

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
**KAB-II, PUSA, NEW DELHI-110 012**  
**HRM Unit**

**ANNUAL ACTIVITY PLAN FOR THE YEAR 2017-18**

**Category I: One-time Activity**

- I. Approval, publication and implementation of ICAR HRM Policy Vol - I: Training and Capacity Building.
- II. Design and development of New Training Programmes for different categories of employees of ICAR-Institutes and HQs based on identified Training Needs through various leading ICAR-Institutes:
  - a. Scientific staff : 15 programmes (1 batch each)
  - b. Technical staff : 05 programmes (1 batch each)
  - c. Administrative staff : 02 programmes (2 batches each)
- III. Organising Leadership Workshop for Top 20-25 Officials of DARE/ICAR/ASRB in retreat mode.
- IV. Coordination and monitoring of development and implementation of Training Management Information System (TMIS).

**Category II: Periodical Activity**

- I. Coordination and implementation of organisation of training programmes for different categories of ICAR employees through various leading ICAR-Institutes/reputed non-ICAR-Institutes based on the identified skill deficient areas.
- II. Coordination and implementation of ATP (Annual Training Plan) for all categories of ICAR employees including SSS at the Institutes and HQs.
- III. Six monthly physical and financial monitoring of ATP of ICAR employees.
- IV. Supporting the HRD Nodal Officers of ICAR-Institutes in implementation of training functions at the Institute.
- V. Impact assessment of training and capacity building programmes of various categories of employees

### **Category III: Continuous Activity**

- I. Organization of training programmes for different categories of employees of ICAR-Institutes and HQs based on identified skill deficient areas through various leading ICAR-Institutes:
  - Technical staff : 31 programmes (1 batch each)
  - Regular Drivers in Technical grade : 01 programme (3 batches)
  - Stenographers, PA, PS, PPS and Sr PPS : 01 programme (3 batches)
- II. Coordination and monitoring of database of training information of all categories of ICAR employees in the ICAR-ERP system.
- III. Developing repository of Cases/Experiences/case studies/success stories of retired senior ICAR officials through NAARM, Hyderabad.
- IV. Updating repository of Training Institutes and Resource Persons.
- V. Creating and sharing databases on training related issues by liaising with the Nodal Officers (HRD) at ICAR Institutes.
- VI. Assessing/redefining skill deficiency of all categories of ICAR employees.
- VII. Preparation of ATP of ICAR HQs employees of all the categories by Work Study section.
- VIII. Organisation of the training programmes/workshops at ICAR HQs for all categories of ICAR employees by the Work Study section in consultation with HRM Unit.