

## **4. EMPLOYEE DEVELOPMENT**

### **4.1 TRAINING POLICY OF HPPCL**

#### **TRAINING:**

HPPCL is working in a sector which is highly professional. This sector is also undergoing rapid transformation due to technological advancements and better managerial practices. This sector has Central Govt. Undertakings, Private sector and State Govt. Undertakings competing with each other. In such environment HPPCL has to be amongst the best in order to survive and remain profitable. Therefore, the man power in the organization has to be competent motivated and highly skilled.

HPPCL has also formulated a Training Policy for its employees to keep them motivated and upgrade their skills thereby creating specialists.

The term 'Training' includes a training programme, seminar, convention, workshop, symposium, presentation, higher education, training/ certificate courses or any other structured learning or developmental programme, based on organizational needs and/or Training Need Identification process.

The training policy will give a clear direction for planning and implementation of training programmes. This will also ensure that adequate importance is given to training in the organization.

#### **OBJECTIVES:**

Following are the objectives of Training Policy.

- To upgrade skills of each employee in his specialized area of work and update his knowledge with latest advancements thereby creating specialists.
- Keep employees motivated and ensure that their thinking process remains alive.
- Improve the general management, interpersonal and team building skills of the employees.
- Develop individuals for higher responsibilities within the organization.

#### **In-house Training Programme:**

A training programme designed, developed and conducted within the Company, with or without the assistance or external agency/ies.

#### **External Training Programme:**

A training programme designed, developed and conducted within India/ abroad (other countries), by an outside agency.

## **Classification of Training needs (for need-based programmes);**

### **Essential:**

Developmental needs which, if not met, may affect job performance.

### **Desirable:**

Developmental needs which are necessary for personal development and growth.

## **Classification of Training needs on the basis of time/duration;**

### **Short-term:**

Developmental needs, which need to be fulfilled for immediate job performance. These may be up to duration of **02** weeks.

### **Medium Term:**

Developmental needs which need to be fulfilled for effective & consistent job performance. These may be up to duration of more than **02** weeks and up to a maximum of **06** months.

### **Long Term:**

Developmental needs which need to be fulfilled for future job performance (s). These may be of duration more than 06 months and upto 2years.

## **Classification of Training needs on the basis of Contents of Training:**

### **General:**

Developmental needs which need to be fulfilled for personal Development, General management, Organizational Developmental, etc.

### **Technical:**

Developmental needs which need to be fulfilled for enhancing technical expertise in the related field/ area of the employee i.e. relevant to the subject matter etc.

### **Compulsory Training:**

Training declared compulsory by the organization. This may be a requirement for promotion for certain categories or may be required at time of induction or otherwise.

### **Training infrastructure:**

Following are the institutes available in Himachal Pradesh:-

- Himachal Pradesh Institute of Public Administration.
- Hydrel Training Institute of SJVNL.
- Line Man Training Centre Institute of HPSEB.

**Some important training institutes available at national level are:**

- i) Administration Staff College of India.
- ii) IIMS.
- iii) Engineering Staff College of India.
- iv) National Power Training Institute Faridabad.
- v) PMRI Noida, belonging to NTPC.
- vi) PSTI, Bangalore.
- vii) IIT's.

**Training Year:**

Training year shall mean financial year.

**Nominations:**

**A) Short duration training programmes/ courses offered by other institutions.**

Sr.No.	Eligibility	Duration	Periodicity
A	<ul style="list-style-type: none"><li>• Executives</li><li>• Junior Officers/ Junior Engineers</li></ul>	Upto 07 Days	<ul style="list-style-type: none"><li>• Once per year</li><li>• Once in 03 years</li></ul>
B	<ul style="list-style-type: none"><li>• Executives</li><li>• Junior Officer/ Junior Engineers</li></ul>	More than 07 days upto 15 days	<ul style="list-style-type: none"><li>• Once in 03 years</li><li>• Once in 05 years</li></ul>

**B) Medium duration training programmes/ courses offered by other institutions.**

Sr.No.	Eligibility	Duration	Periodicity
A	E5 and above	> 15 days < 06 months	Once in 05 years
B	E1 to E4	> 15 days < 06 months	Once in 07 years

**C) Long duration training programmes/ courses offered by other institutions:**

All categories of employees may avails study leave up to 2 years once in their entire career for long duration training or higher education. The cost of the training courses would however be borne by employee himself. The training courses / higher education would have to be in a discipline / subjects relevant to his work. Bond to serve the organization for a minimum period of 4 times the period of the study leave after successful completion of the training/education programme would have to be signed by the employee. The amount of the bond would be fixed by the organization from time to time.

**External training outside India:**

In order to give better exposure to the employees' external training programmes outside the country would also be encouraged. Executive would be encouraged to write and present papers in external seminars. Employees would also be nominated to external training programmes. Exposure visits to power stations or other institutions may also be organized from time to time.

<b>Nominations:</b> Category	Programmes	Duration
<ul style="list-style-type: none"> <li>• Executives E0 to E5</li>   <li>• Executives E6 to E9</li> </ul>	<ul style="list-style-type: none"> <li>• Upto 2 days.</li> <li>• 2 to 15 days</li> <li>• More than 15 days</li>   <li>• Upto 2 days</li> <li>• 2 to 15 days</li> <li>• More than 15 days</li> </ul>	<ul style="list-style-type: none"> <li>• Once in 5 years</li> <li>• Once in 10 years</li> <li>• Once in career</li>   <li>• Once in 5 years</li> <li>• Once in 7 years</li> <li>• Once in 10 years</li> </ul>

HPPCL may also pay the cost of travel to an executive once in 5 years to present a paper in a seminar/ work shop outside India. If the subject is relevant to HPPCL and if it is felt that HPPCL will earn a good name because of the participation in the seminar.

**Exposure Visits:**

Exposure Visits would therefore be organized from time to time mainly in Power Stations located within India whether under construction or generating power. These exposure visits may be of upto 7 days. Exposure visits outside country would also be organized though not frequently in order to understand new technological and better systems.

Executives may be nominated for these exposure visits depending on the relevance and requirement of individual. Efforts would be made to send every executive on at least one exposure visit every 2 years.

## **4.2 INTERNET POLICY OF HPPCL**

Internet access to officers of the Corporation at various levels has been provided so as to enhance their efficiency and skills as follows: -

“The internet facility shall be provided in the office to all the officers and at residences above the level of General Manager and Deputy General Managers in the Corporate Planning, Monitoring, Contract Cell (Elect./Civil), Design and Chief Environment Specialist. The facility shall be provided through BSNL Broad Band and Local service providers or HIMSWAN or whatever source is available at fixed rates with unlimited download facility.”

### 4.3 HPPCL LIBRARY Rules

#### 1. Purpose:

HPPCL Central Library is established to serve as a reference, research and general library and intended for the exclusive use of the staff of the Corporation.

#### 2. Working hours:

- (i) The Library will remain open from 10:30 AM to 4:00PM on all working days with lunch hour from 1.30 PM to 2.30 PM. General books will be issued to the Members of the Library from 2:30 PM to 4:00 PM., Engineering, Law, DPR's and Reference books required for official use will be issued any time during library hours.
- (ii) The Reading room facility of the Library shall remain open from 2:30 PM to 4:00 PM on all working days. Change in timings, if any, will be notified on the Notice Board.

#### 3. Membership:

- (i) All staff members whether on regular, secondment, contract, apprentice or on deputation with the Himachal Pradesh Power Corporation Limited are eligible for membership of the Library.
- (ii) All the retired officers and officials of HPPCL are also eligible for membership of the Library. They will have to produce surety of serving employee, with sufficient service left, of the HPPCL on the prescribed application form at the time of membership and also at the time of renewal of membership.
- (iii) Membership of Library shall be renewed after every three years and member ship shall be cancelled at the time of retirement.
- (iv) Deputy Manager (Administration) shall have a right to cancel the membership of defaulting member without assigning any reason.

#### 4. Issue of books:

- (i) The Engineering, Law, DPR's, Reference and Service matter books for official use shall be issued only on receipt of requisition on the prescribed form (obtainable from the Library) for seven days. In exceptional cases, Deputy Manager (Administration) may allow to retain the book(s) on written request for another one week. In case the book issued on loan being required for any important and urgent purpose, the Librarian may recall it at any time. Survey (Topo) Sheets and BIS codes will only be issued for three days. The official signing the requisition shall be responsible for its return to the Library. If

book(s) is/are not returned in stipulated period, steps to recover the price of book(s) shall be taken as per Rule 6(ii) below.

- (ii) The Engineering, law and Reference books shall be issued according to the priority of requisitions/demand.
- (iii) Each member of the Library shall receive a membership card to enable him to avail the book loaning facilities of the Library.
- (iv) Members are entitled to draw three books on a card at a time.
- (v) Officers/Officials entitled to be member under 3(ii) above are also entitled to draw three books on a card at a time.
- (vi) Period of loan of book(s) shall be 21 days. If the due date falls on a Sunday or a holiday, the book(s) can be returned on the next working day.
- (vii) Books may be got reissued once, if there is no demand from other users of the Library for those books.
- (viii) In the event of a book/publication issued on loan being required for any important or urgent purpose, the Librarian may recall it at any time and such a book/publication shall be returned by the member within 24 hours.
- (ix) Further books shall not be issued on a card until all the overdue books are received in the Library.
- (x) Membership card is not transferable and books shall not be issued to proxy. In case a member is unable to come to the Library himself, he may obtain books/publication on loan through his Private Secretary/Personal Assistant/ Authorized person subject to his furnishing Library Card. The members shall, however, be personally responsible for the safe custody of the books and their return.
- (xi) No person shall take book(s) or journal(s) or any other article out of the Library without the prior permission of the librarian.
- (xii) All persons while entering Library must submit their books and other belongings with them at Circulation counter of the Library.
- (xiii) Any change in office or home address of the member must be intimated to the Library immediately.
- (xiv) A person may refer to any number of books in the Library.
- (xv) All books/ publication issued to any person shall be returned to Library before he proceeds on a long tour or on leave.

**5. Loss of membership card:**

The loss of membership card must be reported in writing in the Library immediately. The member shall be responsible for books already issued to him against his card.

## 6. Damage and loss of book:

- (i) Marking of any kind, underlining and writing on book or other publication is strictly forbidden. In such cases, steps to recover cost of book shall be taken as per rules 6 (ii) below.
- (ii) If a book or other publication is not returned to the library after the expiry of its due date and reported to have been lost, steps shall be taken to recover the replacement cost from the member concerned as indicated below:-

<u>S.No.</u>	<u>Publication</u>	<u>Cost to be recovered</u>
1	Book/publication other Than “out of print” or “Rare book”.	Double the original price.
2	Book/publication which “out of print” or “Rare Book”.	Five times the original price or Rs.5/- Per page, whichever is more.
3	Book/publication for which Price is not available.	Rs.5/- per page.
4	Book/publication for which Price is not available and also is “out of print” or “Rare Book”.	Rs.5/- per page.

If one volume of asset is damaged or lost and particular volume is not singly available in market, the whole set shall be replaced or cost of whole set will be recovered as per rules above. Provided that if the actual replacement cost of the book/publication exceeds the cost arrived at on the basis of the above formula, double the actual replacement cost will be recovered from the member.

- (iii) From the time, books or other publications are issued and until they are returned to the Library, the borrower shall be responsible for their proper maintenance and in the event of any damage or loss, the borrower shall be required either to replace the book/publication or to pay up their replacement cost at the rate prescribed in 6(ii) above.

## 7. Book purchase:

- (i) Books for purchase shall be selected on the suggestions (written or oral) of members of the Library and official and officers of the HPPCL.
- (ii) Approval of the Executive Director (Personnel) for purchase of selected books shall be obtained.



8. Users of the Library shall observe strict silence while in the Library premises.
  9. Smoking in any part of Library and taking of meals and refreshments in the library is strictly prohibited.
  10. Personnel & Administration Department of HPPCL shall obtain a no demand certificate from the Library in the event of transfer, retirement, death, and resignation etc. of a member/employee. In the case of Apprentices, the training certificate will be issued only after obtaining NOC from the library.
  11. Deputy Manager (Administration) may conduct stock taking of Library books once in a year.
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