

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.

