

No. T-11/6/2025-GG&TW-DPAR-Part(1)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS (GOOD
GOVERNANCE & TRAINING WING)

NOTIFICATION

Aizawl, the 12th January, 2026

In pursuance of Mission Karmayogi and in alignment with the guidelines of the Capacity Building Commission (CBC), the Competent Authority hereby constitutes a three-tier Capacity Building Architecture for the State with immediate effect and until further orders -

I. State Capacity Building Unit (State-CBU): State Capacity Building Unit (State-CBU) shall be composed of the following officers -

Sl. No.	Designation	Role
1.	Chief Secretary, Government of Mizoram	Chairperson
2.	Secretary, DP&AR (GG&TW)	Member Secretary
3.	All Administrative Heads of Departments	Members
4.	Director, Administrative Training Institute (ATI), Mizoram	Member
5.	iGOT State Nodal Officer	Member

The State Capacity Building Unit (State-CBU) shall -

1. Function as the nodal body for capacity-building initiatives across the entire State Government machinery.
2. Coordinate closely with all Departmental Capacity Building Units (Departmental-CBUs) across State Government Departments to guide and harmonise capacity-building activities.
3. Provide policy direction, governance, and oversight to all Departmental-CBUs to ensure standardisation, quality, and alignment with Mission Karmayogi principles.
4. Ensure alignment of all Departmental Capacity Building Plans (CBPs) with State priorities, departmental mandates, and contextual requirements.
5. Coordinate with the Capacity Building Commission (CBC), iGOT Karmayogi Bharat, and ATI for continuous refinement of CBPs, training strategy, content development, and implementation support.
6. Monitor onboarding of all officials on iGOT Karmayogi, adoption of AI-enabled tools for generating departmental CBPs, and overall learning progress on the platform.
7. Conduct monthly review meetings to track CBP progress, resolve operational challenges, assess training uptake, and facilitate inter-departmental collaboration when required.

II. Departmental Capacity Building Units (Departmental-CBUs)

Departmental Capacity Building Unit (Departmental-CBU) of the Administrative Departments shall be composed of the following members -

Sl. No.	Designation	Role
1	Administrative Head of Department	Chairperson
2	Additional Secretary / Joint Secretary	Member Secretary
3	All Heads of Departments or institutions under the Administrative Department	Members
4	Nodal Officers, Mission Karmayogi	Members
5	JD (Admn)/ DD(Admn) if there is no sanctioned post for JD (Admn)	Member

Roles and Responsibilities: The Departmental Capacity Building Unit (Departmental-CBU) shall -

1. Serve as the Department's nodal body for all training, competency development, and Capacity Building Plan (CBP)-related activities.
2. Lead the preparation, implementation, monitoring, and periodic review of the Department's Capacity Building Plan, ensuring alignment with State priorities and Mission Karmayogi guidelines.
3. Oversee onboarding and training of all departmental employees on the iGOT Karmayogi Platform, ensuring timely completion of online courses and active participation in offline workshops and training programmes.
4. Liaise with the Administrative Training Institute (ATI) and the State Capacity Building Unit (State-CBU) for necessary technical, academic, and operational support from time to time.
5. Conduct weekly or fortnightly review meetings to track CBP progress, address operational bottlenecks, and ensure smooth implementation of departmental capacity-building activities.
6. Submit monthly reports to the State-CBU for overall monitoring, coordination, and review of progress.

III. ATI Capacity Building Unit (ATI-CBU)

ATI Capacity Building Unit (ATI-CBU) within ATI Mizoram composed on the following officers –

Sl. No.	Designation	Role
1	Director, ATI Mizoram	Chairperson
2	Joint Director (Adm)/Nodal Officer, Mission Karmayogi	Member-Secretary
3	Joint Director (Trg), ATI	Member
4	Faculty Members nominated by Director, ATI	Members

Responsibilities: ATI Capacity Building Unit (ATI-CBU) shall -

1. Coordinate with all State Government Departments and relevant training institutions to ensure alignment and smooth execution of capacity-building initiatives.
2. Lead, monitor, and supervise the implementation of capacity-building initiatives across Departments and training institutes.
3. Identify competency gaps among ATI officials and training institutions in line with the State and Departmental Capacity Building Plans (CBPs), and prepare, implement, and monitor ATI's own Capacity Building Plan.
4. Anchor the Quality Improvement Plan and the accreditation of training institutions as per NSCSTI standards.
5. Enable inter-departmental collaboration and knowledge sharing among Departments.
6. Liaise regularly with the State-CBU and Departmental-CBUs to ensure seamless coordination, timely exchange of information, and smooth implementation of CBPs.
7. Leverage the domain expertise of departmental training institutes, Public Sector Undertakings (PSUs), and other institutions to co-create content, training materials, and workshops for the broader State ecosystem, in accordance with standards and guidelines issued by Karmayogi Bharat and the Capacity Building Commission (CBC).
8. Conduct weekly meetings to track CBP progress, resolve operational issues, and facilitate inter-departmental collaboration when required

Sd/- KHILLI RAM MEENA, IAS

Chief Secretary to the Government of Mizoram

Memo No. T-11/6/2025-GG&TW-DPAR-Part(1) : Aizawl the 12th January, 2026

Copy to:

1. PS to Chief Minister, Mizoram
2. PS to Minister, DP&AR
3. Sr. P.P.S to Chief Secretary
4. All Administrative Heads of Departments
5. All Heads of Department
6. Director, ATI
7. Guard File



(LALRAMTLUANGI)

Under Secretary to the Govt. of Mizoram
Department of Personnel & Administrative Reforms
(Good₃Governance & Training Wing)