

F. No. Z-16012/02/2013-CLS.I
Government of India/ Bharat Sarkar
Ministry of Labour & Employment/ Shram Aur Rozgar Mantralaya

Shram Shakti Bhavan, Rafi Marg,
New Delhi, dated 27th October, 2014

OFFICE MEMORANDUM

Subject : **Training Policy for the Central Labour Service (CLS) Officers under the National Training Policy 2012 as per the recommendations of the 2nd Administrative Reforms Commission (ARC) in their 10th Report.**

The undersigned is directed to refer to Department of Personnel & Training O.M. No.12021/02/2009-Trg. I dated 17th April, 2013 on the above subject and to say that the Second Administrative Reforms Commission (ARC) in their 10th Report had recommended mandatory training at the entry level (induction stage) and in-service training for promotions to the next higher Grades, as envisaged in the National Training Policy, 2012. The Recommendations of the ARC which were accepted by the Government include the following:

- (a) Every Government servant should undergo a mandatory training at the induction stage. Successful completion of this training should be the minimum necessary condition for confirmation in Service.
- (b) All Civil Servants should undergo mandatory training before each promotion and each Officer/Official should be evaluated after each training programme. Successful completion of the training programme should be made mandatory for promotion.
- (c) The objective of Mid-Career Training should be to develop domain knowledge and competency required for the changing job profile of the Officer. To this end, mid-career learning opportunities relevant to specific domains or specialization should be made available for officers.
- (d) CGAR has accepted the recommendations and viewed that Mid-Career training should be made mandatory for all Group 'A' & 'B' Services for promotion.

2. DOP&T had earlier issued guidelines vide their O.M. No.12021/01/2012-Trg.I dated 4th July, 2012 for implementation of National Training Policy, 2012 which,



inter-alia, include Cadre Training Plan (CTP) and Annual Training Plan (ATP). It has been suggested that the following 'Training Interventions' would be required in the career span of the employees to build/upgrade requisite competencies:

- I. Entry Level Training
- II. Mid-Career Training
- III. Short Term Thematic Training
- IV. Customized Training
- V. Orientation Training
- VI. Workshop/Seminars/Conferences

3. Ministry of Labour & Employment (CLS Division) is the Cadre Controlling Authority of the Central Labour Service which is an Organized Group 'A' Service. Presently, the Training Wing of the CLC (C) Organisation is organizing various training programmes for CLS officers under the Plan Scheme as the CLS officers are posted in the following different types of organizations for executing their duties:-

- i. The CIRM under the Chief Labour Commissioner (C) responsible for enforcement of different Labour Laws in the Central Sphere.
- ii. The Welfare Wing under the Director General, Labour Welfare responsible for administration of different Welfare Schemes for workers.
- iii. The Labour Pool in the Central Govt. Industries/ Establishments where CLS officers are posted as Welfare Officers under the provisions of Factories Act, 1948.
- iv. Main Secretariat of the Ministry of Labour & Employment where the CLS officers are rendering advice on Labour Policy matters.

4. With a view to address the training requirements of the Central Labour Service Officers in the light of the provisions of the National Training Policy, 2012 document and the recommendations of the 2nd Administrative Reforms Commission, it has been decided to introduce a Comprehensive Training Policy, which shall include the following three components:

- I. Mandatory Cadre Training [Induction/Entry Level Training, Mid-Career Training before promotion to the next Grades]
- II. Refreshers Training [Short Term Thematic Training/Customised Training/ Workshop/Seminars/Conferences]
- III. Long Term Training [Higher Study Programme in the field of Labour Laws or Labour Welfare etc.]



5. The salient features of the different Training Programmes under the new Training Policy is as under:

I. MANDATORY TRAINING AT THE INDUCTION LEVEL

As per the National Training Policy, 2012, the Induction Level training shall be residential, rigorous, and generally of longer duration. Accordingly, all Central Labour Service Officers joining the Service in the Junior Time Scale Grade of CLS either as Direct Recruits through the UPSC recruitment or after promotion from the feeder Grades i.e. Labour Enforcement Officers (Central) and Welfare Administrator should undergo the Induction Training. The training programme shall be coordinated by the Cadre Controlling Authority i.e. Ministry of Labour & Employment, CLS – I Section in association with the Training Division of CLC(C)'s Organization and the VVG NLI, Noida. The broad structure of the Training would be as under:-

a) Twelve (12) weeks training to the Direct Recruit Officers of the CLS recruited through the UPSC:

These officers will be provided with twelve weeks training with the objective to provide deeper understanding of the functioning of different Wings of the Central Labour Service and to prepare them to shoulder responsibilities for proper execution of their duties. The subject modules for this training programme will consist of the topics relating to understanding the functioning of the Government, apart from the responsibilities linked with their basic duties they are expected to execute in the Organizations wherever they are posted {ie: CLC(C) Organization, DGLW Organization and the Industrial Establishments}.

b) Six (06) weeks training to the Officers of the CLS promoted from the feeder cadres:

Since the officers in the feeder grades of LEO (C) and Welfare Administrator are already familiar with the working of the CLC (C) and DGLW Organizations, the training modules for them will be structured to give exposure to all the three wings of CLS. The training curriculum may include effective implementation of Labour Laws to update their knowledge and skills in the field, knowledge on functioning of the Welfare Wing where the officers would be posted in the industrial establishments/ factories for performing



statutory functions relating to the Welfare of the workers in the establishments. The programme will also include the orientation of the Government Policies.

(II) MID-CAREER TRAINING BEFORE PROMOTIONS

(a) Four (04) weeks Mid-Career Training:

As per the National Training Policy 2012, career-linked mandatory training is to be provided to all Officers at various levels/ stages of their career before they are promoted to positions of higher responsibility. Its objective is to develop domain knowledge and competency required for changing the job profile of the officer. The training programme will include domestic and foreign components. The subject modules for this training programme will consist of the topics relating to the responsibilities linked with their duties which they are expected to execute in the organizations i.e. CLC (C) Organization, DGLW Organization and earmarked Industrial Establishments wherever they will be posted and also including programme for enhancing their knowledge in the field of Administrative and Financial Powers to be exercised by them as Head of Offices. However, Officers promoted to SAG and HAG Grade will be exempted from the Mandatory Mid-Career Training for promotion.

(III) REFRESHER TRAINING PROGRAMMES

The Training Division of Chief Labour Commissioner (Central) Organization shall make arrangements for Refresher Training programmes in association with the reputed Training Institutes of excellence in the respective fields under Plan Scheme "Improvement and strengthening of Training Wing of Labour Officers". The CLC (C) Organization can also enter into Memorandum of Understandings (MoU) with such institutes for a period of three to four years after obtaining the concurrence of the IFD. These Refresher training programmes may include the following:

(a) Short Term Thematic Training:

The short term training programme would be arranged for all grades of CLS Officers at regular interval with an objective to build their professional competence in relevant streams and also to inculcate desirable personal attributes by exposing them to courses on Leadership Development, Stress



Management, Ethics and Values in Public Governance etc. The duration of such training would be generally not more than one week.

(b) Customized Training:

This shall be an intensive programme to be conducted in a Centre of Excellence in a particular domain/sector with the objective of providing deeper knowledge, latest developments and understanding of the smart practices in that sector. The duration of these programmes will depend on the specific training needs and they could be either in India or abroad.

(c) Workshop/Seminars/Conferences:

Middle or Senior level Officers of Central Labour Service shall be given opportunity to attend National and International Workshop/Seminars/Conferences on various contemporary subjects and issues to enrich their knowledge, thinking and developments and also to share their own experience and knowledge for the benefits of others.

A list of Short-Term Thematic Training Programmes and Customized Training Programmes suggested by an Expert Committee earlier is placed at Annexure 'A'.

6. FUNDING (FINANCIAL IMPLICATION):

The DOP&T vide O.M. No.12021/8/2011-Trg. I dated 19th January, 2012 provides that "The National Training Policy of 1996 had recommended that 1.5 percent of the salary budget be set aside by each Department to be used solely for the purpose of training. Given the likely increase in the need for training by moving to a competency-based system, it is recommended that each Ministry/ Department/ Organization set aside 2.5 percent of its salary budget for training". Accordingly, provisions will be made in the budget to set aside at least 2.5% of the salary budget for training of the employees of the Ministry of Labour & Employment (including Officers of the Central Labour Service) from the next financial year.

The expenditure involved in the Refreshing training would be met out of the budget of CLC(C)'s Organization for 'Improvement and strengthening of Training Wing of Labour Officers' under Plan Scheme.



7. ACTION PLAN FOR IMPLEMENTATION

(i) In order to streamline the implementation of Training Policy for CLS officers a ten-year Perspective Plan for training of the CLS officers who are likely to join as Direct Recruits in the JTS Grade and those who are likely to be promoted to the STS and JAG Grade of CLS every year needs to be prepared by CLS-I Division, being the Cadre Controlling Authority of CLS officers. This is to be intimated to the CLC (C) and DG, VVG NLI for further action at their end by CLS-I Division.

(ii) The training Curriculum/ Modules for mandatory induction/entry level training and mid-career training for the CLS Officers will be prepared by DG, VVG NLI in consultation with the CLC (C) Organization in commensurate to the requirements for discharging their duties and responsibilities given in the Job Chart / Work Norm prescribed for various posts and grades of Officers of Central Labour Service vide this Ministry's O.M. PC to MF No. A-39011/01/2013-CLS-I dated 3rd February, 2014.

(iii) The mandatory induction training for JTS Grade and mandatory Mid-Career Training programmes at promotional stages for STS and JAG of CLS would be conducted at the VV Giri National Labour Institute, Noida as per the training programme / Module finalized by DG, VVG NLI in consultation with the CLC (C). The V V G NLI may organize Study Tours as part of the training curriculum, as per requirement. The foreign component of the training programme may be included in the training of STS / JAG level Officers of CLS.

(iv) The estimated expenditure for undertaking such training programmes at the V V G NLI would be worked out by DG, VVG NLI and communicated to the CLC (C) and CLS-I Division. Office of the CLC (C) will provide budgetary support for the above training including for making arrangements for lodging/ boarding of the trainees. The expenditure on TA/ DA of the officers under training will be borne by the respective organization/ establishments.

(v) The Training Division of Chief Labour Commissioner (Central) Organization shall organize the training programmes covered under Refreshing Training in association with the Training Institutes of repute in the relevant field. They will finalize the training programmes with the respective Institutes and nominate



the CLS Officers for such trainings whenever the training programmes are scheduled.

8. EVALUATION OF THE TRAINING PROGRAMMES

At the end of the mandatory training for JTS Grade at induction level and Mid-Career Training programmes at promotional stages for promotion to other Grades, the performance of each Participant Officer will be evaluated. Successful completion of the training programme shall be mandatory for confirmation of Direct Recruits and promotion of CLS Officers in the higher Grades.

This issues with the approval of the Competent Authority.



(Babu Cherian)
Director (CLS.I)
Tel:2375 3079

To,

- (1) All Officers of the Central Labour Service.
- (2) The Chief Labour Commissioner (Central), New Delhi.
- (3) The Director General, Labour Welfare, Jaisalmer House, New Delhi.
- (4) All participating Ministries /Departments /Organizations.
- (5) Director-General, VV Giri National Labour Institute, NOIDA (UP).
- (6) DOP&T (Training Division), Block-IV, Old JNU Campus, New Delhi – w.r.t. their OM No. 12021/02/2009-Trg.I dated 17.04.2013.
- (7) NIC, Ministry of Labour & Employment for uploading in the Ministry's website.
- (8) Official Language Division – for Hindi version.

Copy for information to:

PS to LEM / PS to MOS (L&E)/ PSO to Secretary (L&E).

AS (L&E) /JS &FA /JS & DG&ET.

ANNEXURE 'A'**TRAINING PROGRAMMES SELECTED BY THE EXPERT COMMITTEE FOR THE FISCAL 2012-13**

S.No.	Topic/ Subjects	Target Group & Nos	Institutes	Duration & No. of Slots
1.	Conciliation Skills/ Skills Development under Labour Laws.	CLS officers / 20 each (total=40)	XLRI- Jamshedpur	5 days/2
2.	Professional Development of Quasi - Judicial Functions.	CLS officers / 20 each (total=40)	State Judicial Academy	5 days/2
3.	Conduct of Court Cases.	LEO(C)s & CLS officers (Grade-V) / 20 each (total=40)	State Judicial Academy	5 days/2
4.	Effective Enforcement of Labour Laws.	LEO(C)s / 20 only	VVG NLI, Noida	5 days/1
5.	Hours of Employment Regulation.	LEO(C)s & CLS officers / 20 each (total=40)	Railway Staff College, Vadodara	5 days/2
6.	Safety & Health Provisions under BOCW (RE&CS) Act.	LEO(C)s & CLS officers / 20 only	National Safety Council, Mumbai	5 days/1
7.	Enquiry on Accidents under BOCW (RE&CS) Act.	CLS officers-Grade IV & V / 20 only	National Safety Council, Mumbai	3 days/1
8.	Effective Implementation of Welfare Funds/ Cess and Financial Management.	CLS officers / 20 only	VVG NLI, Noida	5 days/1
9.	Effective Implementation of Labour Laws/Schemes in Factories/Estts. & Social Dialogue.	CLS officers / 20 each (total=40)	VVG NLI, Noida	5 days/2
10.	Management Development Programme on Leadership & Conflict Resolution.	Grade- III, & IV CLS officers / 20 only	Sri Ram Centre, New Delhi	5 days/1
11.	Management-Development Programmes	Grade- III, & IV CLS officers / 20 only	IIMs- Ahmedabad/ Kolkatta / Shillong /Administrative College, Hyderabad	5 days/1