

SOP on the Nomination of Employees of IGNCA for various Training Programmes

1. Training objectives

Training of Officers working in IGNCA shall strive to achieve the following objectives:

- (a) With the increase in multifarious activities of the IGNCA, the officers and staff are required to perform different type of duties involving different procedures/rules, etc. The rotational transfer policy/movement of staff from one place to another leads to staff handling a different work areas. It has become necessary to impart training to staff on different aspects of office procedures, rules, RTI and academic areas.
- (b) To update and enhance the professional knowledge and skills needed for better performance of individuals in their areas of work;
- (c) Bringing about the right attitudinal orientation; and
- (d) Exposure to the latest trends in work culture and decision making techniques being followed at the national and international levels;
- (e) The non-ministerial staff like drivers, and MTS employed on different categories of jobs also require continuity in training/refresher courses.
- (f) Academic advancement of knowledge and skills including attending of film festivals related to academic areas, conferences, workshops, seminars/symposium, presentation of papers, film, etc.

II Applicability

The policy guidelines for nomination to the various training programs will be applicable to all employees of IGNCA and also those attached with Regional Centres

III Eligibility & Selection of Candidates

All permanent employees and long term contractual employees will be eligible for participation/undergoing training/workshop, etc. All employees can apply for participation in training/workshop etc of their choice and application duly recommended by Section Head is to be sent to Director (Admn). Administration Section may also nominate the officials for particular training/workshops.

The Screening/recommendation of the officers/staff for training/workshop etc. will be made to the Competent Authority by the Director (Admn.) after examining and considering the followings:-

- (a) Relevance of the training program vis-à-vis duties and responsibility of the applicant, job situation and work-culture.
- (b) Number of training programs earlier attended by the applicant. Preference will be given to applicants who have not attended any training program earlier.
- (c) An applicant shall be eligible for undergoing not more than two training programs in a financial year.
- (d) Exigencies of work

IV. Detailment by Nomination

If there are no suitable applicants for a particular training course, then an employee can be nominated to undergo the training course.

V. Availability of Funds

The nominations may be made subject to availability of funds.

VI. Travel by Air

The officers and staff nominated for the residential training programs shall travel by their entitled class/mode of transport.

VII. Submission of report

The officers and staff nominated to attend a training program will submit a report/feedback, (in the attached prescribed performa) within a month after completion of training/workshop etc. However, Non-office staff like drivers and MTS, etc. will be exempted from submitting a written report and concern Section Head will obtain verbal feedback from them which is to be sent to the Establishment Section.

VIII Power to relax

In deserving and exceptional cases, the above conditions may be relaxed with the approval of Competent Authority.

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**PROFORMA REPORT & EVALUATION SHEET OF THE EXTERNAL
PROGRAMME IN WHICH EMPLOYEE OF IGNCA HAVE PARTICIPATED**

1. Name of the officer :
2. Designation :
3. Place of posting :
4. Name of the training
Programme/workshop participated :
5. Duration :
6. Venue :
7. Cost :
8. Brief detail about each session of the
Programme together with a brief
background about the chairperson/
Speaker of the session :
9. The strong points of the programme :
10. The deficiencies of the programme :
11. To what extent the programme was
useful in r/o working of IGNCA :
12. Do you recommend the programme
to the other officers of the IGNCA :
13. If yes, what level of officers and of
which Division/Branch should be
deputed to such a programme :
14. For academic staff only
 - i) The area of research identified, if any
 - ii) Further scope of research as per IGNCA mandate

(Signature of Employee)