



Immediate

Indian Council of Agricultural Research
Krishi Bhavan : New Delhi

F.No.Admn./4/1/2016-W.S.

Dated the *1st March*, 2016

Sub: Preparation of Annual Training Plan 2016-2017 for the employees of ICAR Headquarter – reg.

Training is one of the effective and tested tools for performance improvement, upgradation of knowledge and skills, bringing about attitudinal changes in positive direction and for motivation of the employees to play their respective roles to achieve the mandate of the organization. Keeping in view the changed environment in all spheres of governance and the emerging challenges being faced by the civil servants, it is necessary to impart need based training to all employees to enable them to meet the challenges.

In view of above, the Council is in process for preparation of Annual Training Plan based on the training need of employees. Accordingly all the Officers/ Officials (Technical, Administrative including Finance) of ICAR Headquarters are requested to provide their training needs on the basis of functional requirement to Work Study Section in the given proforma by *8th* March, 2016.

Name and designation of the employee	Date of Birth	Division/ Section	Area of the training required	Duration of training suggested	Name & address of the training institute proposed	Details of training attended during last three years

The training requirements may be routed through the concerned Controlling Officer of the employee.

P. Sakthivel
(P. Sakthivel)
Deputy Secretary(W.S)

Distribution:-

1. All officers/ Sections of ICAR Headquarters at Krishi Bhavan, Krishi Anusandhan Bhavan-I/II/ NASC Complex, New Delhi.
2. ADG(HRM), ICAR.
3. *ISO, DKMA for uploading on ICAR website.*