

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KAB-II, PUSA, NEW DELHI-110012
HRM Unit

Annual Activity Plan for the Year 2018-19

Category 1 : One-time Activity

- I Implementation of ICAR HRM Policy Vol.1: Training and Capacity Building.
- 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.