



Government of Karnataka

Dr. (Smt) **Amita Prasad,**
I.A.S.,



Administrative Training Institute
Lalitha Mahal Road, Mysore – 570 011

**Director General &
Principal Secretary to Government**

NO: ATI/TRG/CR.7/2013-14

Dated: 05.07.2013

To

1. All Principal Secretaries, to the Government of Karnataka.
2. All Secretaries, to the Government of Karnataka.
3. HoDs, to the Government of Karnataka. (as per the list attached)

Sir/Madam,

Sub: Implementation of State Training Policy – Government of Karnataka: Formulation of Cadre Training Plan (CTP) - Reg.

- Ref:**
1. Karnataka Government notification No: DPAR 87, KTP 2009, dated: 07th Oct, 2011.
 2. Government Order No: DPAR 87, KTP 2009, Dated: 19th Nov, 2011.
 3. Government Order No: DPAR 148, KTP 2011,(P-2), Bangalore Dated: 13th Sep, 2012.

1. Vide government notification, cited at Ref. (1) above, the Karnataka State Government has promulgated State Training Policy, which envisages training for all government Officials for improved service delivery and better governance. Vide Ref. (2) cited above the government of Karnataka has constituted State Training Council under the Chairmanship of the Chief Secretary and High Power Coordination Committee under the Chairmanship of Additional Chief Secretary for successful implementation of Training Policy, Training Design and Programs, as well as issues, related to their implementation operational guideline for implementing the State Training Policy have been promulgated vide government order cited Ref. (3) above.

..2

-2-

2. During the quarterly review meeting of Principal Secretaries/Secretaries with the Chief Secretary on 02.07.2013, I had made a brief presentation giving details on requirement of State Training Policy implementation in the departments. The highlights of the presentation were;
- The State Training Policy (STP) stipulates 3 mandatory training for State Government employees at all levels.
 - Departments need to prepare Cadre Training Plans (CTP) for all levels of employees.
 - Training Needs Assessment (TNA) should be conducted by all Departments. ATI can assist in such activity. Already TNA for 17 Departments has been completed by ATI.
 - Training Cells need to be opened in all Departments. Training Manager needs to be nominated.
 - Heads/Faculty of training institutes should be given exposure in training methods (TDP) at ATI or related Institutes.
 - Each Department need to look at Competency Mapping (Functional and Professional) of its employees.
3. The State Training Policy, stipulates that training design, & delivery are to be linked to Career Development Plan (Para 1.21/page5 of STP refers). Successful completion of training is required to be made mandatory and compulsory, before promotion and posting. This requires that this criteria/ condition be appropriately incorporated in respective Recruitment Rules of the Service/Cadre by the Cadre Controlling Authorities. Linked training-interventions/programme need to be developed based on expected level of competencies, for next level of functioning. This necessitate development of systematic Cadre Training Plans & link them to Career Progression /Cadre Development Plans.
4. Systematic process of formulating and operationalising Cadre Training Plans (CTPs) may consist of following stages.
- a) Formulation of Cadre Training Plan
 - b) Planning & preparing for implementation
 - c) Implementation of Cadre Training Plan
 - d) Monitoring Implementation
 - e) Review of Cadre Training Plan

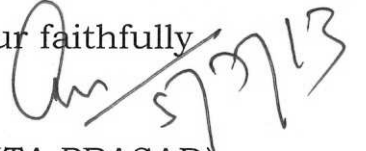
..3



-3-

5. The Formulation of Cadre Training Plans (CTPs) will essentially require:-
- Appointment of Training Manager/Creation of Training Cell at Department as well as secretariat level.
 - The constitution of a committee for drafting Cadre Training Plans (CTPs) in the Department.
 - Obtain details of roles/responsibilities of different cadres.
 - Decide on training requirement, depending on career profile.
 - Prepare draft report.
 - Issue GO/effect changes in the C&R Rules etc., for implementing the Cadre Training Plans.
6. It is requested to take action as per above for successful implementation of State Training Policy.

Your faithfully


(AMITA PRASAD)
Director General, ATI
Mysore



ಆಡಳಿತ ತರಬೇತಿ ಸಂಸ್ಥೆ, ಮೈಸೂರು.

Administrative Training Institute, Mysore .



Government of Karnataka

Dr. (Smt) **Amita Prasad,**
I.A.S.,



Administrative Training Institute
Lalitha Mahal Road, Mysore – 570 011

**Director General &
Principal Secretary to Government**

NO: ATI/TRG/CR.7/2013-14

Dated: 05.07.2013

To

1. All Principal Secretaries, to the Government of Karnataka.
2. All Secretaries, to the Government of Karnataka.
3. HoDs, to the Government of Karnataka. (as per the list attached)

Sir/Madam,

Sub: Implementation of State Training Policy – Government of Karnataka: Formulation of Cadre Training Plan (CTP) - Reg.

- Ref:**
1. Karnataka Government notification No: DPAR 87, KTP 2009, dated: 07th Oct, 2011.
 2. Government Order No: DPAR 87, KTP 2009, Dated: 19th Nov, 2011.
 3. Government Order No: DPAR 148, KTP 2011,(P-2), Bangalore Dated: 13th Sep, 2012.

1. Vide government notification, cited at Ref. (1) above, the Karnataka State Government has promulgated State Training Policy, which envisages training for all government Officials for improved service delivery and better governance. Vide Ref. (2) cited above the government of Karnataka has constituted State Training Council under the Chairmanship of the Chief Secretary and High Power Coordination Committee under the Chairmanship of Additional Chief Secretary for successful implementation of Training Policy, Training Design and Programs, as well as issues, related to their implementation operational guideline for implementing the State Training Policy have been promulgated vide government order cited Ref. (3) above.

..2

-2-

2. During the quarterly review meeting of Principal Secretaries/Secretaries with the Chief Secretary on 02.07.2013, I had made a brief presentation giving details on requirement of State Training Policy implementation in the departments. The highlights of the presentation were;
- The State Training Policy (STP) stipulates 3 mandatory training for State Government employees at all levels.
 - Departments need to prepare Cadre Training Plans (CTP) for all levels of employees.
 - Training Needs Assessment (TNA) should be conducted by all Departments. ATI can assist in such activity. Already TNA for 17 Departments has been completed by ATI.
 - Training Cells need to be opened in all Departments. Training Manager needs to be nominated.
 - Heads/Faculty of training institutes should be given exposure in training methods (TDP) at ATI or related Institutes.
 - Each Department need to look at Competency Mapping (Functional and Professional) of its employees.
3. The State Training Policy, stipulates that training design, & delivery are to be linked to Career Development Plan (Para 1.21/page5 of STP refers). Successful completion of training is required to be made mandatory and compulsory, before promotion and posting. This requires that this criteria/ condition be appropriately incorporated in respective Recruitment Rules of the Service/Cadre by the Cadre Controlling Authorities. Linked training-interventions/programme need to be developed based on expected level of competencies, for next level of functioning. This necessitate development of systematic Cadre Training Plans & link them to Career Progression /Cadre Development Plans.
4. Systematic process of formulating and operationalising Cadre Training Plans (CTPs) may consist of following stages.
- a) Formulation of Cadre Training Plan
 - b) Planning & preparing for implementation
 - c) Implementation of Cadre Training Plan
 - d) Monitoring Implementation
 - e) Review of Cadre Training Plan

..3



-3-

5. The Formulation of Cadre Training Plans (CTPs) will essentially require:-
- Appointment of Training Manager/Creation of Training Cell at Department as well as secretariat level.
 - The constitution of a committee for drafting Cadre Training Plans (CTPs) in the Department.
 - Obtain details of roles/responsibilities of different cadres.
 - Decide on training requirement, depending on career profile.
 - Prepare draft report.
 - Issue GO/effect changes in the C&R Rules etc., for implementing the Cadre Training Plans.
6. It is requested to take action as per above for successful implementation of State Training Policy.

Your faithfully
Sd/-
(AMITA PRASAD)
Director General, ATI
Mysore

- The Chief Secretary to Government, Government of Karnataka, Room No. 320, 3rd Floor, Vidana Soudha, Bangalore – 560 001.
- The Additional Chief Secretary to Government, Government of Karnataka, Room No. 331, 3rd Floor, Vidana Soudha, Bangalore – 560 001.
- The Secretary, Department of Personnel & Administrative Reforms (Administrative Reforms, Training & Political Pensions) M.S. Building, Bangalore-560 001.
- All Deputy Commissioners of the State.


Director General

