

ANNUAL CAPACITY BUILDING PLAN

(2025-2026)



ICFRE – Forest Research Institute
P.O. New Forest - 248006
Dehradun, Uttarakhand

PHASE -1

Creation of Capacity Building Unit

ICFRE – Forest Research Institute has established a dedicated Capacity Building Unit with the objective of systematically enhancing the skills, knowledge, and competencies of its personnel and stakeholders.

This unit aims to:

- Identify training and development needs across departments
- Design and implement structured capacity-building programs
- Collaborate with national and international institutions for knowledge exchange
- Support the goals of the Mission Karmayogi and overall institutional development

The formation of this unit marks a strategic step towards fostering a learning-oriented organizational culture, ensuring continuous professional development, and strengthening the institute's contribution to forestry research and sustainable resource management.

The Capacity Building Unit of ICFRE-FRI comprises of chairman, member secretary and 12 members:

1.	Smt. Richa Misra, Head Extension Division, FRI	Chairman
2.	Head,Forest Products Division, FRI	Member
3.	Head,Forest Protection Division, FRI	Member
4.	Head,Chemistry and Bio-prospecting Division, FRI	Member
5.	Head,Genetics and Tree Improvement Division, FRI	Member
6.	Head,Silviculture Division, FRI	Member
7.	Head,Engineering and Services Division, FRI	Member
8.	Head,Botany Division, FRI	Member
9.	Head,Ecology and Climate Change Division, FRI	Member
10	Dr. Vikas Rana, RCS, FRI	Member
11	Dr. Arvind Kumar, Nodal Officer	Member
12	Registrar, FRI	Member
13	Account officer FRI	Member
14	Sh. Lokinder Sharma , Extension Division	Member Secretary

PHASE -2

Capacity Needs Assessment

To identify relevant training needs, we prepared a Capacity Needs Assessment (CNA) Google Form. Through this form, individuals were invited to suggest topics they deemed important for capacity building. The Google form comprises total of eight section: General Questionnaire, Role-Specific questions, Behavioral competencies, functional competencies, Technology usage, Domain Competencies, Collaboration and General section. In the behavioral, functional, domain competencies section employees are requested to select three different competencies (specific to their role) in each section and answer the related questions based on these competencies.

Each of these three competency sections includes a link to a Excel sheet, where sub-competencies are listed to provide a clearer understanding of each major competency. For example, in the Behavioral competencies section, collaboration is a major competency that includes three sub-competencies: Relationship Management, Diversity & Inclusion and Knowledge sharing.

After collecting responses, we analyzed the data to determine the most commonly requested and relevant subjects for Scientists, Officers, Technical staff, Ministerial staff and MTS. Based on the popularity and frequency of suggestions, we finalized the draft key topics to be included in the upcoming capacity-building programme.

PHASE -3

Creation of Annual Building Plan 2025-26

The Annual Capacity Building Plan 2025-26 for ICFRE-Forest Research Institute was finalized in a meeting held on 23rd June 2025 at 04:00 PM in the Board Room at ICFRE-Forest Research Institute. The meeting was chaired by Smt. Richa Misra, Head of Extension Division. In this meeting all members along with member secretary of Capacity Building Unit (CBU) of FRI were present.

This calendar has been designed as part of the institute's ongoing efforts to streamline and institutionalize capacity-building initiatives. It outlines a structured schedule of training programs, to be completed throughout the year.

Key highlights include:

- Calendar based on three competencies i.e. Behavioral, Functional and Domain
- It is created for five categories (Scientist, Officers, Technical staff, Ministerial staff and MTS) of employees in the institute
- It is mandatory to do at least one course per quarter on the iGOT Karmayogi Portal for all scientists/officers/technical staff/ministerial staff/multi-tasking staff.
- It was also finalized that an E-Office course will be included in the ACBP (2025-26) for all staff (except MTS) of the institute.
- All Heads of Divisions will ensure that their subordinate scientists/officers/staff complete the assigned iGOT Karmayogi Portal courses on time and maintain a record of course completion certificates at the divisional level in official files.

The creation of this calendar ensures better planning, work efficiency, change in behavior of individual, coordination, and participation, fostering a culture of continuous learning and professional development within the institute.

Annual Capacity Building Plan ICFRE-FRI (2025-26)

MONTH	SCIENTISTS	OFFICERS	TECHNICAL STAFF	MINISTERIAL STAFF	MTS
April	-	-	do_1134186483661619201391 (Gender Equality and Development – Overview)	-	do_1136251907496673281378 (Module 03 - Learn Grammar Basics)
May	-	do_113836897941536768169 (Personal and Professional Effectiveness)	-	do_113838863649734656189 (Motivation)	-
June	do_113826981858230272114 (Leadership)	-	do_113768200446287872198 (Introduction to E-Office)	-	-
July		-	-	do_113768200446287872198 (Introduction to E-Office)	do_113899188449886208113 (Office Procedure and Dak Managements)
August	do_113768200446287872198 (Introduction to E-Office)-	do_113829040798818304172 (Administration Matters)	do_113852493857366016150 (Direct Purchase on GeM)	-	-
September		-	-	do_113853845439004672151 (Noting and Drafting)	-
October	do_113907591880073216117 (Plagiarism)	-		-	do_113813468736036864151 (Plastic Waste Management)
November	-	do_113768200446287872198 (Introduction to E-Office)	do_11363681497528729611020 (Excel Advanced)	do_1136364244148060161889 (Microsoft Word Beginners)	-
December	do_1134128898434662401233 (Project Management)	-	-	-	-
January	-	-	-	-	do_11359618144357580811 (Code of Conduct for Government Employees)
February	-	do_113699625883271168149 (Environmental Planning)	-	do_113912477433118720170 (Public Financial Management (PFM))	-
March	do_113966321785135104177 (AI for Digital Transformation: Computer Vision)	-	do_113966321785135104177 (Technology Application)	-	-