



A Five days **“Training Programme on Establishment Matters for LDC and UDC of ICAR”** has been organized by the ICAR-Indian Institute of Sugarcane Research, Lucknow in collaboration with HRM Unit of ICAR HQ during 15-20 November, 2021. The programme was organized under the Human Resource Development policy of the council and was successfully completed through Online Mode. The training programme was inaugurated by Dr. A.D.Pathak, Director IISR, Lucknow on 15<sup>th</sup> November, 2021. The various topics related to Establishment like, Governance in ICAR, Noting & Drafting, Office Procedure, Financial Management, CCS (Conduct) Rules, Preventive Vigilance, Scientific & Technical Assessment, Leave Rules, ACP/MACP Guidelines, Right to Information Act-2005, Time Management, Team Work etc. were covered during these five days. The training programme was aimed for the lower staff working in administration to develop their skill in the age of technical development along with updation of rules and regulations.

In his valedictory address on 20<sup>th</sup> November, Dr. A.D.Pathak, Director IISR Lucknow emphasized that such programs enable participants gain more intuitive experience upon the skill development through a regular practice of learning, doing and up-scaling of skills. He also recognized the role of administrative and financial staff in the development of the organization and appreciated the HRM Unit for framing such training programmes and requested to continue the same with different target groups. He also conveyed that the ICAR-IISR is equipped and ready to host such training programmes in online and offline modes. Dr.A.K.Vyas, ADG (HRD) congratulated IISR for successful completion of the program and stated that for optimum utilization of human resource, continuous skill development is highly required that too in this technical age where most of the things are going to be online. The participants too appreciated a lot and requested to schedule such program on different aspects so that they can get them updated on all aspects of administration. Later, Sh.S.K.Singh, Sr.Administrative Officer & Course Director briefed about the training programme and urged upon the development of skills and updation of knowledge in terms of rules and regulations & ICT for all categories of administration personnel. The entire training programme was designed & coordinated by Sh.S.K.Singh, Master Trainer & Course Director, Smt. Anjali Sharma, US HRM & Course Coordinator & Sh.R.K.Yadav, AAO & Co-course coordinator. The training programme was concluded with vote of thanks by Sh. Saroj Kumar Singh, Sr. Administrative Officer & Course Director. The lectures were delivered by Sh.S.K.Sinha CAO, Sh.Kumar Rajesh CAO, Sh.S.K.Singh Sr.AO, Shri I.B.Kumar SAO, Shri N.K. Jha SAO, Sh.Shitanshu Kumar SAO, Sh.Imtiaz Ahmad Asst Registrar, Sh.V.Ganesh Kumar SAO, Sh.Umesh Gahlot SO, Sh.Sohan Lal SO & others.

More than 40 participants participated in the training programme.