

FRAC Toolkit User Manual

User Manual Document Version: 1. Table of Contents

1. Overview	3
2. Audience	3
3. Key actors	3
4. Pre-requisites	3
5. FRAC Portal	4
5.1 Dashboard	4
5.2 Explore	5
5.3 Collections	7
5.3.1 Positions	8
5.3.1.1 Create new position	8
5.3.1.2 Edit Position	11
5.3.1.3 From Explore	12
5.3.1.4 Edit From Explore	13
5.3.2 Roles	15
5.3.2.1 Creating a new role	15
5.3.2.2 Edit Role	17
5.3.2.3 From Explore	18
5.3.2.4 Edit From Explore	20
5.3.3 Roles	21
5.3.3.1 Create new Role	21
5.3.3.2 Edit Activity	24
5.3.3.3 From Explore	26
5.3.3.4 Edit From Explore	27
5.3.4 Competency	29
5.3.4.1 Creating a new competency	29
5.3.4.2 Edit Competency	34
5.3.4.3 From Explore	35
5.3.4.4 Edit From Explore	36
5.3.5 Knowledge Resources	38
5.3.5.1 Creating a new knowledge resource	38
5.3.5.2 Edit Knowledge resource	41
5.3.5.3 From Explore	41
5.3.5.4 Edit From Explore	43
5.4 Review (FRAC L1 reviewer) and Review & Accept board (FRAC L2 reviewer))	45
6. FRAC Dictionary	51
7. FRAC Menu	53

7.1 Feedback	53
7.2 Walkthrough	54
7.3 What's New	54

1. Overview

The FRACing process enables government MDOs to build an accurate picture of the relationships and the full list of positions, roles, activities, competencies and knowledge resources relevant to them.

MDOs can assign roles related to FRAC to the users on the iGOT platform. While onboarding new users , MDO Admin needs to choose the user roles.

2. Audience

This user manual has been created to enable FRAC users to leverage the FRAC portal on the iGOT platform to create, review and manage roles, activities, competencies, positions and knowledge resources

3. Key actors

Actor	Description
FRAC Admin	Administor who can create, review and manage the FRAC portal
IFU Member	Creates positions, roles, activities, competencies and knowledge resources that needs to be added into the dictionary
L1 reviewer	Reviews the position, roles, activities , competencies and knowledge resources and sent it to L2 reviewer for final review
L2 reviewer	Reviews the position, roles, activities , competencies and knowledge resources and publish it to FRAC dictionary

The key actors and roles in managing the FRAC portal are the following:

4. Pre-requisites

In order to access the features of the MDO portal, MDO Admin user will need the following:

1. Access to FRAC portal: A link to the appropriate FRAC portal is needed.

For eg:

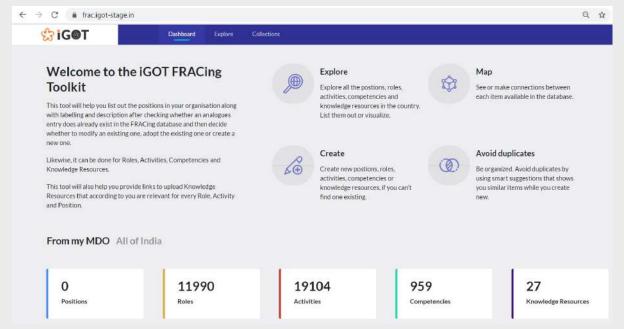
Karmayogi user portal link: <u>https://igotkarmayogi.gov.in/</u> FRAC portal: <u>https://frac.igotkarmayogi.gov.in/</u> 2. Login credentials with the required roles.

5. FRAC Portal

FRAC portal is used to create, review and manage position, roles, activities, competencies and knowledge resources.

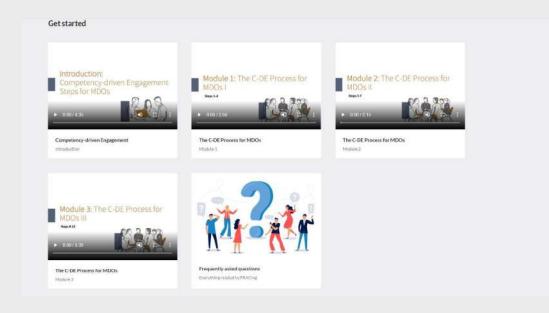
5.1 Dashboard

The Dashboard is the first page the user will land upon after successfully logging in. Here the users will be provided with the overall count of all positions, roles, activities, competencies, and knowledge resources that are currently available on the platform via the Tool.

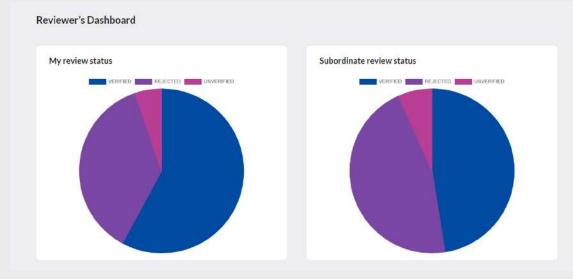


Upon clicking on the displayed tiles, users can navigate through the various pages (e.g., clicking on "Positions" will lead you to the page below).

There is a section below the Position, Roles, Activities, Competencies and Knowledge resources title which has a list of videos and FAQs to help users do FRAC better.



Below that we see a reviewer's dashboard.



5.2 Explore

The Explore page shows the users a graphical network of all positions, roles, activities, competencies, and knowledge resources. Users are also able to use the search bar to look for a specific component that has been mapped and is available on the system.



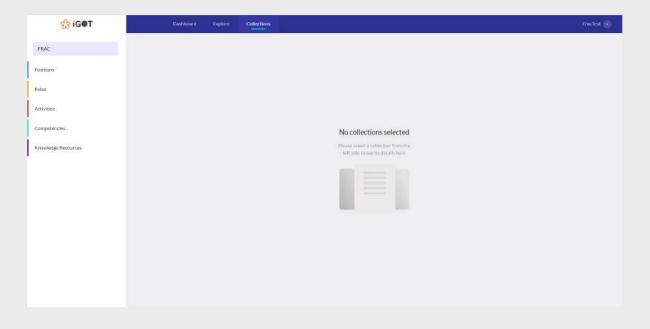
IFU Member, L1 reviewer , L2 reviewer and FRAC Admin will be able to edit or create a new position, role, activity, competency and knowledge resources

Note: This is an experimental feature, and will undergo many changes before it is fully usable.

5.3 Collections

The Collections page allows users(IFU Member, L1 reviewer, L2 reviewer, FRAC Admin) to create new positions, roles, activities, competencies, and knowledge resources as well as map these components to each other.

Users can select any of the menu items (displayed on the right-side pane) in any order as they choose (i.e., you do not have to create a new role to add a new activity etc.).



Additionally, all components can be added or be mapped together. For example: positions, roles, activities, competencies, and knowledge resources can also be added individually, or; multiple roles can be added to a single position, or; multiple knowledge resources can be mapped to a single activity, and so on and so forth. Any combination of the components is possible.

GOT	Dational	Explore Collection			Tradied (2)
FRAC	Search for a Role	Sent for review	Tolete	Feedback	Live Activity log
Positions	G, Search	Map an existing activity	Mapped		•
Ripters	W Filter	9. Bearth	9. search.		
Activities	TestRole002 REDOCED				
Competencies	BuildholeTeint	teammembers	Cost Management AUDX008		
Knowledge Resources	Team Manager	A/D0026	TestActivity020		
	all'ocut	Cost Management AlDOOI	AID0022		
	Project Rick Assess	TestActivity020 A/D0022			
	Process Decisioning. WID020	Document unit cases			
	Engineer BICCOM		Cancel Create a new Activity Save		
	Ampact Analyst Recoder	Cost Management	TestActhity020		Northerizan >
	New Role				

5.3.1 Positions

The position label is defined as the place in which an individual is located in an organization, entrusted with a set of roles and activities to be carried out.

5.3.1.1 Create new position

- 1. After you login, you will land on the Dashboard.
- 2. On the navigation bar, click "Collections".

😚 iG@T	Dashboard	Explare	Collections		Frac
FRAC					
Positions					
Roles					
Activities					
Competencies				No. of the state of the state of	
Knowledge Resources				No collections selected Press release a collection from the	
				left side to see its details bern	

3. To view the list of existing positions, click on "Positions" on the left pane of the Collections.

😚 IGOT	Dashboard Explore Collection	5	Frae fest ()
FRAC	Search for a Position		
Resifiens	Q, Search_		
Roles	Filter Deputy Director - IT		
Activities	PIDD187		
Competencies	Check POS PID0063	No position selected	
Knowledge Resources		Where address a position them the first to see its details here	
	New Position		

4. Click on "New Position" to add a new position (alternatively, if you wish to either adopt or modify an existing position, the search feature will allow you to do so). While the Position ID will be generated automatically, you must add the Position Label and Position Description

The MDO will be automatically filled as per the MDO of the logged in user; if the user is a member of the FRAC review board, the user will be able to manually add the name of the MDO.

😒 iG@T	Dashboard Exp	lore Collections Review		
FRAC Department *	Search for a Position	Position ID		Live Activity log Similar items
Positions	Q. Search	Position Label*	PID Position Label	8
Roles	"Position name	Position Description	Position Later	
Activities	PIDODD			
Competencies	Pipolo3		(Duractore rescalating: 100	
Knowledge Resources	1.20	Ministry, department, organisation (MDO)*	Select a MDO	

🕄 iG@T	Dailiboard Explor	Collections Review		Sakthivel 🐌
FRAC Department.	Search for a Position		X Discard charges Send for review	Live Activity log Similar items
Positions		Position ID	PD	Similar positions
Roles	*Position name	Position Label*	Deputy Director (Acc	Deputy Director (Accounts) PID0111
Activities	P1D000	Position Description	description	700111
Competencies	Pirotos		Characturs inmatoring: 89	Deputy Director (Accounts) PID030
Knowledge Resources		Ministry, department, organisation (MDO)*	NTIPRIT	Conducting coules relating to Accounts and Finance, acting as DOO and assisting Director ISTM in budgeting, accounts and audit.
		organisation (MDO)*		12
	New Position			

5. Click on "Send for review" to complete the process. Clicking on the "Save as draft" button will save the Position but not submit for review. Content filled in fields can also be discarded.

6. Information about any update made to the position will be displayed in the "Activity log" in the right pane of the position.

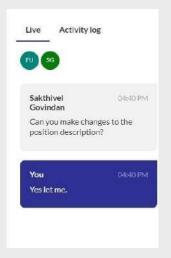
🕼 iG@T	Oschoord Explo	ore Colections Review		Sattive
FRAC Department +	Search for a Position	📀 Verified	22 Fauthatic 🛛 Delete	Live Activity log Similar items
Positions	= Filter	Position ID	PI00103	Salethi Reviewer Two Review board
Roles	Director (External	Position Label*	Director (External assistance and international cooperation)	Remwas VERIFIED 07/06/2021 13:21
Competencies		Position Description	Profitier Description	Sakthi ReviewerOne Technical Review
Rnowledge Resources			Characterreneiding 100	Itemwas VERIFIED 87/06/2021 33:20
		Ministry, department, erganisation (MDO)* •	FRAC Department.	Salmi Reviewer Ore Publish Revi Publishel 07/96/2021 33:06
	New Position			

5.3.1.2 Edit Position

1. Click on the Position which needs edit/change.

😚 i G@T	Dashteani Espi	re Collections Seven		Skolvd - 1
FRAC Department -	Search for a Position	Ø Verified	🖾 Feedback 👅 Dalata	Live Activity log. Similar items
Positions	= Fiter	Position ID	PID0103	
Roles	Director (External	Position Laber*	Director (External assistance and international cooperation)	
Activities Competencies		Position Description	Proition Description.	
Ktowfedge Resources			Characterstanalising 100	
		Ministry, department, organisation (MDO)*	FRAC Department •	
		Roles		
		Add Role		
	New Position			tije har en

2. To make the changes through collaboration, write the details in the chat window and click on the "Send" button.



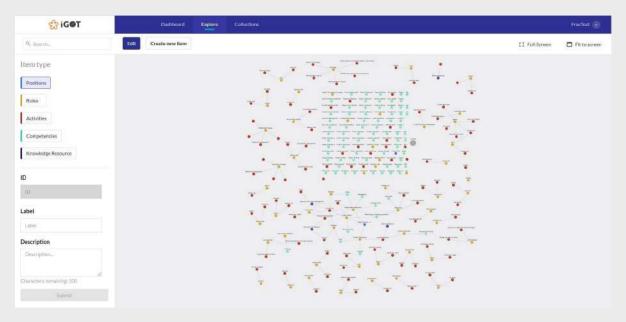
3. Make the required changes and click on "Send for review" to submit or "Save as draft" to save it to make changes later before submitting.

5.3.1.3 From Explore

1. Click on the "Explore" menu on the top bar.



2. Here, click on "Create new item" and select the item type "Positions" from the left side menu.



3. While the Position ID will be generated automatically, you must add the Position Label and Position Description.

S IGOT	Dashboard	aplace Collections	Fraclest
Q. Searth	Etit Create new item		Ω Full Screen 🗖 Fitto screen
tem type			· · ·
Positions		and the second se	· · ·
Roles		and the second se	<u></u>
Activities		·	
Competencies			
Knowledge Resource			
D			
ID			
Label			*** <u>*</u>
Director Vigilance			
Description		and the second s	
reports submitted by the Viglance units of the respective PSU/ other organizations under the administrative control of the DoPT			
Diaracters remaining: -144			<u></u>
Submit			

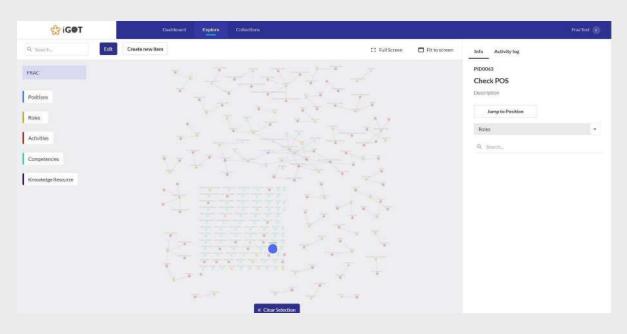
4. Click on "Submit" to complete the process.

5.3.1.4 Edit From Explore

1. Click on the "Explore" menu on the top bar.



2. Click on the Position node (coloured dot) which you want to edit.



3. Click on the "Edit" button.

🚼 IGOT	Dashboard Explore Colle				
Q: Search	Create new item		🙄 Full Screen 🗖 Fittoscr	Info Activity log	
Item type	195		ages (K)	PID0063	
Position	1.	-	and the second s	Check POS Description	
D		+++++++	1	Jump to Position	
PIDOOKS	1 1-4		7 2.5	Roles	-
Label or investigation reports submitted by the Vigilance units of the respective PSL// other organizations under the administrative control of the DxPr1_			2.4	Q. Searchy,	
Obaracters remaining: -104	R.				
	4	CHV-	-7		
	1-1-1-		£1,		
Save	~	a tat the state			
		× Clear Selection			

4. Make the edit and click on "Save" to complete the process.

5.3.2 Roles

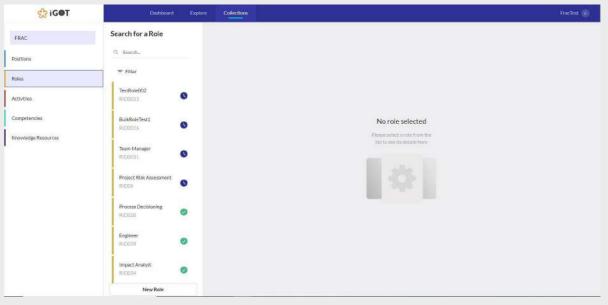
Roles describe the overall objective of a group of activities and how they contribute to the position.

5.3.2.1 Creating a new role

1. After you login, you will land on the Dashboard.

숤 iG@T	Dash	board E	splare C	ollections							FracTest 🍙
FRAC											
Positions											
Roles											
Activities											
Competencies					٢	lo colle	ctions sel	lected			
Knowledge Resources							it a collection (specific detail)				

- 2. On the navigation bar, click "Collections".
- 3. To view the list of existing roles, click on "Roles" on the left pane of the Collections.



4. Click on "New Role" to add a new role (alternatively, if you wish to either adopt or modify an existing role, the search feature will allow you to do so). While the Role ID will be generated automatically, you must add the Role Label and Role Description.

🚼 iG@T	Dathboard Exp	ore Collections Review		Saidthad 3
FRAC Department *	Search for a Role	Role ID	aut	Live Activity log Similar items
Positions	⇒ Filter	Role Label*	Role Lubel	
Activities	*Role name RSD000	Role Description*	Role Description.	
Compétencies	Faculty R0001747		Characters remaining: 100	
Knowledge Resources	Course Director (Drgaris HIDD1748			
	Faculty R0D01749			
	Faculty RED01743			
	Course Director (Organis			
	Faculty REDD1745			
	Course Director (Organis RIDD1746			
	Course Director (Organis			historenta S
	New Role			Than hat we shat

- 5. Click on "Send for review" to complete the process. Clicking on the "Save as draft" button will save the Role but not submit for review.
- 6. Information about any update made to the role will be displayed in the "Activity log" in the right pane of the role.

GOT	Deshboard Explo	re Collections Review		Sakthive (
FRAC Department	Search for a Role	Sent for review	🖪 Feedback 🕷 Dakas	Live Activity log Similar items
Positions	≂ Fitter	Role ID	RI001747	Gayathri Ravi Publish
Roles	Faculty	Role Label*	Faculty	Fullen Item published 26/07/2921 12:23
Activities	RID01747	Role Description*	Conduct offline and online sessions, engage and facilitate learning by participants, deliver content using different training techniques, evaluate	
Competencies Knowledge Resources	BLIDO1748		kerning outcomes. Characters remaining: -67	
KINDWICODE KUSDUTCUS	Faculty BID01749			
	Faculty RID01740	Activities Competencies Associ	ted Positions	
	Course Director (Organis.) RID01144	0. Search.		
	Faculty BID01745	1. Taking class room/ online sessions	2. Advance proparation for deliver1_	
	Course Director (Drganis BID01746	-61005676 ·	.AD05677	
	Course Director (Drganis BID01740	3. Updating the content and propart. AUDD1678	4. Structuring and sequencing the c ACDO1679	
	1.	5. Check availability of audio-visual AUXX1480	6. Engage Participants Albotatet	
	New Role			

🔂 iG@T	Dashboard Ex	plore Collections Review		
RAC Department -	Search for a Role	Sent for review.	More 🗶 Discard changes Send for review Save as draft	Live Activity log
sitions	T Filter	Role ID	RID01747	Similar Roles
es.	Faculty	Role Label*	Faculty	Faculty Member RID0766
tivities mpetencies	Course Director (Organis	Role Description*	Conduct offline and online sessions, engage and facilitate learning by participants, deliver content using different training techniques, evaluate learning outcomes.	Faculty Member
wiedge Resources	HID01748		Characters remaining -67	RID0781
	NID01749	Activities Competencies Associ	ated Positions	Faculty Member RID01059
	Faculty HID01743	Add Activity		
	Course Director (Organis 90001744	Q. Search.		
	Faculty 10012745	1. Taking class room/ online sessions	2. Advance preparation for deliveri	
	Course Director (Organis RSD01246	Albeite78	AID01677	
	Course Director (Drganis	B: Updating the content and prepar AIDD1678	4. Structuring and sequencing the d AIRID 16.79	
		5. Check availability of audio-visual AICI03680	6. Engage Participants AUD01681	
	New Role			

5.3.2.2 Edit Role

1. Click on the Role which needs edit/change

😚 iG@T	Distributed Explo	re Collections Review		Sakthivel (E)
FRAC Department +	Search for a Role	Sent for review	🖾 Faschack 🛛 🖥 Delete	Live Activity log Similar items
Positions	⇒ Fitter	Role ID	RID01747	
Roles	Faculty BID01747	Role Label*	Faculty	
Activities Competencies	Course Director (Organis	Role Description*	Conduct offline and online sessions, engage and facilitate learning by participants, deliver content using different training techniques, evaluate learning outcomes.	
Knowledge Resources	Faculty WIDI01749		Characters remaining -67	
	Faculty MID01743	Activities Competencies Associ	ated Positions	
	Course Director (Organis RID01744	Q. Search		
	Faculty RID01745	L Taking class room/ colline sessions article1676	2. Advance preparation for deliveri AIDO1677	
	Course Director (Organis RID01746	3. Updating the content and prepar-	4. Structuring and sequencing the c.	
	Course Director (Organis RID01740	AltS01678	4.3000.0019g.and sequencing the c	
		5. Check availability of audio-visual AUD01400	6. Engago Participants Autoristi	
	New Role			Travelant in Case

2. To make the changes through collaboration, write the details in the chat window and click on the "Send" button.

😒 iG@T	Dishboard Explor	Collections	
OMED	Search for a Role	Ø Durt	···· Mare: X Discard changes Send for review Save as chart Live Activity log
Positions	9. test ×	Role ID	12045
Roles	₹ Fiter	Balatabalt a	
Activities	Case Initiator RID06240	Role Description*	
Competencies	Business	Tas	
Knowledge Resources	нірольо	Chinad	urt Lemutolog: #7
	Subject Matter Expert P(D07570	Activities Competencies Associated Positions	
	test	Add Activity	
	8/0012045		

3. Make the required changes and click on "Send for review" to submit or "Save as draft" to save it to make changes later before submitting



5.3.2.3 From Explore

1. Click on the "Explore" menu on the top bar.

2. Click on the "Create new item" and select the item type "Roles" from the left side menu.

😚 iGOT	Dashboard Explore	Collections	Fraclest (7)
Q. Search.	Edit Create new item	C1 Full Som	eri 🗖 Fit to screen
terntype		** * * * * * *	
Positions			
Roles			
Activities			
Competencies			
Knowledge Resource			
, ,			
10			
abel			
Label			
Description		* ** ** ** * ** *	
Description			
haracters remaining 100			
Subest			

3. While the Role ID will be generated automatically, you must add the Role Label and Role Description.

😚 iGOT	Dashboard	Explore Collections	Facles: -
Q: Selecth	Edit Create new item		C Full Screen 🗖 Fit to screen
tem type			
Positions			* *
Roles			
Activities			
		and a second sec	
Competencies			
Knowledge Resource		*****	· · · · · · · · · · · · · · · · · · ·
D			
iii			
abel			- + - +
Project risk assessment		· +	5
Description			
Identify risks for each specific tunctional area		· · · · · ·	
functional area			
Zhitacterszensölving 52		이 수 있지 것 같다.	
Submit			

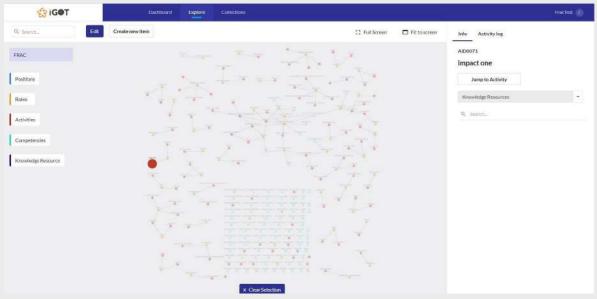
4. Click on "Submit" to complete the process.

5.3.2.4 Edit From Explore

1. Click on the "Explore" menu on the top bar.



2. Click on the Role node (coloured dot) which needs to be edited.



3. Click on the "Edit" button.

😒 iGOT		Dashboard	Explore	Collections		Ranjahashiyam (a
Q. September Cancel	Save	Creats new item		[] Fall Screen	Fitto soreen	RID039
tem type Role RO039 RD039 Additione 55 Section Officer/Under Ser Assortations 55 Section Officer/Under Ser Assortation						Assistance to Section Officer/Under Secretary Working under the super-Value Section Participation and one of Section/Officer/Under Section Participation Autorities Q Inserts Margine Section
onder of Station Officien (Moter Secretary, Retlingen unter without much noting with all clear instruction haracters revealing 0						Authorization

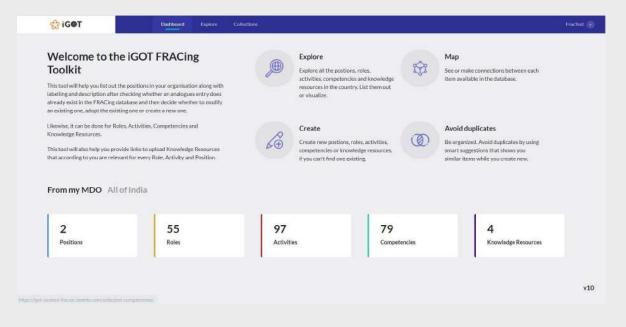
4. Make the edit and click on "Save" to complete the process

5.3.3 Roles

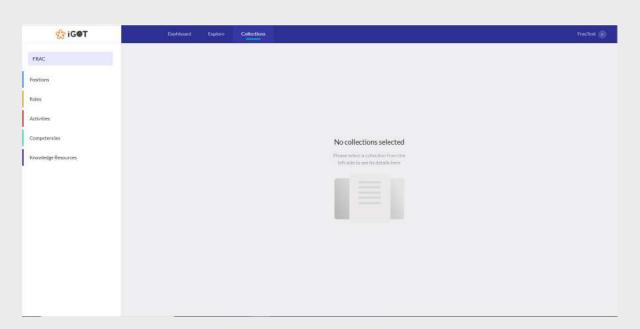
Roles describe the overall objective of a group of activities and how they contribute to the position. Roles help understand the mandate of a position. There could be similar positions across the government, but differentiated by the roles they form. Roles help articulate these distinctions by highlighting why the position exists and how it works towards larger organizational goals and priorities.

5.3.3.1 Create new Role

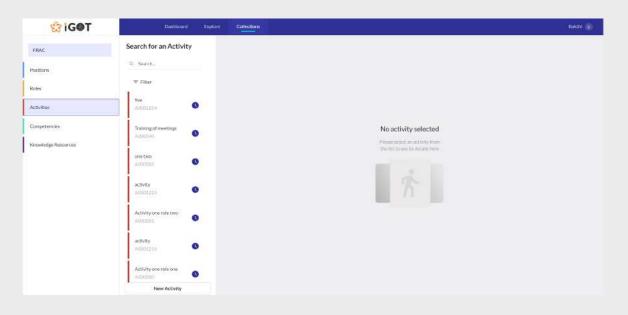
1. After you login, you will land on the Dashboard.



2. On the navigation bar, click "Collections"



3. To view the list of existing activities, click on "Activities" on the left pane of the Collections.



4. Click on "New Activity" to add a new activity (alternatively, if you wish to either adopt or modify an existing activity, the search feature will allow you to do so). While the Activity ID will be generated automatically, you must add the Activity Type and Activity Description.

😚 iG@T	Dehloard Exh	re Collections Review		
Competencies Knewledge: Bessurces	Control Course Control Cours		ALD dectrifte Description Chatazbers mensiolog 50	Skikhof Constraints in the second sec
	14. Evaluating Answer Sh ADDOROIT 13. Preparing Question P ADDOROID 14. Dreaming Development 14. Dreaministent avail levelt New Arthivy			That Here In Vier

- 5. Click on "Send for review" to complete the process.
- 6. Information about any update made to the activity will be displayed in the "Activity log" in the right pane of the activity.

5.3.3.2 Edit Activity

1. Click on the Activity which needs edit/change.

😚 iG@T	Distributed Explore	Collections Review		SildTivel	
FRAC Department FRAC Department Frontions Roles Attivities Competencies Koowledge Resources	Distributed Exprove Search for an Activity 9. 9. Search Image: The search 9. 7. Hernifying resource pe ADD00009 9. coll 9. ADD010F06 9. ADD00058 9.	Sent for review Activity ID Activity Description*	Finantiance Deletere ADD00009 . Identifying resonance persons (Im-house) Guest Speaker) and brief them . Chreacters remaining: -92 cod Roles	Activity log Sinitar items	
	1. Preparation of Course c S AUD00003 S 15. Evaluating/assessing p S AUD00012 S 34. Evaluating Answer Sh S AUD00001 S AUD00001 S AUD00001 S AUD00001 S AUD00000 S col AUD010901 New Activity S	Add Knowledge Resources		Tan Jung Decision	Α

- 2. To make the changes through collaboration, write the details in the chat window and click on the "Send" button.
- 3. Make the required changes and click on "Send for review" to submit or "Save as draft" to save it to make changes later before submitting.

😚 iG@T	Dahbeard Explore	Collections Review		Salethwel 💰
FRAC Department *	Search for an Activity	Sent for review	More X Discard changes Send for review	Live Activity log Similar items
Postlans Rates Activities Competencies Knewledge Resources	9. Search ♥ Filter 7.Identifying resource pe Alticates alticates 0. Alticates 0. 1.Distance 0. 1.Preparation of Coarse c Alticates 1.Preparation of Coarse c Alticates 1.S. Evoluting/sensing p Alticates Alticates 1.4.Evoluting/sensing p Alticates 1.9.Preparing Question P Alticates 1.1.Preparing Question P Alticates 1.3.Preparing Question P Alticates Viologop 0. 1.0.Distrip 0. 1.3.Preparing Question P Alticates 1.0.Distro 0. 1.0.Distro 0. 1.0.Distro 0. 1.0.Distro 0. 0. 0. 0. 0. 0. 0. <td>Activity ID Activity Description*</td> <td>ADDBOOR</td> <td>Similar Activities Activities</td>	Activity ID Activity Description*	ADDBOOR	Similar Activities Activities

5.3.3.3 From Explore

1. Click on the "Explore" menu on the top bar.

S iGOT	Dashboard	Septore Collections	FracTest (r)
Q, Search	Edit Create new item		12 Full Screen 🗖 Fittoscreen
PRAC Positions Rose Activities Competencies Knowledge Resource			

2. Click on the "Create new item" and select the item type "Activities" from the left side menu.

😚 i G@T	Dashboard	Explore Collections	Review		Bhakti 👔
Q, Soarch.	Create new item			[] Full Streen	Fit to scree
emtype					
Positions					
Roles					
Activities					
Competencies					
Knowledge Resource					
D					
escription					
Whether Liseweinling: 100					

3. While the Activity ID will be generated automatically, you must add the Activity Description.

GOT	Dashboard	Explore Collections	Review		Bhakti 👔
Q. Search	Edit Create new item			[] Full Screen	Fit to scree
tam type Pasitiona Roles Activities Competencies Knowledge Resource					
Description					
Manage participation					
Studinutt			· · · · · · · · · · · · · · · · · · ·		

4. Click on "Submit" to complete the process.

5.3.3.4 Edit From Explore

1. Click on the "Explore" menu on the top bar.

🚼 iG@T	Dashboard Explore	Collections	FracTest
Q, Esarth.	Create new item	C2 Full Screen	🗖 Fittosaree
PRAC: Positions Roles Activities Competencies Knowledge Resource			

2. Click on the Activity node (coloured dot) which needs to be edited.

😫 iG@T	Destationand	Explore Collectio					Diati 🕡
Q, Suirch. Edit Grea	te new item			C1 FullScreen	🗖 Fittoscreen	Info Activity log	
Ministry of Home Alfairs *		. Ale	and the second s			AID026 Communicating with States/UTs	
Positions		100				Writing to Status/UTs coaking their training requirement Consolidating their requires, Commanduating them the schedule.	
Rotes						Jump to Activity	
Competencies						Khowledge Repources	
Knowledge Resource						Q. Search-	
			· ////////////////////////////////////				
				1 1 1 1			
			111111111				
			× Clear Selection				

3. Click on the "Edit" button.

4. Make the edit and click on "Save" to complete the process.

5.3.4 Competency

Competencies are a combination of attitudes, skills, and knowledge that enable an individual to perform a task or activity successfully in a given job and roles are the starting point for arriving at them.

Competencies help with:

- 1. Providing information on individual requirements from a role
- 2. Identifying learning and development needs for government officials
- 3. Streamlining the recruitment process

5.3.4.1 Creating a new competency

1. After you login, you will land on the Dashboard.

Toolkit This tool will help you list out the pr labelling and description after chec	GOT FRACing solitons in your organisation along with king whether an analogues entry does use and then decide whether to modify one or creats a new one.	Expl activ reso	lore irre all the positions, roles. Itiles, competencies and knowledge rores in the country. List them out wallze.		connections between each e in the database.
Likewise, it can be done for Roles, A Knowledge Resources. This tool will also help you provide that according to you are relevant f	links to upload Knowledge Resources or every Role, Activity and Position	com	ate te new postiens, roles, activities, etencies or knowledge resources, can't find one existing.	smart sugges	licates A wold duplicates by using tions that shows you while you create new.
2 Positions	55 Roles	97 Activities	79 Competence	les	4 Knowledge Resources

2. On the navigation bar, click "Collections".

얈 iG@T	Dashboard Ex	Nare Collections		Traclest (*)
FRAC				
Positions				
Roles				
Activities				
Competencies			No collections selected	
Knowledge Resources			Please select a collection from the left side to see its details here	

3. To view the list of existing competencies, click on "Competencies" on the left pane of the Collections.

😚 iG@T	Dathboard Explore Collections		Bakthi 🛞
FRAC	Search for a Competency		
Positions	9, Search		
Roles	₩ Filter		
Activities	Ability to maintain goo		
Competencies	Ability to maintain goo	No competency selected	
Knowledge Resources	CIMPO 2	Please select a competiumly them the thit to see its defails here	
	CiD0641		
	Ability to maintain goo		
	cabolea 🔹 🔘		
	Ability to meletain goo		
	ciboe-s 💿		
	New Competency		

4. Click on "New Competency" to add a new competency (alternatively, if you wish to either adopt or modify an existing competency, the search feature will allow you to do so). While the Competency ID will be generated automatically, you must add the Competency Label, Competency Description, Competency Type, Competency Area, Competency Level, Competency Level Label (optional) and Competency Level Description for each level added.

😚 i G@T	Dashboard Explore	e Collections Review		
FRAC Department -	Search for a Competency		🔀 Discard changes 🛛 Stive as draft	Live Activity log Similar items
Positions	⇒ Filter	Competency ID	cip	0
Rotes	*Competency label	Competency Label*	Competinivy Label	
Activities	CIDOOO	Competency Description*	Conjustancy Description	
Competencies	Dudget Analysis		Characters remaining: 100	
Knowledge Resources	Project Quality	Competency Type*	Behavioural Domain Functional	
	Project Resource Planning CIDDR85	COD	Select a MDO 🔹	
	Preject Scoping CICIOSes	Competency Area	Competency Area	
	Project Scheduling. CID0887	Competency Levels*		
	Project After Action	Stevets A levets	3 levels	
	Statischolder Management	Level 1	Basic	
	Project Administration		-	Tota funda tarata a
	New Competency	Level 2	Proficient	See Personal >

🕄 iG@T	Dashboard Expl	ore Collections Review		
FRAC Department -	Search for a Competency		× Discard changes Save as draft	Live Activity log Similar items
sitions	0, Sairch. ⊽ Fiter	Competency ID	co	0
	Competency label	Competency Label	Project Management	
lvities	CID000	Competency Description*	Description	
mpetendes	Budget Analysis CID0889		Character remaining By	
awledge Resources	Project Quality CID0004	Competency Type*	Behavioural Domain Functional	
	Project Resource Planning : CID0885	COD	Select à MDO -	
	Project Scoping CLIDIBRA	Competency Area	Conjugitericy Arms	
	Project Scheduling	Competency Levels*		
	Project After Actions	Stevets 4 lovets	3 kowis	
	Stakeholder Management	Level 1	Basic	
	CID0871		Lavel desiriation	
	Project Administration			
	New Competency	Level 2	Proficient	

5. Add Competency Label, Competency Description and Competency Type.

6. Add Competency Area.

SiG@T	(Trollinian)	Exists Collections Decises		Talling (
FRAE Department +	Search for a Competency	<i>•</i>	🗶 Disantitianges 🛛 See at d'ab	Live Activity lag Similar Deme
Poskians	∓ Filtar	Choose competency area	Construction of the second sec	•
Rinise.	*Concetency label	Search by an area or a competency		
Activities	CIDOOD	Q. Suinh		
Computantion	Robert Audyrin Cititians	243 areas	No area selected	
Whowledge Resources	Project Quality	Tă compotencije	Choose from the lat of areas	
	Project Resource Planning 2.1000000	Project and Contract Management 6 compationcies	web filter/latter	
	Project Scoping Colomns	Big Data Analytica I competitucies		
	Project Scheduling C100089	Acourante L'ornormoles		
	Project After Actions. Cibbony	Weekfores Development		
	Stakenolder Managoment	•	Cancel Create new area	
	a second and the second second	Level 3	Advanced	
	Project Administration New Competency	-		New York (

7. Add Competency Level. Bullet points will automatically appear when drafting the Competency 'Level Description. Additionally, competency source and its url needs to be added and also the associated roles can be mapped.

😒 iG@T	Dashboard Explore	Collections Review		Saithwal Ta
FRAC Department -	Search for a Competency		X Discard changes Stee as draft	Live Activity log Similar items
Positions.	역, Search 후 Filter	Competency Levels*	3 levels O Competency level description	0
Roles	*Competencylabel	Level 1	Basic	
Activities Competancies	Budget Analysis		4 Lawer deportation	
Knowledge Resources	Project Quality_	Level 2	Proficient	
	0.00864	LEVE Z	Level description	
	Project Resource Planning ODDans		Advecod	
	Project Scoping	Level 3	Level description	
	Project Scheduling			
	Project After Action	Level 4	Expert .	
	Stakeheider Management			
	0000071	Competency Source		
	Project Administration	Name of the source	QD UIL of the source here	farterinte >

8. Selecting the "i" level description icon gives generic information on all the levels.

GOT	Deshtiqued					
RAC Department -	Search for a Compete	псу		× Disard darg	sana matr	Live Activity top Similar Items
itions	9. Jeans.	Sample le	evels		evel description	0
45)	Competency label	S leve	s 4 levels	3 Invols	ever destription	
Vities	C 0000	1	Basic	Possesses basic knowledge and skills related to some elements of the	-	
petitikan	Butget Analysis	2		competency and is able to apply them with moderate supervision		
aledær Resources	Project Quality	2	Proficient	Able to demonstrate knowledge and skills related to most of the elements of the competiency and apply them without need for constant supervision		
	Propert Resource Planning CECTORS	3	Advanced	Possesses strong knowledge and skills required for the compotency and demonstrates an understanding of the interflexioges between exemption is Acts as an advisor on the topic, other producing manualities to support Collexignes.		
	Prepart Scooling CLOODE0	4	Expert	Demonstratios excellence in all capabilities related to the competency compared to back industry terrchmarks within the commtry. Is a person of authority on practices and/or systems related to the competency and is		
	Project Scheduling	5	Ustad	widely consulted on the same. Demonstrates complete mastery of the competency and use of it in unpresentanted ways. Here a fundamental, costiened impact on their field of		
	Proset After Action .			knowledge with few other people having similar capabilities.		
	Stakebokker Management			Close		
			Competency Sour	ce		
	ProjectAdmicistration	-		OD UPE of the suggestioner	Mail	
	New Competency					Page 10 and 10

9. Click on "Send for review" to complete the process.

Information about any update made to the competency will be displayed in the "Activity log" in the right pane of the competency.

😚 iG@T	Dashboard Explo	re Collections Roview		Saktravel a
FRAC Department *	Search for a Competency	Verified	🖪 Freedback 🖉 Delate	Live Activity log Similar items
Positions	≂ Filtar	Competency ID	CID0683	Nitika Jain Review board Itam VERIFIED
Activities	Budget Analysis CIID0883	Competency Label*	Budget Analysis	03/08/2021 00:09
Competencies	Project Quality	Competency Description*	Read, interpret, and evaluate budget documents to understand and evaluate the undertying intent of a budgetary policy.	Nigur Grafiani Technical Review Reen VERIFED
Knowledge Resources	Project Resource Planning. CID0885	Competency Type*	Characters remaining -19 Behavioural Domain ® Functional	10/07/202118:42 Anognya Parthasarathy
	Project Scoping CID0886	сор	Select a MDD	Publish Item published 05/07/2021 15:16
	Project Schuduling CID0887	Competency Area	Public Finance Remove	
	Project After Action	Competency Levels*		
	Stakeholder Management	5 levels (@ 4 levels	3 levels © Competency level description	
	Project Administration Ø	Level 1	Listis key badget documents Comparison of the badgetary cycle in India, including its constitutional provision: where Artcle 112 Units key budget documents at the central, state, and local level Understands the institution spectro badget form; financiada, and dofinitions	
	New Competency		of time Items and columns • Aware of the official Union Budget website and the documents it contains 345 characture (initiation) 190/characture(

5.3.4.2 Edit Competency

1. Click on the Competency which needs edit/change.

🕼 iG@T	Dashboard Explore	Collections Review		
FRAC Department *	Search for a Competency	🥝 Verified	More 🗙 Discard changes Send for review Save as dealt	Live Activity log Similar items
Positions	≂ Filtor	Competency ID	CID0883	Similar Competencies
Roles	Budget Analysis	Competency Label*	Budget Analysis	No Similar Herror found.
Activities Competencies	Project Quality	Competency Description*	Read, interpret, and evaluate budget documents to understand and evaluate the underbing intent of a budgetary policy.	
Knowledge Resources	Project Resource Planning	Competency Type*	Characters remaining-20	
	Project Scoping CID0886			
	Project Scheduling CID0887	COD Competency Area	Select a MDO · ·	
	Project After Action	Competency Levels*	Public Finance Remove	
	Staksholder Management.	5 levels	3 levels Compiltency level description	
	Project Administration	Level 1	Usts key budget documents	
			Comprehensitis the budgetary cycle in India, including its constitutional provisions under Article 112 Lists key budget documents at the central, state, and local level Understands the institution search budget form, comminatogy, and definitions efficient items and columns Avare of the official Union Budget website and the documents it contains	
	New Competency		Tals charactere initialities (Micharactere)	

- 2. To make the changes through collaboration, write the details in the chat window and click on the "Send" button.
- 3. Make the required changes and click on "Send for review" to submit or "Save as draft" to save it to make changes later before it is submitted.

5.3.4.3 From Explore

1. Click on the "Explore" menu on the top bar.

🚼 iG@T	Destionerd	Explore C	offections R	vitore .		Bhakti 🕕
Q: Search,	Edit Create new item				[] FullScreen	Et to screen
Monistry of Home Attains Prettore Rolas Activates Compatencies Knowledge Resource				A second seco		

2. Click on the "Create new item" and select the item type "Competencies" from the left side menu.

SiG@T	Dashboard Explore	Collections Review	Bhasti, a
9, Searcha	Edit Create new item		🕻 FullScreen 🗖 Fittoscree
item type		The second secon	
Positions			
Rotes			
Activities			++++++++
Competendes			
Knowledge Resource			
b			
bel			
		+++++++++++++++++++++++++++++++++++++++	
escription		++++++++++++++++++++++++++++++++++++++	****
		1111111111111	
uracters remaining: 200			

3. While the Competency ID will be generated automatically, you must add the Competency Label, Competency Description, Competency Type, Competency Area, Competency Level, Competency Level Label (optional) and Competency Level Description.

SiG@T		Explore Collectio		
Search. Eat	Create new Item		23 Full Screen	🗖 Rttosre
n type adiona				
tivities mpetencies				
soviledge Resource				
el dipoting				
cription				
acters remaining: 19.				

4. Click on "Submit" to complete the process.

5.3.4.4 Edit From Explore

1. Click on the "Explore" menu on the top bar.



2. Click on the Competency node (coloured dot) which needs to be edited.

🕄 iG@T	Oashboord Capitor	Collections Review				Blakti
, Searchi, Cro	ate new item		[] Full Screen	Fit to screep	Info Activity log	
inistry of Home Affairs					CID0231	
		a tel			Ability to provide harrassment free	ee workpla
pultions			111111	1111	Appreciate Sexual herrassment as human rights o makes workplace unsafe and develop skills to pro radress insidences of harrassment.	
ales					Jump to Competency	
ctivities			1 1 1 1 1 1 1 1		Competencies Level	
ompetendes					Q. Inech	
novikides Resource					3 Citofis7	
			skon			

3. Click on the "Edit" button.

🔓 iGOT			Dashboard	Explore	Collections	Review			Bitakti
9, Search.	Cancel	Save	Create new item				[] FullScreen	Fit to screen	Info Activity log
em type									CID0231
Processor 1				100	12				Ability to provide harrassment free workpla
Competency				227	•				Appreciate Securit torrassment as human rights violation which makes workplace unlate and develop skills to prohibit prevent a
, ,									redriess insidences of harrassment.
GD0231						1 1 1 1		*1	Jump to Competency
lad									Competencies Level
Adding to granidic here assessed these and	2					1			R. Sarth
excription									
Appreciate Sexual harransmett as harrany types violation which violate miniplace unsafe and developshills to prohibit prevent and redress incidences							11.111		3 Climat
naractera remaining: -23							111111		
						1.1.1			
						111111			
						334333			
								(H)	

4. Make the edit and click on "Save" to complete the process.

5.3.5 Knowledge Resources

5.3.5.1 Creating a new knowledge resource

1. After you login, you will land on the Dashboard.

labelling and description after chea aiready exist in the FRACing datab an existing one, adopt the existing: Likewise, it can be done for Roles, / Knowledge Resources.		J.	Explore all the positions, roles, activities, competencies and knowledge sources in the country. List them out or visualize.	ttem ava	ake connections between each ilable in the database. duplicates ized. Avoid duplicates by using gescions that shows you ems while you create new.	
From my MDO All of	55 Roles	97 Activ		encies	4 Knowledge Resources	

2. On the navigation bar, click "Collections".

3. To view the list of existing knowledge resources, click on "Knowledge Resources" on the left pane of the Collections

😪 iG@T	Dashboard Explore	Colections Review		Sakerivel i
FRAC Department -	Search for a Knowledge Resources		🖾 Foodhack 🛚 🗓 Delete	Live Activity log Similar items
Positions	Q. Search	Knowledge Resource ID	KRID032	•
Roles	Manual on Office IRFID010	Knowledge Resource Label* 🍈	Record Retantion Schedule	
Activities Competencies	Record Rotention Schedule	Knowledge Resource Description*	A schedule issued by DARPG specifying the time period for retention of different types/categories of documents	
Knowledge Resources	CVC Manual WRID031	Knowledge Resource URL	Characters remaining: 30	
	High KRID012	Knowledge Resource URL name	Knowledge Tencurra URL	
	CCS Pension Rules REFIDE11	Knowledge Resource Upload		
	Establishment Rules #RIDDDD	Associated activities		
	ISTM Handbook for			
	General Financial Rules, #Ri0017			
	New Knowledge Resource			Tapa hel ekstrinie 📕 🗲

4. Click on "New Knowledge Resource" to add a new knowledge resource (alternatively, if you wish to either adopt or modify an existing knowledge resource, the search feature will allow you to do so). While the Knowledge Resource ID will be generated automatically, you must add the Knowledge Resource Label, Knowledge Resource Description, Knowledge Resource URL and/or upload Knowledge Resource files.

😚 i G@T	Dishboard Explore	Collections Review			Satchivel 1
FRAC Department *	Search for a Knowledge Resources		🖪 Feedback	B Delete	Live Activity log Similar items
Positions	Q. Search.	Knowledge Resource ID	80		•
Roles	*Knowledge Resource KID000	Knowledge Resource Label*	Knowledge Recourse Label		
Activities Competencies	Manual on Office KEED010	Knowledge Resource Description*	Knowledge Resource Description		
Knowledge Resources	Record Retention Schedule	Knowledge Resource URL 🍵	Characters remaining: 140		
	CVC Manual KBID031	Kintwictigs Resource URL name	Knawladga Resource LIRL	ADD	
	High KHID013	Knowledge Resource Upload 🕚	¥ UPLOAD		
	CC5 Persion Rules (005011				
	Establishment Rules IGED030				
	ISTM Handbook for				
	General Financial Rules,				
	New Knowledge Resource				Zuminnasche >

5. Click on "Send for review" to complete the process. Information about any update made to the knowledge resource will be displayed in the "Activity log" in the right pane of the knowledge resource.

😚 iG@T	Dishboard Explore	Collections Review		Sakthine
FRAC Department -	Search for a Knowledge Resources		X Discard changes. Send for review Save as droft	Live Activity log Similar items
Positions	Q. Search.	Knowledge Resource ID	00	Similar KR
Roles	*Knowledge Resource KID000	Knowledge Resource Label* 🍈	New Kr	No Similar items feared
Activities	Mansaton Office.; KRIDO20	Knowledge Resource Description*	description	
Knowledge Resources	Record Retention Schedule	Knowledge Resource URL	Characters remaining 129 4	
	CVC Manual KRID031	Knowledge Resource URL name	Rindon/witge Resource UPI1	
	High KRID012	Knowledge Resource Upload Browne for thes	UPLOAD	
	CCS Pension Rules KRID011			
	Establishment Rules KRI/D000			
	ISTM Handbook for KRID018			
	General Financial Rules.			
	New Knowledge Resource			

5.3.5.2 Edit Knowledge resource

1. Click on the Competency which needs edit/change.

😒 iG@T	Dishiboard Explore	e Collections Review		Skinod 1
FRAC Department •	Search for a Knowledge Resources		Mare 🗶 Discard changes Send for review Sirve as chaft	Live Activity log Similar items
Positions	9. Search.	Knowledge Resource ID	KRID012	Similar KR
Roles	"Knowledge Resource KID000	Knowledge Resource Label* 🔘	High	No Similar Items Found
Activities Competencies	Manual on Office., KRID010	Knowledge Resource Description*	Language - both Hindi and English, Official Language Policies.	
Knowledge Resources	Recard Retention Schedule	.0	Churachers remultining: 77	
	CVC Manual IRRIDOOL	Knowledge Resource URL	Knewledge Beamroo URL	
	High: KRID012	Knowledge Resource Upload 🌒	# UPLOAD	
	CCS Pension Rules KRID011	Associated activities		
	Establishment Rules KRID000	9, Search		
	ISTM Handbook for KRID018	Co-ordination AID012		
	General Financial Roles.			
	New Knowledge Resource			

- 2. To make the changes through collaboration, write the details in the chat window and click on the "Send" button.
- 3. Make the required changes and click on "Send for review" to submit or "Save as draft"

to save it to make changes later before submitting.

5.3.5.3 From Explore

1. Click on the "Explore" menu on the top bar.

😒 iG@T	Destinant Dators	Coluctions Review	Bhakti (a
R Search.	dit Create new item		1) Full Screen 🗖 Fitto scree
Manistry of Home Affairs • Peditores Rolas Activities Competendes Knowledge Resource			

2. Click on the "Create new item" and select the item type "Knowledge Resource" from the left side menu.

3. While the Knowledge Resource ID will be generated automatically, you must add the Knowledge Resource Label, Knowledge Resource Description and a Knowledge Resource file and/or URL.

🕼 iG@T	Dathboard Explore	Collections Review	
A Soletti.	Edit Create new Item		🖸 Full Screen 🗖 Fit to scr
m type		-7-2-2-7	
lositions			
avies .			
ctivities			
ompétencies			
nowledge Resource			

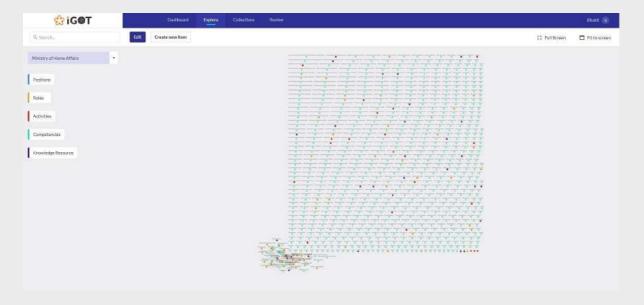
		1 1 1 1 1 1 1 1 1 1	
el			
55 pension rules			
cription			
iles for			

ractors remaining 117		+++++++++++++++++++++++++++++++++++++++	

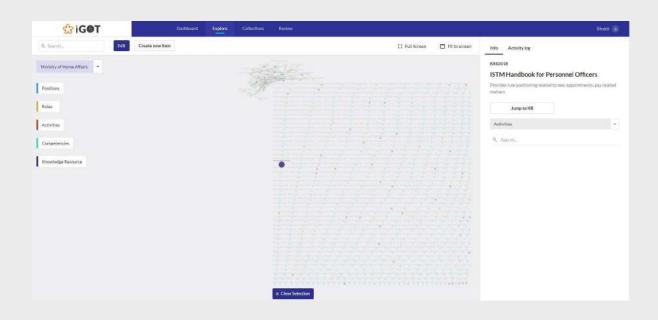
4. Click on "Submit" to complete the process.

5.3.5.4 Edit From Explore

1. Click on the "Explore" menu on the top bar.



2. Click on the Knowledge Resource node (coloured dot) which needs to be edited.



3. Click on the "Edit" button.

GOT	Destboard	Explore Collections				Block (
Q. Search. Cancel	Seve Create new item			13 FullScreen	E Fit to screen	Info Activity log
tem type Knowledgeresource		•	11.111			KRIDOJA ISTM Handbook for Personnel Officers Privide: rule goaltaning related to new appointment, pay related matters
KANDOTO .						Jump to KR
ibel						Activities
nvide rule politioning related in prev coordinates, sav velated marters) 			Marin			9, Senti,

4. Make the edit and click on "Save" to complete the process.

5.4 Review (FRAC L1 reviewer) and Review & Accept board (FRAC L2 reviewer))

The Review page is only accessible to the FRAC review board where members of the review board (L1 technical check members and L2 review and accept board members) can review the positions, roles, activities, and competencies that are added to the platform by various stakeholders (namely, by MDO representatives, individual officials, or CBP providers).

The FRAC review board goes through each of the added positions, roles, activities, and competencies and decides whether it needs to be approved, or rejected. It is mandatory for the FRAC review board to add a comment as to why they have rejected it. The review board can also make changes to the positions, roles, activities, and competencies themselves as required.

In the latest workflow of FRAC, we have added a 3-step review process:

- 1. *Scrubbing (IFU Member)* Where multiple members collaborate, scrub and draft the items
- 2. *Technical check (FRAC REVIEWER L1)-* All the items submitted from the scrubbing level undergo a technical check. These reviewers can edit or reject the item with a rejection note that goes to the creator.
- 3. *Review board (FRAC REVIEWER L2)* All the approved items from technical check reviewers come here and upon approval, the items get added to the FRAC dictionary. Upon rejection with a note, the item goes back to the creator.

Note: As of now, the review process for knowledge resources is not available

To review, follow the below steps

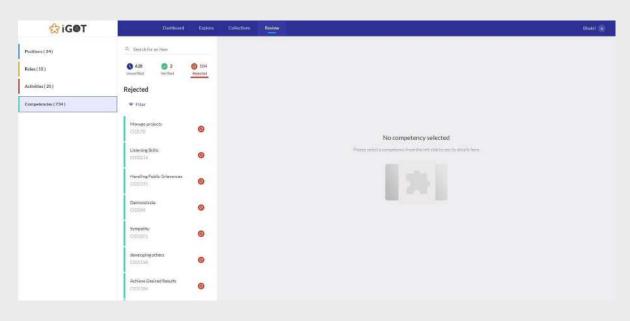
1. Click on the "Review" menu on the top bar. L1 access members can view positions, roles, activities and competencies sent for review from the scrubber while L2 access members can view the same which are sent for review from the L1 members and not the scrubber.

🕸 iG@T	Deshiboant Explore	oliections Review		makt (
Paritiens (34)				
Rafes (55)				
Activities (25)				
Competencies (794)				
			lections selected	
			e safari a callectum utbi Uit to raolew	

2. Click on the position/role/activity/competency menu on the left pane to see the list.

GOT	Dashboard Explor	n Collections Review	Shakti 🗉
Positions (34)	Q. Search for an Item		
Roles (55)	628 2 00104 Unverified Verified Rejected		
Activities (25)	Unverified		
Competencies (734)	▼ Filter		
	Aerospace Engineering CID0323	No competency selected	
	Arithmetic Category	Please effects competency from the left lide to see its details have	
	Auditing criptera		
	Clerical CI00351		
	Building & Construction		
	Cutting Cliptorz		
	Constitutional Law CIDD065		

😒 iG@T	Dashboard Explore Collactions Review		Bokt 🔳
Position (34) Q. Searchfor Rales (35) 628 Activities (25) Verified Competencies (734) That: Drafting of CLOODER CLOODER		No competency selected Please existed a competency selected These existed a competency selected a time these backed a time.	Batti 👔



3. Verify the details of the position/role/activity/competency, make changes if necessary and take action whether to approve or reject.

😫 iG@T	Dashboard Exp	lare Collections Review		Solttivel is
Positions (104)	Q. Search for an itam	1 Similar items found		Review Activity log Live Similar items
Roles (12142)	C 205 O 1088 O 233 Unverified Verified Rejected		CI001191	Add note Type the note here:
Activities (19119)	Unverified	Competency Label*	Reading of Judgement	
Competencies (1526)	∓ Filter	Competency Description*	Knows how to propare a case note on the basis of reading a judgement, including a lengthy and complicated one, following a prescribed list of 'do's and' donot's	
	Manage data		Characters remaining: 40	Roject
	Judicial Review CID022390	Competency Type*	Behavioural Domain 🛞 Functional	Varily
	Reading of Judgement	сор	Select a MDO •	
	Record Management CID01205	Competency Area	1 Removo	
	Parilamentary Work CID01206	Competency Levels*		
	Noting	Level 1	Awareness	
	CID01207		Knowchow to propare a case noto on the basis of reading a judgement, including a lengthy and complicated one, following a prescribed list of do's and foreor 5 160 characters (minimum 100 characters)	
	Litigation Management	Level 2	Expertise	
			• Execution recovering to see note on the back of conding a hydromost including a	

1. Chat with other reviewers while reviewing a Position/Role/Activity/Competency.

😚 iG@T	Deshboard	Explore Collections Review		Sakthövel (1
Positions (104)	O, Search for an Item	1 Similar items found		Review Activity log Live Similar items
Roles (12142)		233 Competency ID	CID01191	0
Activities (19119)	Unverified	Competency Label*	Reading of Judgemont	
Competencies (1526)	₩ Filter	Competency Description*	Knows how to prepare a case note on the basis of reading a judgement, including a lengthy and complicated one, following a prescribed Bit of 'do's and donot's	
	Manage data CID0111	•	Characters remaining -40	
	Judicial Review CID01190	Competency Type ^t	Behavioural Domain	
	Reading of Audgement CID01191	сор	Select a MDO .	
	Record Management CID01205	Competency Area	1 Remove	
	Parliamentary Work CID01206	Competency Levels*		
	Noting:	Level 1	Awareness	
	Drafting	0	Knows how to prepare a case note on the basis of reading a jadgement, including a lengthy and complicated one, following a prescribed list of 'do's and theory's 160 characters (minimum 100 characters)	
	Litization Management	Level 2	360 characters uninimum 100 characters) Expertise	Spectrolite car
	CID01210	0	Enset in an address some note on the back of conding site demonst including a	heroenitat >

2. If rejecting, add a rejection note.

😚 iG@T	Dishboord B	glore Collections Review		Sakthivel
Positions (104)	Q. Sstarch for an item	1 Similar items found		Review Activity log Live Similar items
Roles (12150)	0 205 Ø 1088 Ø 2: Unverified Verified Rejects		CID01191	Add note Rejecting duplicated item
Activities (19119)	Unverified	Competency Label*	Reading of Judgement.	
Competencies (1526)	₹ Filter	Competency Description*	Knows how to propare a case note on the basis of reading a judgement, including a lengthy and complicated one, following a prescribed list of 'do's and 'donot's	
	Manage data CID0111		Characters remaining: +60	Reject
	Justicial Review CID01190	Competency Type*	Behavioural Domain 🕢 Functional	Verify
	Reading of Judgement. CID01191	СОВ	Select a MDO •	
	Record Management	Competency Area	1 Remove	
	Parliamentary Work	Competency Levels*		
	Noting	Level 1	Awareness	
	Draffleg CIDO1207		Knows how to prepare a case note on the basis of reading a judgement, including a lengthy and complicated dow, following a prescribed fits of tho's and ifdenots 160 characters (minimum 100 characters)	
	Litigation Management	Level 2	Expertise	

3. On approving, you will see this.

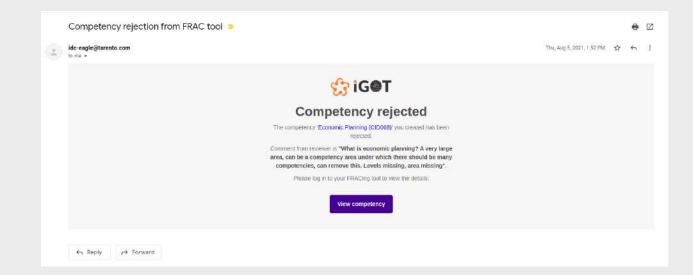
GOT	Dahboard	Explore Collections Review		Sakthive
Pasitions (104)	Q. Search for an item	1 Similar items found		Activity log Live Similar items
Roles (12150)		233 Competency ID	CID01195	Add note Type the cote here
ctivities (19119)	Unverified	Competency Label*	Reading of Judgement	
ompetencies (1526)	₹ Filtor	Competency Description*	Knows how to prepare a case note on the basis of reading a judgement, including a lengthy and complicated one, following a prescribed list of 'do's and 'donot's	
	Manage data OD0111	0	Characters remaining:-60	Rejuct
	Judicial Review CIDI01190	Competency Type*	Behavioural Domain 🛞 Functional	Verify
	Residing of Audgement CID01191	сор	Select a MDD .	
	Record Management C1001205	Competency Area	1 Remove	
	Parliamentary Work CID01206	Competency Levels*		
	Notine citoci207	Level 1	Awareness	
	Drafting	0	Known flow to prepare a race note on the boxis of reading a ladgement, instanting a lengthy and complicated one, following a presez Red list of Yoo's and donot's 160 characters (minimum 100 characters)	
	Eltigation Management	Level 2	Expertise	
	CONTENT.	7. A	• Events in according a connecte on the barls of modian a independent including a	

4. An approved item is published to the public dictionary.

Overview		Competencies					
Positions	7	Q Search		COD All -	туре Ан +	Area All -	
Roles	13	1093 items					
Activities	18						
Competencies	1079	CID0883 Budget Analysis Functional	Read, interpret, and e policy.	valuate budget docur	nents to understan	d and evaluate the underlying intent of	a budgetary
C Copyright 2020-2021		CID0684 Project Quality Management Functional				nanagement (quality planning, assurance continuous improvements.	e, and
		CID0085: Project Resource Planning Functional	Develop and assess pi	roject resource plans	to ensure optimal r	esource utilisation.	
		CID0886 Project Scoping	Develop project scop project is accomplishe			resource, timelines, and deliverables, to	ensure the

5. A rejected item is sent back to the scrubber for revisions.

😚 iG@T	Dashboard Explo	e Collections Review			Sakthivel 1
FRAC Department *	Search for a Competency	Ø Rejected		🖾 Feedback 📓 Dalets	Live Activity log Similar items
Positions	Q. Search.				Nupur Ghullani
Roles	≂ Fitter	Reviewer's comment	dd Protection he reclared with		Technical review
Toolean and the second s	Climate Change	Prosecution in the Competency Labe - It is not clear what is increasing in va-	P**2. Regarding Competency description: slue due to the activities mentioned in the		"1. Regarding Competency label: Should
Activities	CIDOLE19 🥹	first half of sentence. The phrase - its anything. What is 3ts' referring to? An referring to the intellectual property			07/11/202101:05
Competencies	Technology-enabled	Implement, evaluate and streamline activities' will contribute to enhancin	P prosecution, licensing and counseling g the value of this intefloctual property.		Napor Ghuñari
Knowledge Resources	CID20131	activities relevant across MDOs? One	irding Competency type: Aren't IP related e can have IP in Information and ffairs and Civil Aviation, Shouldn't it then		Competency Level - Establishes IP protection strategy and agreements
	Self-defence	be a Functional Competency?"			Charged from 'Determines an appropriate IP protection strategy that thoroughly and accurately protect inventions
		Competency ID	CID01617		Reviews IP implementation systems towards exploiting IP rights for commercialization Conducts post-agreement activities in accordance with the organization's policies and
	Protection and Courselin	Competency Label*	Protection and Counseling- IP		procedures Prepares various technology, intellectual property and other agreements (such as maintenance
	Support Service to Person		Trock and and countering it		agreements, equipment purchase, outsourcing agreements, professional services agreement)* *to 'Determines an appropriate IP protection strategy that
	CID01859	Competency Description*	Implement, evaluate and streamline IP pro activities to maximize its IP value to enhan opportunities		thoroughly and accurately protects inventions Reviews IP implementation systems with the aim of exploiting IP rights for commercialization Conducts post-agreement activities
	Writing skills		Characters remaining -63		in accordance with the organization's policies and procedures Prepares various technology, intellectual property and other agreements (such as maintenance
	C1D0244				agreements, equipment purchase, outsourcing agreements, professional services agreement)
	People First CIE0247	Competency Type*	Behavioural 🜘 Domain	E Functional	07/11/202101.05
		COD			Nupur Ghullani
	Customer Solutions	COD	Select a MDO		Description
					Changed from 'Implement, Evaluate and Streamline IP prosecution, licensing and courseling activities to maximize its IP value to enhance investment and partnership
	New Competency	Competency Area	Intellectual Property Administration	Remove	to in value to exclude investment and particle stup opportunities 'to 'implement, evaluate and streamline IP prosecution, investige and councelling activities to marketize its IP value



The Level 2 reviewed competencies will automatically be listed in the public FRAC dictionary.

Overview		Competencies				
Positions	7	Q. Search		COD AII -	туре Ан +	Area All -
Roles	13	1093 items				
Activities	18					
Competencies	1079	CID0883 Budget Analysis	Read, interpret, and eva policy.	luate budget docur	nents to understan	d and evaluate the underlying intent of a budgetar
© Copyright 2020-2021		CID0884 Project Quality Management Functional				nanagement (quality planning, assurance, and continuous improvements.
		CID0885 Project Resource Planning Functional	Develop and assess proj	ect resource plans	to ensure optimal r	esource utilisation.
		CID0886 Project Scoping	Develop project scope s project is accomplished			resource, timelines, and deliverables, to ensure the

7.1 Feedback

Feedback and Rating for position, roles, activities, competencies and knowledge resources can be given from their respective screens. This feature is available for all the FRAC users.

Sign in to Google to save your progress. Learn more *Required	
Please enter your name *	
Your answer	
Please enter your feedback/suggestions here. *	
Your answer	

This form can be accessed from the dashboard profile icon dropdown. You can send us your feedback/suggestions or any changes you would like to see in the FRACing Tool using the link below:

https://forms.gle/2DxEhBYL2J6B6wCj6

7.2 Walkthrough

The profile icon dropdown also has walkthrough option and selecting the same will lead to a page with video of the FRAC tool

	FRACing toolkit walkthrough Last updated on 02/03/2021 as per v9			
	efferstaller for DEPARTNENT OF PERSONNEL & TRAINING			
	FRACing Toolkit			
► 0:00 / 14:22		⊅	0 i	

7.3 What's New

The 'What's new' option of the same dropdown upon selection opens up the page with version details along with the changes.

Dashboard Explore Collection	s Review	
	 Page wise feature information's Collections Layout Changes Raview Filter competencies by area and type 	
	Page wise feature information's Collections 1. Verified Items are restricted for users to edit except the FRAC Admin and Review & Accept board member 2. Delete action is enabled only for FRAC Admin and Review & Accept board member Review 1. Email notification for the item creator, when the item gets rejected in level 2 review	