



No. T-24012/1/2025-ADMN-I

भारत सरकार / Government of India

सूचना एवं प्रसारण मंत्रालय / Ministry of Information and Broadcasting

'ए' विंग, शास्त्री भवन, नई दिल्ली / 'A' Wing, Shastri Bhawan, New Delhi

6th Floor, Shastri Bhawan, New Delhi

Dated: 30th September, 2025

OFFICE ORDER

Subject: Revised composition of Capacity Building Unit (CBU) in M/o I&B - reg.

In super-session of this Ministry's Office Order No. X-13/1/2022-Admn.I dated 05.12.2022 on the above subject, the revised composition of the **Capacity Building Unit (CBU)** in the Ministry of Information & Broadcasting is as under:

Sl. No.	Designation	Chairperson/Member
1	Joint Secretary (Admin)	Chairperson
2	Additional Director General (Training), NABM	Member
3	Additional Director General (Training), IIMC	Member
4	Director/DS (BAP)	Member
5	Director/DS (IIS)	Member
6	Director/DS (IP&MC)	Member
7	Director/DS (Admin)	Member Secretary

2. The **mandate of the CBU** will broadly consist of the following activities and follow-up action:

- Assessment of competencies required through mapping of roles at each level and mapping of existing competency gaps in collaboration with CBC.
- Co-relating, updating, and implementing the **Annual Capacity Building Plan (ACBP)** for the Ministry in collaboration with CBC.
- Monitoring and reporting the progress of implementation of ACBP in the Ministry to CBC.
- Facilitating training and non-training interventions for organisational capacity building in partnership with experts,

- academic institutions, and training bodies.
- e. Coordinating with different verticals/sections of the Ministry for identification of domain-specific capacity needs and appropriate interventions.
 - f. Maintaining records and databases relating to capacity building initiatives, trainings undertaken, and officers/officials covered under Mission Karmayogi.
 - g. Preparing periodic reports on achievements, challenges, and way forward for submission to Secretary (I&B) and CBC.
 - h. Any other relevant issue with the approval of Secretary (I&B).
3. This issues with the approval of **Secretary (I&B)**.

(Ivneet Kaur)
30/09/25

Under Secretary to the Govt. of India
Tele: 2338 1944

To
All Officers concerned

Copy to:

1. Member (HR), Capacity Building Commission, Jawahar Vyapar Bhawan, Tolstoy Road, New Delhi - 110001.
2. Sr. PPS to Secretary (I&B).
3. PPS to Additional Secretary (I&B)
4. PPS/PS to concerned JSs/Dirs./DSs.