



TRAINING POLICY

1. **Training for all:** Every person has a right to receive need based training at regular intervals to enable him/her to develop his/her potential to the maximum and contribute his/her best to the organization.
2. **Training - an investment:** Money spent on training should be treated as an investment rather than as expenditure. There should be a move towards reflecting personnel as corporate assets.
3. **Top Management Commitment:** The top management must have strong commitment towards training and take effective steps to spread the culture of training and development, thereby promoting competencies and commitment among employees.
4. **Training for all cadres:** Training should be essential for all personnel right from the lowest cadre to the highest cadre. The training and skill development credit should be recorded and a pre-requisite quantum of credits should be mandatory for promotion to the next cadre.
5. **Training Need Analysis (TNA) and Comprehensive Training Plan:** A periodical Training Need Analysis should be carried out for evolving an annual need based training intervention agenda. The TNA should be reviewed every 3 years. Cadre training plan for each category of employees should be formulated.
6. **Training Intervention Categories:** The training intervention should be planned in the following categories.
 - Technical Knowledge and skill up gradation
 - Safety and Security
 - Managerial Capacity Building
 - Work ethics, Attitudinal change and Customer orientation
 - Critical Emergency Management and Disaster Management
 - Regulations and guidelines
7. **Creation of Training Infrastructure:** Adequate training infrastructure to handle the training load of the organization should be created. A plan to upgrade the training infrastructure to meet the changing needs should be put in place periodically.
8. **Education up-gradation plan:** Leave and financial opportunities to employees for acquiring higher educational qualifications shall be provided.
9. **Management Development Programs:** Exposure to new technologies and best practices should be encouraged. At least one long term training opportunity/program in a career should be planned for middle and senior level officers. Management development would be crucial to apex level managers to equip them to effectively manage higher as well as changing job responsibilities.
10. **Training Abroad Opportunities:** Overseas training should be provided to meritorious candidates through objective selection criteria. After such costly training, the trained persons should be posted at locations where they can utilize the training received and in turn guide others.