Category I: One-time Activity

II. Development and organization of Training Modules for Scientific, Technical, Administrative and Stenographer grades based on Cadre Training Plan
III. Refined and updated Training Programme for Regular Drivers in Technical Grades on the basis of feedback received from participants
IV. Design and development of Training Programme for Vigilance Officers of ICAR-Institutes
V. Coordination and monitoring of development and implementation of Training Management Information system (TMIS).
VI. Compilation and publication of HRM Initiatives and Accomplishments of ICAR (2014-18)

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 Institutes.
IV. Supporting the HRD Nodal Officers of ICAR-Institutes in implementation of training functions at the Institutes.
V. Impact Assessment of training and capacity building programmes attended by 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:

Scientific staff : 12 Programmes (1 batch each)
Technical staff : 15 Programmes (1-2 batch each)
Regular Drivers in Technical grade : 01 Programme (3 batches)
Administrative Staff : 02 Programmes (2-3 batches)
Stenographers, PA, PS, PPS and Sr. PPS : 01 Programme (03 batches)
Library Staff : 01 Programme (01 batch)

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 relate issues by liaising with Nodal Officers (HRD) at ICAR Institutes.

VI. Preparation of ATP of ICAR HQs employees of all the categories by Work Study Section.

VII. Nomination of staff for various training programmes organized by ISTM, IIPA, NIFM, etc.