F. No. 20/28/2010-CS-II (A)
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
CS Division
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3rd Floor, Lok Nayak Bhavan
New Delhi-110003
Dated: 24th June 2010

Subject - Identification of Training Needs (ITN) and formulation of Cadre Training Plan for CSSS

Preamble

With a view to assist the CS Division, Department of Personnel and Training, Government of India, for design and delivery of proper and relevant training interventions linked to career progression of the officers belonging to CSSS, it has been considered appropriate to carry out systematic Training Needs Analysis (TNA) by a team of TNA experts accredited to DoPT.

Aim of the Study

To identify training needs of officers belonging to CSSS at the induction level and in service training linked career progression.

Nodal Officer

Shri Jerome Minz, Under Secretary, CS Division will be the nodal officer for all coordination activities and other logistic/administrative support on behalf of the CS Division.

Data Collection

The questionnaires/formats will be prepared by the TNA experts. They will also have personal interaction and interviews with members of CSSS, their associations and officers of the Centre Secretariat.

Sample Size

About 5% of these target group for data collection will be considered as reasonable and representative.

Role of the TNA experts/consultancy team

The team will :
(a) Study, and analyze primary and secondary sources of data
(b) Review present status and prevalent system of meeting training needs
(c) Decide about the content, format and structure of the questionnaires for data collection
(d) Decide interview methodology and conduct interviews
(e) Conduct stakeholders workshop
(f) Analyze and interpret the data, making it amenable to the identification of training needs
(g) Determine training needs and its linked non-training implications having a bearing on the cadre training plan
(h) Present the proposals to CS Division for validation
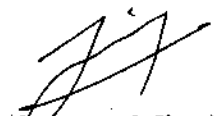(i) Submit final report

Secretarial support
The Secretarial support will be provided by the CS Division, DoPT.

Time frame
The report on ITN is to be submitted by the end of July, 2010.

TNA experts and consultancy team

1. Shri M.P Sethy, Additional Director, (ISTM)
2. Prof.S.K Ghosh, Retd. Prof. (LBSNAA, IIPA & NIFM)
3. Shri Inder Jeet Mittal, Retd. PSO and Master Trainer
4. Shri A J K Menon, Assistant Director, ISTM

(Jerome Minz)
Under Secretary to the Government of India

1. All members of the Task Force
2. All stakeholders