



Central Electricity Authority
केन्द्रीय विद्युत प्राधिकरण
HRD Division
मानव संसाधन विकास प्रभाग



Sewa Bhawan, R.K. Puram, New Delhi-110066
सेवा भवन, आर. के. पुरम, नई दिल्ली-११००६६

[आई.एस.ओ: 9001-2000]

No. 12/1/CEA/HRD-NTP/2007/354-505

Dated: 23/26-10-2007

To
(Heads of all Power Utilities)

Subject: Implementation of National Training Policy.

Sir,

- 1.0 Human Resource Development and capacity building, in the present power scenario, demands a very comprehensive and pragmatic approach to attract, utilize, develop and conserve valuable human resources. Training, re-training and career prospects are some of the important elements of human resources development. The reforms in the power sector have led to change in the role of senior Engineers from a purely Government controlled technical management to business management in a corporatised framework.
- 2.0 Training is an integral part of Human Resource Development and is crucial for organizational effectiveness. Organizations face challenges due to technical and economic changes and hence need to prepare themselves to adapt to these changes. These require up-gradation of skill, knowledge and change in the attitude and perception of individuals and groups.
- 3.0 Considering that the need for training in the Power Sector has acquired critical importance, the Government of India felt that it was necessary to develop a dynamic training policy to achieve higher productivity and customer satisfaction. National Training Policy for the Power Sector was notified by the Government of India vide letter No. 3-15-2001/T&R, dated 7.6.2002. The National Training Policy is available on website of CEA (www.cea.nic.in) for ready reference.

CEA in past made efforts to obtain information regarding implementation of policy by various power utilities through a set of two questionnaires. Some of Power Utilities have responded to set of two Questionnaires. With a view to have greater response from the Power Utilities on the status of Implementation of National Training Policy, a simple comprehensive questionnaire has been designed and a copy of which is enclosed for needful.

- 4.0 You are requested to arrange to furnish the information to CEA as per the questionnaire through e-mail (directorhrd_cea@yahoo.co.in) and by post latest by 31.3.2007 and thereafter updated information every half year as on 30th September and 31st March may please be sent.

Yours faithfully,

Encl: As above

(B.K. Misra)
Secretary, CEA
Tel. No.26105619
Fax No.26108476

Information as on-----

Comprehensive Questionnaire on Implementation of National Training Policy (NTP)

| | |
|---------------------------------|--|
| Name of the Organisation | |
| Name & Address of Head(HR) | |
| Phone No. | |
| Fax No. | |
| E-mail | |
| Website | |

| Sl. No. | Name & Address of training institute § | Category {Executive (Degree/Diploma) or (ITI qualified/Non-qualified technicians | Telephone No. | Fax No. | E-mail | Website |
|----------------|---|---|----------------------|----------------|---------------|----------------|
| | | | | | | |

§ The details of all the institutes may be furnished in the format given at Annexure-I

| Sl.No | Clause of NTP | Question | Tick Yes/No(Y/N) If Yes, enclose details If No, plan to achieve the same | Remarks |
|-------|---------------|--|--|-----------------------------|
| 1 | 6.1 | Training for All 1) Whether your organization has a written Training Policy Document. 2) Whether minimum one week training in a year is imparted to each employee. | Y/N Y/N | Details as per Appendix-I |
| 2 | 6.2 | Top Management Commitment Have you evolved a prospective training plan to achieve “Training for All” ? | Y/N | |
| 3 | 6.3 | Training – an investment What percentage (approx) of the salary budget of your organization is presently being spent on training (excluding infrastructure &TA/DA) ? | Y/N% | Details as per Appendix –II |
| 4 | 6.4 | Training for all cadres | Y/N | Details as per Appendix –I |
| 5 | 6.7 | Whether there is any research in training by your organization in particular with reference to: (i) Impact of Training at work place (ii) Preparation of Standard Performance Parameters (iii) Impact of Attitude Re-orientation / Behaviour programme on customer relationship (iv)Utilization of technology equipments (v)Specific case studies- Failure of equipment/breakdown of power supply etc. | Y/N Y/N Y/N Y/N Y/N | |
| 6 | 6.8 | Training Plan (a) Have you prepared a Comprehensive Training Plan for all cadres of your organization? (b) Have the standard performance parameters drawn based on Best Industry Practices and Bench marking? (c) Has the periodical training need analysis been carried out for evolving an | Y/N Y/N Y/N | |

| | | | | |
|----|---------|---|-----|-----------------------------|
| | | annual need based training, if so the periodicity there of? | | |
| | | (d) Has the training calendar been drawn based on the training need analysis? | Y/N | |
| 7 | 6.9 (a) | Whether there is any Educational Upgradation Plan for employees for acquiring higher educational qualification. | Y/N | Details as per Appendix-III |
| | (b) | Whether incentive is allowed to employees for acquiring higher qualification. | Y/N | |
| 8 | 6.10 | Whether there is a mechanism to evaluate the performance of training institute annually and a reward system for the Institute and trainer | Y/N | |
| 9 | 6.13 | Has training management information system been working in your organization? | Y/N | |
| 10 | 6.15 | Are you giving training allowance to all persons engaged in the training institute? | Y/N | |
| 11 | 6.16 | Whether Inter and Intra Networking mechanism has been evolved in your organization. If so, the details there of. | Y/N | |
| 12 | 6.18 | Has distance education programme on HRM/finance been launched? | Y/N | |
| 13 | 6.19 | Has the compilation of case studies of unprecedented incidents been done to take appropriate preventive measures for imparting and sharing experiences? | Y/N | |
| 14 | 6.20 | Have you included a module on Power Sector Reforms for Senior/ Middle level Officers? | Y/N | |
| 15 | 6.21 | Whether the training institute(s) of your organization has been awarded ISO 9001-2000 quality certificate? | Y/N | |
| 16 | 6.22 | Are the training facilities at manufacturer works being utilized? | Y/N | |

| | | | | |
|----|------|---|-----|--|
| 17 | 6.23 | Has Simulator Training for persons engaged in Operation of Power Plant been worked out & implemented? | Y/N | |
| 18 | 6.24 | Has training for contract labour been made part of contract document? | Y/N | |
| 19 | 6.25 | Has Training for Disaster Management been introduced & Standard Operation Practices developed (SOP)? | Y/N | |
| 20 | 6.26 | Is there any scheme available in your organization to give incentive to the personnel associated with activity of training? | Y/N | |
| 21 | 5.13 | Have employees been covered on attitudinal/ behavioral training aspects? | Y/N | |
| 22 | 5.17 | Are employees being given training on basics of computer? | Y/N | |

Information on Manpower and Training Institutes

(As on)

Name of Utility/Organisation:

Address:

1. Manpower of the organisation (as on 31st March 200....)

| | Executives | Non-Executives | Total |
|---------------|------------|----------------|-------|
| Technical | | | |
| Non-technical | | | |
| Total | | | |

2. Recruitment during Financial Year 200.....

| | Executives | Non-Executives | Total |
|---------------|------------|----------------|-------|
| Technical | | | |
| Non-technical | | | |
| Total | | | |

3. Number of employees trained for a minimum period of one week annually

| | Executives | Non-Executives | Total |
|---------------|------------|----------------|-------|
| Technical | | | |
| Non-technical | | | |
| Total | | | |

4. Details of training institutes

| Name(s) of training institute(s) | Field of Training (Thermal/ Hydro/ Transmission/ Distribution/ Power Management) * | Induction Level Training (Annual Man-days) | | Refresher Training (Annual Man-days) | Management Training (Annual Man-days) | IT & Other Courses (Annual Man-days) | Total Training (Annual Man-days) | Total Training Capacity (Annual Man-days)** | Utilization of Annual Training Capacity ={(8)x100}/(9) |
|----------------------------------|--|--|----------------|--------------------------------------|---------------------------------------|--------------------------------------|----------------------------------|---|--|
| | | Technical | Non-Technical | | | | | | |
| (1) | (2) | (3) | | (5) | (6) | (7) | (8) | (9) | (10) |
| | | Executives | Non-Executives | Executives | Non-Executives | | | | |
| | | | | | | | | | |

| | | | | | | | | | | | |
|-------------------------------------|--|--|--|--|--|--|--|--|--|----|----|
| A. Own Training institutes | | | | | | | | | | | |
| 1. | | | | | | | | | | | |
| 2. | | | | | | | | | | | |
| 3. | | | | | | | | | | | |
| . | | | | | | | | | | | |
| . | | | | | | | | | | | |
| Sub total | | | | | | | | | | | |
| B. Training at places other than A. | | | | | | | | | | NA | NA |
| Total(A.+ B.) | | | | | | | | | | | |

* Specify whether the training institute is exclusively meant for linemen /technicians.

** Annual Training Capacity = 25xNo. Of class roomsx(200 working days in a year)

Signature of the authorized signatory

Expenditure on Training

| Year | Total Salary Budget of the organization (Rs Lakhs) | Expenditure on Training | | Plan to achieve 5 % of Salary Budget on Training | If the training budget is less than 1.5% of salary budget, plans to achieve the same | Average cost of training per employee |
|---------|--|-------------------------|--------------------|--|--|---------------------------------------|
| | | Rs(Lakhs) | % of Salary Budget | | | |
| 2005-06 | | | | | | |
| 2006-07 | | | | | | |

Status as on _____

Appendix-III

Education Upgradation Acquired by Employees

| Sl. No. | Qualification | No. of Employees in the Category | No. of Employees who acquired Education Upgradation during the year | |
|---------|---|--|---|---------------------------------------|
| | | | 2005-06 | 2006-07 |
| 1 | For non-qualified workmen to qualifying in ITI | | | |
| 2 | For ITI Certificate holders to Diploma in Engineering | | | |
| 3 | For Diploma Holders to Graduate in Engineering | | | |
| 4 | For Engineers and Executives to acquire PG level qualification (M. Tech. /MBA etc.) | | | |
| 5 | For Postgraduate-Research work leading to PhD | | | |
| 6 | Incentive allowed to number of employees for acquiring higher qualification | Financial incentive (Recurring/ non-recurring)(Nos.) | Leave for examination/ preparation (Nos.) | Eligibility for next promotion (Nos.) |
| | In 2005-06 | | | |
| | In 2006-07 | | | |

Annexure - I

Information of Training Institutes

(Separate information for each institute for the year 2006-07)

Name and Address of the Institute:

Training Field:

Sector:

Organisation:

Region:

Recognised by CEA: Yes/No

| Sl. No. | Items | Units | Actual Values |
|----------------|--|--|----------------------|
| 1 | Infrastructure | | |
| | 1.1 | Class Room / Seminar / Syndicate Room | Nos. |
| | 1.2(a) | Hostel Capacity (persons) | Nos. |
| | 1.2(b) | Hostel Occupancy | in mandays & % |
| | 1.3 | Laboratories | Nos. |
| | 1.4 | Workshops | Nos. |
| | 1.5 | Library (No. of books) | Nos. |
| | 1.6 | Models | Nos. |
| | 1.7 | Audio-visual training packages on various subjects | Nos. |
| | 1.8 | Audio-visual Aids | Nos. |
| | 1.9 | ISO:9001-2000 | Y/N |
| 1.10 | Integration of training institutes with other institutes | Y/N | |
| 1.11* | Quality of infrastructure | Maintenance of infrastructure | |

| | | | | |
|----------|--|---|-----------------------|--|
| 2 | Faculty Support | | | |
| 3 | 2.1 | Core Faculty | Nos. | |
| | 2.2* | Quality of faculty | Faculty qualification | |
| | Courses Conducted (Theoretical + Practical) | | Total Man-days | |
| | A. | Theory Courses | | |
| | 3.0 | Total Courses conducted | Man-days | |
| | 3.1 [#] | Induction level & long term | Man-days | |
| | 3.2 | Refresher | Man-days | |
| | 3.3 | Management, IT & others | Man-days | |
| | B. | Practical Training | | |
| | 3.4 | Simulator training imparted to the trainees during the year | Man-days | |
| 3.5 | On-job training | Man-days | | |
| | 3.6* | Quality of courses | | |
| 4 | Utilization of | | | |
| | 4.1 | Annual Budget | in Rs & % | |
| | 4.2 | Annual Capacity of the institute | % | |

* To be filled in by the facilitating team of CEA

Excluding on-job training. It includes refresher courses of duration one month or more.

Signature of the Head of the Institute

Date: