



No.K-14012/101(6)/2015-SCM-III-V

**Government of India  
Ministry of Urban Development  
Smart Cities Division-III**

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**Nirman Bhavan, New Delhi**

Dated: 12<sup>th</sup> May 2016

**OFFICE MEMORANDUM**

**Subject: Operational Guidelines for Individual Capacity Building.**

A workshop was held with Empanelled Training Entities on 22<sup>nd</sup> March 2016 at National Institute of Urban Affairs (NIUA), New Delhi to streamline the implementation of individual capacity building program in States/UTs. On the basis of feedback received from the participants, these Operational Guidelines are issued.

2. The Empanelled Training entities will prepare a **Costing Sheet form for Each Programme** per quarter on the basis of the financial norms indicated in the CCBP toolkit. On the basis of the data/information provided by Training Entities, States/UTs will give a **Certification of Completion of Trainings and Invoices** with a further certification that the State/UT Government has verified all the invoices, costing sheets for each programme and supporting travel vouchers and documentation submitted by the training entity for the above period, as per CCBP toolkit. The State Government shall retain the original supporting vouchers for verification by MoUD at all times.

3. The Operational Guidelines consisting of templates of Costing Sheet, and Certification of Completion of Trainings and Invoices are enclosed and available at [www.smartcities.gov.in](http://www.smartcities.gov.in) →Downloads→OMs and [www.amrut.gov.in](http://www.amrut.gov.in) →Downloads→OMs. All States/UTs and empanelled Training Entities may organize them accordingly and submit their claims through the Mission Directors of States/UTs.

*G. Vijay Kumar*  
12/5/2016

**(G. Vijay Kumar)**

**Under Secretary to the Govt. of India**

Tel. No. 23063217

To

(1) The Principal Secretaries (UD) of all States/UTs.

(2) The Director, NIUA, 1<sup>st</sup> & 2nd Floor, Core 4B, India Habitat Centre, Lodhi Road, New Delhi-110003.

Copy to:

(1) The Director (AMRUT), Nirman Bhavan, New Delhi.

(2) Contact persons of Empanelled Training Entities.

**जि. विजय कुमार/G.VIJAY KUMAR**  
अवर सचिव/Under Secretary  
निरमाण मंत्रालय  
Ministry of Urban Development  
भारत सरकार/Govt. of India  
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