

TRAINING MANUAL

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CHAPTER-I

INTRODUCTION AND TRAINING OBJECTIVES.

1.1. Introduction:-

There is a need for training of all Government employees, not only at the time of induction in Government employment, but also at regular intervals thereafter, to improve their effectiveness. Capacity Building for excellence and acquisition of requisite skills, knowledge and attitude is essential for the growth and development of the Department. This will also ensure efficient and effective public service delivery by the Department, in the rapidly changing socio-economic scenario.

1.2. The need for training:-

The framing of a specific Training Plan is essential in order to maintain quality and quantity of service and to improve the service delivery mechanism in the Department. The competence, skills and attitude of the Departmental employees have a great bearing on the quality of their output. This casts duty upon the Department to improve the competence of its employees.

1.3 Training Objectives:-

The objective of the Labour & Employment Department Training Plan can best be described in terms of capacity building and enhancement of Human Capital through an integrated framework of knowledge, skill and attitude.

Capacity building in Labour & Employment Department shall strive to achieve the following objectives:-

- Enhancing professional knowledge and skills needed for better performance of employees.
- Promoting better understanding of professional requirement as well as sensitization towards the socio-economic and political environment in which work is done; and
- Bringing about right attitudinal orientation.
- To develop Trainers in-house (with in the Department).

OS

CHAPTER-II
TRAINING POLICY

2.1 Main features of Training Policy

As per Himachal Pradesh Training Policy, 2009, Officers and Officials from Class-I to Class-IV are required to undergo training for skill development at the time of induction and at least once in five years or before promotion. The Training Policy has following important features.

2.2 Training for All

The objective of the Policy is to provide training to all Govt. servants at regular intervals during their career. As such Training would be imparted to all the employees of Labour & Employment Department in a phased manner as under:-

- (i) Training for Class-I to IV employees shall focus on functional skills and attitudinal orientation resulting into efficient delivery of public services. Class-III and IV officials are to be divided into 2 sub groups:-
 - (a) Those officials having a direct interface with the public in terms of delivering a service.
 - (b) Those officials dealing with general administrative matters and functional tasks.

2.3 The category wise and post wise detail is given at Annexure-I (Page-21)

2.4 Duties and Responsibilities of the Department.

Department of Labour & Employment has to perform the following functions:-

- Give employment assistance to the youth and to establish and maintain Industrial Peace in the State;
- Implementation of the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and Rules, 1960, through the network of the Directorate, 67 Employment Exchanges, 2 University Employment Information & Guidance Bureau, Special Employment Exchange (For Physically Handicapped) and Central Employment Cell. To register and sponsor names of registered youth against vacancies notified to Employment Exchanges. To give Vocational Guidance to youth. To collect, compile and disseminate Employment status in the Organised Sector every three months. To arrange Campus Interviews and Job Fairs for youth for job opportunities in Private Sector.
- Implementation of 28 Central and 2 State Labour Laws including the Industrial Disputes Act, Payment of Wages Act, Minimum Wages Act, Shops and Commercial Establishments Act, within a view to establishing and maintaining Industrial Peace in the State.
- Implementation of Factories Act with a view to ensuring safety and health of employees working in Factories.
- Implementation of Building and Other Construction Workers Welfare Act, through BOCW Welfare Board and Labour Wing of the Department, for providing various welfare measures to such workers.

2.5. Organisational Set Up of Department of Labour & Employment.

In broad terms the Departmental setup is divided into three levels as under:

- i) The Secretariat
- ii) The Directorate.
- iii) The District level and other field offices.

There is a clear and distinct division of functions between the Secretariat, the Directorate and the field offices.

2.5.1 The Secretariat

Department of Labour & Employment works under the administrative control of the ACS (Lab & Emp) to the Govt. of H.P. who assists and provides support to the Minister in Charge of the Department. All the Govt. policies, programmes, plans, Acts and Rules and instructions are framed, approved and finally issued for implementation by the Secretariat.

2.5.2 The Directorate

The functions of the Directorate are Planning, Financial Management, Monitoring of progress under various Acts and Rules and providing necessary feedback to the State Govt. about implementation of various policies and programmes of the State Govt. in the State. The Directorate is headed by the Labour Commissioner-cum-Director of Employment, and he is supported by the officers and staff at the Directorate and field level.

2.5.3 The District level and other field offices.

a) Employment Wing:

There are Regional Employment Officers at Shimla, Mandi and Dharam-bala and District Employment Officers at all other 9 District Headquarters. They are also Heads of Office and Drawing and Disbursing Officers for all Employment Offices in their Districts. There are 55 Sub Office Employment Exchanges in all Districts, under Employment Officer/Senior Assistant /Clerk.

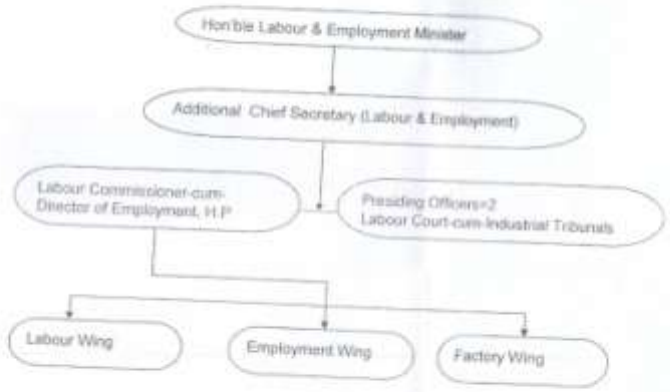
b) Labour Wing:

There are 12 Labour Officers, at all District Head Quarters (except Keylong and Hamirpur) and at Rampur and Baddi. They are also Heads of Office and Drawing and Disbursing Officers for all Labour Offices under their jurisdiction. There are 32 Labour Circles, under Labour Officers manned by Labour Inspectors.

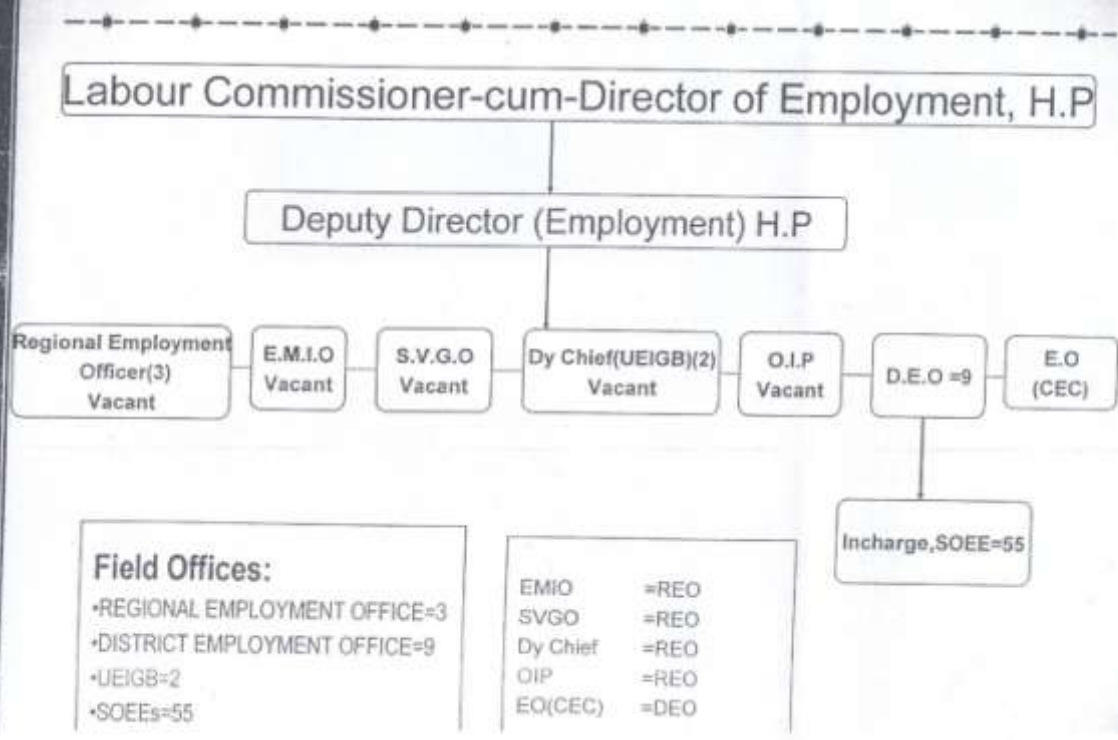
c) Factories Wing:

There are 2 Deputy Director Factories -one at Shimla and the other at Una who mainly look after implementation of the Factories Act. Deputy Director Factories Una is also Head of Office and Drawing and Disbursing Officer for his office.

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4. THE ORGANISATIONAL CHART OF THE DEPARTMENT



EMPLOYMENT WING



Factories Wing

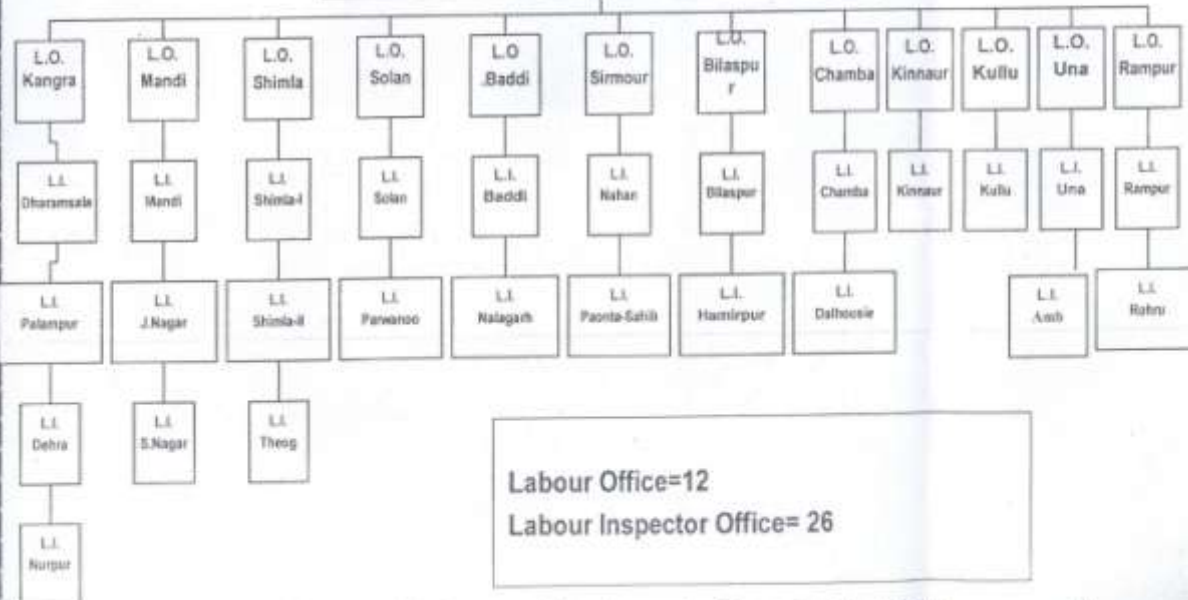
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+
B.L. Lab. Wing
(not attached)



Labour Commissioner-cum-Director of Employment

Joint Labour Commissioner

Deputy Labour Commissioner



2.6. DUTIES AND RESPONSIBILITIES OF KEY /FUNCTIONAL POSTS.

There are 28 cadres in the Department. The duties and responsibilities of key functional posts are given below:

2.6(a) Officers at the Directorate:

Sr.No	Designation	Duties and Responsibilities
1.	Labour Commissioner-cum-Director of Employment	Being administrative Head of the Labour & Employment Department in the State, he is responsible for the efficient working of the Department and exercises all administrative and financial powers as exercised by the Heads of the Department in Himachal Govt. In addition to this he also exercises Statutory Powers as laid down in the Acts and Rules being enforced by the Department.
2.	Joint Labour Commissioner	*He is the senior most Departmental Officer in the Labour Wing and he assists Labour Commissioner. *To exercise all powers delegated to him or her pertaining to Administrative and financial matters. *He is also the Additional Chief Inspector of Factories. *He approves the Standing Orders under the Industrial Employment (Standing Order) Act, 1946 *He looks after Computerisation of Labour Wing. *He is Public Information Officer for Labour Wing.
3.	Deputy Labour Commissioner	*He is second senior most Departmental Officer in the Labour Wing and he assists Labour Commissioner.
4.	Deputy Director Employment	*He is the senior most officer of the Employment Wing and he looks after the Implementation of the EE(CNV)Act, 1959 & Rules 1960. *He looks after computerisation of the Employment Wing. *He is PIO for Employment Wing of the Directorate. *He is Officer Incharge of Budget, Planning, Audit and Re-Conciliation with AG. *He looks after legal cases pertaining to Employment Wing. *He is Nodal Officer for Vidhan Sabha. *He looks after inspection of working of Employment Wing.
5.	State Vocational Guidance Officer	*He looks after employment assistance at the Directorate *He monitors Vocational Guidance Talks at district level *He looks after Printing needs of the Department
6.	Employment Officer (CEC)	*He is in charge of Central Employment Cell which meets the technical & skilled manpower requirement of Pvt. Sector. *He arranges Job Fairs and Campus Interview generally for the unskilled manpower requirements of Pvt. Sector. *He monitors employment of 70% Himachalis by Industries and by Hydro Electric Projects.
7.	Employment Market Information Officer	*He monitors the quarterly Collection and compilation of statistics of employment in Organised Sector. *He looks after inspections of Govt. and Private Sector Establishments and processes the cases of prosecution of Govt. Sector Establishments.

8	Officer Incharge (Placement) Special Employment Exchange (for Physically handicapped)	*He maintains Live Register of Physically Handicapped registrants and sponsors their names against vacancies reserved for Physically Handicapped. *He is Hindi Officer.
9	Deputy Director Factories	*He looks after issuance of Factory Licences and their renewal. * He is Vehicle Officer for Directorate. * He is Stores Officer for Directorate.
10	Superintendent Grade-I	*He is Establishment Officer and DDO for Directorate. He is Head of Office
11	Law Officer	* He looks after all legal cases involving the Department and liaises with O/o L'd Advocate General, H.P.

2.6.(b) Officers in the field.

1.	Deputy Director Factories Una	* He looks after processing applications for Registration of Factories Licences. *He does inspections of factories with a view to ensure safety and good health of employees working therein. *He is Public Information Officer for his Office.
2.	Regional Employment Officers Shimla, Mandi & Dharamshala	* They are Incharge of the Employment Exchange of the respective Divisional/Regional Head Quarter and monitor and control working of all other Employment Exchanges in their Districts. * They maintain Live Register of the registrants in the Regional Employment Exchanges and sponsor them against vacancies notified. * They inspect Govt and Pvt. Sector Establishment in their Districts. * They collect, compile and disseminate Employment Market Information. * They give Vocational Guidance Talks within and outside the REEs. *They organise Job Fairs and Campus Interviews for Pvt. Sector, as decided by Central Employment Cell. * They are Heads of Office and DDOs for all Employment Exchanges of their District. * They are PIOs for all Employment Exchanges in their District.
3.	District Employment Officers at all other 9 District Headquarters.	*They do all the work in their Districts, as is done by Regional Employment Officers, detailed hereinabove.
4.	Labour Officers	*They look after implementation of Labour Laws within their Jurisdiction. *They hold conciliation meetings in case of dispute between employers and workers. *They assist the BOCW Welfare Board to collect Cess and they also register beneficiaries. *They are Heads of office and DDO for the Labour Wing Offices in their jurisdiction. *They are PIOs within their jurisdiction.

2.6.(c) Other Field Offices:

a)	Sub Office Employment Exchanges	* The In charges are Employment Officers/ Sr. Assistants/Clerks. *They do all the work for their Employment Exchanges as is done by REO/DEOs except work related to EMI and functions of HOO & DDO. * (Clerks are not authorised to inspect Establishments). *They are APIOs within their jurisdictions.
b)	Labour Inspectors	*They implement Labour Laws within their

Jurisdiction.
 *They also assist Labour Officers with regard to the work of BOCW Welfare Board.
 *They are APIOs within their jurisdictions.

2.7 TRAINING NEEDS OF THE DEPARTMENT

The Labour & Employment Department is a regulatory Department and it has been assigned the responsibility to implement Labour Laws. In order to deliver the services efficiently it is essential to upgrade the knowledge and skill of the Departmental employees. This calls for a systematic organisation of Training at regular intervals within the Department and at the Institutes located within and outside the State. In order to chalk out a training strategy it is important to assess the training needs of the Department in the first instance.

The training needs of all cadres in the Department are as under:-

2.7.(a) Cadre Wise Requirement of Training.

Sr. No	Name of the post	No. of Posts	Training requirement.
1.	Deputy Labour Commissioner/Joint Labour Commissioner.	2	a) Knowledge on issues related to implementation of Labour Laws. b) Knowledge on issues related to General Administration. c) Knowledge on other issues like Team Building, Public Speaking, Stress Management, Gender Imbalance, RTI Act, e-Samadhan and other Grievances Redressal and IT. d) Knowledge on best practices being followed in other States and Organizations.
2.	Deputy Director of Employment	1	a) Knowledge on issues related to implementation of the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959. b) Knowledge on issues related to General Administration. c) Knowledge on other issues like Team Building, Public Speaking, Stress Management, Gender Imbalance, RTI Act, e-Samadhan and other Grievances Redressal and IT. d) Knowledge on best practices being followed in other States and Organizations.
3.	Deputy Director of Factories	2	a) Knowledge on issues related to implementation of Labour Laws especially Factories Act, 1948. b) Knowledge on issues related to General Administration, Office procedure, Budget & Accounts. c) Knowledge on other issues like Stress Management, Gender Imbalance, RTI Act, e-Samadhan and other Grievances Redressal and IT. d) Knowledge on best practices being followed in other States and Organizations.
4	Assistant Director of Factories	1	a) Knowledge on issues related to implementation of Labour Laws especially Factories Act, 1948. b) Knowledge on issues related to General Administration, Office procedure, Budget & Accounts. c) Knowledge on other issues like Stress Management, Gender Imbalance, RTI Act, e-Samadhan and other Grievances Redressal and IT. d) Knowledge on best practices being followed in

			<p>other States and Organizations.</p> <p>e) Knowledge on MSHIC Rules, 1989 and CA(EPPR) Rules, 1996 under Environment (Protection) Act, 1996.</p> <p>f) Knowledge of overall working of H.P. Govt. and this Department</p>
5.	Regional Employment Officer	8	<p>a) Knowledge on issues related to implementation of the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.</p> <p>b) Knowledge on issues related to General Administration.</p> <p>c) Knowledge on other issues like Team Building, Public Speaking, Stress Management, Gender Imbalance, RTI Act, e-Samadhan and other Grievances Redressal and IT.</p> <p>d) Knowledge on best practices being followed in other States and Organizations.</p>
6.	District Employment Officer	10	<p>a) Knowledge on issues related to implementation of the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.</p> <p>b) Knowledge on issues related to General Administration.</p> <p>c) Knowledge on other issues like Team Building, Public Speaking, Stress Management, Gender Imbalance, RTI Act, e-Samadhan and other Grievances Redressal and IT.</p> <p>d) Knowledge on best practices being followed in other States and Organizations.</p> <p>e) Knowledge on Budget-Accounts, DDO and Head of Office.</p> <p>f) Knowledge of overall working of H.P. Govt. and this Department for Direct recruits.</p>
6.	Employment Officer	12	<p>a) Knowledge on issues related to implementation of the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.</p> <p>b) Knowledge on other issues like Public Speaking, Stress Management, RTI Act, Grievances Redressal and IT.</p>
7.	Superintendent Grade-I	1	<p>a) Knowledge on Budget-Accounts, DDO and Head of Office and IT.</p>
8.	Superintendent Grade-II	12	<p>a) Knowledge on Budget and Accounts, Establishment, Disciplinary Proceedings.</p> <p>b) Knowledge on issues related to implementation of the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.</p> <p>c) Knowledge on other issues like Public Speaking, Stress Management, RTI Act, Grievances Redressal and IT.</p>
9.	Labour Officer	12	<p>a) Knowledge on issues related to implementation of Labour Laws.</p> <p>b) Knowledge on other issues like Team Building, Public Speaking, Stress Management, Gender Imbalance, RTI Act, e-Samadhan and other Grievances Redressal and IT.</p> <p>c) Knowledge on best practices being followed in other States and Organizations.</p> <p>d) Knowledge on Budget-Accounts, DDO and Head of Office.</p> <p>e) Knowledge of overall working of H.P. Govt. and this Department for Direct recruits.</p>

10	Law Officer	1	a) Knowledge of Law in General. b) Knowledge of filing , defending and following up of legal cases in Courts. c) Knowledge of working of all wings of this Department.
11	Labour Inspector	33	a) Knowledge on issues related to implementation of Labour Laws. b) Knowledge on other issues like Public Speaking, Stress Management, RTI Act, Grievances Redressal and IT. c) Knowledge of working of Labour Wing of this Department
12	Senior Assistants	62	a) Knowledge on issues related to implementation of the Employment Exchanges (Compulsory Notification of Vacancies)Act, 1959. and Labour Laws. b) Knowledge on other issues like Public Speaking, Stress Management, RTI Act, Grievances Redressal and IT.. c) Knowledge on Office Procedure and Financial Management.
13	Statistical Assistant	14	a) Knowledge on issues related to implementation of Employment Exchanges (Compulsory Notification of Vacancies)Act, 1959. b) Knowledge on other issues like Public Speaking, Stress Management, RTI Act, grievances Redressal and IT. c) Knowledge of working of Employment Wing and Labour Wing of this Department d) Knowledge of overall working of this Department for Direct recruits. e) Collection and compilation of various data.
14.	Computer Operator	1	Knowledge on I.T. related issues.
15	Steno-Typist/Junior Scale Stenographer/ Senior Scale Stenographer/Personal Assistant.	8	Knowledge on all aspects of Stenography, Attending of telephones, Maintenance of engagement diary/ arrangement for tours and Knowledge of Computers.
16.	Clerk/Junior Assists/Clerk-cum-Data Entry Operator	128	a) Knowledge on issues related to implementation of the Employment Exchanges (Compulsory Notification of Vacancies)Act, 1959. and Labour Laws. b) Knowledge on other issues like RTI Act, Grievances Redressal and IT.. c) Knowledge on Office Procedure and Financial Management. d)Knowledge of overall working of this Department for Direct recruits
17	Driver	5	Knowledge on all aspects of driving and maintenance of vehicle and of Log Books .
18.	Daftri	4	Knowledge on all aspects of Daftri's work i.e maintenance of record, to affix service postage stamps on envelopes, maintain their accounts, prepare envelopes/packets, and dispatch dak stitching of files etc. and to help the dispatcher in circulation of all printed matter.
19	Peons	83	a) Knowledge on Office Procedure, Budget, Accounts, and Computer etc. . to all Peons who are eligible for promotion as Clerks as per provisions of R & P Rules. b) Knowledge on all aspects of work of Peon i.e

			cleanliness and general up-keep of the section/office wherein posted, to perform various duties for officers and officials including distribution of Dak, movement of files including fire fighting etc.
20	Chowkidar	12	Knowledge on on all aspects of watch and ward including fire fighting.
21	Frash	1	Knowledge on duties of Frash including fire fighting.
22	Sweeper	5	Knowledge on cleaning of Office premises including fire fighting.
	Total	418	

Training Schedule for all cadres of the Department is at Annexure-IV(Page-25)

2.8 Training Plan

Department is required to prepare a Training Plan for providing training to its employees during the year. The detailed features of the Training Plan are given in Chapter-III.

2.9 Training Manager

Department has to designate a Nodal Officer or Training Manager to monitor and coordinate the human resource development issues. He will act as "Training Manager" to be responsible for monitoring and implementation of Training Plan in the Department as per State Training Policy, 2009.

2.10. Training Methodology

All available modern methods of training like lecture , group discussion , project work , audio visual materials, case studies, action learning, brain storming, experience sharing, presentation etc. shall be used for training of departmental employees in Training Institutes/Directorate.

Best practises in other States/Departments/Organisations are to be replicated in the Department after visiting such States/Departments/Organisations. Employees may also be sent abroad for training. For meeting future requirement of Trainers, the Department shall strive to develop in-house capacities.

2.11 Training concerns

Labour and Employment Department is primarily a Regulatory Department responsible for the implementation of about 30 Acts. Labour & Employment Department would have to continuously attune to the changing needs. Training programmes for the employees would, therefore, focus on:

- Commitment
- Rule of Law
- Responsiveness
- Awareness
- Accountability
- Functional Capability
- Transparency
- Public-Centricity
- Efficiency

2.12 Training Budget

The State Govt. shall be requested to provide adequate funds under the State Plan for providing training to the employees of the Department of Labour & Employment

The H.P. State Training Policy, 2009 aims at earmarking approximately 1% of the salaries head of annual budget for incurring expenditure on training of employees and accordingly funds would be requested from the Govt.

2.13 Training review committees

The State level Empowered Committee headed by the Chief Secretary reviews Annual Action Plan for training of employees. The training review committee of the Department under the Chairpersonship of the Additional Chief Secretary((Lab & Emp)shall meet at least once in every Quarter and shall monitor and review the work of training of employees of Labour & Employment Department.

2.14 Monitoring:-

To review the implementation of Labour & Employment Department Training Plan, the following Committee is proposed to be constituted:-

- a. Labour Commissioner-cum-Director of Employment.....Chairman
- b. Joint Labour Commissioner.....Member
- c. Deputy Director Employment.....Member
- d. Establishment Officer of the Directorate of Lab. & Emp.....Member
Secretary

The meeting of the Committee under the Chairmanship of the Labour Commissioner-cum-Director of Employment will take place on bi-annual basis and consider the following, apart from any other issue that may need its consideration:

- i. Review and monitoring of the action plan vis-à-vis target and achievements in Trainings imparted to its employees for last one year/six months.
- ii. Explore and suggest the design and implementation of training courses and modules for its employees.

2.15 The Department shall endeavour to implement the following measures to train its employees.

- Induction training at the time of entry into Department.
- Career-span specific plan i.e. training for all will be compulsory, first at the time of joining the service and second at the time of each promotion, or at least once in five years.
- Employees not attending training as per career-span specific plan would not be eligible for promotions.
- Earmarking funds for Training in the Department.
- Exposure to major development issues or new techniques through short duration courses and seminars.
- Training would also aim at exposing them to life space training i.e. personality development, stress and time management, communication skills etc.
- Suitable motivation incentives to be provided to the trainees for best performances or for the knowledge and skills acquired during the training.

CHAPTER -III TRAINING PLAN

3.1 Introduction

The training plan aims at providing training to each and every employee once in five years and training to newly recruited staff as well. The training plan shall be reviewed every year to achieve the above objectives. There is total sanctioned strength of 421 employees comprising of 28 cadres in the Department of Labour & Employment(Annexure-I). Approximately about 85 employees shall be trained in one financial year. The number of employees to be trained may be more depending upon number of trainings to be given in more than one discipline to a group of employees in order to cover all training needs. To observe economy, those officers and officials who are retiring within two years, shall not be ordinarily considered for training.

3.2 Approval of Training Plan:

The training plan shall be got approved from the Administrative Department in the first quarter of Financial Year, so that the training is organised properly according to the plan. Since staff has to interchangeably serve in more than one section or wings during service period, therefore, training in more than one discipline is proposed to be given to keep the staff up to date in the functioning of the Department and to provide the best service to the clients.

3.3. Organisation of Training :

There is no training infrastructure available in the Department. Training is proposed to be imparted to the staff as under:

- Training to Class-IV comprising of Peons ,Chowkidar etc. will be imparted at District Head Quarter level by the Department. The Peons who are likely to become eligible for promotion as Clerks under the quota shall be sponsored to HIPA for training where such training is regularly organised.
- Training to Class-III ministerial staff on office procedure and budget etc. shall be organised at HIPA or its District level institutes being run by it. However, Department specific training on functioning of Labour Offices and Employment Exchanges shall be organised at HIPA with other staff of the Department.
- Training to Class-II & III cadres specific to this Department like Labour Inspector ,Employment Officer shall be arranged at HIPA utilising HIPA infrastructure. The faculty shall be from within the Department besides from HIPA /NIC. In addition officials shall be sponsored to the Trainings be organised by Govt. of India Training Institutes like Central Institute for Research and Training in Employment Services(CIRTES)and V.V .Giri National Labour Institutes. (VVGNI)
- Class-I Officers shall be sponsored for Training on the regular courses being organised by HIPA. They shall also be nominated to the courses being held at CIRTES, VVGNI and Directorate General, Factory Advice Service & Labour Institute (DGFASLI).

- One month duration Induction Training shall be organised to the newly recruited Officers/Officials at Directorate of Labour & Employment. The Induction Training Modules of 30 days are given at Annexure-V to IX. All Gazetted Officers shall be sponsored for Foundation Training at HIPA from time to time for which course contents shall be designed by HIPA.

Table 3(a) Year wise number of employees projected to be trained during five year period under the H.P.State Training Policy, 2009.

S. No	Category	Total Strength	Year wise number of employees to be trained.					Remarks
			5	5	5	5	5	
1	Class-I	28	5	5	5	5	5	Leaving out those who are 2 years from retirement and vacant posts
2	Class-II	38	7	7	7	7	7	
3	Class-III	250	30	30	30	30	30	
	Class-IV	105	15	15	15	15	15	

3.4 Number of Trainings to be Attended at different levels:

The number of trainings to be given to a homogeneous group of employees at various level of postings, promotions and placement shall depend upon their collective training needs. The detail is given in the following table:

Table-3(b)

Sr No.	Level of Post	Induction Training	Refresher training Courses within State	Training Exposure out side the State.	and Visits	Total
A) Officers:-						
1.	Officers in the Directorate.	1	1-2	1-2		3-4
2.	Officers of Employment Wing	1	1-2	1-2		3-4
3.	Officers of Labour Wing	1	1-2	1-2		3-4
B) Staff:-						
1.	Staff of Employment Wing	1	1-2	-		2-2
2.	Staff of the Labour Wing	1	1-2	-		2-2
3.	Ministerial Staff	1	1-2	-		2-2
4.	Class IV Staff	-	1	-		1
	Total	6	7-13	3-6		16-19

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3.5 Cost Estimate of Annual Training Plan:

The cost estimate of Annual Training Plan for the Departmental Employees shall be prepared after getting the cost estimate from the concerned training institutes. The performa for the same is given at **Annexure-III(Page-24)**

The Departmental Officers shall also be sponsored in the courses being organised by National Productivity Council and Other Institutes on important subjects like Disaster Management, Gender Issues, Stress Management etc.

Best practices adopted by other States, Govt. of India, Private Sector also need to be replicated in our Department for which trainings /visits to such other States, Govt. of India, Private Sector Establishments shall also be organized from time to time. Officers and Officials of this Department shall also be considered for trainings to Foreign Countries to hone up their skills.

To develop in-house training capability, officers & officials of this Department (on a selective basis) would be trained as trainers to equip them for imparting training, within the Department, in future.(Please also see para 4.2)

CHAPTER -IV
TRAINING MODULES

4.1 Training Module for Newly recruited Officers and Staff.

The newly recruited officers like Distt. Employment Officers, Assistant Director of Factories, Labour Officers of the State Department of Labour & Employment shall be given Induction-cum-Orientation Training as per the requirements of the H.P. State Training Policy, 2009. The induction training programme shall have 30 days duration. The training shall be given primarily in the Directorate of Labour & Employment.

- # Training on various activities of the Department, office procedure, financial administration, Conduct Rule, Service Rules, RTI Act and Good Governance etc.
- # Training on Acts and Rules being enforced by the Department.
- # Training on day to day office work relating to dealing of P.U.C., diary, despatch and filing.
- # Attachment with Directorate Officers as well as field Officers and field visits.

The above Induction-cum-Orientation Module for the newly recruited Officers and Officials is given at **Annexure- VI to X.(Page 30-34)**

4.2 Training of Trainers:

Department shall designate Officers at Directorate and Distt. Level as Trainers, who will get training in relevant subjects at HIPA, CIRTES, VVGNLI, DGFASLI and other Training Institutes situated within and outside the State. These officers shall further provide training to the newly recruited officers and staff at State and District level. The designation of the trainer and subject of their training is given in Table 4(a) below:-

Table 4(a) Trainers at various Levels for Training of newly recruited Officers and staff.

Sr. No.	Place of Posting	Designation of the Trainers.	Subject of the Training	Trainees
1.	Directorate Level	Joint /Deputy Labour Commissionere	Labour Acts & Rules.	Labour Officers, Labour Inspectors.
		Deputy Director Factories.	The Factories Act, 1948.	Assiatant Director of Factories, Labour Officers, Labour Inspectors.
		Deputy Director, Employment	The Employment Exchanges (Compulsory Notification of Vacancies)Act, 1959.	Regional /District Employment Officers, Employment Officers, In charges of Sub Office Employment Exchanges.
		State Vocational Guidance Officers.	Vocational Guidance	Distt. Employment Officers, Employment Officers, In charges of Sub Office Employment Exchanges.
		Employment Market Information Officer	Employment Market Information and prosecution under	Distt. Employment Officers, Employment Officers, In charges of Sub

			Employment Exchanges (CNV) Act, 1959.	Office Exchanges.	Employment Exchanges.
		Officer Incharge Placement	Working of Special Employment Exchange (for Physically Handicapped) and Persons with Disabilities Act.	Distt. Officers, In charges of Office Exchanges.	Employment Officers, In charges of Sub Office Employment Exchanges.
		Employment Officer (Central Employment Cell)	Working of CEC and meeting manpower requirement of Private Sector through Job Fair and Computerization.	Distt. Officers, In charges of Office Exchanges.	Employment Officers, In charges of Sub Office Employment Exchanges.
2.	Field Offices	Regional /Distt. Employment Officers.	Working of Employment Exchanges.	Employment Officers and Incharges and Class-III staff of Employment Exchanges.	
		Labour Officers.	Working of Labour Wing	Labour Inspectors.	

4.3 Training Module of Sponsored Training Programme for Officers and Ministerial Staff organised by HIPA:

Officers and ministerial staff is also sponsored by the Department for Training in various subjects like Financial Administration, Service Rules etc. organised by HIPA from time to time for the employees of various Departments of State Govt. About 3-5 employees of the Labour & Employment Department shall be sponsored for each training programme. The detail of various training modules is given in Table 5(b) below. Efforts shall also be made for sponsoring maximum numbers of woman employees in sponsored training programme for the training at the Regional Centres of HIPA in the District in order to avoid any hardship to them in travelling to distant travelling institutes.

Table 4 (b) Detail of Training Modules of Sponsored Training Programme for Officers and Ministerial Staff organised by HIPA.

Sr. No	Title of the Training Module	Duration
1.	Citizen Charter and Service Delivery	3 to 5 days.
2.	Management Development Programme	
3.	Good Governance	
4.	Democratic De-centralisation of Development	
5.	Right to Information Act, 2005.	
6.	Environment Issues in Economic Development.	
7.	Gender Empowerment and Development	
8.	Combating Corruption in Administration	
9.	Disaster Management	
10.	Stress Management	
11.	Protection of Consumer Rights.	
12.	Communication Skills.	
13.	Establishment Rules	
14.	Reservation in Services	

15.	Record Management	
16	Noting and Drafting	
17.	Assured Career Progression	
18	Citizen Centric Administration	
20	Application Statistic and use of Data in Govt.	
21	Computer Course on e-mail/ Internet Handling and Website development.	

4.4. Training –cum-Exposure Visit of the Officers outside the State.

It is important that all employees are updated on their knowledge periodically and acquainted with the latest development not only in their area of working but also with the ever changing scenario in the different parts of the country. There are various institutes of National and International importance engaged in training in Employment, Labour & Factories related Acts and Rules in the Country. The visits of employees to these Institutes and to State like Gujarat, Maharashtra, Kerala, Karnatka and West Bengal which have done good work, will definitely enhance their knowledge and skills, which they can apply to their areas of working in the State. Officers may also be sent abroad for exposure to best International Practices. The details are at **Annexure-V(Page-29)**

4.5 Assessment of Trainees

The departmental officers deputed for training to various institutes for attending refresher training courses within State and outside the State shall be periodically assessed. The feed back on various training courses attended by them, and relevance of courses or modules for the up gradation of their knowledge shall be obtained from each trainee at the end of their training programme. A performa has been designed for the trainees in this regard. Each trainee officer shall submit the feed back on relevance of the training on the prescribed performa and the training programme and module shall be re-designed accordingly. A copy of performa is given at **Annexure-XIII(Page-37)**

Annexure-I

Category wise sanctioned strength in Department of Labour & Employment as on 31.5.2011

Sr. NO	NAME OF THE POST	CATEGORY	SANCTIONED POST	FILLED	VACANT
1	Labour Commissioner-Director Employment	Class-I	1	1	-
2	Joint Labour Commissioner	Class-I	1	1	-
3	Deputy Labour Commissioner	Class-I	1	1	-
4	Deputy Director Employment	Class-I	1	1	-
5	Deputy Director Factories	Class-I	2	2	-
6	Assistant Director of Factories	Class-I	1	-	1
7	Regional Employment Officer(REO-3, EMIO, SVGO-1,Dy Chief-2 & Officer in Charge(P)-1	Class-I	8	0	8
8	Superintendent Gr-I	Class-I	1	1	-
9	District Employment Officer	Class-I	10	9	1
10	Labour Officer	Class-II	12	11	1
11	Law Officer	Class-II	1	0	1
12	Personal Assistant	Class-II	1	1	-
13	Employment Officer	Class-II	12	9	3
14	Superintendent Gr-II	Class-II	12	10	2
15	Junior Scale Stenographer	Class-III	1	1	-
16	Statistical Assistant	Class-III	14	12	2
17	Senior Assistant	Class-III	58	55	3
18	Labour Inspector	Class-III	33	32	1
19	Steno-Typist	Class-III	2	1	1
20	Junior Assistant	Class-III	59	21	38
21	Clerk (2 on Contract & 1 on (secondment)	Class-III	65	28	37
22	Computer Operator	Class-III	1	1	0
23	Driver	Class-III	3	3	0
24	Dafti	Class-IV	2	1	1
25	Frash	Class-IV	1	1	0
26	Peon(7 on Contract)	Class-IV	81	64	17
27	Chowkidar	Class-IV	12	6	6
28	Sweeper	Class-IV	4	1	3
(A)	TOTAL		400	274	126

STAFF POSITION IN LABOUR COURT SHIMLA.

Sr. No.	NAME OF THE POST	CATEGORY	SANCTIONED POST	FILLED	VACANT
1	Presiding Officer	Class-I	1	1	0
2	Sr. Scale Stenographer	Class-III	1	1	0
3	Reader-cum-Assistant (Sr. Assistant)	Class-III	2	2	0
4	Ahaimad (Clerk) One post on Contract Basis	Class-III	2	2	0
5	Steno-Typist (Contract Basis)	Class-III	1	1	0
6	Driver	Class-III	1	1	0
7	Daftri	Class-IV	1	1	0
8	Peon	Class-IV	1	1	0
(B)	TOTAL		10	10	0

STAFF POSITION IN LABOUR COURT DHARAMSHALA.

S. N O	NAME OF THE POST		SANCTIONED POST	FILLED	VACANT
1	Presiding Officer		1	1	0
2	Sr. Scale Stenographer(contract basis)	Class-III	1	1	0
3	Reader-cum-Assistant (Sr. Assistant)	Class-III	2	2	0
4	Ahaimad (Clerk) (contract basis)	Class-III	2	2	0
5	Steno-Typist (contract basis)	Class-III	1	1	0
6	Driver(contract)	Class-III	1	1	0
7	Daftri	Class-IV	1	1	0
8	Peon(contract)	Class-IV	1	1	0
9	Sweeper-cum-Chowkidar(contract basis)	Class-IV	1	1	0
(C)	TOTAL		11	11	0
	(A)+(B)+(C) GRAND TOTAL		421	295	126

Annexure-II

Category wise sanctioned strength of Posts in Department of Labour & Employment.

S.No	Name of wing of the Department	Category of post	Total Strength	Gender wise number of employees in position out of total as on 31.12.2010	
				Men	Women
1.	Employment Wing	Class-I	20	17	3
		Class-II	26	26	-
		Class-III	179	158	21
		Class-IV	81	72	9
2	Labour Wing	Class-I	5	5	-
		Class-II	12	12	-
		Class-III	70	62	8
		Class-IV	24	23	1
3.	Factory Wing	Class-I	3	2	-
		Class-II	-	-	-
		Class-III	1	-	1
		Class-IV	-	-	-
Total			421	378	43
G.Total			421	378	43

Annexure-III

Cost estimate of Departmental Training at HIPA

Category of employees to be trained	Title of the Training Programme	No. of Employees to be Trained	Duration of Training	Name of Training Institute.	Expenditure day/Employee (Rs.)	Total Expenditure (Rs.)
REOs, DEOs Suptd.Gr-II, S.A.S, Sr.Asstt., Jr.Asstt., Clerks	Training on working of Employment Wing	50	3 days	HIPA	-----	2,57,400
L.Os, L.Is, Sr.Asstt., Clerks	Training on working of Labour Wing	50	3	HIPA	-----	2,57,400

Training Schedule

Category of the Employee to be trained	Title of the Training Programme	Approximate No's to be trained in a year	Duration of Training in days	Name of Training Institute.
Joint Labour Commissioner/ Deputy Labour Commissioner.	a) Training in HIPA on issues related to General Administration and I.T.	2	3	a. HIPA
	b) Training for senior officers at VVGNNLI on implementation of Labour Laws.	2	6	b)VVGNNLI NOIDA
	c) Training on team building, Public Speaking, Stress Management, Gender Imbalance, RTI, Act, E-Samadhan and Other Grievances Redressal.	2	3	c) HIPA
	d) Best Practices in Other States.	2	6	d) Other States
Deputy Director (Employment)	a) Training in HIPA on issues related to General Administration and I.T.	1	3	a. HIPA
	b) Training for senior officers at CIRTES on implementation of the EE (CNV) Act.	1	6	b. CIRTES NOIDA
	c) Training on team building, Public Speaking, Stress Management, Gender Imbalance, RTI, Act, E-Samadhan and Other Grievances Redressal.	1	3	c) HIPA
	d) Best Practices in Other States.	1	6	d) Other States
Deputy Director Factories.	a) Training in HIPA on issues related to General Administration and I.T.	2	3	a) HIPA
	b) Training for senior officers at DGFASLI on implementation of Labour Laws especially Factories Act, 1948.	2	6	b) DGFASLI MUMBAI
	c) Training on team building, Public Speaking, Stress Management, Gender Imbalance, RTI, Act, E-Samadhan and Other Grievances Redressal.	2	3	c) HIPA
	d) Best Practices in Other States.	2	6	d) Other States
	e) Training on office procedure and Financial Administration.	1	3	e) HIPA
Assistant Director Of Factories	a) Training in HIPA on issues related to General Administration and I.T.	1	3	b) HIPA
	b) Training for officers at VVGNNLI on implementation of Labour Laws, especially Factories Act, 1948.	1	6	b) DGFASLI MUMBAI

	c) Training on team building, Public Speaking, Stress Management, Gender Imbalance, RTI, Act, E-Samadhan and Other Grievances Redressal.	1	3	c) HIPA
	d) Best Practices in Other States.	2	6	d) Other States
	e) Training on MSHIC Rules, 1989 and CA (EPPR) Rules, 1996 under Environment (Protection) Act, 1996.	1	6	e) DGFASLI
	f) Foundation Course for Gazetted Officers	1	42	f) HIPA
	g) Induction training	1	30	g) Dte. of Lab & Emp.
Regional Employment Officers.	a) Training in HIPA on issues related to General Administration and I.T.	8	3	a) HIPA
	b) Training for officers at CIRTES, on implementation of the EE(CNV) Act.	8	6	b) CIRTES NOIDA
	c) Training on team building, Public Speaking, Stress Management, Gender Imbalance, RTI, Act, E-Samadhan and Other Grievances Redressal.	8	3	c) HIPA
	d) Best Practices in Other States.	8	6	d) Other States
	e) Training on working of Employment Wing	8	3	e) HIPA (by Dte of Lab & Emp)
	f) Training on office procedure and Financial Administration.	8	3	f) HIPA
District Employment Officers	a) Training in HIPA on issues related to Office Procedure and Financial Administration and I.T.	10	3	a) HIPA
	b) Training for officers at CIRTES, on implementation of the EE(CNV) Act.	10	6	b) CIRTES NOIDA
	c) Training on team building, Public Speaking, Stress Management, Gender Imbalance, RTI, Act, E-Samadhan and Other Grievances Redressal.	10	3	c) HIPA
	d) Best Practices in Other States.	10	6	d) Other States
	e) Training on working of Employment Wing	10	3	e) HIPA (by Dte of Lab & Emp)
	f) Foundation course for Gazetted Officer.	1	42	f) HIPA
	g) Induction training for new recruits.	1	30	g) Dte of Lab & Emp.
Labour Officers.	a) Training in HIPA on issues related to Office Procedure and Financial Administration and I.T.	10	3	a) HIPA
	b) Training for officers at VVGNLI on implementation of the Labour Laws.	10	6	b) VVGNLI, NOIDA
	c) Training on team building	10	3	

	Public Speaking, Stress Management, Gender Imbalance, RTI, Act, E-Samadhan and Other Grievances Redressal.			c) HIPA
	d) Best Practices in Other States.	10	6	d) Other States
	e) Training on working of Labour Wing	10	3	e) HIPA (by Dte of Lab & Emp)
	f) Foundation course for Gazetted Officer..	1	42	f) HIPA
	g) Induction training for new recruits.	1	30	g) Dte of Lab & Emp.
Law Officer	a) Training in Judicial Academy on General Law and on processing of all types of Legal Cases.	1	6	a) Judicial Academy Shimla
	b) Training on working of Labour Offices.	1	3	b) HIPA (by Dte of Lab & Emp)
	c) Training on working of Employment Exchanges.	1	3	c) HIPA (by Dte of Lab & Emp)
Employment Officers	a) Training in HIPA on issues like Public Speaking, Stress Management, RTI Act, Grievances Redressal and I.T.	10	3	a) HIPA
	b) Training on working of Employment Exchanges.	10	3	b) HIPA (by Dte of Lab & Emp)
Superintendent Gr. I	Training in HIPA on Office Procedure and Computers, Budget-Accounts, DDO and Head of Office.	1	3	HIPA
Superintendent Gr. II	a) Training in HIPA on Office Procedure and Computers, Budget-Accounts, Establishment, Disciplinary Proceedings.	8	3	a) HIPA
	b) Training on working of Employment Exchanges.	8	3	b) HIPA (by Dte of Lab & Emp)
	c) Training on Public Speaking, Stress Management, RTI, Act, E-Samadhan and Other Grievances Redressal.	8	3	c) HIPA
Labour Inspector	a) Training in HIPA on issues like public speaking, Stress Management, RTI Act, Grievances Redressal and I.T.	33	3	a) HIPA
	b) Training on working of Labour Offices	33	3	b) HIPA (by Dte of Lab & Emp)
	c) Training at VVGNI on Labour Laws.	33	6	c) VVGNI NOIDA
	d) One month induction training at Directorate.	6	30	d) Dte. Of Lab & Emp.
Senior Assistants	a) Training in HIPA on Office Procedure and Computers, Budget Accounts	60	3	a) HIPA
	b) Training on working of Employment Exchanges and Labour Offices.	60	3	b) HIPA (by Dte of Lab & Emp)
	c) Training on issues like Public Speaking, Stress	60	3	c) HIPA

	Management ,RTI Act, Grievances Redressal			
Statistical Assistants	a) Training on all aspects of data collection , compilation and dissemination and computer knowledge.	14	6	a) HIPA
	b) Training on working of Employment Exchanges.	14	3	b) HIPA
	c) Induction training at Directorate for new recruits.	2	30	c) Dte of Lab & Emp.
	d) Training on issues like Public Speaking ,Stress Management ,RTI Act, Grievances Redressal	14	3	d) HIPA.
Computer Operator	Training in HIPA on Computers including general upkeep of hardware.	1	6	HIPA
Sr. Scale Steno/ Jr. Scale Steno/ Steno Typist	Training in Dte. Of Lab & Emp. on all aspects of Stenography, Attending of telephones, Maintenance of engagement diary/ arrangement for tours and Knowledge of Computers.	5	3	Dte. Of Lab & Emp.
Junior Assistants / Clerks/ Clerk-cum-Data-Entry Operator	a) Training in HIPA on Office Procedure and Computers, Budget Accounts	120	3	a) HIPA
	b) Training on working of Employment Exchanges and Labour Offices.	120	3	b) HIPA (by Dte of Lab & Emp)
	c) Induction training for new recruits	10	30	c) Dte of Lab & Emp.
Drivers	Training in Dte. Of Labour & Employment on all aspects of driving and maintenance of vehicle and of Log Books.	5	3	Dte of Lab & Emp.
Peons	a) Training at HIPA as per R&P Rules to those who are eligible for promotions as Clerks	10	60	a) HIPA
	b) One day Training at District Head Quarter	80	1	b) At Distt. H.Q. in Depts. Office.
Daftri/ Chowkidar / Frash/ Sweeper.	Training at Distt. H.Qs.	20	1	At District Head Quarters. In Depts. Office

Training-cum-Exposure Visits of the Officers outside the State:

Category of the Employee	Purpose of Training-cum-Exposure Visit.	Number of Employees to visit in a year.	Duration of Visit in days.	States to be Visited.
Officers of Employment Wing.	To expose them to various new activities in employment procedure in others States.	4	6	Gujrat/ Maharashtra/ Kerala/ Karnatka/ West Bengal.
Officers of the Labour Wing and Factory Wing.	To expose them to effective enforcement of Labour Laws in other States.	4	6	Gujrat/ Maharashtra/ Kerala/ Karnatka/ West Bengal.
Total		8	12	

Induction-cum-Orientation Training Module for the newly recruited Distt. Employment Officers at Directorate of Labour & Employment, Shimla for 30 days.

Attachment with Deputy Director Employment for the Employment Exchanges (Compulsory Notification of Vacancies) and Rules, Employment Exchange Working .	3 days.
Attachment with State Vocational Guidance Officer for Vocational Guidance work including V.G. Talks.	3 days.
Attachment with Employment Market Information Officer for EMI Working, inspection and prosecution of establishments.	3 days.
Attachment with Officer Incharge (Placement) Special Employment Exchange(for PH) for work related to registration and sponsoring of physically handicapped and Persons with Disabilities Act	3 days.
Attachment with Employment Officer, Central Employment Cell, for procedure to meet skilled and unskilled manpower requirement of private sector and implementation of employment to 70% Himachalis in Industries and Hydro Electric Projects.	3 days.
Attachment with Establishment Officer to learn work related to Establishment, Head of Office.	3 days.
Attachment with DDO to learn work related to DDOship and Accounts.	3 days.
Attachment with Law Officer to learn procedure to deal with legal matters.	3 days.
Attachment with Regional Employment Officer, Shimla to see and learn working of Distt. Level Employment Exchanges.	5 days.
Briefing Session with Director Employment	1 day.

Induction-cum-Orientation Training Module for the newly recruited Labour Officers and Labour Inspectors at Directorate of Labour & Employment, Shimla for 30 days.

Attachment with Joint Labour Commissioner for implementation of Labour Laws.	6 days.
Attachment with Deputy Labour Commissioner for implementation of Labour Laws.	5 days.
Attachment with Deputy Director of Factories for implementation of Factories Act, 1948.	2 days
Attachment with E.O. (CEC) for implementation of the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and Rules, especially inspection of Private sector Establishment to know employment status of 70% Himachalis in Industries and HEP.	2 days
Attachment with Establishment Officer	3 days.
Attachment with DDO	3 days.
Attachment with Law Officer	3 days.
Attachment with Labour Officer, Shimla to learn working of Labour Office.	5 days.
Briefing Session with Labour Commissioner	1 day.

ANNEXURE-VIII

Induction-cum-Orientation Training Module for the newly recruited Assistant Director of Factories at Directorate of Labour & Employment, Shimla for 30 days.

Attachment with Joint Labour Commissioner for implementation of Labour Laws.	2 days.
Attachment with Deputy Labour Commissioner for implementation of Labour Laws.	2 days
Attachment with Deputy Director of Factories for implementation of Factories Act, 1948.	9 days
Attachment with E.O. (CEC) for implementation of the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and Rules	2 days
Attachment with Establishment Officer	3 days.
Attachment with DDO	3 days.
Attachment with Law Officer	3 days.
Attachment with Deputy Director of Factories Una to see and learn working of ADF.	5 days.
Briefing Session with Chief Inspector-cum-Factories (Labour Commissioner)	1 day.

ANNEXURE-IX

Induction-cum-Orientation Training Module for the newly recruited Statistical Assistant at Directorate of Labour & Employment, Shimla for 30 days.

Attachment with Joint Labour Commissioner and S.A. (Labour)	8 days.
Attachment with EMIO and SA (EMI)	8 days
Attachment with Supdt-II (Establishment section) to learn file work.	2 days.
Attachment with REO Shimla and SA(REO Shimla)	6 days.
Attachment with Labour Officer Shimla	5 days
Briefing Session with Labour Commissioner-cum-Director Employment	1 day.

ANNEXURE-VIII

Induction-cum-Orientation Training Module for the newly recruited Assistant Director of Factories at Directorate of Labour & Employment, Shimla for 30 days.

Attachment with Joint Labour Commissioner for implementation of Labour Laws.	2 days.
Attachment with Deputy Labour Commissioner for implementation of Labour Laws.	2 days
Attachment with Deputy Director of Factories for implementation of Factories Act, 1948.	9 days
Attachment with E.O. (CEC) for implementation of the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and Rules	2 days
Attachment with Establishment Officer	3 days.
Attachment with DDO	3 days.
Attachment with Law Officer	3 days.
Attachment with Deputy Director of Factories Una to see and learn working of ADF.	5 days.
Briefing Session with Chief Inspector-cum-Factories (Labour Commissioner)	1 day.

ANNEXURE-X

Induction-cum-Orientation Training Module for the newly recruited Clerks at Directorate of Labour & Employment, Shimla for 30 days.

Attachment with Supdt. Gr-II (Establishment) to learn how to open files, maintain record and deal PUC, establishment work, PMIS.	10 days.
Attachment with Joint Labour Commissioner	1 day
Attachment with Deputy Director Employment	1 day
Attachment with Deputy Director Factories	1 day
Attachment in Diary Dispatch Section	3 days
Attachment in REE Shimla	5 days
Attachment in Labour Office Shimla	5 days
Attachment with Computer Operator in Directorate	3 days.
Briefing Session with Labour Commissioner-cum-Director Employment	1 day.

ANNEXURE-XI

THREE DAYS TRAINING PROGRAMME FOR LABOUR WING AT H.L.P.A.

Day-1

Sr.No.	TOPICS	FACULTY
1.	Facilitation and welcome	Labour Commissioner
2.	Inaugural Address	-do-
3.	The BOCW Act, 1996	DLC
4.	Industrial Disputes Act, 1947	-do-
5.	The Contract Labour (R&A) Act, 1970	DLC
6.	Industrial Disputes Act, 1947	-do-
7.	Factories Act, 1948 & workmen Compensation Act, 1923	DDF
8.	The Factories Act (Section 1 to 60)	-do-
9.	The Factories Act (Section 61 to 120)	DDF
10.	Trade Unions Act 1926 & Child Labour (P&A) Act, 1986	DLC
11.	H.P. Industrial Estts.(National and Festival Holidays, Casual & Sick Leave) Act, 1969, & conducting of Inspections	DDF
12.	Equal Remuneration Act, 1976 & Maternity Benefit Act, 1961	DLC
13.	Payment of Gratuity Act, 1972	DLC
14.	H.P. Shops & Commercial Estt, Act, 1969	Labour Commissioner
15.	Defending Cases in the Court & Prosecution procedure to be followed	HIPA Faculty
16.	Payment of Bonus Act, 1965 & Payment of Wages Act, 1936	Labour Commissioner
17.	Industrial Employment (Standing Orders) Act, 1946	Labour Commissioner
18.	Motor Transport Workers Act, 1961 & Payment of Wages Act, 1936	DLC
19.	Minimum Wages Act, 1948	-do-
20.	Interstate Migrant Workmen (R.E.&C.S.)Act, 1979	-do-
21.	Plantation Labour Act, 1951	DDF
22.	Bonded Labour System Abolition Act, 1976 & Child Labour (P&R) Act	DLC
23.	E-Samadhan & RTI Act & e-mail	HIPA /NIC Faculty

THREE DAYS TRAINING PROGRAMME FOR EMPLOYMENT WING AT H.I.P.A.

<u>SESSION</u>	<u>TOPIC</u>	<u>FACULTY</u>
DAY-I		
1.	Introduction to the training programme, Registration, Re-Registration, Renewal and Lapsing, Transfer of Registration record.	LC-cum-DE & DDE
2.	The EE(CNV) Act, 1959 and Rules, 1960, Sponsoring Post Sponsoring work.	DDE
3.	Vocational Guidance.	SVGO
4.	Central Employment Cell & Campus Interviews	EO(CEC)
DAY-II		
5.	Special Employment Exchange (for PH) Sponsoring of PH by SEE(for PH) & by EEs. Foreign Employment & Manpower Export Bureau.	OI(PH)
6.	State Employment Market Information Unit. Inspection Of Establishments, issuance of Show Cause Notices & Prosecution of Establishments.	EMIO
7.	RTI Act and e-Samadhan	HIPA Faculty
8.	Public dealing & Stress Management	HIPA Faculty
DAY-III		
9.	Computer and peripherals working, Internet access Word Star, e-mails through NICEMAIL, Yahoo etc.	NIC/HIPA Faculty
10.	Practical Session on Computers.	-do-
11.	EEMIS Software application at present & in future.	NIC Faculty
12.	Interactive and valedictory session	LC-cum-DE & DDE

ANNEXURE-XIII

Format for submission of training note by the officers attending training at the Training Institute:

1. Name of the Training Institute:
2. Name of the Officer
3. Name of the Designation
4. Title of the Training Programme
5. Duration of the Training:
6. Training methodology adopted during training session
7. Relevance of the Training for enhancing service delivery
8. Relevance of the Training for enhancing skills/ knowledge
9. Brief note on training attended and suggestions for further improvement, if any:

Signature

Name and address of the
Trainee Officer/Official