

## **SOP on the Nomination of Employees of IGNCA for various Training Programmes**

### **1. Training objectives**

Training of Officers working in IGNCA shall strive to achieve the following objectives:

- (a) With the increase in multifarious activities of the IGNCA, the officers and staff are required to perform different type of duties involving different procedures/rules, etc. The rotational transfer policy/movement of staff from one place to another leads to staff handling a different work areas. It has become necessary to impart training to staff on different aspects of office procedures, rules, RTI and academic areas.
- (b) To update and enhance the professional knowledge and skills needed for better performance of individuals in their areas of work;
- (c) Bringing about the right attitudinal orientation; and
- (d) Exposure to the latest trends in work culture and decision making techniques being followed at the national and international levels;
- (e) The non-ministerial staff like drivers, and MTS employed on different categories of jobs also require continuity in training/refresher courses.
- (f) Academic advancement of knowledge and skills including attending of film festivals related to academic areas, conferences, workshops, seminars/symposium, presentation of papers, film, etc.

### **II Applicability**

The policy guidelines for nomination to the various training programs will be applicable to all employees of IGNCA and also those attached with Regional Centres

### **III Eligibility & Selection of Candidates**

All permanent employees and long term contractual employees will be eligible for participation/undergoing training/workshop,etc. All employees can apply for participation in training/workshop etc of their choice and application duly recommended by Section Head is to be sent to Director (Admn). Administration Section may also nominate the officials for particular training/workshops.

