

## **14. Training Need Evaluation**

### **14.1 Introduction**

This procedure is intended to assess training needs, plan and organize training of persons employed in the State Board so as to ensure continuing competence and skill of employees. Training is required for increasing the job knowledge and skills of employee at each level as it helps to expand the horizons of human intellect and overall personality of the employees. It has been increasing the productivity of the employees which in-turn helps the organization further to achieve its long term goal.

### **14.2 Scope**

The procedure is specified to cover all the employees of the State Board to update the competence and skills of personnel through training.

The State Board will provide minimum 10 days training to all scientific and technical officials of the State Board and minimum 5 days training to all other employees in a year.

### **14.3 Procedure for Training Need Evaluation**

The training needs of all personals of the State Board will be identified by Chief Environmental Engineer, who, after due approval by Member Secretary and Chairperson, will issue training calendar and subsequently issue orders for attending training.

The procedure for identifying training needs and preparing calendar will be as follows:-

1. Chief Environmental Engineer (Planning) shall call applications for training from all employees of the State Board in the month of September every year.
2. Based on the application received training needs be evaluated.
3. Training needs of personnel are identified by CEE on the basis of application received. He may also evaluate training needs on the basis of recommendations of Regional Officers and Group In-charges and Chief Scientific Officer.
4. After evaluation training needs the Chief Environmental Engineer will review and identify whether it is possible to conduct requisite training in- house or send employees for outside training.
5. Chief Environmental Engineer (Planning) shall simultaneously seek training calendars from CPCB and other reputed institutions.
6. Based on the training need evaluation and available training programmes, a training calendar will be prepared by 31<sup>st</sup> December for the subsequent year.
7. The Chief Environmental Engineer will inform concerned personnel to attend the training with training schedule, venue & title.
8. Concerned employee after completion of training will submit to Chief Environmental Engineer a brief report on training acquired followed up by a presentation.