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#### NOTIFICATION

**No.A.33042/1/2007-P&AR(TRG), the 3<sup>rd</sup> December, 2013.** In continuation of this Department Notification of even No. date 09-10-2013, the Mizoram State Training Policy, 2013 mandated that the Department of Personnel & Administrative Reforms, Training Wing shall issue appropriate guidelines to facilitate the implementation of the Mizoram State Training Policy, 2013. These guidelines are issued in pursuance of this mandate.

The overarching training framework enunciated in the Mizoram State Training Policy (MSTP) 2013 is 'Competency Framework'. Implementation of this concept by the Departments would bring to light the various 'Competency gaps' of employees that need to be bridged through a range of 'Training interventions' to enhance their performance. Competencies encompass knowledge, skills and behavior, which are required in an individual for effectively performing the functions of a post.

To meet the quantum of training requirement arising out of the adoption of competency framework, each Department would have to urgently undertake the following training and development activities as stipulated in the Mizoram State Training Policy, 2013.

- 1) Appointment of Training Manager to institutionalize the training and development activities.
- 2) Development of Annual Training Plan (ATP) by each Department for all employees working under it.

Accordingly, guidelines for appointment of training Manager and development of Annual Training Plan are attached.

The complete contact details of Training Managers may also be conveyed to this Department to enable proper cooperation and coordination to implement the Mizoram State Training Policy, 2013.

**M. Sathiyavathi,**

Addl. Chief Secretary to the Government of Mizoram,  
Department of Personnel & Administrative Reforms.

### Guidelines for appointment of Training Manager.

As per Para 12.1 of the Mizoram State Training Policy, 2013, each Department would appoint a Training Manager who will be the Nodal Officer for implementation of the training function in that Department.

The Training Manager should not below the level of Superintendent and its equivalent rank preferably handling administrative matters of the Department.

Some of the specific function of the Training Manager would be as follows :-

- (i) To take necessary initiatives to implement the Mizoram State Training Policy, 2013.
- (ii) To coordinate and collaborate with the DP&AR (TRG) to implement the recommendations of the Mizoram State Training Policy, 2013.
- (iii) To carry out competency mapping of all employees working in the Department.
- (iv) To prepare and implement Annual Training Calendar of the Department.
- (v) To periodically inform DP&AR (TRG) about the various activities undertaken to implement the Mizoram State Training Policy.
- (vi) To incorporate suitable chapter on the training and development activities in the Annual Report of the Department.
- (vii) To develop and maintain Training Manager Information System to facilitate training and development activities of the Department.
- (viii) Organize on the job and in-house training for the employees of the Department.
- (ix) To promote and enable distance and e-learning in the Department.
- (x) To ensure proper utilization of the training budget of the Department.

### Guidelines for Annual training Plan (ATP)

**1.1 Annual Training Plan (ATP):** It is a comprehensive training plan to be prepared annually by every Department for all the employees working in it during that period (including those in the attached/subordinate offices/Institutes), irrespective of the Cadres/Services of such employees.

Generally, the following 'Training interventions' would be required in the career span of the employees to build/upgrade requisite competencies:

#### **2.0 Training Interventions:**

**2.1 Entry Level Training:** To be imparted to all employees at the time of entry into government services preferably before they are assigned duties/responsibilities of any post after recruitment. The objective is to provide deeper understanding of the functioning of the government and to fully prepare the new recruits for specific responsibilities that they are expected to execute on assuming charge of their posts. The training would be rigorous, mandatory and generally of longer duration.

**Example:** Induction/Foundation training for all Group 'A' Services and direct recruits of Assistant Grade etc.

**2.2 Mid-Career Training:** It is a career-linked mandatory training to be provided to all employees at various levels/stages of their career before they are promoted to positions of higher responsibilities. The design, curriculum, pedagogy, institutional partners and faculty resources etc., of each phase of the programme will be finalized by the respective Cadre Controlling Authorities after analyzing the needs of the officers and to build the next-level competencies. The duration of the programme varies between 1 to 4 weeks and may have domestic and foreign components. The 'Pay/Service Rules' pertaining

to grant of grades, scales and increments of the respective services, may have to be amended so as to link them to completion of the respective phases of the mandatory programme.

**Example:** Mandatory Mid-Career Training Programme for IAS, IPS, IRS, MSS.

**2.3 Short Term Thematic Training:** This training is to be made available to employees preferably once in two years with an objective to build their professional competencies in relevant themes such as Project Management, E-governance etc, and also to inculcate desirable Personal attributes by exposing them to courses on Leadership Development, Stress Management, Athletics and Values in Public Governance etc. The duration of such training would be generally 1 to 2 weeks and to be conducted with the help of Centres of Excellence in those areas either in or outside the State.

**2.4 Orientation Training:** This training is to be provided to employees, who have been posted to a new Department, with the objective of familiarizing them with the goals and overall functioning of the concerned Department. The training would familiarize the employees with various terms used in the Department, different organizations under it, their role, purpose, funding etc., and also with matters pertaining to formulation, implementation, monitoring and review of important schemes implemented by the Department. The training would be of short duration and in-house

**2.5 Computer Training Programme:** This training is to be made available to all employees to spread computer literacy to pick up the working knowledge of computer operation in offices. The duration of the programme would be 1 to 3 weeks to be conducted at ATI/IT Resource Centre, Aizawl.

**2.6 Long Term Training:** This training is to facilitate officers, especially younger ones, to upgrade their knowledge and skills in the sector having relevance to their current or future assignments, by acquiring higher qualifications, either in India or abroad, thus enabling them to contribute for higher performance in government. The duration of the programme would generally be more than 6 months.

**Example:** Post Graduate Programme in Public Policy and Management (PGPPM) at IIM Bangalore, MDI Gurgaon etc.

**2.7 Workshops/Seminars/Conferences:** Middle or Senior level officers may be given opportunities to attend National and International workshops/Seminars/Conferences etc. These congregations invite academicians, practitioners and national/international experts on various contemporary subjects and issues, and therefore, participants in such events will be enriched with relevant knowledge, latest thinking and technological developments, National/international policies, best practices, cost effective and sustainable approaches etc, in their respective sectors. Further, they could share their own experience and knowledge in such forums for the benefit of others by way of presenting publishable papers. The participant-officers may be encouraged to institutionalize their learning through presentations and reports to the concerned Department.