<u>Training Program on "Establishment Matters for LDC and UDC of ICAR"</u> <u>from January 17 to 22, 2022</u>

in collaboration with HRM Unit of ICAR

A Six 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 17-22 January, 2022. 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 17th January, 2022. The various topics related to Establishment like, Governance in ICAR, Noting & Drafting, Office Procedure, Financial Management, CCS (Conduct) Rules, Leave Rules, TA/TTA Bill Processing, CS(MA) Rules, Scientific & Technical Assessment, Leave Rules, ACP/MACP Guidelines, Right to Information Act-2005, Time Management, Team Work, Motivation, Official Language Acts & Rules, etc. were covered during these Six 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. Later, Sh.S.K.Singh, Sr.Administrative Officer & Course Director briefed about the training programme and urged upon the competency enhancement and updation of knowledge in terms of rules and regulations & ICT for all categories of administration personnel.

In his valedictory address on 22nd January, Dr. A.D.Pathak, Director IISR Lucknow emphasized the need of such trainings and stated that from such periodical training, incremental improvement of staff under all categories can be ensured. He also conveyed that the ICAR-IISR is equipped with required infrastructure to host such training programmes in online and offline modes. Dr.A.K.Vyas, ADG (HRD) congratulated IISR for successful completion of both the batches on this training and stated that the LDC/UDC are the foundation of the official hierarchy and thus it's the need of the hour to focus on their competency enhancement for optimum utilization of human resource and better outcome. He also conveyed that in this training program, all the three aspects of training i.e. knowledge, skill and attitude was included which made this program most successful.

The participants too appreciated a lot and conveyed that they learnt a lot from this training and all doubts & queries were addressed properly with suitable examples which made the learning process very easy and they will never forget the style of teaching. They also told to schedule training programs on other aspects and in offline mode for exposure of such programs. The resource persons have appreciated the HRM Unit for organizing programs for lower staff and requested to continue the same with different target groups. It was also requested to think over few crash courses on specific subjects so that a group of staff in each institute can be trained who can lead the institute in long run. 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 Dr.Sukhbir Singh, Pr.Scientist IISR LKO; Sh.P.K.Jain, JD(A) & Registrar, NBPGR New Delhi; Sh.S.K.Sinha. CAO,IARI New Delhi; Sh.Kumar Rajesh, CAO CIAE Bhopal; Sh.S.K.Singh, Sr.AO IISR LKO; Shri I.B.Kumar, Sr.AO CIFA Bhubaneswar; Shri N.K. Jha, Sr.AO NINFET Kolkata; Sh.Shitanshu Kumar, Sr.AO IIOR Hyderabad; Sh.Ashwani Garg, Sr.FAO NBSSLUP Nagpur; Sh.R.D.Sharma, DD(OL) RC NEH Barapani; Sh.V.Ganesh Kumar, Sr.AO NRRI Cuttack; Sh.Amitabh Singh, Sr.FAO ICAR HQ; Sh.Umesh Gahlot, SO ICAR HQ; Sh.Sohan Lal, SO ICAR HQ & Ms.Leena Kathuria, IT-IV IASRI New Delhi.







