

TRAINING MANUAL
FOR
GOVERNOR'S SECRETARIAT
HIMACHAL PRADESH

Table of contents

Chapter	Subject	Page
Chapter-I	<u>The Organization and structure of Raj Bhavan / Training objectives</u>	
1.1	The Organization and structure of Raj Bhavan.	1
1.2	Training Objectives	
Chapter-II	<u>Training Policy</u>	
2.1	Main Features of Training Policy.	2-3
Chapter-III	<u>Administrative Setup and Training Plan</u>	
3.1	Administrative setup of Governor's Secretariat.	4-5
3.2	Training Plan .	

CHAPTER-I

The organization and structure of Raj Bhavan/Training Objectives

1.1 The organization and structure of Raj Bhavan

The Governor by definition and in the spirit of our constitution is the first citizen of the State. He/she is the constitutional head of the State Government. He/she acts like an effective instrument of the centre. He/she is expected to play vital role in the constitution of the State. It is the highest office of the State Government.

There are two wings in the organization i.e. Governor's Secretariat and Governor's Household. The Secretary to Governor, is the Head of the Department for both the offices i.e. Governor's Secretariat as well as Governor's Household.

The Governor's Secretariat attends to all secretarial work of the Governor including the duties that the Governor has to perform under the provisions of the Constitution, such as those relating to the Legislature, the High Court, The public Service Commission and matters submitted by the State Government.

The Secretariat also attends the work relating to the swearing-in-ceremonies of the Council of the Ministers, Chief Justice of the High Court, and the Lokayukta. It also provides assistance to the Governor in the discharge of his/her duties as Chancellor of all the Universities and in other capacities such as President of Indian Red Cross Society, H.P. Child Welfare Council and Raja Sainik Board.

1.2 Training Objectives

- Identifying the man power in technical and non-technical groups and further grouping them according to their works/responsibilities levels
- Designing Training activities to ensure that their jobs are specific and as per working sphere.
- Reassessing the training needs from time to time and accordingly updating the course contents.
- Maintaining comprehensive training record, to assess the training requirement of individuals at later stages.
- Review/evaluation of training programme to be done by taking feed back on the performance of trained personnels after a specific period and introduce changes if any required.

CHAPTER-II

Main Features of Training Policy

2.1 Trained man power is required at every stage for planning at various levels. The quality of man power has become an important criteria. The employees need to be equipped with specific knowledge, skills and attitude to enable them to play their role effectively. Training can no longer be considered as optional activity taken up in isolation. Training has to be made an integral activity to achieve the organizations goals.

2.1.1 Information Technology

Information technology has pervaded all spheres of life. Applications of information technology lead to efficiency and transparency in working. The Governor's Secretariat is connected with the Internet facilities and following activities have been initiated by the Secretariat:

- (i) On line monitoring
- (ii) Personnel Management Information System (PMIS).
- (iii) e-Salary

2.1.2 Right to Information Act

With the enactment of RTI Act, 2005, the accountability of employees have increased many folds. The act ensures and promotes transparency and accountability in the working of every public authority. It has become very important for every employee to have proper knowledge of the Act and further the working and record keeping has to be systematic.

2.1.3 Training for educational and up gradation

As per the Career Progression Policy of the Government. The employees are promoted to higher categories, where they need to upgrade their educational standards. For examples, Peons get promoted to Clerks. Such employees require long duration training to bring efficiency in their working.

2.1.4 Training at induction in service , on each promotion or at least once in five year

A fresh appointee holds valid academic qualification for the post but is not familiar with the setup of the department and the way departmental machinery functions. He learns it over the years, only with experience , hence in initial years of service he lacks confidence and therefore not able to give his best. A training on office procedure and rules at induction levels to all categories can create a confident and efficient task force.

At the promotion levels also training is must so that employees are able to handle the new responsibilities that come on them. Due to technology, working trends are changing very fast; refresher courses at frequent intervals are required for all level employees.

2.1.5 Attitudinal changes/ Behavioral Science

Attitude of an individual plays an extremely important role in his /her performance. Thus in spite of the availability of the best of the knowledge and skill, the ability to provide the desired services may still be found wanting in individuals if they are not imbued with appropriate attitudes. It is high time to introduce these aspects of training in the curriculum at induction level training as well as re-training programs. After undergoing such training the employees develop a sense of belongingness to the organization and the working reflects a positive attitude.

2.1.6 Training feed back and gap analysis

The training programmes are to be evaluated in a scientific manner during or at the end of the programme. The feed back is to be taken from the trained personnel and the improvements in their working after training also needs to be assessed. Based on these inputs the courses contents be modified for further training programmes.

2.1.7 Training budget

Imparting trainings also involve budgetary provisions and it is necessary that earmarked budget is available for training so that quality of training is never compromised because of inadequate funds. As per policy decision of Govt. in this matter 1 % budget from Salary Head has been earmarked for training.

CHAPTER-III

Administrative Setup and Training Plan

3.1 Administrative setup of Governor's Secretariat

There is a hierarchy setup in the Secretariat with different jobs assigned to each employee.

Governor's Secretariat is a small department, which has few strength of technical and non-technical staff is very often. On administrative and functional considerations, the Secretariat has two wings i.e Governor's Secretariat and Governor's Household. The Governor's Secretariat has provided with the following staff:

GOVERNOR'S SECRETARIAT		GOVERNOR'S HOUSEHOLD	
NAME OF THE POST	NO. OF SANCTIONED POST(S)	NAME OF THE POST	NO. OF SANCTIONED POST(S)
1. Secretary	1	AsDC	2
2. Special Private Secretary	1	Comptroller	1
3.OSD to Governor(T)	1	Senior Assistant	3
4. Senior Private Secretary	1	House Keeper	1
5.Under Secretary	1	Head Driver	1
6. Section Officer	1	Driver	5
7. Private Secretary	2 (including one tenure post of Private Secretary)	Head Cook	1
8.Superintendent	3	Cook	2
9.Senior Assistant	7	Head Khidmatgar	1
10.Senior Scale Stenographer	1	Dhobi	1

GOVERNOR'S SECRETARIAT		GOVERNOR'S HOUSEHOLD	
11. Junior Assistant	4	Khidmatgar	4
12. Clerk	5	Housebearer	4
13. Driver	2	Camp Jamadar	1
14. Garden supervisor	1	Dhobi's Mate	1
15. Jamadar to Governor	1	Peon	2
16. Jamadar to Secretary	1	Masalchi	2
17. Daftri	1	Mali	5
18. Peon/Messenger	8+2	Beldar	3
19. Chowkidar	1	Carpenter	1
20. Jamadar to Governor(Tenure)	1	Cleaner	1
21. Driver(Tenure)	1	Upholster	1
21. Jamadar to Sweeper	1	Polisher	1
22. Sweeper	4		
23. Sweeper	1(Daily waged)		
Total:	53	Total:	44

3.2 Training Needs of the staff of various categories.

(i) Under Secretary

(ii) Special Private Secretary/Senior Private Secretary/Private Secretary/PA/Senior Scale Stenographer.

(iii) Section Officer

(iv) Ministerial Staff. Superintendent/Senior Assistant

(v) Junior Assistants/ Clerks

(vi) Daftri

(vii) Comptroller/Housekeeper

(viii) Head Cook/Cook/Head Khidmatgar/Housebearer

(ix) Garden Supervisor/Mali