

कर्तव्य भवन-3, नई दिल्ली / Kartavya Bhawan-3, New Delhi
दिनांक: 15 जुलाई, 2026 / 15th July, 2026

OFFICE MEMORANDUM

Subject: Implementation of Role-Based Annual Capacity Building Plan (ACBP) 2026-27 for the Office of DC(MSME) on the iGOT Karmayogi Platform-reg.

The undersigned is directed to convey that the Competent Authority has approved the Role-Based Annual Capacity Building Plan (ACBP) 2026-27 for the DC(MSME) officers/officials under the Office of DC(MSME) as per **Annexure-A** (enclosed). The ACBP has been designed based on role-wise responsibilities of officers/officials and competency requirements identified in accordance with the Karmayogi Competency Model. The plan covers officials of all level working under O/o DC(MSME) and includes behavioural, functional and domain-specific learnings.

2. To promote continuous learning, all DC(MSME) officers/officials are advised to complete at least one hour of learning every month, mandatorily on the iGOT Karmayogi platform. All the Controlling Authorities at Headquarters office as well as field offices shall monitor compliance and encourage timely completion of relevant learning courses by each officer/official under their control.

3. Further, the courses prescribed under the approved Annual Capacity Building Plan (ACBP) for FY 2026-27 shall also form part of the Learning Plan in the Annual Performance Appraisal Report (APAR) of the concerned DC(MSME) officers/officials.

4. Accordingly, all DC(MSME) officers/officials are directed to complete the prescribed courses relevant to their respective level/category on the iGOT Karmayogi Portal during the current training year (2026-27). The course completion status will be automatically captured from the iGOT Portal and monitored accordingly.

This has the approval of the Competent Authority.



(Danish Ashraf)

Joint Development Commissioner (Admn)/HoO

Ph: 011-24011291

ई-मेल: estt-hqrs@dcmsme.gov.in

Encl: **Annexure-A.**

To,

1. All the DC(MSME) officers/officials posted at Headquarters office and field offices-through their controlling authority-for Mandatory Compliance.

Copy for information to:

1. PSO to AS&DC(MSME);
2. O/o ADCs/DDG/JDCs/Directors/Jt. Directors, O/o DC(MSME);
3. All HoOs, MSME-DFOs/TC/TSS/TIs/Br. MSME-DFOs;
4. The Director, Capacity Building Commission, New Delhi;
5. The Director (Training), DoP&T, New Delhi;
6. SENET Division- for uploading on official website;
7. Office Order folder/guard file/Notice Board: e-office.

Office of Development Commissioner (MSME)
Annual Capacity Building Plan for the F.Y. 2026-27 (iGOT courses)

Designation	Behavioural Courses	Functional Courses	Domain Courses	FY 2026-27 APAR Learning
AS&DC/ DDG/ ADC & equivalent officers (Learning Hours: 10)	1) Understanding Transformational Leadership - Intermediate Duration (mins): 55 <u>Organisation:</u> Mahatma Gandhi State Institute of Public Administration Punjab <u>Karmayogi Bharat</u> 2) Effective Communication: The Cornerstone of Great Leadership - Beginner Duration (mins): 50 <u>Organisation:</u> The Art of Living <u>Karmayogi Bharat</u>	1) Design Thinking for Excellence in Public Services - Intermediate Duration 160 mins <u>Organisation:</u> Brhat <u>Karmayogi Bharat</u> 2) Organisational Change Management-Advanced Duration (mins): 55 <u>Organisation:</u> National E-Governance Division (NEGD) MeitY Govt of India <u>Karmayogi Bharat</u> 3) AI-Enabled Knowledge Management for Governance - Beginner Duration (mins): 77 <u>Organisation:</u> National Academy of Defence Production (NADP) Nagpur <u>Karmayogi Bharat</u>	1) Executing Large Scale Digital Transformation Projects - Intermediate Duration (mins): 163 <u>Organisation:</u> National E-Governance Division (NEGD) <u>Karmayogi Bharat</u>	1) Understanding Transformational Leadership - Intermediate Duration (mins): 55 <u>Organisation:</u> Mahatma Gandhi State Institute of Public Administration Punjab <u>Karmayogi Bharat</u> 2) AI-Enabled Knowledge Management for Governance - Beginner Duration (mins): 77 <u>Organisation:</u> National Academy of Defence Production (NADP) Nagpur <u>Karmayogi Bharat</u> 3) Executing Large Scale Digital Transformation Projects - Intermediate Duration (mins): 163 <u>Organisation:</u> National E-Governance Division (NEGD) <u>Karmayogi Bharat</u>

D-

Designation	Behavioural Courses	Functional Courses	Domain Courses	FY 2026-27 APAR Learning
JDC/ Director & equivalent officers (Learning Hours: 26)	1) Leadership Skills for Public Sector Professionals - Intermediate Duration (mins): 395 <u>Organisation:</u> Indian Institute of Management Ahmedabad <u>Karmayogi Bharat</u>	1) Data Driven Decision Making for Government - Beginner Duration (mins): 150 <u>Organisation:</u> Wadhvani Institute of Technology and Policy <u>Karmayogi Bharat</u>	1) Executing Large Scale Digital Transformation Projects - Intermediate Duration (mins): 163 <u>Organisation:</u> National E-Governance Division (NEGD) <u>Karmayogi Bharat</u>	1) Leadership Skills for Public Sector Professionals - Intermediate Duration (mins): 395 <u>Organisation:</u> Indian Institute of Management Ahmedabad <u>Karmayogi Bharat</u>
	2) Effective Stakeholder Engagement and Communication - Beginner Duration (mins): 64 <u>Organisation:</u> Department of Telecommunications <u>Karmayogi Bharat</u>	2) Evidence in Public Policy - Intermediate Duration (mins): 294 <u>Organisation:</u> Indian School of Business <u>Karmayogi Bharat</u>	2) Industry 4.0: Digital Transformation and Smart Manufacturing - Beginner Duration (mins): 87 <u>Organisation:</u> National Institute of Electronics and Information Technology - NIELIT <u>Karmayogi Bharat</u>	2) Digital Transformation: Effective Procurement and Project Management - Intermediate Duration (mins): 125 <u>Organisation:</u> National E-Governance Division (NEGD) MeitY Govt of India <u>Karmayogi Bharat</u>
	3) Understanding Ethical Leadership - Intermediate Duration (mins): 192 <u>Organisation:</u> Indian Institute of Management Raipur <u>Karmayogi Bharat</u>	3) Digital Transformation: Effective Procurement and Project Management - Intermediate Duration (mins): 125 <u>Organisation:</u> National E-Governance Division (NEGD) MeitY Govt of India <u>Karmayogi Bharat</u>		3) Executing Large Scale Digital Transformation Projects - Intermediate Duration (mins): 163 <u>Organisation:</u> National E-Governance Division (NEGD) <u>Karmayogi Bharat</u>
		4) Multi-Criteria Decision Systems for Prioritizing Factors - Intermediate Duration (min): 69 <u>Organisation:</u> National E-Governance Division (NEGD) MeitY Govt of India <u>Karmayogi Bharat</u>		

Designation	Behavioural Courses	Functional Courses	Domain Courses	FY 2026-27 APAR Learning
Joint Director & equivalent officers (Learning Hours: 14)	1) Purpose-Driven Leadership - Intermediate Duration (mins): 116 <u>Organisation:</u> ISB Hyderabad <u>Karmayogi Bharat</u>	1) Fundamentals of Public Policy - Intermediate Duration (mins): 141 <u>Organisation:</u> Indian Institute of Management, Bangalore <u>Karmayogi Bharat</u>	1) Industry 4.0: Digital Transformation and Smart Manufacturing - Beginner Duration (mins): 88 <u>Organisation:</u> National Institute of Electronics and Information Technology - NIELIT <u>Karmayogi Bharat</u>	1) Purpose-Driven Leadership - Intermediate Duration (mins): 116 <u>Organisation:</u> ISB Hyderabad <u>Karmayogi Bharat</u>
	2) Human Decision Making and its Biases - Intermediate Duration (mins): 138 <u>Organisation:</u> Fractal <u>Karmayogi Bharat</u>	2) Data Driven Decision Making for Government - Beginner Duration (mins): 150 <u>Organisation:</u> Wadhvani Institute of Technology and Policy <u>Karmayogi Bharat</u>	2) Smart Governance in the AI Era - Beginner Duration (mins): 65 <u>Organisation:</u> Govt. of Andhra Pradesh <u>Karmayogi Bharat</u>	2) Smart Governance in the AI Era - Beginner Duration (mins): 65 <u>Organisation:</u> Govt. of Andhra Pradesh <u>Karmayogi Bharat</u>
	3) Building a Psychologically Safe Workplace - Beginner Duration (mins): 40 <u>Organisation:</u> Ministry of Communications-Department of Telecommunications <u>Karmayogi Bharat</u>	3) Smart Governance in the AI Era - Beginner Duration (mins): 65 <u>Organisation:</u> Govt. of Andhra Pradesh <u>Karmayogi Bharat</u>	3) Industry 4.0: Digital Transformation and Smart Manufacturing - Beginner Duration (mins): 88 <u>Organisation:</u> National Institute of Electronics and Information Technology - NIELIT <u>Karmayogi Bharat</u>	3) Industry 4.0: Digital Transformation and Smart Manufacturing - Beginner Duration (mins): 88 <u>Organisation:</u> National Institute of Electronics and Information Technology - NIELIT <u>Karmayogi Bharat</u>
		4) GenAI: Enhancing Public Sector Efficiency - Intermediate Duration (mins): 83 <u>Organisation:</u> National E-Governance Division (NEGD) MeitY Govt of India <u>Karmayogi Bharat</u>		

D

Designation	Behavioural Courses	Functional Courses	Domain Courses	FY 2026-27 APAR Learning
Deputy Director/ PPS & equivalent officers (Learning Hours: 41.15)	1) Communication for Citizen Centricity - Beginner Duration (mins): 95 <u>Organisation:</u> Department of Personnel and Training DoPT <u>Karmayogi Bharat</u>	1) Formulation of Public Policies - Beginner Duration (mins): 75 <u>Organisation:</u> Institute of Secretariat Training and Management <u>Karmayogi Bharat</u>	1) MSMED Act 2006: Key Provisions and Public Procurement – Beginner Duration (mins): 123 <u>Organisation:</u> Indian Railways Institute of Electrical Engineering (IRIEEN) <u>Karmayogi Bharat</u>	1) Structured Approach to Problem Solving - Beginner Duration (mins): 199 <u>Organisation:</u> Fractal <u>Karmayogi Bharat</u>
	2) Moral thinking for action: An introduction to values and ethics - Intermediate Duration (mins): 77 <u>Organisation:</u> IIT Kanpur <u>Karmayogi Bharat</u>	2) Digital Transformation: Government e-Marketplace - Intermediate Duration (mins): 313 <u>Organisation:</u> National E-Governance Division (NEGD) MeitY Govt <u>Karmayogi Bharat</u>		2) Microsoft Excel for Beginners Duration (min): 423 <u>Organisation:</u> Microsoft <u>Karmayogi Bharat</u>
	3) Structured Approach to Problem Solving - Beginner Duration (mins): 199 <u>Organisation:</u> Fractal <u>Karmayogi Bharat</u>	3) Microsoft Excel Advanced Duration (min): 230 <u>Organisation:</u> Microsoft <u>Karmayogi Bharat</u>		3) MSMED Act 2006: Key Provisions and Public Procurement – Beginner Duration (mins): 123 <u>Organisation:</u> Indian Railways Institute of Electrical Engineering (IRIEEN) <u>Karmayogi Bharat</u>
	4) Leading Others - Intermediate Duration (mins): 382 <u>Organisation:</u> Harappa Education <u>Karmayogi Bharat</u>	4) Microsoft PowerPoint Advanced Duration (min): 148 <u>Organisation:</u> Microsoft <u>Karmayogi Bharat</u>		
		5) Conduct Rules Duration (min): 82 <u>Organisation:</u> Institute of Secretariat Training and Management <u>Karmayogi Bharat</u>		

Designation	Behavioural Courses	Functional Courses	Domain Courses	FY 2026-27 APAR Learning
Asstt. Director/ Section Officer/ PS & equivalent officers (Learning Hours: 23)	1) Structured Approach to Problem Solving - Beginner Duration (mins): 199 <u>Organisation:</u> By Fractal Karmayogi Bharat 2) Communication for Citizen Centricity - Beginner Duration (mins): 95 <u>Organisation:</u> Department of Personnel and Training DoPT Karmayogi Bharat 3) Understanding Human Behaviour - Intermediate Duration (mins): 45 <u>Organisation:</u> Rockefeller Foundation Karmayogi Bharat	1) GFR 2017- Procurement Duration (mins): 85 <u>Organisation:</u> Defense Accounts Department Karmayogi Bharat 2) Data Driven Decision Making for Government - Beginner Duration (mins): 150 <u>Organisation:</u> Capacity Building Commission Karmayogi Bharat 3) Microsoft Excel for Beginners Duration (min): 423 <u>Organisation:</u> Microsoft Karmayogi Bharat 4) Microsoft PowerPoint for Beginners Duration (min): 197 <u>Organisation:</u> Microsoft Karmayogi Bharat 5) Conduct Rules - Beginner Duration (min): 82 <u>Organisation:</u> Institute of Secretariat Training and Management Karmayogi Bharat	1) MSMED Act 2006: Key Provisions and Public Procurement – Beginner Duration (mins): 123 <u>Organisation:</u> Indian Railways Institute of Electrical Engineering (IRIEEN) Karmayogi Bharat 2) Microsoft Excel for Beginners Duration (min): 423 <u>Organisation:</u> Microsoft Karmayogi Bharat 3) MSMED Act 2006: Key Provisions and Public Procurement – Beginner Duration (mins): 123 <u>Organisation:</u> Indian Railways Institute of Electrical Engineering (IRIEEN) Karmayogi Bharat	

Dr

Designation	Behavioural Courses	Functional Courses	Domain Courses	FY 2026-27 APAR Learning
PA/ OS/ ASO/ Investigator/ STO/ JTO/ SSA, Steno/ UDC/ Driver/ JSA/ LDC/ MTS & equivalent official (Learning Hours: 22)	1) Effective Stakeholder Engagement and Communication – Beginner Duration (mins): 64 <u>Organisation:</u> Dept. Of Telecommunications <u>Karmayogi Bharat</u>	1) Digital Transformation: Effective Procurement and Project Management - Intermediate Duration (mins): 125 <u>Organisation:</u> Wadhvani Institute of Technology and Policy <u>Karmayogi Bharat</u>	1) MSMED Act 2006: Key Provisions and Public Procurement – Beginner Duration (mins): 123 <u>Organisation:</u> Indian Railways Institute of Electrical Engineering (IRIEEN) <u>Karmayogi Bharat</u>	1) Management Fundamentals in Government Services - Beginner Duration (mins): 60 <u>Organisation:</u> Institute of Secretariat Training and Management <u>Karmayogi Bharat</u>
	2) Management Fundamentals in Government Services - Beginner Duration (mins): 60 <u>Organisation:</u> Institute of Secretariat Training and Management <u>Karmayogi Bharat</u>	2) Navigating Parliamentary Questions - Beginner Duration (mins): 25 <u>Organisation:</u> Institute of Secretariat Training and Management <u>Karmayogi Bharat</u>		2) Digital Transformation: Effective Procurement and Project Management - Intermediate Duration (mins): 125 <u>Organisation:</u> Wadhvani Institute of Technology and Policy <u>Karmayogi Bharat</u>
	3) Creativity and Innovation - Beginner Duration (mins): 22 <u>Organisation:</u> Indian Railway Institute Of Transport Management (IRITM) <u>Karmayogi Bharat</u>	3) Data Driven Decision Making for Government - Beginner Duration (mins): 150 <u>Organisation:</u> Capacity Building Commission <u>Karmayogi Bharat</u>		3) MSMED Act 2006: Key Provisions and Public Procurement – Beginner Duration (mins): 123 <u>Organisation:</u> Indian Railways Institute of Electrical Engineering (IRIEEN) <u>Karmayogi Bharat</u>
		4) Microsoft Excel for Beginners Duration (min): 423 <u>Organisation:</u> Microsoft <u>Karmayogi Bharat</u>		
		5) Microsoft PowerPoint for Beginners Duration (min): 197 <u>Organisation:</u> Microsoft <u>Karmayogi Bharat</u>		
		6) Conduct Rules - Beginner Duration (min): 82 <u>Organisation:</u> Institute of Secretariat Training and Management <u>Karmayogi Bharat</u>		