

No.K-14012/101(6)/2015-SCM-III-V
Government of India
Ministry of Urban Development
Smart Cities Division-III

Nirman Bhavan, New Delhi
Dated: 2nd November 2015

OFFICE MEMORANDUM

Subject: Individual Capacity Building- Empanelment of Training Entities.

According to para 13.2. of the AMRUT guidelines, the key feature of individual capacity building is demand driven periodic training, recognition of practices and functionaries, independent assessment of training outcomes, mentoring and peer networking. Individual capacity building will include the following type of activities.

- i. Strategic training plan based on Training Needs Assessment (TNA).
 - ii. Exposure visits.
 - iii. Workshops, seminars, research studies and documentation.
 - iv. Individual capacity building focusing on coaching and task-related assistance from peers & mentors.
 - v. Visibility, including preparation of Information Education and Communication (IEC) materials.
2. Based on the Training Needs Analysis (TNA), the focus will be on (i) Finance & Revenue (ii) Engineering & Public Health (iii) Town Planning and (iv) Administration departments of ULBs. The ULBs will plan to train at least 30 functionaries from the four departments every year and all elected representatives. The elected representatives will be imparted training once at the training institutes, which will include a site-visit to learn from best practices in India. The training will consist of three capsules spread over a year. Each capsule will consist of three days training in the training institute followed by four months during which the training will be applied in their work by the municipal functionaries. During a period of one year, therefore, a municipal functionary will be imparted training for nine (9) days in the training institute.
3. The training will be conducted by empanelled Training Entities and the objectivities of the training will be independently assessed by NIUA, which is a strategic partner of the MoUD in Capacity Building. The NIUA will be involved in disseminating information on training module, documenting best practices, monitoring the progress of training, and evaluating the benefits of training after completion of each training capsule.
4. Accordingly, MoUD has shortlisted a panel of Training Entities for rolling out individual capacity building for ULB functionaries on the above mentioned activities and the subject-wise list of short listed Training Entities is enclosed. The States/UTs may draw upon the Panel as per extant rules and start imparting training at the earliest. A copy of the contract to be signed with Training Entities may be sent to the MoUD for funding through CBUD.


(G. Vijay Kumar)

Under Secretary to the Govt. of India

Tel. No. 23063217

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शहरी विकास मंत्रालय
Ministry of Urban Development
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

To

- (1) The Principal Secretaries (UD) of all States/UTs.
- (2) The Director, NIUA, 1st & 2nd Floor, Core 4B, India Habitat Centre, Lodhi Road, New Delhi-3

List of Training Entities with its subjects

S.No.	Training Entity	Subject Area
1	Regional Centre for Urban and Environmental Studies (RCUES), Lucknow. Contact Person: Dr. Nishith Rai, Director, RCUES, Adjacent Registrar's Office, Lucknow University Campus, Lucknow-226007 Phone: 0522 2740165	<ul style="list-style-type: none"> • Finance & Revenue • Engineering & Public Health • Town Planning • Administration
2	Institute of Spatial Planning and Environment Research (ISPER), Panchkula. Contact Person: Shri K Surjit Singh, Secretary General, ISPER, C-1, Amravati Enclave, P.O Amravati Enclave, Panchkula, Haryana – 134105 Phones : 01733 – 261939, 9215014411	<ul style="list-style-type: none"> • Town Planning
3	Centre for Good Governance, Hyderabad Contact Person: Shri Shabbeer Shaik, Director (Governance & Urban Groups), CGG, Road No. 25, Jubilee Hills, Hyderabad – 5300033 Phones : 040 – 23541907/ 09	<ul style="list-style-type: none"> • Finance & Revenue • Engineering & Public Health • Administration
4	All India Institute of Local Self Government (AILSG), Mumbai. Contact Person: Shri Ramanath Jha, Director General Plot No – 6 " F " Block, TPS Road No – 12, Bandra (East), Mumbai - 400051 Phones : 022- 26571713, 26571714, 26571715	<ul style="list-style-type: none"> • Finance & Revenue • Engineering & Public Health • Administration
5	Dr MCR Human Resource Development Institute, Hyderabad. Contact Person: Shri. Vinod K. Agrawal, Director General, Dr. MCR HRD Institute, Road No. 25, Jubilee Hills, Hyderabad – 5300033 Phones : 040 - 23548294, 23557584	<ul style="list-style-type: none"> • Finance & Revenue • Engineering & Public Health • Town Planning • Administration
6	Centre for Science & Environment, New Delhi. Contact Person : Dr. Suresh Kumar Rohilla, Programme Director, Centre for Science & Environment, 41 Tughlakabad Institutional Area, New Delhi 110062 Phones :011 24645334, 24645335	<ul style="list-style-type: none"> • Engineering & Public Health • Town Planning
7	Administrative Staff College of India, Hyderabad Contact Person: Prof. V.S. Chary, Director, Centre for Energy, Environment, Urban Governance & Infrastructure Development, Administrative Staff College of India, Bella Vista, Hyderabad- 500082 Phone : 040-66534221	<ul style="list-style-type: none"> • Finance & Revenue • Engineering & Public Health • Town Planning • Administration
8	Indian Institute of Human Settlements (IIHS), Bengaluru Contact Person: Shri Aromar Revi, Director, IIHS Bangalore City Campus: No. 197/36, 2 nd Main Road, Sadashivnagar, Bengaluru 570080 Phone : 8067606666	<ul style="list-style-type: none"> • Town Planning • Engineering & Public Health
9	Centre for Environment and Development, Thiruvanthapuram. Contact Person : Shri Babu Ambat , Executive Director, Centre for Environment and Development Vattiyoorkava, P.O Thiruvananthapuram – 695013 Phones : 0471 – 2369721 / 2369722	<ul style="list-style-type: none"> • Finance & Revenue • Engineering & Public Health • Administration

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21/11/2025

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