

No. 5-1(211)/2014-PD

Dated 03.01.2024

From : Joint Secretary (Admn.)

To : The Directors/Heads of all National Labs./Instts./ Hqrs./ Units

Sub: Training & Capacity Building Policy of Administrative Cadres of CSIR-reg.

Sir / Madam,

I am directed to state that on recommendations of the Cadre Review Committee and the suggestions of the DoPT, the GB, CSIR in its 191st meeting, has accorded approval for the Training & Capacity Building Policy of Administrative Cadres (Gen. S&P, F&A and Stenographic) of CSIR, which is hereby notified for implementation as per the details attached at **Annexure-I**.


A **Sr.DS/DS** may be designated as the “**Training Manager**”, who will be the nodal person for the implementation of the Training & Capacity Building Policy of Administrative cadres in CSIR. The Training Manager will plan, execute and monitor the training programmes of Administrative Cadres.

Further, the Training Manager and Head, CSIR-HRDC will draw annual training calendar in consultation with Joint Secretary (Admn.).

You are, therefore, requested that the CSIR's Training & Capacity Building Policy of Administrative Cadres may kindly be brought to the notice of all the concerned officials for their information and guidance.

This issues with the approval of the DG, CSIR.

Yours faithfully,


(Chhering Tobden)
Sr. Deputy Secretary (PD)

Encl.: As above

Copy to:

1. Head, CSIR-HRDC
2. Smt. Simesh Verma, Sr. CoA, CSIR-HRDC and Training Manager
3. Sr. Deputy Secretary [HR-I], CSIR Hqrs.
4. Sr. Deputy Secretary [CO], CSIR Hqrs.
5. Sr. COA/COA/AO of all CSIR Labs/Instts./Units
6. Office of the DG, CSIR
7. Office of the JS (Admn.), CSIR
8. Office of the FA, CSIR
9. Office of the CVO, CSIR
10. CSIR website
11. Office copy

Training & Capacity Building Policy of Administrative Cadres of CSIR:

The following stages of customized cadre based training and capacity building programmes starting from **Level-A to Level-G** has been prescribed across all Administrative cadres (viz. Gen/F&A/S&P /Stenographic):

1. Mandatory Foundation Course for Section Officer (Gen./F&A/S&P) (Probationers):

This will be a training specifically to be undergone by the Section Officers who qualify the CSIR's Graduate Level Examination and this training course will be residential in nature. The duration of the training course will be 8 weeks. The candidates who qualify for the post of Section Officer (Gen/F&A/S&P) in CSIR Administrative Services Examination would be directly nominated for undergoing foundational training courses at CSIR-HRDC, Ghaziabad and after their successful completion the candidates would be posted to various Laboratories/Institutes.

2. Mandatory Foundation Course for ASOs (Gen./F&A/S&P) (Probationers):

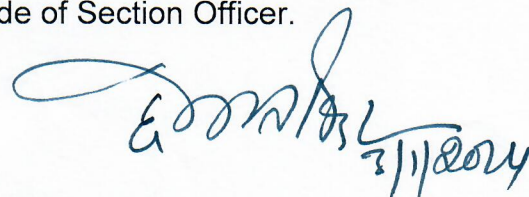
This will be a training specifically to be undergone by the ASOs who qualifies the CSIR's Graduate Level Examination and this training course will be residential in nature. The duration of the training course will be 8 weeks. The candidates who qualify for the post of ASO (Gen/F&A/S&P) in CSIR Administrative Services Examination and upon joining in the respective labs, they would be directly nominated for undergoing foundational training courses at CSIR-HRDC, Ghaziabad.

3. Level 'A' Training Programme:

All JSA and SSA of (Gen/F&A/S&P) and equivalent who have completed one/two year of approved service in the grade shall be nominated for this training programme and the duration of the course shall be 4 weeks. The participation in this training programme will be mandatory before they are considered for promotion.

4. Level 'B' Training Programme:

All ASOs (G/FA/SP) and equivalent who have completed four years' of approved service in the grade shall undergo this training programme. The duration of the training shall be of 5 weeks. Successful completion of training shall be essential before they are considered for promotion to the grade of Section Officer.



5. Level 'C' Training Programme:

This training will be for Section Officers and equivalent who have been promoted based on the Limited Departmental Examination. This training will be mandatory for the officials before completion of probationary period. The duration of the training will be for a period of 4 weeks.

6. Level 'D' Training Programme:

Section Officers with 6 years of approved service in the grade shall be nominated for this training programme. The duration of this training programme will be for 8 weeks. Out of which, 2 weeks will be in the form of attachment with one of the CSIR Laboratory/Institutes or a Scientific/Research Laboratory in India. This training shall be mandatory in nature and the Section Officers and equivalent who successfully complete this training shall be considered for promotion to the next higher grade i.e. Under Secretary and equivalent.

7. Level 'E' Programme:

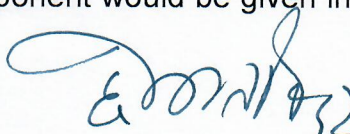
Under Secretaries and equivalent who are holding the post on regular basis and who are likely to be in the zone for consideration for promotion to the Grade of Deputy Secretary and equivalent in the next 1 to 2 years shall be nominated for this training programme. The duration of this training programme will be of 6 weeks out of which 2 weeks would be in the form of foreign component. The training would include a larger vision and leadership skills building component and the foreign component would be given in an institution of repute abroad.

8. Level 'F' Programme:

Deputy Secretaries and equivalent who have rendered 1 year of service may be nominated for leadership Training programme in India or abroad in Scientific or academic institutes of repute for at least 4 weeks

9. Level 'G' Programme:

This training programme will be attended by Sr. Deputy Secretaries and equivalent who are holding the post on regular basis and have at least 2 years of service left before attaining the age of superannuation. The duration of the course will be for a period of 4 weeks - with three weeks domestic component and one-week foreign component. The training would focus on broadening the vision of the officer, use of case study methodology and presentations and include evaluation of training. The domestic component would be held in reputed institutions like IIMs, IITs and other institutions of repute. The foreign component would be given in an institution of repute abroad.


31/1/2024

10. Refresher Training Programme:

Refresher training programme for various grades would be organized at regular intervals for officials who are stagnating in a post for more than two years than the prescribed years of service for regular promotion.

11. Specific Conditions:

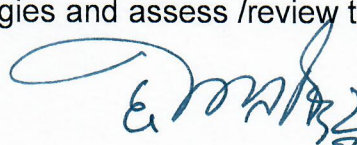
- a. While nominating the officials for training, preference may be given to those who are in the zone of consideration for promotion to the next higher grade as promotion is linked to mandatory training which will be compulsory.
- b. Training Programme shall be attended by all officers in the first chance when it falls due. Officer / official will be given a maximum of three chances to complete each level of the mandatory Training Programme available to them.
- c. Postponement of participation from the first chance to second chance and from the second chance to the third chance would be allowed only with the prior approval of Joint Secretary (Admn.) in exceptional cases and in public interest.
- d. Postponement of participation from the second chance to the third chance would be allowed by Joint Secretary (Admn.) only in the case of rare and extraordinary compelling circumstances beyond the control of the officer.

12. Funding:

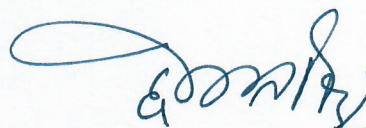
There will be provision for at least 2.5 percent of CSIR's salary budget for training and capacity building.

13. Responsibilities of Training Manager: Training Manager will:

- i. Prepare an Annual Training plan for all the Administrative cadres (Gen / F&A / S&P and Stenographic).
- ii. Develop Cadre Based Training Plans, based on the competencies required. While formulating the course contents, Training Manager will take into account procedures, rules, regulations, Information and Communication Tools (ICT), Managerial skills, Stress Management, Behavior skills, Financial management, Stores management, Procurement of goods and services, etc. depending on the level of participants in a particular cadre.
- iii. Link the training and development of competencies of individuals to their career progression and ensure this by suitably issuing administrative instructions for compliance.
- iv. Implement the Annual Training Plan, by using the institutions under it or outside, so that the limitations on internal training capacity do not constrain the implementation of the training plan.
- v. Prepare a panel of Trainers /Faculties members for different training needs.
- vi. Constantly hone and upgrade the skills of Trainers /Faculty members in the new and emerging training techniques and methodologies and assess /review their performance as trainers/faculty.


8/1/2024

- vii. Allocate appropriate funds to enable the training to be carried out by institutions under its control or outside.
- viii. Provide induction training to new entrants and prepare and upload the induction material on the website of CSIR for easy accessibility.
- ix. Organize 'On the Job' and 'In-house' training as may be required.
- x. Keep track of latest and international trends in training and development and replicate/assimilate them in Indian context.
- xi. Constantly review and modify curricula, content and training methodologies to take account of training feedback and the needs of trainees.
- xii. Put in place a rigorous system of evaluation of training programmes and assessment of their impact on individual's performance over time.
- xiii. Conduct evaluation studies to assess the impact of training programmes conducted by it on organizational performance.
- xiv. **Foreign Training:** Training Manager will also responsible for 'the formulation and coordination of the CSIR scheme of foreign training of senior level officers of administration based on the DoPT's scheme of Domestic Funding of Foreign Training (DFFT) and other similar schemes.


31/1/2024