Sri Ravi Shankar. Self-awareness, Self-control and Self-confidence all increase with Self-knowledge	1h 16m	The Art of Living	Link	L1	iGOT
BH00008	Self-Motivation	Motivation	This is a five-step approach to create an action-plan for self-motivation:	1h 8m	DoPT	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			my needs, the demotivating factors at work, demotivating factors outside work hours, motivating factors at work, motivating factors outside work hours.					
BH00004	Self-Awareness and Self-Control	Increasing your Emotional Quotient	How to handle negative emotions is not taught as part of our educational curriculum. In this course we learn very important aspects of managing emotions and learn a meditation that helps us transform our emotions. This course comprises	1h	Art of Living	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			of learning videos by Gurudev Sri Sri Ravi Shankar.					
BH00009*	Self-Awareness and Self-Control	Self-Leadership	This course has many insightful videos on self-leadership by Gurudev Sri Sri Ravi Shankar. Self-awareness, Self-control and Self-confidence all increase with Self-knowledge	1h 16m	The Art of Living	Link	L1	iGOT
BH00029*	Stakeholder Analysis & Management	Stakeholders in Governance	Stakeholder Analysis	53 min	ISTM	Link	L1	iGOT
BH00010*	Stress Management	Stress Management	The course aims to provide the learners a potpourri of stress management tips and strategies to tackle the root	2h 17m	IIPA	Link	L2	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			cause of stress.					
BH00011*	Stress Management	Stress Management	The course on 'Stress Management' helps in evaluating our stress levels. Physical and mental fitness, relaxation, worry for job, sleep quality, planning, concern for others, workload, separating professional and personal life are few factors that impact our stress levels	1h 15m	DoPT	Link	L1	iGOT
BH00012	Team Management & Development	Team Building	High Performance Team, Commitment from the entire team, Team Member's Contribution, Communicating with	1h 20m	DoPT	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			the team, Cooperation amongst team members					
BH00013	Team management, sensitiveness to team	Team Engagement	Basics of Engaging Teams	20 Min	BSNL	Link	L1	iGOT
BH00013	Team-Working	Team Engagement	High Performance Team, Commitment from the entire team, Team Member's Contribution, Communicating with the team, Cooperation amongst team members	20 Min	BSNL	Link	L1	iGOT
BH00012	Team-Working	Team Building	High Performance Team, Commitment from the entire team, Team Member's Contribution, Communicating with	1h 20m	DoPT	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			the team, Cooperation amongst team members					
BH00014	Time Management	Time Management	The course, 'Time Management' lists the benefits of Time Management, typical challenges to Time Management, demonstrates the Covey's Quadrant to prioritize time and explains the need for focusing on bigger aspect	1h 15m	DoPT	Link	L1	iGOT
BH00014	Time Management	Time Management	The course, 'Time Management' lists the benefits of Time Management, typical challenges to Time Management, demonstrat	1h 15m	DoPT	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			es the Covey's Quadrant to prioritize time and explains the need for focusing on bigger aspect					
BH00010*	Work-Life Balance	Stress Management	As you go through the course you will be able to apply the learning and develop insight into meaning of stress , its impact, symptoms, causes as well as practical interventions which can help busting the stress level.	2h 17m	IIPA	Link	L2	iGOT
BH00011*	Work-Life Balance	Stress Management	The course defines the different kinds of stress for different government employees. Environme	1h 15m	DoPT	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			mental, family-related, workplace-connected or physical stressors affect people at workplace. As a result, stress causes physical and mental pressure on body and mind.					
FN00010	Balance Sheet Reading	Understanding Financial Position of an organization	Understand how financial transactions occur in any organization. Understanding the balance sheet, Double-entry accounting system, and profit and loss (P&L) statement is a financial statement	43m 19s	iGOT	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			that summarizes the revenues, costs, and expenses incurred during a specified period					
FN00011*	Budgeting & Accounting	Budget	Basics of Budgeting and its importance, principles of Indian budgetary system, Constitutional mandates for preparing annual budgets, budgetary process and voting/passing the budget	50 min	ISTM	Link	L1	iGOT
FN00012	Budgeting & Accounting	Budgetary System in Government	Budgetary Control, Demand for Grants MoD, Financial Control, Re-appropriation, Role of	32m 37s	Defence Accounts Departments	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			Audit, Role of Finance					
FN00013	Budgeting & Accounting	Finance and Accounts	The objectives of this module are: Define budget and explain the budgetary process, Explain the key features of financial regulation, Define audit, its purpose and objectives, Explain the procedure for procurement, Explain the preparation and maintenance of cashbook and Describe travel allowance rules.	41m	DoPT	Link	L1	iGOT
FN00014	Coaching & Mentoring	Coaching & Mentoring	Performance assessment, time	52 min	BSNL	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			management, coaching, teamwork					
FN00015	Content Writing	Art of Effective Writing in Geosciences	Discuss the Characteristics of Good Writing and examine the three principles of Effective Writing	1h 31m	Ministry of Mines	Link	L1	iGOT
FN00016*	Data analysis	BIG DATA ONE	Data Management Functional Data Analytics System Design	3 min	National E-Governance Division NeGD	Link	L1	iGOT
FN00017	Data analysis	Data Driven Decision Making For Government	Data Analysis, Common tools for Visualization, Process Model through case study, Filter Pages Dashboard, Analytics Maturity Model	2h 30m	CBC	Link	L2	iGOT
FN00018	Data Security	Basics of Critical	There are infrastructure within a	56m 57s	NTIPRIT	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
		Information Infrastructure	country, failure of which have the potential to disrupt economic activity of a nation, posing threats to national security or loss of life etc..					
FN00019*	Data Security	Cyber Security and Strategy	Cyber security strives to ensure the attainment and maintenance of the security properties of the organization and user's assets against relevant security risks in the cyber environment.	2h 11m	Indian Institute of Public Administration	Link	L2	iGOT
FN00020	Data Security	Information Security Basics	. This course aims to provide	1h 54m	Indian Institute of Public	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			basic knowledge to the government officials about information , information security and few best practices to protect official information .		Administration			
FN00021	Data Security	Data, Cyber Security and Strategy	This Course will help government officers to build this critical infrastructure, exploring ways to stronger public service delivery, develop, and utilize the data and analytic tools that drive data-based decision-making	2h 30m	Capacity Building Commission	Link	L2	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
FN00022	Filing Vigilance returns	Preventive Vigilance	Importance of preventative Vigilance, Tools and case studies on the topic	1h 30m	Ministry of Steel	Link	L1	iGOT
FN00023	Grammar training for cabinet note, EFC or office order	Preparation of Cabinet Notes	Objectives of the course:- Explains the context of preparation of Cabinet Notes, Describe the GOI rules, 1961 and GOI, Describe the Preparation & Procedure of the Cabinet Notes	5h 10m	ISTM	Link	L2	iGOT
FN00024*	Innovation , global developments, emerging trends & perspectives	Introduction to Emerging Technologies	Understand how AI-powered and other Emerging Technologies are critical for good governance . Identify the	2.5 hours	WITP	Link	L2	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			applications, Identify work and appreciate the limitation of Emerging Technologies					
FN00025	Intellectual Property Rights	Special Acts	This course is designed to help you understand the Special Acts in Law. including IPR, etc.	2h 6m	iGOT	Link	L2	iGOT
FN00001	Knowledge of e-governance and Digital India	Basics of e-Governance & Digital India	This module explains basic constructs of e-governance – the strategy of employing digital technologies in accelerating the processes of governance and the related concepts	1h 35m	iGOT	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			associated with it.					
FN00002*	Knowledge of IFD Framework	Public Procurement Framework of GOI	integrated finance division (IFD) procurement services, integrated finance division (IFD), general system of financial management, general financial rules (GFR)	1h 55m	Department of Expenditure	Link	L1	iGOT
FN00026	Knowledge of Parliament / cabinet	Parliament at work	Explain the Legislative procedure followed, while considering a bill to be made into an Act , Explain the Parliamentary Committees and their roles , describe the Question hour proceedings and Illustrate	5 hour 36 minutes	Institute of Secretariat Training and Management	Link	L2	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			how Parliamentary questions are handled					
FN0002	Knowledge of taxation of products, GST and customs duty	A Course on TDS under GST Act	Overview content discussion summary provisions of tax deduction at source under GST Act.	54m 44s	NICF	Link	L1	iGOT
FN00028	Knowledge of taxation of products, GST and customs duty	GST Applicability on Government Related Activities	This course gives all information about goods and services tax applicability on government services. Government services are classified under 3 categories- exempt, taxable, taxable under reverse charge mechanism.	40m	National Institute of Communication Finance	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
FN00029*	Knowledge on Central Civil Conduct Code	Code of Conduct for Government Employees	This course covers details about Code of Conduct for government of India officials, describe the conduct that is not allowed/expected from government employees	35m	ISTM	Link	L1	iGOT
FN00030*	Knowledge on Central Civil Conduct Code	Code of Conduct Rules for Scientists and Technologists	This is an interactive self-paced flipbook on the Central Civil Services (Conduct) Rules, 1964	2 h	CBC	Link	L1	iGOT
FN00031*	Knowledge on RTI resolutions	Right to Information Act - Part 1	Overview of the Right to Information (RTI) Act · RTI act's major features and implications, the process of seeking and	55m	ISTM	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			providing information etc.					
FN00032*	Knowledge on RTI resolutions	Right to Information Act - Part 2	Exemptions from disclosure, · Partial disclosure and rejection processes · Complaint and appeal procedures · Citizen's rights and responsibilities in implementing the RTI Act	41m	ISTM	Link	L1	iGOT
FN00033*	Knowledge on RTI resolutions	Right to Information Act 2005	Right to Information Act 2005 and One case study	48m 30s	Defence Accounts Departments	Link	L1	iGOT
FN00034*	Knowledge on RTI resolutions	Right To Information Act, 2005	This is a domain-specific module. The objective of this module is to make the trainees aware of the provisions of the Act as their	47m	DoPT	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			assistance may be required in handling of RTI applications received by PIOs					
FN00035*	Noting and Drafting	Noting and Drafting	This course will guide you about noting and drafting in a secretariat set up.	2 hours	ISTM	Link	L1	iGOT
FN00036*	Parliamentary Questions	Parliamentary Procedures	Includes information on parliamentary procedures and questions	2 hours	ISTM	Link	L1	iGOT
FN00003	Pension Administration/Processing	Pensionary Benefits	This course describes the various retirement and death benefits admissible to a government servant/ family. It also covers factors governing Pensionary benefits	55m	ISTM	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			and its key features.					
FN00037	Policy making/drafting	Basics of Public Policy Research	Research process Reporting Rules Research Strategies Research Process	2 hours	NACIN	Link	L1	iGOT
FN00038	Policy making/drafting	Formulation of Public Policies	Meaning and scope, Frameworks, Different Stages, evidence based public policy formulation , Role of civil servant in policy formulation	1 Hour 5 min	Institute of Secretariat Training and Management	Link	L1	iGOT
FN00039	Preparation of Vigilance/Investigation Reports	Evaluation of Evidence and Course Assessment	Evaluation of Evidence	46 min	Institute of Secretariat Training and Management	Link	L1	iGOT
FN00040	Presentation Skills	Ways of Enhancing Presentation Skills	Module 1: Manage Anxiety while Presenting Module 2:	1 hour 25 min	Ministry of Mines	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			Ground Rules for Presenting Better Module 3: Perfect the Planned Presentation					
FN00004	Project Management	Project management	Introduction to Project Management, Project Management Plans, Scheduling and its definitions, Types of Schedules	46m	Ministry of Railways	Link	L1	iGOT
FN00005	Project Management	Project management	Project Management, Return on Investment, Social Return on Investment, Randomized Controlled Trial (RCT)	2h 1m	IIPA	Link	L2	iGOT
FN00041*	Rajbhasha	Rajbhasha Hindi	Rajbhasha Hindi basics	13 min	FCI	Link	L1	iGOT
FN00042	Scientific communication skills	An Introduction To Science	Give early-career scientists a	2 Hours	CBC	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
	- narrative tools	Communication	quick introduction to science communication as part of their common induction curriculum.					
FN00043	Understanding of GeM Marketplace	Bid Participation	Complete seller bid participation details	21m	Government e Marketplace(GeM)	Link	L1	iGOT
FN00044	Understanding of GeM Marketplace	Buyer Dashboard	Different Buyer Dashboards available on GeM for Buyers to use.	15m	Government e Marketplace(GeM)	Link	L1	iGOT
FN00045	Understanding of GeM Marketplace	Catalogue Management	These modules cover the details of the complete catalogue updation process for Sellers and Service Providers on the GeM portal.	42m	Government e Marketplace(GeM)	Link	L1	iGOT
FN00007*	Understanding of GeM	GeM marketplace	A Course on Government e	1h 9m	ISTM	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
	Marketplace		Marketplace (GeM).					
FN00046*	Understanding of GeM Marketplace	Introduction to GeM for Buyers	Videos, PDF & Questionnaires about GeM overview and Buyer Functionality	10m	Government e Marketplace (GeM)	Link	L1	iGOT
FN00047	Understanding of GeM Marketplace	Introduction to Sellers & Service Provider	This module contains videos showing Government e-Marketplace and Introduction to Seller & Service Provider Functionality	5m	Government e Marketplace (GeM)	Link	L1	iGOT
FN00048	Understanding of GeM Marketplace	Invoicing and payment Process	This module contains the details of the steps required for complete invoicing and payment process from the end of the Seller	17m	Government e Marketplace (GeM)	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
FN00049	Understanding of GeM Marketplace	Payment process for Buyers	All payment process options available to Buyers on GeM Portal	33m	Government e Marketplace(GeM)	Link	L1	iGOT
FN00008	Understanding of GeM Marketplace	Procurement Process	This modules contains all procurement processes available on the GeM Portal.	2h 49m	Government e Marketplace(GeM)	Link	L2	iGOT
FN00050	Understanding of GeM Marketplace	Registration of Buyers	Complete registration process for Primary and Secondary Users. Also, deactivation and transfer of users for Buyer Departments.	14m	Government e Marketplace(GeM)	Link	L1	iGOT
FN00009	Understanding of GeM Marketplace	Vendor Registration	Complete registration process for vendors	20m	Government e Marketplace(GeM)	Link	L1	iGOT
FN00002*	Understanding of General Financial	Public Procurement Framework of GOI	integrated finance division (IFD)	1h 55m	Department of Expenditure	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
	Rules, 2017		procurement services, integrated finance division (IFD), general system of financial management, general financial rules (GFR)					
FN00051*	Understanding of Office Protocols	Office Procedure	This course will guide about office procedures . It gives an overview about · File management system · Management of DAK · Decision making in government · Record management	2h 17m	ISTM	Link	L2	iGOT
FN00052	Working with MS Office	Excel advanced	This training program will digitally empower officials to provide efficient and effective citizen-	3h 44m	Microsoft	Link	L2	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			centric services to the vulnerable and underprivileged sections of society					
FN00053	Working with MS Office	Microsoft Excel for Beginners	In this course we will learn how to Enter and edit Excel data, Format numbers, fonts, and alignment make simple pivot tables and charts, create simple Excel formulas, filters, formatting.	6h 56m	Microsoft	Link	L2	iGOT
FN00054	Working with MS Office	Microsoft PowerPoint Beginners	a beginner's guide to Microsoft PowerPoint , taking you by hand and showing you step by step how to	2h 41m	Microsoft	Link	L2	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			make some amazing and mesmerizing PowerPoint slideshow presentations.					
FN00055*	Working with MS Office	Microsoft Word Beginners	This course enables you to learn Word in simple and easy steps with a focus on making the learners understand and create tasks using Ribbon Menu, Rulers, Navigation Pane, Go to Command, and more.	2h 56m	Microsoft	Link	L2	iGOT
FN00056	Working with MS Office	PowerPoint advanced	Advance course to Microsoft PowerPoint , taking you by hand and showing you step by step how to make some amazing	2h 19m	Microsoft	Link	L2	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			and mesmerizing PowerPoint transitions and animation.					
FN00057	Working with MS Office	Programme on IT Skills	Microsoft Word for Beginners, Microsoft Word for Advanced, Microsoft PowerPoint Beginners, Microsoft PowerPoint Advanced, Microsoft Excel for Beginners, and Advanced	21h 25 m	ISTM	Link	L2	iGOT
FN00058	Working with MS Office	Word advanced	In this course, the learners will understand and create tasks using Repeat Headings, Insert Formula, Word Art, Table of Figures, Tab Stops, Paragraph Styles,	2h 49m	Microsoft	Link	L2	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			Wrapping Words around Pictures, Inserting audio, video, online videos and more.					
FN00009	Vendor Management	Vendor Registration	Complete registration process for vendors	20m	Government e Market Place(GeM)	Link	L1	iGOT
FN00007*	Vendor Management	GeM marketplace	A Course on Government e Marketplace (GeM).	1h 9m	ISTM	Link	L1	iGOT
FN00008	Procurement and tender writing	Procurement Process	This module contains all procurement processes available on the GeM Portal.	2h 49m	Government e Market Place(GeM)	Link	L2	iGOT
FN00059	Drafting proposals	Request for Proposals	Request for Proposals	9m 43s	Defence Accounts Department (DAD)	Link	L1	iGOT
FN00060	Drafting proposals	Proposal Acceptance and	Proposal Acceptance and	5m 14s	Defence Accounts	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
		Withdrawal and Signing of Contract	Withdrawal and Signing of Contract		Department (DAD)			
FN00061	Drafting proposals	Approval and Processing of Proposals	Approval and Processing of Proposals	3m 57s	Defence Accounts Department (DAD)	Link	L1	iGOT
FN00062	Climate Change	Basics Of Climate Change: Science Behind Stories	This course will help you to learn Climate Change and associated science. The course will encourage you to work towards tackling climate change at all levels of society, from individuals and educators to policymakers and businesses.	2h 11m	Dr. Shyamli Singh, ISPA	Link	L1	iGOT
FN00063	Climate Change	Economics of Climate-Resilient Development	The course is based upon the principles of multiple	1h 21m	World Bank Content Creator	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			stakeholder inputs and includes ideas on how different expertise and views are found and incorporated					
FN00064*	Climate Change	Low Carbon Development : Planning & Modelling	This short overview module provides a high level introduction to climate change, low carbon development planning and the use of the EFFECT model (Energy Forecasting Framework and Emissions Consensus Tool)	7h 53m	World Bank Content Creator	Link	L1	iGOT
FN00065*	Establishment & Human Resource Management	Annual Performance Appraisal Report (APAR)	Annual Performance Appraisal Report (APAR)	34m	ISTM	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
FN00066	Establishment & Human Resource Management	Leave Rules	Leave Rules	55m	ISTM	Link	L1	iGOT
FN00067*	Establishment & Human Resource Management	Pay Fixation	Pay Fixation	1h 26m	ISTM	Link	L1	iGOT
FN00003	Establishment & Human Resource Management	Pensionary Benefits	This course describes the various retirement and death benefits admissible to a government servant/ family. · It also covers factors governing Pensionary benefits and its key features.	55m	ISTM	Link	L1	iGOT
FN00068	Establishment & Human Resource Management	Consultation with UPSC in disciplinary cases	Consultation with UPSC in disciplinary cases	44m	ISTM	Link	L1	iGOT
FN00069	Establishment & Human	Consolidated Instructions	Take this course to learn about	1h 2m	ISTM	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
	Resource Management	on Suspension	consolidated instructions on suspension					
FN00070*	Establishment & Human Resource Management	Central Government Employees Group Insurance Scheme (CGEGIS)	<ul style="list-style-type: none"> Understand the scheme of CGEGIS Explain how does CGEGIS works in a calendar year List the subscription fees Identify the promotion and death benefits associated with the scheme 	12m	ISTM	Link	L1	iGOT
FN00071	Establishment & Human Resource Management	Constitutional Provisions Relating to Disciplinary Proceedings – Hindi	Constitutional Provisions Relating to Disciplinary Proceedings – Hindi	1h 3m	ISTM	Link	L1	iGOT
FN00072	GIS Applications	Geographical Information System	Geographical information system (GIS) uses space and ground	10h 15m	Department of Space	Link	L2	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			based technologies to organize our physical world by representing spatial data, that is, location and attribute data with digital map overlays.					
FN00073*	Governance	Stakeholders in Governance	Stakeholders in Governance	1h 43m	ISTM	Link	L1	iGOT
FN00001	Process improvement	Basics of e-Governance & Digital India	This module explains basic constructs of e-governance – the strategy of employing digital technologies in accelerating the processes of governance and the related concepts	1h 35m	iGOT	Link	L1	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			associated with it.					
FN00074	Process improvement	Total Quality Management (TQM)	This course gives information about basic concepts, processes and all aspects of Total Quality Management.	48m 12s	NICF	Link	L1	iGOT
FN00075	Project Management	Preparation of Detailed Project Report (DPR)	This course provides detailed knowledge about following subjects, namely: DPR preparation for PMGSY roads. The above Course includes topics like Topographical Surveys, Geometric Design and Bill of Quantities & Surveys and	8h 30m	IGOT	Link	L2	iGOT

Course Code	Competency	Course Title	Course Details	Course Duration	Course Provider	Course Link	Level	Where
			Investigations					
FN00006	Project Management	Project Management	The course provides a basic understanding of project management. After going through the course, you will be able to: Identify steps in project management, Augment where focus to be given for smart project management etc.	1h 59m	IGOT	Link	L1	iGOT

Legend to read the above table:

1. Course codes marked in Green: These are the courses suggested by CBC after checking their quality and relevance to the competency
2. Course Codes marked with an asterisk (*): These are the top 50 courses taken on iGOT by officials across various MDOs



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