

Council of Scientific & Industrial Research
Anusandhan Bhawan, Rafi Marg, New Delhi 110001

6-1(40)/2010-E.III

23 August 2010

Office Memorandum

Sub : Setting up of HR Policy and Training Design Unit (HR-PTDU) of HRDC,CSIR

Commensurate with the rigorous plans for bringing in a progressive and professional work culture in the CSIR, DG CSIR, is pleased to approve the creation of a new Unit to be known as HR Policy and Training Design Unit - HR PTDU of HRDC- which will function from NISCAIR/INSDOC Campus.

2. The HR-PTDU will carry out the following functions:
- a) Design of HR Policies and Initiatives to facilitate the process of ushering in a professional work culture in CSIR.
This would include the development of competency frameworks, job analysis, profiling of key roles and responsibilities, developing performance metrics, processes for analysis of systems and transaction logs for key activities, design of knowledge capture mechanisms, instituting collaborative mechanisms thereby facilitating resolution of issues, continuous improvements in processes and ensuring quality of outcomes;
 - b) Design of practices associated with counseling, mentoring, assessment and other forms of Employee Engagement, as also the processes associated with development of proficiencies and augmentation of competencies;
 - c) Identifying training needs, development of training objectives, design of training packages, course modules, learning tools and other forms of digital learning resources with relevant testing and assessment processes following a life cycle approach for an employee;
 - d) Drawing up training and assessment program for various groups of employees, as also for resource persons, mentors and training instructors.
 - e) Facilitating the implementation of various competency building initiatives and training programmes;
 - f) Instituting mechanisms and prescribing SOPs, guidelines for taking up activities such as (i) Mentoring / Counseling, (ii) Assessment of capabilities of manpower, (iii) Development/ Validation of digital learning resources, training programmes, course contents, assessment/review practices etc.;
 - g) Prescribing appropriate progressive practices, feedback mechanisms for monitoring and evaluation of work carried out relating to various HR Initiatives;
 - h) Identifying and undertaking strategic talent management initiatives involving grooming and development of manpower in CSIR;
 - i) Setting up the training management and monitoring system for NAUTICAL Units across CSIR Labs.;
 - j) Organizing programmes for training of trainers.

3. The Unit will comprise of a team of Sr. officers (i). Shri. Ratan Lal Sharma, Sr. DFA and (ii). Shri. KA Qurieshi, Sr. CoSP as also other Officers who will be earmarked and assigned to HR-PTDU in keeping with the requirements. The team would function under the directions of Dr. Naresh Kumar and JS(adm). The channel of reporting and administrative supervision and control would be with Director HRDC Dr. Naresh Kumar. Further Shri. Ratan Lal Sharma and Shri. KA Qurieshi would be redesignated as Associate Programme Directors in keeping with their role profile.

4. This order comes into force with immediate effect.



(K JAYAKUMAR)
Joint Secretary (Admn.)

To

1. All Officers concerned.
2. Directors of CSIR Labs.Instts.
3. Heads of HRDG/HRDC/IPMD/PPD/RAB/URDIP(Pune)
4. Sr.COA/COA/AO/COFA/FAO/CoSP/SPO of CSIR Labs./Instts.
5. All Sr.DS/DS/US/Sr.Dy.FA/Dy.FA/FAO/Sr.CoSP/CoSP/SPO at CSIR Hqrs/
CSIR Cx, New Delhi
6. PS to DG,CSIR
7. PS to FA,CSIR
8. PS to CVO,CSIR
9. PS to LA,CSIR
10. Public Information Officer, CSIR Hqrs,
11. Dr. G.Radhakrishnan, Project Leader, ICT Initiatives, CSIR
12. All Members of the CSIR Transformation team.
13. IT Division with the request to host this OM on CSIR Website
14. Office Copy