

**Human Resource Development
Plan
2023
Ministry of Fisheries**

1. Organization

Ministry - Ministry of Fisheries

2. Composition of the Organization

2.1 Vision - “To be a leader in the South Asian region in conservation and sustainable use of fisheries and aquatic resources”

2.2 Mission - “Managing fisheries and aquatic resources for the benefit of present and future generations”

2.3 Values - Positive feedback

Impartiality

Honesty

Accountability

Customer orientation

Group work

Leadership

Reliability

Respectability

Innovations

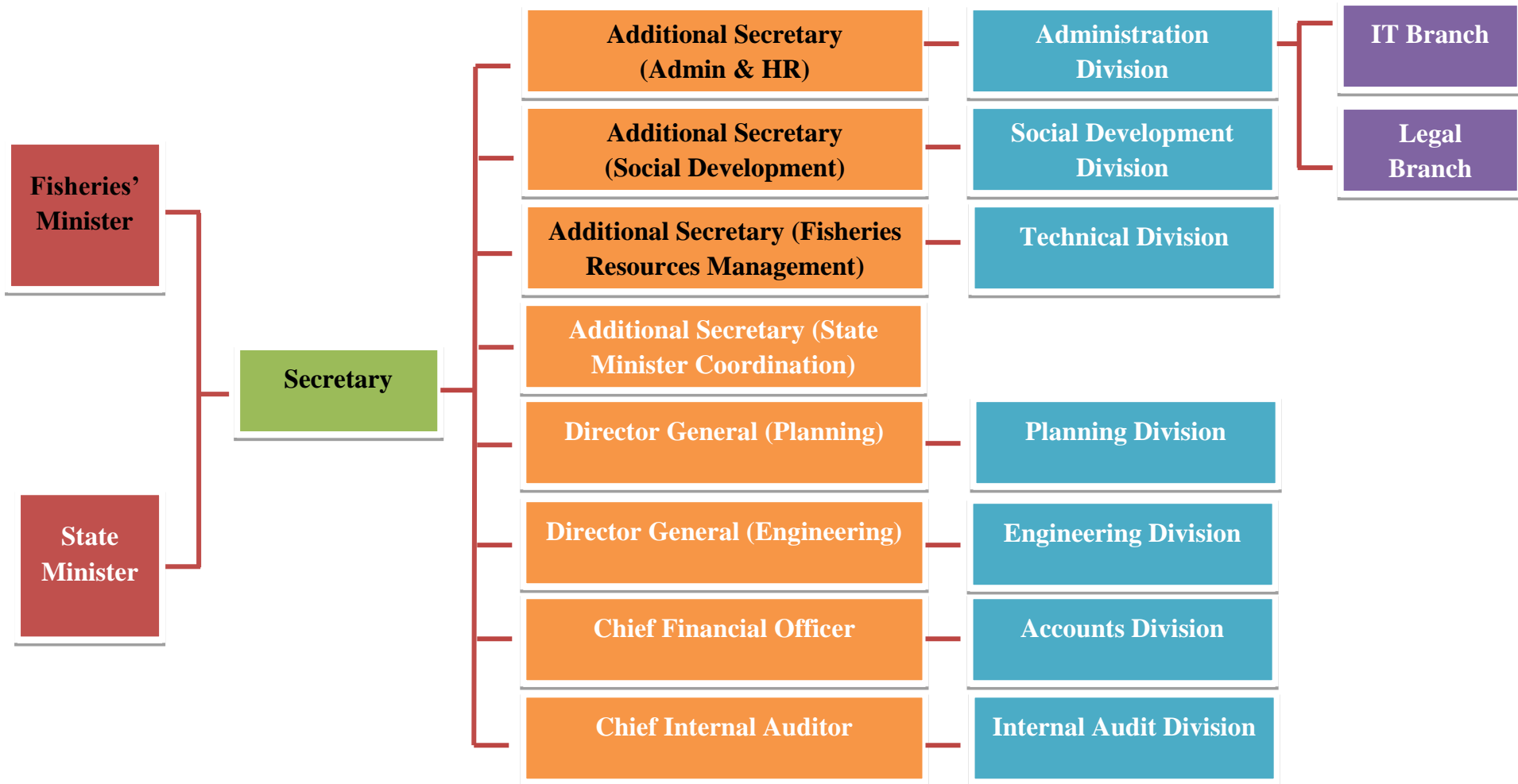
2.4 Purposes

- Sustainable management of resources using science-based information.
- Compliance with regional and international obligations.
- Increasing marine fisheries production.
- Increasing aquaculture and freshwater fisheries production.
- Minimizing post-harvest losses and enhancing value addition.
- Increasing per capita fish consumption.
- Increasing export revenue
- Enhancing opportunities for recreational activities, employment and business development
- Improving the socio-economic activities of the fishing community

2.5 Main functions

- Development of marine, brackish water and inland fisheries industries
- Formalizing policies and programs
- Development and sustainable use of national aquatic resources
- Implementation of programs to upgrade products to international standards
- Supplying fish products at an affordable price by satisfying the consumer needs
- Facilitating the export of fish products

2.6 Organizational structure



2.7 Staff Information

S/N	Description	Services	Grade / Class	DMS Approved Cadre (A)	Actual Cadre (B)	Vacancies (C) = (A)-(B)
01	Secretary			1	1	0
02	Additional Secretary	SLAS	Special	4	4	0
06	Director General	SLES	Special	1	1	0
07	Director General	SLPS	Special	1	1	0
08	Director General	SLAgS	Special	1	0	1
09	Chief Financial Officer	SLACS	Special	1	1	0
10	Senior Asst. Secretary	SLAS	Grade I	1	1	0
11	Chief Accountant	SLACS	Grade I	1	1	0
12	Chief Internal Auditor	SLACS	Grade I	1	1	0
13	Director	SLAS	Grade I	1	1	0
14	Director	SLPS	Grade I	1	1	0
15	Director	SLES	Grade I	1	1	0
16	Director	Dpt.	Grade I	1	0	1
17	Assistant Secretary	SLAS	Grade (III)	1	1	0
18	Accountant	SLACS	Grade (II)	2	2	0
20	Internal Auditor	SLACS	Grade (III/ II)	1	0	1
21	Deputy Director	SLPS	Grade (II)	2	2	0
23	Deputy Director	SLAS	Grade(II)	1	1	0
24	Asst. Director	SLAS	Grade (III/ II)	1	1	0
25	Deputy Director/Asst. Director	SLAgS	Grade (III/ II)	1	0	1
26	Deputy Director/Asst. Director	Dpt.	Dpt.	2	1	1
27	Engineer	SLES	Grade (III/ II)	1	0	1
28	Legal Officer	Dpt.	Dpt.	1	1	0
29	Co-ordinating Secretary to Secretary	Temp	Temp	1	1	0
30	Administrative officer	MSO Service	Supra	1	1	0
31	Information & communication Technology Officer	SLIT	Grade II/ I	1	1	0

32	Translator	SLTS	Grade II/ I	2	1	1
33	Development Officer	DO Service	Grade III/ II/ I	101	100	1
34	Budget Assistant	Dpt.	Dpt.	1	1	0
35	Supplier Assistant	Dpt.	Dpt.	1	0	1
36	Planning Assistant	Dpt.	Dpt.	3	2	1
37	Technical Officer	TS	TS	1	0	1
38	Management Service Officer	MSO Service	Grade III/ II/ I	56	34	22
39	Information & communication Technology Assistant	SLIT	Grade III	4	4	0
40	Electrical & Technical Artificer	Dpt.	Dpt.	1	1	0
41	Driver	Driver Service	Grade III/ II/ I	16	16	0
42	Office Employer	OES. Service	Grade III/ II/ I	23	21	2
43	Driving assistant	Dpt.	Dpt.	1	0	1
44	Publicity Officer	Temp	Temp	1	1	0
45	Videographer	Temp	Temp	1	0	1
46	Photographer	Temp	Temp	1	0	1
47	Assistance Videographer	Temp	Temp	1	0	1

2.8 Main Sections

Administration Division

purpose

Provision of human resources, buildings, public transport facilities, water, electricity, communication, watchman, etc., as well as human resource management, proper maintenance of buildings and vehicles.

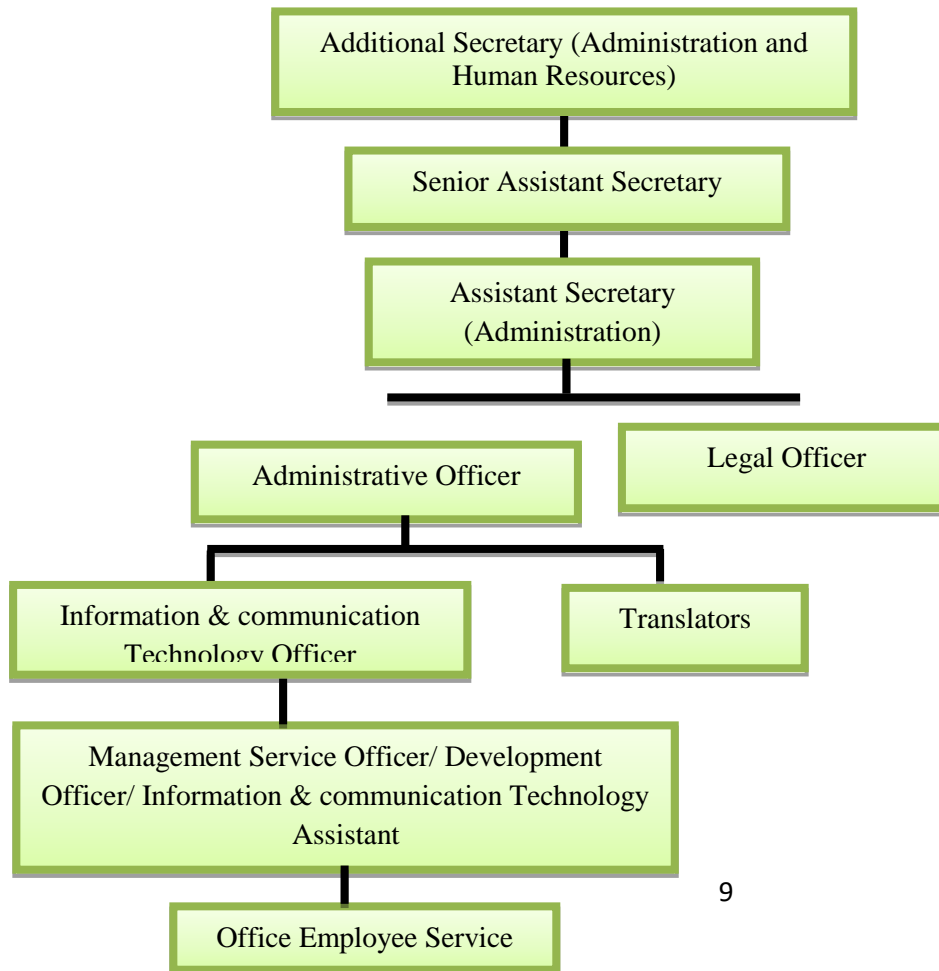
Activities

- Work related to personal files of all officials of the Ministry

- All activities related to the staff of the Ministry (preparation of recruitment procedures and promotion procedures of officials, appointments, maintenance of discipline, provision of necessary equipment and resources, etc.)
- Maintaining up-to-date data and information system about the staff of the ministry
- Making necessary arrangements to refer officials for local/foreign training programs and foreign conferences and discussions related to human resource development.
- All activities related to the daily mail of the Ministry
- Provision of necessary equipment, electricity, postal facilities and internet facilities to the staff and maintenance of those services.
- Dealing with employee welfare
- Maintenance of sanitary services and security service contracts by updating them
- Maintenance and proper maintenance of ministerial premises, buildings and all office electronic equipment
- Activities related to maintenance and repair of vehicles owned by the Ministry
- Monitoring and recommending relevant activities with regards to the preparation of the Cabinet memorandums and forwarding them to the Minister for approval.
- Activities related to providing answers to parliamentary questions
- Responding to Parliamentary Consultative Committees and related matters
- Providing necessary facilities and resources to the Honourable Minister and the staff.

- All works related to maintenance and repair of quarters and tenements
- Maintenance of the record room of the ministry to up to date.
- Foreign leave arrangements of all officers
- Supervision of translation
- Responding to audit enquiries
- Coordination with Presidential Task Force on Dengue Control
- Examining and responding to petitions and complaints submitted to the Presidential Secretariat and the Prime Minister's Office.
- Dealing with the implementation of circulars and ministerial standing orders
- Implementation of Information Act
- Affairs related to loans and advances of ministerial officials, affairs related to entitlements to Agraahaara Insurance scheme , payment of fees to warrants and issuance of season tickets and work related to preparation of official identity cards.
- Monitoring and payment for maintenance of ornamental fish tanks
- Arrangements for deployment and affairs related to payment for computer trainees.
- Obtaining the annual asset declaration of staff officers and keeping them safe, activities related to guarantee deposits of officials
- Supervising the maintenance of welfare canteen, driver and security lounge

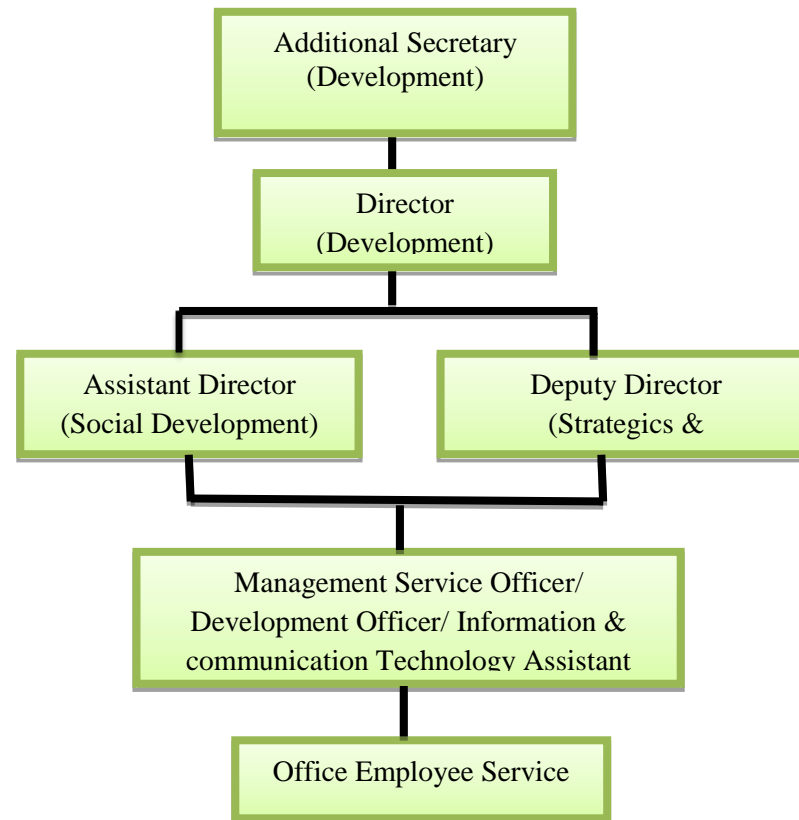
- All activities related to the organizational affairs and appointment of boards of directors of NARA, NAQDA, CFHC, CFC and CEY-NOR under the Ministry.
- Referral of officials for election duties
- Keeping the Ministry website up to date



Social Development Division

Activities

- Coordinating all the development projects that are being implemented under the Ministry's local funds
- Identifying development programs according to the strategic management of the Ministry plan, obtaining formal approvals, making allocations and assisting in the implementation of the plan.
- Planning, coordinating, directing and reviewing progress of accelerated development programs based in the North Eastern region.
- Updating and regularly conducting data and information systems aimed at community awareness programs regarding the role of the Ministry of Fisheries, community participation in development programs.
- Inter-ministerial coordination programs related to fisheries and aquatic resources
- Coordinating the development works of the statutory bodies under the Ministry of Fisheries and Aquatic Resources Department.
- Preparation of annual budget estimates related to development works and related matters
- Strengthening the subject of fish farm businesses.
- Coordination of project procurement activities
- All activities related to the planning of special programs, obtaining allocations and implementation (drafting of cabinet memoranda as necessary for the performance of these activities, assignment of duties to staff, guidance, supervision and training, evaluation of staff duties and performance evaluation scale and presentation)
- Coordinating and monitoring fisheries social welfare activities
- Identification and planning of projects related to fishing community development programs
- Planning and coordination of fisheries children and women social welfare programs
- Coordination of the rules, regulations and national programs introduced by the government for the welfare of children and women in relation to the fisheries sector.
- Annual update of data related to fisheries social development.
- Development of fisheries infrastructure and coordination of land acquisition in accordance with the development plan of the fisheries industry.
- Coordinating programs like 'Village with a Lake' programme, Livelihood and Housing Development Programme, 'Tell the President' etc.

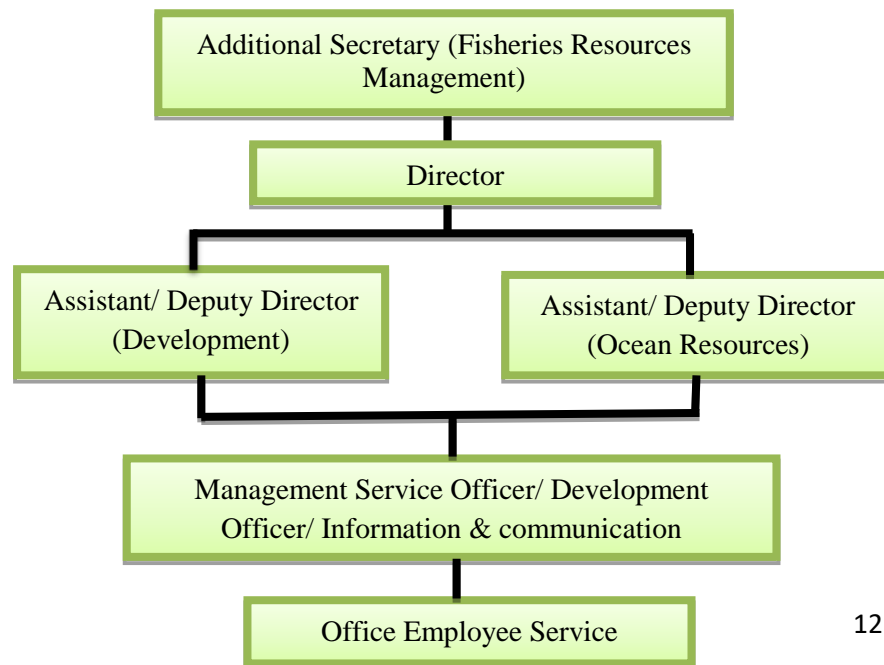


Technical Division

Activities

- Monitoring and progress review of NARA Institute
- Supervising all activities related to the improvement, conservation and utilization of aquatic resources and aqua culture resources.
- All activities related to the preparation and implementation of the National fisheries Policy.

- Participation in international conferences and discussions related to the fishing industry as necessary and all activities related to ensuring the implementation of international rules.
- Supervision of fish trade export and fishery products industries and all related activities and granting necessary permits to fishery products and exporters.
- Encouraging research related to the improvement and development of fisheries and harvesting methods and providing necessary facilities and resources to researchers.
- Keeping fisheries laws and international laws up-to-date, revising ordinances and implementing them in time.→
- All activities related to the coordination of international and national organizations and institutions and improvement of international relations
- All matters related to drafting Cabinet Memoranda as required
- Fulfilling the vision and mission of the ministry in accordance with the national identity, all related tasks to prepare the annual development plan and annual operational plan by building strategic objectives and goals.
- Preparing the annual report and supervising the work of obtaining the approval of the Cabinet of Ministers and the Parliament

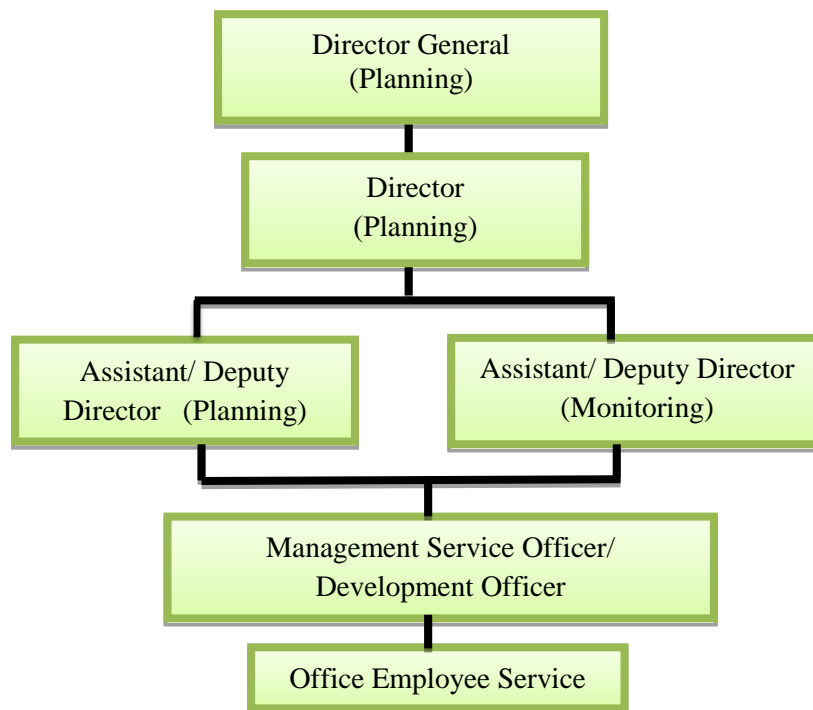


Planning Division

Activities

- Compilation, updating and monitoring of the National Fisheries Policy and strategies
- Compilation of the annual action plan, monitoring and follow-up of its activities and affairs related to the progress, monitoring and follow-up. annual plans and district plans of the institutions under the Ministry
- Compilation of local and foreign projects / programs, following the necessary procedures for implementing those concepts, monitoring the progress and follow-up of the projects / programs that have become operational.
- Convening meetings of progress ,meeting of heads of institutions, fisheries advisory council and special task force related to IUU fishing, monitoring and follow-up on the implementation of the decisions of the meeting.
- Compilation of subject related Cabinet memoranda and notes, follow-up activities
- Coordinating with the Presidential Secretariat, Prime Minister's Office , Inter-Ministerial Councils, Provincial Councils, District Secretaries in relation to programs like food and nutrition, disaster management, environmental affairs and livelihood development programme, 'Divi Nenguma'.
- Compilation of the following reports by collecting and analyzing relevant information and data
 1. Annual performance report to be submitted to the Budget Committee of the Parliament
 2. Annual Report
 3. Ministerial progress to be reported to the Presidential Secretariat
 4. Ministerial progress to be reported for Treasury.
 5. Report on monitoring progress and follow-up of programs implemented under the State Investment Program
 6. Reports requested by various agencies on the orders of the Ministerial Secretary
- Coordinating with foreign institutes where necessary
- Collection of necessary information for preparation of annual budget estimates
- Centralizing and maintaining information related to the fisheries sector
- Supervising the functions of the Statistics Division and the Fisheries Community Radio Unit
- Coordination of Fisheries and Advisory Committee, implementation of decisions taken there, coordination with international fisheries organizations and foreign fisheries agencies.
- Coordinating the meeting of Provincial Fisheries Ministers and Provincial Fisheries Secretaries

- Preparation of budget proposals, follow-up and coordination of projects of the Ministry and affiliated institutions.
- Work related to National Food Production Programme, National Nutrition Programme
- Activities related to purchase of mother vessels, audit queries and answering parliamentary questions



Accounts Division

Activities

- Preparing and implementing the annual financial plan for the Ministry
- Monthly reporting of financial and physical progress according to the Ministry's financial plan
- Guidance, advice and coordination of financial and procurement activities
- Appointment of Procurement Committees and Technology Evaluation Committees
- Conducting annual product surveys and proper disposal of scrap materials

- Preparation and implementation of annual procurement plan and procurement board activities
- Ensuring maintenance and security of payroll, assets and accounting documents and softwares
- Activities related to operation of official bank accounts
- Supervision of warehouse control, maintenance and safety activities
- Activities related to security of shroff and cheques
- Safeguarding of forms and documents of financial value
- Negotiating and coordinating with Treasury officials to approve estimates and additional provisions
- Submission and coordination of new budget proposals
- Advance accounting activities
- Preparing and submitting final accounts on due date
- Providing answers to the existing problems of the Parliamentary Advisory Committee
- Answering audit queries
- Acting on matters related to the Committee on Public Accounts
- Coordinating activities related to preparation of capital expenditures, budget documents
- Maintaining a data system on financial and physical performance and dealing with reconciliation of variables.
- Introduction of formal programs and circulars related to sound financial management, procurement and asset management
- Approval of Payment Vouchers upon authorization of authority
- Preparation of ministerial board memos related to finance and procurement functions—
- Preparing and monitoring reconciliation of accounts as per treasury documents and make appropriate adjustments.—
- F.R. 66/69 Supervision of transfers and receipt of additional provisions
- Ensuring security status of bonds
- Maintaining financial affairs and overseeing accounting in accordance with government accounting standards
- Preparation of consolidated estimates of income and expenditure by obtaining draft estimates from Department of Fisheries and Aquatic Resources and other affiliated agencies.
- Ensuring payment of salary and salary advance on due date
- Preparation of supplementary estimates and imprests from the Treasury without delay
- Ensuring maintenance of ledger of disbursement of funds classified in budget format and expenditure variables as per schedule—
- Submission of monthly, quarterly and annual accounts of the Ministry related to expenses, advance accounts, loans, deposits, imprest, foreign aid refunds etc.
- Preparing reconciliation of accounts with treasury documents and making appropriate adjustments



Internal Audit Division

Activities

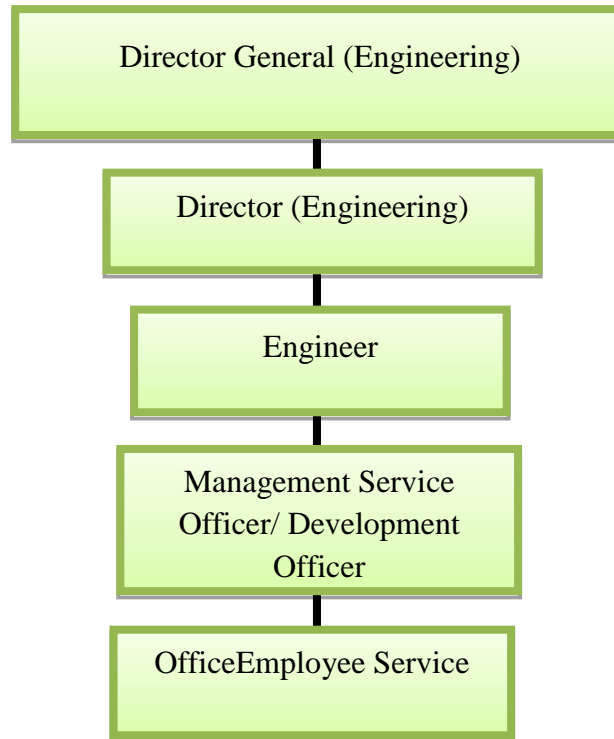
- Preparation and execution of annual audit plan
- Conducting the audit inspection activities according to the internal audit plan on the general financial and administrative activities of the Ministry, social development activities and anchorage development projects, informing the secretary about supervision and changes.
- Coordinating with the Ministry and Treasury about internal audit activities and sending related reports
- Conducting audit management committees and supervising the audit activities of the institutions under the Ministry

- Determining the reliability of accounts and other records and ascertaining whether the accounting policies used provide the necessary information to prepare accurate financial statements.
- Ascertaining the extent to which the Ministry's assets are protected against all kinds of damages
- Ascertaining whether the Six Institutional Codes, Financial Regulations, Procurement Guidelines Code, Public Administration and Treasury Circulars, Ministerial Circulars are being followed.
- Reviewing the evaluation of internal control systems of the Ministry and making necessary recommendations and suggestions to establish adequate and appropriate control and accounting systems.
- Assisting the Accounting Officer by fulfilling the responsibilities prescribed by F.R.133 and Management Audit Department.



Engineering Division

- Affairs related to the building construction of the Ministry



3. Human Resource Plan

The Ministry of Fisheries considers “human resource” as the most important resource of the Ministry. Accordingly, the ministry has paid special attention to the development of human resources. It will be important to develop a human resource full of skills that can face future challenges by identifying the problems of the existing human resource. In particular, the Ministry expects to implement training and development programs by improving the knowledge, attitude and skills of the officers.

3.1 Human Resource in the Institute

Existing Issues with regards to Human Resource (Existing Status)	Anticipated Human Resource Challenges (with a futuristic view)	Desired Human Resource Competencies (Desired Status)
Absence of qualified officers in certain fields	<ul style="list-style-type: none"> • Limitation of recruitment of new employees in accordance with various state policies and economic conditions prevailing in the country. • The number of people applying for government service may decrease • Difficulty in finding skilled professionals due to emigration 	<ul style="list-style-type: none"> • Employing existing human resources with maximum efficiency • Developing strategies to identify hidden professional talents in the existing human resource and recruiting them for the job. • Employing more manpower for essential duties and carrying out routine duties with minimum manpower.(Multi-talented)
Lack of expertise related to the subject of some officials	<ul style="list-style-type: none"> • Trainers with specialist knowledge are limited and the cost of getting those trainings is high • Increasing tendency of those groups to go abroad after getting the expert knowledge • Low wages for skilled human resources in the public sector relative to the private sector 	<ul style="list-style-type: none"> • Providing the officials with opportunities to work with officials having specialized knowledge and skills in various fields. • Giving more attention to technical training in foreign training (Subject Expertise)

<p>Developing ethics and responsibility among officers</p>	<ul style="list-style-type: none"> • It is difficult to implement training programs because ethics and responsibility must be internal to the individual. • Not being able to expect optimum efficiency despite training • Unable to use a specific yardstick as these factors may vary depending on practical conditions 	<ul style="list-style-type: none"> • Gaining self-control through mental development • Motivating officers through group work, picnics, religious and cultural programs • Appreciation of the good conduct officers • Appreciating the responsible officers (Plenty of virtues)
<p>Having officers recruited without basic training</p>	<ul style="list-style-type: none"> • Requirement of high amount of provisions for inaugural training sessions • Existence of limited number of institutions conducting such training programs • Difficulty directing people in the right direction because they do not feel responsible at work 	<ul style="list-style-type: none"> • Facilitating to working with harmony in the institution. • Creating training-like sessions through in-house trainers • Developing learning-on-the-job strategies (Continuing Training and Development)

4. Human Resource Management Plan

4.1 Training strategies

Desired skill level	Existing skill level	Required training	Planned training
1. Having a cadre of senior executives and executive officers with management and leadership skills in all sectors of the ministry	Management and leadership skills of executives are limited and those having such skills transfer in a short period of time	Management and Leadership Training for Senior Executives /Executives	<ul style="list-style-type: none"> Residential Training on Management and Leadership for Senior Executives / Executives/ Staff Officers (3 Days) Implementation of competency development programs for senior executives /executives/ staff officers (05 days)
2. Having Development Officers, Management Service Officers and Technical Officers who are knowledgeable in relation to office correspondence.	Limited number of technical officers, development officers and management service officers developed according to new global trends.	Increasing the knowledge of officials and increasing the efficiency of officials in relation to office letter transactions	<ul style="list-style-type: none"> Implementation of training program on filing, maintenance of subject files and correspondence writing (2 days) Capacity development programming 05 days
3. Every administrative officer and accountant should be formally trained in audit management.	Limited number of administrative officers and accountants who have received formal training in audit management	Training on Audit Management	<ul style="list-style-type: none"> Training program on Audit Management Training schedule (2 days)
4. Every executive officer to be formally trained in conducting disciplinary investigations	The limited number of executives who have received formal training in conducting	Training on conducting basic investigations, disciplinary investigations	<ul style="list-style-type: none"> Training programs on conducting disciplinary investigations (2 days) - Preliminary investigations

	disciplinary investigations		- Formal disciplinary investigations
5. All the officers of the ministry should have received leadership training	Limited opportunities for officers to receive leadership training	Leadership training	<ul style="list-style-type: none"> Residential leadership training at Meepe/Kithulgala training institute
6. Having a group of administrative officers, management service officers and development officers who are knowledgeable about office management, promotions, retirements, salary conversions and conducting disciplinary investigations.	Limited number of Administrative Officers, Management Service Officers and Development Officers who are knowledgeable about office management, promotions, retirements, salary conversions and disciplinary investigations.	Training programs related to office management, promotions, retirements, salary conversions and conducting disciplinary investigations.	<ul style="list-style-type: none"> Training programs on office management (2 days) Training programs on promotions, retirements, salary conversions and conduct of disciplinary conversions and conducting disciplinary investigations. 02 days
7. Recruitment of Graduates/Diploma holders with formal basic training oriented towards job duties	Limited number of job oriented graduates and diploma holders with formal basic training	Career Orientation Programs	<ul style="list-style-type: none"> Job orientation program for fresh graduates/diploma holders
8. Developing the mind consciousness of the officers.	Due to the various socio-economic conditions prevailing, there is less number of clear minded officers in a settlement	Entertainment programs that heal the mind	<ul style="list-style-type: none"> Songs appreciation program

4.2 Prioritization of human resource management programs

Planned training programs	Essential	Required
1. Residential Training in Management and Leadership for Senior Executives/Executives (3 Days)		
2. Implementation of capacity development programs for senior executive/executive/staff officers (5 days)		
3. Implementation of computer literacy training programs		
4. Implementation of training programs related to filing, subject file maintenance, official letter writing (2 Days)		
5. Implementation of capacity development programs for officers (5 days)		
6. Training Program on Audit Management for each Administrative Service Officer and Accountant (2 Days)		
7. Training programs on conduct of disciplinary investigation for every executive officer		
8. Leadership and Motivational Training for all officers (3 days)		
9. Training programs in office management		
10. Training programs for administrative officers, management service officers and development officers on promotions, retirements, salary conversions and disciplinary investigations.		
11. Orientation programs for fresh graduates/diploma holders for career work		
12. Music appreciation program		

5. End- of- year training plan

5.1 Basic Plan

Selected training programmes	Target groups	Main Objectives of the Training Programme	Time Period	Mechanism for achieving desired skill level
01. Residential Training in Management and Leadership for Senior Executives/Executive Officers	<ul style="list-style-type: none"> • Senior executives • Executive officers 	Producing a group of senior executives/executives with management and leadership skills	03 days	Seminars /Practical Sessions
02. Training on Procurement	<ul style="list-style-type: none"> • Senior executives • Subject Officers 	Improving practical knowledge of government procurement process	01 day	Seminars /practical sessions
03. Training for executive officers on conducting disciplinary investigations.	<ul style="list-style-type: none"> • Executive officers 	Making every executive officer trained in conducting disciplinary investigations	02 days	Seminars /Sessions
04. Implementation of training programs and capacity development programs related to filing, maintenance of subject files and correspondence writing.	<ul style="list-style-type: none"> • Development officers • Management service officers • Information and Communication Technology Assistants. 	Developing the knowledge and the efficiency of officials in transaction of official letters.	07 days	Seminars/ practical sessions

<p>05. Implementation of training programs on promotions, sending on retirements, salary conversions and disciplinary investigations in office management service.</p>	<ul style="list-style-type: none"> • Administrative Officer • Management Service Officers • Development officers 	<p>Creating a group of administrative officers, management service officers and development officers who are knowledgeable about promotions, retirement, salary conversions and disciplinary investigations in office management service.</p>	<p>02 days</p>	<p>Seminars/Practical training</p>
<p>06. Implementation of training on Driving Guidelines / traffic rules and Health education</p>	<ul style="list-style-type: none"> • drivers 	<p>Creating a group of well-disciplined drivers</p>	<p>01 day</p>	<p>Seminars</p>
<p>07. Implementation of the training program on preparation of project proposals</p>	<ul style="list-style-type: none"> • Development officers • Management service officers 	<p>Development of existing skills in the officers on preparation of project proposals.</p>	<p>02 days</p>	<p>Seminars/ Assignments</p>
<p>08. Training for Development Officers and Management Service Officers on Public Service Commission Procedural Rules and Financial Regulations</p>	<ul style="list-style-type: none"> • Development officers • Management service officers 	<p>Providing knowledge about the procedural rules and financial regulations of the Public Service Commission which are required in office work.</p>	<p>02 days</p>	<p>Seminars</p>

09. Training on stock verification for Development Officers and Management Service Officers	<ul style="list-style-type: none"> • Development officers • Management assistants 	Skill development in stock verification	01 day	Seminars
10. Training on productivity for the whole staff	<ul style="list-style-type: none"> • Executive officers • Development officers • Management staff • Information and Communication Technology Assistant • Officers Office Assistants • Drivers 	Development of productivity skills	02 days	Seminars
11. Implementation of music appreciation program for the whole staff.	<ul style="list-style-type: none"> • All officers 	Creating a clear mind	03 hours	Seminars/ playing and singing

5.2 Time Frame

Selected training programs	month											
	1	2	3	4	5	6	7	8	9	10	11	12
Residential training program on Management and Leadership for Senior Executives/Executives (03 Days)	■											
Training on procurement activities (01 Day)							■					
Training for Executive Officers on conducting disciplinary investigations. (02 Days)			■									
Training Programs on Filing, Subject File Maintenance and Official Letter Writing (02 Days)			■									
Capacity Development Programs for Officers (05 Days)				■								
Training Programs in Office Management (02 Days)					■							
Training programs on promotions, retirements, salary conversions and disciplinary investigations (02 days)						■	■					
Training on Driving Guidelines , traffic rules and health education								■				
Training program on preparation of project proposals (02 days)									■			
Training on Public Service Commission Procedural Rules and Financial Regulations for Development Officers and Management Service Officers (02 Days)										■		
Training on stock verification for development officers and management service officers (01 day)											■	
Training on productivity for the whole staff (02 days)												■
Expense and Payment Management (01 Day)					■							
Music appreciation programs (03 hours)												■

5.3 Curriculum Plan

Selected training programs	Major subject areas
Residential Training in Management and Leadership for Senior Executives/Executive Officers (03 Days)	Management and leadership
Training on procurement activities (01 day)	Relevant subject area
Training on Conducting Disciplinary Investigations for Executive Officers (02 Days)	Disciplinary investigations
Training Programs on Filing, Maintenance of Subject Files and Writing of Official Letters (02 Days)	Office Management
Capacity Development Programs for Officers (05 Days)	Relevant subject area
Training Programs in Office Management (02 Days)	Office management
Training programs on promotions, retirements, pay conversions and conduct of disciplinary investigations (02 days)	Office management
Training on Driving Guidelines/ Traffic Rules and Health Education (01 days)	Traffic rules and discipline
Training program on preparation of Project Proposals (02 days)	Projects
Training on Public Service Commission Procedural Rules and Financial Regulations for Development Officers and Management Service Officers (02 Days)	Financial regulations
Training on Stock Verification for Development Officers and Management Service Officers (01 Day)	Stock verification
Training on Productivity for the whole staff (02 days)	Productivity
Expense and Payment Management (01 Day)	Financial management
Music Appreciation Programs (03 Hours)	Leadership/Motivation

6. Performance Management

6.1 Performance Evaluation

Service category	Performance Appraisal Form Annexure No	Performance Agreement Form Annexure No
Staff grade	Annexure 01	Annexure 01 Model
Non-staff grade	Annexure 02 (M.S.O) Annexure 03 (D.O) Annexure 04 (Office assistants and drivers)	Annexure 02 - Model

6.2 Mechanism for evaluating the outcome of the training

Service Categories	Expected results from the training are positive/not clear/no change	A mechanism for evaluating high performers	Mechanism for underperformers
Staff Grade	positive	Through various means (promotions, foreign training opportunities, certificates of appreciation and awards)	Further training capacity development programmes
Non-staff grade	positive	By various means (promotions, certificates of appreciation and awards)	Further training and internal transfers