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Central Board of Indirect Taxes & Customs,
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F.No.HRM-I/Pol/OTH/4/2021-Pol/RR-O/oADG-HRM-I-DGHRD-DELHI

Dated: .06.2022

Office Memorandum

Subject:- Constitution of Internal FRACing Unit (IFU) - Regarding,

DoPT has launched iGoT 2.0 (Integrated Government Online Training) Portal, a Common Learning Platform, to undertake capacity building initiative for Central and State Governments' employees in India. iGoT Project requires a Framework of Roles, Activities and Competencies, including Skills (FRACing) for identification of responsibilities, activities, competencies and skills that are required for satisfactory performance for each of the posts in a Department.

As part of Project iGoT 2.0 - Mission Karmayogi, DoP&T has circulated a draft document titled "The Framework of Roles, Activities and Competencies (FRAC)" wherein it has been stated that every Ministry/Department/Organization (MDO) should 'FRAC' its positions, roles, activities and competencies. The first step in the FRACing journey is to establish an Internal FRACing unit (IFU) which has to take responsibility for the FRACing exercise.

In this context, with the approval of the competent authority, the following Internal FRACing Unit is constituted for CBIC (i.e. CBIC-IFU):

Sr. No.	Position in FRACing Team	Designated Officer
i.	Head	Chairman, CBIC
ii.	Project Leader	Member (Admn), CBIC
iii.	Project Manager	DG, DGHRD
iv.	Team Member	ADG of the Capacity Building Unit in DGHRD
v.	Team Member	ADG, NACIN (Nodal Officer of iGOT)
vi.	Team Members	All Commissioners/JSs in Board office of CBIC

Capacity Building Unit of DGHRD, CBIC will host the CBIC-IFU and handle its

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secretarial work. To assist the IFU in completing the initial FRACing exercise and to ensure that the FRACing exercise remains dynamic, it is proposed to constitute the following sub-committees:-

S. No.	Thematic Area based sub Committee	Chairman of the sub Committee	Team Member of IFU associated with the sub Committee
1	Customs	Pr. CC, Mumbai-I Customs	JS Customs
2	Customs Preventive	Chief Commissioner, Trichy Customs Preventive	Commissioner RI&I
3	GST	Pr. CC, Delhi CX & CGST Zone	Commissioner GST-I
4	Central Excise	Pr. CC, Vadodara CX & CGST Zone	Commissioner CX
5	Customs Audit	CC, Customs Mumbai- II	JS Drawback
6	GST Audit	Pr. CC Bengaluru CX & CGST Zone	Commissioner GST-II
7	Appeals (GST & Customs)	Pr. CC Lucknow CX & CGST Zone	Commissioner PAC
8	Directorates (DGGI, DGRI, DGARM, DGAP, DGEP, DG Valuation, DIC, CBN, CCF and CRCL)	Pr. DG, DGRI	Commissioner Customs
9	Directorates (DGGST, DG Systems & Data Management, DG Vigilance, NACIN, DGHRD, DG Audit, DGPM, DGTS, CC(AR)CESTAT, Directorate of Logistics and Directorate of Legal Affairs)	Pr. DG Systems and Data Management	JS Review
10	Board offices	Pr. DG, DGGI	Commissioner (Coordination)

The sub-committees are required to identify all positions, currently in their thematic area and list out directories and dictionaries in respect of the roles, activities and competencies for these positions. The team Member from IFU in each of the sub-committees will provide necessary coordination between the IFU and the sub-committee. The sub-committees are required to conform to the directions/guidelines as contained in the DoP&T documents on FRACing. It may be noted that FRACs is

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a living document, which has to undergo periodical review of competencies and capture newer competency needs, as and when they arrive. The Chairmen of the sub-committees may nominate as many members as required to complete the tasks, as and when allotted to them by the IFU.

This issues with the approval of Chairman, CBIC.

Yours faithfully,

(Sucheta Sreejesh)
ADG, HRM-I
DGHRD

To:

1. Chairman and Team Members of the CBIC-IFU.
2. Chairman and Team Members of all Thematic Area based sub Committees of CBIC-IFU.
3. OSD to Chairman, CBIC.
4. PS to Member (Admn), CBIC.
5. The Director General of Systems & Data Management, CBIC with the request to upload, on the website of CBIC.

FRACing: Constitution of Internal FRACing Unit- regarding

DoP&T has launched the iGoT 2.0 (Integrated Government Online Training) Portal, a Common Learning Platform under Mission Karmayogi, to undertake capacity building initiative for Central and State Governments employees in India. For the first phase of this project, six Central Training Institutes (CTIs) including NACIN, have been on-boarded by DoP&T. The iGoT Project requires identification of responsibilities, activities, competencies and skills that are required for satisfactory performance for each of the posts in a Department. The respective Departments have then to prepare, validate and then upload the identified competencies and skills on iGoT to enable the officers to meet the requirements.

The CBIC constituted a Task Force-A, headed by DG, DGHRD, for determining FRACs (Framework of Roles, Activities and Competencies, including Skills) for each of the posts within CBIC. DG, DGHRD, as the head of Task Force-A, co-opted 10 officers of Principal Commissioner / Commissioner grade, and initiated the process of identification of FRACs. Various efforts like interaction with officers of DoP&T, attending webinars of DoP&T, etc. were undertaken by the Task Force to infuse further clarity and objectivity in the process. Thematic groups were formed among the task force Members who have collected and provided formation wise details of various roles played by each of the post in Group A, B and C in CBIC in the following format.

Type of Formation	Post / Charges/ Role	Activity	Competencies		
			Domain	Functional	Behavioural

The formation wise, positions and roles, activities and responsibilities and competencies associated with the different grades in the department was documented by the thematic groups for each of the positions. It was then converted from '*formation based*' documentation to '*post based*' documentation. This compilation documenting positions and roles in the department, their activities and corresponding capacities/ skills for each of the position forms an Annexure to the Report of Task Force A which was submitted to the Board on 11.10.2021.

The DoP&T document on FRACing viz. 'Onboarding in a Box' recommends that "the departments will create a Capacity Building Unit (CBU) which will be responsible for all Capacity Building activities at the department level. The CBU will be comprised of internal resources/ employees of departments and may also include external experts, as the department deems fit. The CBU will host an Internal FRACing Unit (IFU) which will operationalize FRACing in the department." The said document has also visualised "an institutional framework so that FRACs exercise remains dynamic through periodical review of competencies. FRACs remains a living document, capturing newer competency needs as and when they arrive. DoPT expects that FRACs will be updated regularly."

CBIC constantly endeavours to train the officers and staff at all the levels through NACIN and its Zonal/ Regional Units, however no dedicated CBU has been constituted. After the launch of iGOT KY, it has become necessary to create a CBU under CBIC, as it is envisaged to be the nodal agency for the project. The CBU will be responsible for all capacity building activities at the department level. It will be comprised of internal resources/ employees of departments and may also include external experts, as the department deems fit. The CBU will also be responsible for monitoring capacity building progress of all employees in the department, and updation of onboard content/ CBPs on iGOT KY platform. The CBU will also develop Annual Capacity Building plan for the department, based on the capacity building progress. CBU will host the IFU, which will be a permanent entity and will operationalise FRACing in the department.

Board has in principle approved the creation of a Capacity Building Unit in DGHRD. Board has also approved the constitution of the Internal FRACing Unit (IFU) in CBIC headed by the Chairman, CBIC, and having the Member (Administration) CBIC, and other senior officers as members. The logistical, secretarial and ministerial support to IFU will be provided by CBU in DGHRD.