



**Ministry of Public Administration and Management**  
**Department of Pensions**  
**Training Action plan 2016**



No	Activity	Qty	Physical Targets				Financial Targets (Rs. mn)				Output	Outcome	Responsible by	Rema	
			1st Quar	2nd quar	3rd quar	4th quar	1st Quar	2nd quar	3rd quar	4th quar					
1	TOT/Training of trainers (3days program)	2	Application calling selecting team	Select an institute and desingn a TOT plan	Implementing			300000		30 no of skilled trainers	Improved and qualified training pool of department	Director (Admin and HR)			
2	Certificate Course of Pension Covention (5days)	5		Design Training and select a team	Implementing			500000		100 no of pension convention skilled officers	Ensured accuracy pension convention	Director (Admin and HR)			
3	Producterity improvement training	Field Visits	10	Select orgernizations and schdule	3	4	3		15000	12500	200 no of officers shairing other organization best precitcers	Empowered human resource teem	Director (Admin and HR)		
		Green Productivity	2		1	1		20000	50000	50000	220 no of officers enagy consumion and green office envirement				
		Enagy Prducterity	2			1	1								
		5S Producterity	5		1	2	2								
		Enagy Auditing	2			1	1								
Waste Management	1			1											
4	Foreign Exposure Training	2	Select the team and Getting approval	plan ,Organize training 1st team	plan ,Organize training 2nd team		2		4000000	30 no of officers recieved Foreign training	Ensured Sharing of international pension Schemes' best practices	Director (Admin and HR)			
5	Pension Processes Awereness trainingag	36	Design a Training program		12	12	12		360000	360000	360000	1440 no of officers pension skilled	Low no of rejected pension applications	Director (Admin and HR)	
7	Induction Trainings	Out side trainings	10	1	3	3	3				200 no of officers received induction to Pension systems	Ensured adopttion ability of officers to	Director (Admin and HR)		
		Department new recruited officers trainings	4	1	1	1	1		10000	10000	10000	160 no of officers pension processes awereness	Ensured adopttion ability of officers to DoP	Director (Admin and HR)	
8	Pension skills devolapment training(for Divisional Secretariets)	12	Prepare a Training Schedule		4	4	4		120000	120000	120000	180 no of skilled officers of pension process	Ensured effectiveness/ efficacy pension process	Director (Admin and HR)	
9	ICT improvement training	Training of Office package	5	1	1	2	1				200 no of officers skilled computer literacy	IT applicable/ adoptad human resource force	Director (Admin and HR)		
		Training of Internet, e-mailing and skype	5	1	1	2	1								
		OCP/OCJP/CISCO/CEH Qualification level	1									5 no of officers qualified upto date ICT			Ensured ICT adoptability

10	Exposure Visits by other Institutes	40	10	10	10	10	20000	20000	20000	20000	40 no of intitutes sharing DoP best prectices	Empowered relationship with other institutes and sharing knowledge	Director (Admin and HR)		
11	Institutional training	Soft Skills Development Training	12	3	3	3	3					840 no of officers with varius skilled	Ensured improved HR force	Director (Admin and HR)	
		Training for Procurement	1		1										
		Training for Audit Management	1		1										
		Inventory Maintaince Training	1			1									
		Time Management Training	4	1	1	1	1								
		Project Report Writing	1		1										
		Horticultural Training	1			1									
		Training for Decision Making	2	1		1									
		Office Management Training	4	1	1	1	1								
		Skills Development Program(Hotel Skills)	1												
		Communication Skills Development (English & Tamil)	12	3	3	3	3								
		Drivers Skills and Ethics Development	2		2										
Sanitory Staff Training	2		1		1										
12	Friday Forum	52	13	13	13	13					104 hours of Sharing Knowledge	Ensured human capital improvement	Director (Organization and Development )		
13	Outward bound training (2days program)	3	Application calling for selection	Getting approval and desing a program		1	2			500000	500000	60 no of officers received Outward bound training	Ensured potential HR skii useage	Director (Admin and HR)	
14	Monitoring of Training Action Plan											Ensured employees get suitable training for the future career	Director General / Director(Admin and HR)		