

OFFICE OF THE CHIEF ENGINEER/HRD

Tel No. 0175-2213125, Fax: 0175- 2214229

Office order No. **18** / ODMD/HRD/L-515/Vol IV

Dated: **25.04.2012**

Amendment to Office Order No. 309/DT-134 dated 16.8.2007

In Compliance to the “National Training Policy for the Power Sector”, a “Training policy and Implementation Plan” for all officers and employees of erstwhile PSEB was laid down vide Office Order No. 309/DT-134 dated 16.8.2007. Due to increase in inflation and on the advent of new phase of HR after posting of Director/HR in PSPCL post-unbundling of PSEB, the need for revision of this training policy was felt. Accordingly, following revisions / additions are hereby made to the existing “Training policy and implementation Plan”:-

1. Clause 3 (“NOMINATION FOR TRAINING AND EDUCATIONAL PROGRAMMES”):

Following may be read along with the provisions under Clause 3 for the purpose of deciding the competency to approve the trainings:

“The competency to approve trainings/seminars/conferences/courses etc. (within India) will rest with Director/HR.”

2. Clause 5 (“HONORARIUM FOR FACULTY & FOOD CHARGES”):

Due to increase in inflation and increase in rates of quality programmes, the rates of honorarium for internal faculty and training fee for residential/package are revised as under:

Honorarium rate for Internal Faculty:

Sr. No.	Level	Old Rates	New Rates
1	Board Directors / Er-in-Chiefs / CEs & equivalent	Rs.600/- per session of 1.5 hrs	Rs.800/- per session of 1.5 hrs
2	Dy.CE/ SE/ ASE/ Sr.Xen/ CAO/ Dy.CAO & equivalent	Rs.500/- per session of 1.5 hrs	Rs.650/- per session of 1.5 hrs
3	AE/AEE & equivalent	Rs.300/- per session of 1.5 hrs	Rs.400/- per session of 1.5 hrs
4	Non-Executives	Rs.200/- per session of 1.5 hrs	Rs.250/- per session of 1.5 hrs

Training fee for Package Programs:

Old Rates	New Rates
Up to Rs.15000/- per day	Up to Rs.25000/- per day



Training fee for Residential Programs:

Old Rates	New Rates
<ul style="list-style-type: none"> - Up to Rs.20000/- per participant for a domestic program of 5 days - As per actuals for Abroad 	<ul style="list-style-type: none"> - Up to Rs.30000/- per participant for a domestic program of 5 days. - As per actuals for Abroad

The other terms and conditions of **Clause 5** will remain the same.

3. Clause 7 ("REGULATION OF ENTITLEMENTS"):**1) Table 1: Food Expenditure (For Internal Programs):**

Food Expenditure (For Internal Programs) per person which can be incurred for the participants / training facilitators / co-ordinators have been revised as under in accordance with the Wholesale Price Index of Food Articles:

Sr. No.	Type of Program	Old Rates	New Rates
1	Non-Residential	Upto Rs. 110/- per day per participant (includes during Conference morning tea with cookies/light snacks, lunch, evening tea with cookies/snacks.)	Upto Rs.175/- per day per participant (includes during Conference morning tea with cookies/light snacks, lunch, evening tea with cookies/snacks etc.)
2	Residential	Upto Rs. 200/- per day per participant (includes bed tea, newspaper, breakfast, during conference morning tea with light snacks, lunch, evening tea with cookies and dinner)	Upto Rs.315/- per day per participant (includes bed tea, newspaper, breakfast, during conference morning tea with light snacks, lunch, evening tea with cookies and dinner etc.)

Wherever, it is not possible to arrange the program within the range of above mentioned rates of food expenditure, Competent Authority shall sanction such programs considering the specific requirements/venue etc.

4. Clause No. 15 is hereby added as under:**"FOOD EXPENDITURE DURING TRANSITION":**

In outbound training programmes / site visits / training at distant places etc., the arrangement for travelling to the destination and the responsibility for providing food during transition resides with training wing. Following new provision has been made:

1. During transition, food charges for external faculty, accompanying co-ordinators, training facilitators & participants are payable on actual basis subject to approval by competent authority defined as under:

<u>Competency</u>	<u>Expenditure per participant per meal</u>
Sr.Xen / equivalent	Rs.100/-
S.E. / equivalent	Rs.170/-
H.O.D.	Rs.250/-
Director	Above Rs.250/-

5. **Clause No. 16 is hereby added as under:**

“PERMISSION & HONORARIUM FOR EMPLOYEES TO CONDUCT TRAINING/ LECTURE ETC. FOR EXTERNAL AGENCY”:

With the objective to develop in-house training resources / competencies, the exposure of the PSPCL's panel of in-house trainers (being identified by the HRD wing; will consist of officers/officials posted in HRD's training wing & those identified as suitable to develop as trainers) as faculty for various trainings/lectures/courses/seminars/workshops/conferences etc. being conducted by other agencies will be encouraged.

However, in order to ensure that normal official working is not suffered on this account, in case of working days, the permission will be granted by the controlling officer (not below Sr.Xen/Equivalent) of in-house trainer. The in-house trainers will be treated as on duty for this purpose, except for the entitlement of TA/DA, however, 20 working days per calendar year (which also includes travelling time) will be the maximum limit for each trainer. The in-house trainer will also send the intimation for such engagements to the CE/HRD so as to keep a record of competencies being developed.

Honorarium/Fee: The honorarium/fee, if any, received by the concerned in-house trainer, will be solely his/her privilege, and will be considered as a compensation for the extra efforts being undertaken by him/her to develop his/her competency, which are actually contributing to the PSPCL.

NOTE:

It will be the responsibility of the concerned in-house trainer to intimate his/her engagement to CE/HRD & to account for the honorarium in his/her income tax return.

6. **Clause No. 17 is hereby added as under:**

“TRAINING/COACHING/WORKSHOPS/AWARENESS PROGRAMS/CAMPS FOR RETIREES, FAMILIES OF THE EMPLOYEES AND PUBLIC/ OTHER STAKEHOLDER AGENCY(IES)”:

Following Programmes may be conducted with the approval of WTD on case to case basis:

1. Training/Coaching/Workshops/Awareness Programs/Camps etc. for retirees and families of the employees, with the objective to improve organizational citizenship of the employees.
2. Training/Coaching/Workshops/Awareness Programs/Camps etc. for Public/ Other Stakeholder agency(ies), with the objective of improving organisational image for the short term success of projects where public response is critical and for long term strategy to develop into a Citizen Centric Utility.

This issues with the approval of BOD.



Chief Engineer/HRD
PSPCL Patiala.

Endst. No. 3125/5625/ODMD /HRD/L-515 Vol IV

Dated: 25/4/2012

Copy of the above is forwarded to the following officers for information and further necessary action please:

1. Secretary, Ministry of Power, Govt. of India, Shram Shakti Bhavan, New Delhi-110001
2. Chairman, CEA, HRD Wing, Sewa Bhawan, RK Puram, New Delhi- 110066
3. ALL Engineer-in-Chiefs/Chief Engineers/Chief Admin/PSPCL.
4. DGP/V&S, PSPCL, Patiala.
5. Chief Cost Controller, PSPCL Patiala.
6. All CAOs, Dy.CAOs/Sr.AOs/AOs in PSPCL.
7. Chief Auditor, PSPCL, Patiala.
8. DGM/HRD, PSPCL, Patiala.
9. Company Secy., PSPCL, Patiala.
10. All Dy.CEs/SEs in PSPCL.
11. Dy.CE/Admin, PSTCL, Patiala.
12. All Addl.SEs/ Sr.Xens/AEEs/AEs in PSPCL.
13. Sr. PS to CMD, PSPCL, Patiala.
14. Sr. PS to all Directors, PSPCL Patiala



Chief Engineer/HRD
PSPCL Patiala.