

Capacity Building Program for Ministerial Staff organized at ICAR-CIFA, Bhubaneswar

12th February, 2021, Bhubaneswar



The people element in the work environment in the new normal situation, *post COVID-19 lock down period*, has been further simplified by improving employee engagement and experience said Dr. P. Das, Director In-charge, ICAR-CIFA, Bhubaneswar while speaking on the occasion of closing session of the *Capacity Building Program for Ministerial Staff*, which was organized by ICAR-CIFA, Bhubaneswar during 08th – 12th February 2021.

He emphasized that such programs enable participants gain more intuitive experience and further simplifies the process of gathering, analyzing and acting upon the feedback. He stressed the concept of learning by doing and upscaling the skills by utilizing in-house resources, for optimum output from the employees.

Dr. H.K. De, Principal Scientist & Nodal Officer, HRD highlighted the initiatives taken by the ICAR and avenues available for the employees for continuous upgradation of knowledge and skills through Annual Training Plan under HRD Program. He appreciated the training design and concept of mixed group skill and capacity building programs like the present one, wherein the employees benefit to a great extent.

As employees gain more control over their learning journeys, the leaders must work to create learning pathways that identify skills that employees need in their job roles. With the help of their managers, employees can better map their learning goals to achieve the skills and behavior change necessary to succeed in their current role and beyond. Keeping this aspect in consideration, the present program has been planned for the ministerial staff of the institute, said Shri Indra Bhushan Kumar, Senior Administrative Officer and Course Director.

The program has been designed covering the topics on skills and techniques of the applying the GFR; File Management System in e-Office; Check points in dealing with pension cases; Conduct rules; Efficient handling of RTI matters; Career Advance Scheme; Advances; Financial Discipline; GeM & E-procurement; Group dynamics and Stress Management by virtual as well as physical class room sessions. The sessions were designed in a ratio of 40 : 60, for theory and practical, respectively. The program was designed and executed by a team of Course Director- Shri Indra Bhushan Kumar, SAO, Shri V. Ganesh Kumar, AO and Shri Rishi Kant Singh, F&AO as Course Coordinators. Besides in-house resource persons, Shri N.K. Jha, SAO, ICAR-NINFET and Shri S.K. Singh, SAO, ICAR-IISR delivered lectures on virtual mode.

The online feedback obtained from the participants helped as an exercise of training need assessment and revealed the training needs of the staff members on various aspects, which will help in designing the future training programs and Annual Training Plans under HRD.

A total number of 50 participants from various cadres of staff attended this **20 hours (5 days) program**, while attending the routine office duties.