क्षमता विकास आयोग
CAPACITY BUILDING COMMISSION

STANDARD OPERATING PROCEDURE
FOR
AI-iGOT DRIVEN CAPACITY BUILDING PLANS FOR ADMINISTRATIVE TRAINING INSTITUTES (ATIs)

January, 2026

MISSION KARMAYOGI
क्षमता से विकास, हमारा संयुक्त प्रयास

Table of Contents

1. Context & Operationalisation

Mission Karmayogi aims to transform the Indian civil services into a future-ready, citizen-centric workforce. Over the past four years, the CBC has collaborated closely with all Ministries and Departments of the Government of India to integrate capacity-building practices through structured CBPs and a competency-driven approach to governance. With a solid foundation now established at the central level, the next phase of Mission Karmayogi focuses on catalysing capacity building across States and Union Territories. **In this endeavour, State Administrative Training Institutes (ATIs) will play a pivotal role as nodal institutions, responsible for institutionalising continuous capacity building within States and their line departments, and leveraging existing infrastructure for scaled delivery.**

To support ATIs in this critical role[1] CBC, in collaboration with Lal Bahadur Shastri National Academy of Administration (LBSNAA), organised a two-day workshop on 24–25 September 2025 in New Delhi to demonstrate the development of State/UT level CBPs using the AI-iGoT Tool. The workshop was attended by 41 representatives from 18 States and UTs, primarily senior officials from ATIs. Following this initiative, States and UTs have begun organising workshops to develop and finalise their CBPs. As of January 2026, States such as **Madhya Pradesh**, **Jammu & Kashmir**, **Chhattisgarh**, and **Punjab** have demonstrated the **AI-enabled CBP generation anchored in Administrative Training Institutes (ATIs)** to enable rapid scale-up and institutional ownership.

2. Purpose & Scope

This SOP provides a structured framework for States to establish governance mechanisms and systematically develop, implement, and institutionalise:

- Department-specific Capacity Building Plans (CBPs);
- ATI-specific CBPs;
- Identification of competency gaps specific to States and Departments; and
- Preparation and periodic updation of ATI Training Plans and Training Calendars based on identified competency needs.

This SOP is applicable to all State Departments and Administrative Training Institutes (ATIs). ATIs shall act as nodal institutions for the state.

---

[1] *In absence of ATI in the case of few Union Territories/States General Administrative Department (GAD) or equivalent may assume the role of State Nodal Authority for CBPs*

3. Operating Model

CBP development shall follow an **AI-enabled, human-validated operating model**, wherein:

- The **iGOT AI-Driven CBP Generation Tool** generates a comprehensive draft CBP using officially approved and publicly available government documents;
- Departments validate, contextualise, and approve the draft CBP;
- ATIs act as nodal facilitators, quality anchors, and custodians of the CBP lifecycle;
- Approved CBPs directly inform learning pathways on the iGOT Karmayogi platform as well as offline and blended training interventions.

4. Steps for Development of Capacity Building Plans through the AI-iGoT Tool

4.1 Overview of the Development of Capacity Building Plans

A Capacity Building Plan (CBP) is a strategic blueprint outlining the competencies required across a Department or Organisation to effectively deliver on its mandate. CBPs guide the identification of appropriate online and offline learning interventions necessary to bridge competency gaps among officials. Competency gaps identified through the AI-iGoT Tool are addressed through courses available on the iGoT platform, supplemented by training programmes delivered by ATIs and other recognised training institutions.

4.2 Mandatory Documents required for CBP Creation

All the Departments and ATIs shall collect/prepare mandatory documents in advance for the AI tool, as the AI tool requires structured data inputs to generate and recommend accurate competency-linked courses for the designations. The following documents shall be collected/prepared:

a. Work Allocation / Roles & Responsibilities document detailing all job designations along with associated roles and activities (refer Annexure-1);
b. Departmental Organogram;
c. Annual Report of the Department or Organisation;
d. Relevant Acts governing departmental functioning;
e. Applicable Rules, including service and business rules; and
f. Department or State-specific scheme documents and programme guidelines governing departmental schemes, missions, and programmes.

4.3 Workshops/Preparation of Capacity Building Plans Initiation

- State ATI may identify **8-10 priority Departments** for the first workshop in coordination with GAD (or equivalent), Departments, and CBC. The identification of Departments must be done based on strength (highest staff strength), State/UT priorities and citizen-centricity. Suggested Departments include Women & Child Development, Education, Rural Development, Urban Development, Agriculture, Health, Home/Police, and Transport.
- Each participating Department shall nominate at least two representatives::
    a. One official with technical proficiency to upload documents and operate the AI-iGoT Tool; and
    b. One senior official who is authorised to validate the draft CBP
- ATIs of States and UTs may organise subsequent Capacity Building Plan workshops for the remaining Departments.
- ATIs shall also develop and operationalise their own CBPs for ATI officials and faculty.
- Upon approval by the respective Heads of Departments (HoDs), CBPs shall be published on the iGoT platform through the MDO Portal by individual departments in coordination with the State ATI.

4.4 Addressing Capacity Gaps through Training Programme and Development of Courses

Where competency gaps are identified that cannot be addressed through ATI, Partner Institutes, existing iGOT or publicly available courses (Swayam, Daksh, ISTM, etc), these gaps will be treated as requiring offline training or custom capacity gaps which is to be addressed by the ATI.

The ATI, in collaboration with State Departments, shall be responsible for identifying, coordinating, and managing the closure of such gaps through:

- Development or organising of offline, online, or blended training programmes;
- Engagement of Central Training Institutes (CTIs), State Training Institutes, or other recognised institutions as training partners **for identified thematic or domain areas** (e.g., ethics, public finance, procurement, leadership, digital governance)
- Development of domain-specific courses in collaboration with academic institutions, training partners, and subject matter experts;
- **Digitisation** and onboarding of already existing offline courses onto the iGoT platform;
- **Translation and localisation of content** into regional languages; and

- Design and delivery of **blended (offline and online)** and customised learning programmes in collaboration with Karmayogi Bharat

The competency gaps identified shall be consolidated by the ATI and incorporated into its annual training plan and training calendar, including activities related to training delivery and course/content development.

4.5 Undertake Horizontal Capacity Building Intervention

● Agnostic Capacity Building Package

Departments shall initiate the implementation of Level-1 Composite Learning Packages / Agnostic Capacity Building Packages for common and standard competencies applicable across Departments. These packages comprise curated, standardised learning pathways available on the iGoT platform, aligned to role-based and sectoral requirements.

● Large Scale Intervention Programme

States shall undertake the **Large-Scale Intervention (LSI) – Rashtriya Karmayogi Jan Seva Programme**, which is designed to enable **rapid, uniform, and outcomes-oriented capacity building of large cohorts of public officials**. The programme provides a **structured mechanism for translating strategic capacity-building priorities into scalable learning interventions** that can be implemented across Departments, cadres, and geographies.

The Large-Scale Intervention (LSI) – Rashtriya Karmayogi Jan Seva Programme focuses on mission-critical competencies that directly influence service delivery, governance outcomes, and citizen experience. The programme enables States to achieve wide coverage within compressed timelines, while ensuring quality, consistency, and measurable outcomes.

5. Key Actions and Milestones

Actions	Timeline (on or before)
Development, Finalisation and Approval of CBP of Key Citizen-Facing (8-10) Departments	28 Feb 2026
Development of CBP for ATIs	28 Feb 2026
Publishing of CBPs through the MDO portal	28 Feb 2026
Updation Training Program and Training Calendar of ATI(FY 2026-27)	31 March 2026
Initiation of Large-Scale Intervention Programme	1 April 2026
Implementation of Agnostic Capacity Building Package	1 April 2026

AI-iGoT Tool Inputs and Work Allocation Format

Input Required for AI-iGOT Tool

As mentioned in Section 4(B), Departments are required to submit certain **mandatory documents** to enable AI-enabled generation of Capacity Building Plans (CBPs). A key input among these is the **Work Allocation / Roles & Responsibilities document**, which shall be a comprehensive record capturing all job names/designations along with their corresponding roles and activities for the Department (refer to illustrative format below)

In addition to the above, the following documents are also required to be provided as inputs to the AI-iGOT tool:

- Department Organogram
- Annual Report of the Department or Organisation
- Relevant Acts governing the functioning of the Department
- Applicable Rules, including service and business rules
- Department- or State-specific scheme documents and programme guidelines governing departmental schemes, missions, and programmes

S. No.	Group	Designation	Roles	Activities
1				
2				

1. **Group**: Official group classification of the official/staff (A, B, C, D, or contractual)
2. **Designation**: Official post held by the official/staff (e.g., Secretary, Director, Data Entry Operator)
3. **Roles**: Broad areas of responsibility assigned to the official/staff
4. **Activities**: Specific tasks or actions undertaken under each role