

ANNUAL ACTION PLAN OF TRAINING CELL 2015

Sr.No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	In-house training Programmes.	(i) In-house training for LAFEAS: Level JL-2 for Sr. Clerks with 6-10 years of Service.	(i) In-house training for LAFEAS: Level JL-4 for Sr. Assistants with 0-3 years of service.	(i) In-house training for LAFEAS: Level JL-5 for Sr. Assistants with 3 + years of service.	(i) In-house training for LAFEAS: Level OL-1 for EO/AD with 0-6 years of service in the grades
2.	Training programmes conducted by BPST, Lok Sabha Secretariat. Nominations of officials of Rajya Sabha Secretariat for courses in BPST will be made based on suitability of course content. .	'Legislative Drafting Programme' (1 month) generally held from mid -February to mid March.	Training Programme for Security Officials of Lok Sabha, Rajya Sabha and State Legislature Secretariats. Training Programme for officials providing Research, Reference, Information and Library Service in Lok Sabha, Rajya Sabha and State Legislature Secretariats.	Training Programme for Reporters of Lok Sabha, Rajya Sabha and State Legislature Secretariats. Training Programme for Hindi Assistants/Translators and Editors of Lok Sabha, Rajya Sabha and State Legislature Secretariats.	—
3.	Overseas Training Programmes, Conferences and sponsored Study Programmes.	(i) On receipt of invitation from the Canadian Parliament , arrangements will be made for deputing a suitable officer from LAFEA Service for the 'Parliamentary Officers Study Program'. (ii) On receipt of invitation from the Australian Parliament arrangements will be made for deputing a suitable officer from LAFEA Service for the 'Inter-Parliamentary Study Program.'	(i) Correspondence with US Congress/ Canadian Parliament/ South African Parliament will be initiated to firm up Exchange Programme with any two countries, according to our budgetary provisions and subject to approval of the Secretary-General. (ii) A customized training programme on 'Parliamentary Administration' will be taken up with RIPA International, London. If agreed to by the Secretary-General, Officers will be sent.	1 Officer from LARRDIS will be nominated for the annual International Federation of Library Associations Conference 2015.	—

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4.	Refresher Course on IT Skills for Members and their personal staff.	—	Refresher course on IT Skills will be organized in the Budget Session. For the purpose, Computer Lab will be booked and NIC will be requested to depute faculty members for imparting training. Members will be informed through Parliamentary Bulletin.	—	—
5.	Customized Management Development Programmes at various reputed Institutes in India.	—	—	A 'Management Development Programme' at LBSNAA, Mussoorie/ IIM Indore will be organized subject to the approval of Secretary-General.	—
7.	Training programme at Indian Red Cross Society, Red Cross Road, New Delhi	—	—	Three officers will be sent for One year Post Graduate Diploma course in 'Disaster Preparedness and Rehabilitation' (part time programme) 2015-16 at the Indian Red Cross Society, New Delhi.	—
8	Training Programme at Institute of Secretariat Training and Management (ISTM) New Delhi.	On receipt of letter/ communication from ISTM/, New Delhi, suitable programmes will be identified and slots available against the suitable/relevant courses will be availed of by deputing our officers during Inter-session period.	On receipt of letter/ communication from ISTM/, New Delhi, suitable programmes will be identified and slots available against the suitable/relevant courses will be availed of by deputing our officers during Inter-session period.	On receipt of letter/ communication from ISTM, New Delhi, suitable programmes will be identified and slots available against the suitable/relevant courses will be availed of by deputing our officers during Inter-session period.	On receipt of letter/ communication from ISTM, New Delhi, suitable programmes will be identified and slots available against the suitable/relevant courses will be availed of by deputing our officers during Inter-session period.

