



सत्यमेव जयते

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GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF ADMINISTRATIVE REFORMS
CIVIL SECRETARIAT, BLOCK NO. 4, 4TH FLOOR
ITANAGAR - 791 111

OFFICE MEMORANDUM

The 18th April, 2017

Subject : **Arunachal Pradesh State Training Policy - 2017.**

No.AR-77/2015.—The Work force of the Government of Arunachal Pradesh has grown manifold during the last two decades due to administrative and environmental changes. The major challenges that lie ahead of the administration of the Government of Arunachal Pradesh are due to the degeneration of departmental efficiency and degeneration of work culture. The identified reason is predominance of a large number of untrained work force and lack of competency building among the staff.

2. Training is an effective and time tested tool for performance enhancement as well as up-gradation of knowledge and skills of the personnel, to improve the administrative effectiveness. The basic objective of the training is to develop a professional, impartial and efficient civil service that is responsive to the needs of the citizen.

3. Therefore, the Government of Arunachal Pradesh has framed the Arunachal Pradesh State Training Policy - 2017 which is inclusive of required characteristics of a standard training policy under various heads such as an institutional Frame Works, Training Methodology, Training Coverage, Training Need Analysis, Quality Assurance, Role of Training Institutes, Operational Modalities and Evaluation. The Competency Framework will be used to ensure that civil servants have the requisite knowledge, skills and attitude to effectively perform the functions they are entrusted with.

4. In view of the above, the Government of Arunachal Pradesh has taken the following decision in respect of Arunachal Pradesh State Training Policy - 2017.

- (a) Each department shall designate an officer as Training Officer who will be the nodal person for implementation of the training functions in that department/office.
- (b) A training cell should be created under the Administrative Reforms Department, which shall look after the training programme of the Arunachal Pradesh Secretariat Service Officials and Arunachal Pradesh Civil Service Officers. If required requisite proposal for creating minimum number of posts for manning the said training cell be submitted to the Cabinet by the AR department. The training cell will assess the training needs and accordingly shall take initiative to depute officers and officials to various Training institute, formulate the annual training plan and 5 (five) year training plans for each category of officers and officials review all training programmes, annually update the curriculum with special emphasis on training needs of the departments/services. It shall classify all posts with proper job description and competencies required. It shall ensure that strategic plans for training and education effectively integrated into proper plans for human resource and organisational development as well as into the budgetary process.
- (c) The Finance Department of the Government of Arunachal Pradesh should earmark some percentage of the total budget for training purposes.
- (d) The Administrative Training Institute should be upgraded and converted into a State of Art Training Institute. The Administrative Training Institute shall be headed by Director General, who will be either an IAS officer or an APCS Officer of JAG grade.

- (e) The Arunachal Pradesh State Training Policy - 2017 and the decision above is brought to the notice of all Heads of Departments/Appointing Authorities/Organizations under the Government of Arunachal Pradesh for compliance. The Arunachal Pradesh State Training Policy - 2017 is placed herewith as ANNEXURE - A. The pdf format of the Arunachal Pradesh State Training Policy - 2017 has also been uploaded in the Publications Section of the official website of the Department of Administrative Reforms (www.arungovard.nic.in).

Shakuntala D. Gamlin
Chief Secretary to the
Government of Arunachal Pradesh,
Itanagar.