



BANGALORE ELECTRICITY SUPPLY COMPANY LTD.

**TRAINING &
HUMAN RESOURCES DEVELOPMENT
POLICY - 2015**

Policy approved by the Governing Board Meeting on 15 Sept 2015

BANGALORE ELECTRICITY COMPANY LIMITED (BESCOM)

Training and Human Resources Development Policy

I. PREAMBLE

1. National Training Policy 2012 recognises the evolution of a complex and challenging environment when there are increasing expectations of performance and ability of an organisation to respond more efficiently and effectively to the needs of the citizens. Organisations are attaching tremendous importance to the management and development of their people. There is increasing recognition that the individual in an organisation is a key resource and should not be simply looked upon as a cost.
2. A fundamental principle of the competency framework is that each job should be performed by a person who has the required competencies for that job. Competencies encompass knowledge, skills and behaviour, which are required in an individual for effectively performing the functions of a post. Competencies may be broadly divided into those that are core skills which employees would need to possess with different levels of proficiency for different functions or levels. Some of these competencies pertain to leadership, financial management, people management, information technology, project management and communication and attitudinal change. The other set of competencies relate to the professional or specialized skills, which are relevant for specialized functions.
3. Training has usually been based on the duties that are to be performed in a particular post. There has been no comprehensive review or classification of all posts in accordance with functions that are to be performed and the competencies required thereto. Thus, the issue of whether an individual has the necessary competencies to be able to perform the functions of a post has not been addressed. For moving to a competency-based approach, it would be necessary to classify the distinct types of posts and to indicate the competencies required for performing work in such posts. Once the competencies are laid down, an individual's development can be more objectively linked to the competencies needed for the current or future jobs. Career progression and placement need to be based on matching the individual's competencies to those required for a post. The training plan of each wing needs to address the gap between the existing and the required competencies and provide opportunities to the employees to develop their competencies.
4. National Training Policy for the Power Sector (June 2002) explicates the undergoing transformation of the electricity industry where generation, transmission and distribution are treated as commercial activities, calling for competitive spirit to achieve higher productivity and customer satisfaction. It brings out the issues of lack of training infrastructure, training needs assessment, review/evaluation of training programs, exclusion of non-technical staff from trainings and emphasises the need for bringing about attitudinal changes. 5.13 – "It has been observed that training is presently concentrated mainly in the area of acquisition of knowledge and upgradation of skills and very little emphasis is given on attitudinal

changes/behavioural sciences. It is high time to introduce these aspects of training in the management curriculum of induction level training as well as re-training programs. . . After undergoing such training the employees develop a sense of belonging to the organisation and a better appreciation of the interest of other stake holders in the system. Brining about attitudinal changes to meet the changing power sector scenario is now an imperative need”

II. POLICY GUIDELINES

1. Training for all:

Every employee has a right to receive need based training at regular intervals to enable him/her to develop his/her potential to the maximum and contribute his/her best to the organisation.

2. Training - an investment

Money spent on training should be treated as an investment rather than as expenditure. There should be a move towards reflecting personnel as corporate assets.

3. Top Management Commitment

The top management must have strong commitment towards training and take effective steps to spread the culture of training and development thereby promoting competencies and commitment among employees.

4. Training for all cadres

Training should be essential for all personnel right from the lowest cadre to the highest cadre. The training and skill development credit should be recorded and a pre-requisite quantum of credits should be mandatory for promotion to the next cadre.

5. Training Need Analysis and Comprehensive Training Plan

A periodical Training Need Analysis should be carried out for evolving an annual need based training intervention agenda. The TNA should be reviewed every 3 years. Cadre training plan for each category of employees should be formulated.

6. Training Intervention Categories

The training intervention should be planned in the following categories.

- a) Technical Knowledge and skill upgradation
- b) Safety and Security
- c) Managerial Capacity Building
- d) Work ethics, Attitudinal change and customer orientation
- e) Critical Emergency Management and Disaster Management
- f) Regulations and guidelines

7. Creation of Training Infrastructure

Adequate training infrastructure to handle the training load of the organisation should be created. A plan to upgrade the training infrastructure to meet the changing needs should be put in place periodically.

8. Education upgradation plan

Leave and financial opportunities to employees for acquiring higher educational qualifications shall be provided.

9. Management Development Programs

Exposure to new technologies and best practices should be encouraged. At least one long term training opportunity/ program in a career should be planned for middle and senior level officers. Management development would be crucial to apex level managers to equip them to effectively manage higher as well as changing job responsibilities.

10. Training Abroad

Opportunities for foreign training should be provided to meritorious candidates through objective selection criteria. After such costly training, the trained persons should be posted at locations where they can utilize the training received and in turn guide others.

11. Training Budget

There should be systematic allocation of funds to training and development activities in the annual budget for meeting the stipulated training requirement.

III. BESCOM TRAINING AND HUMAN RESOURCES DEVELOPMENT POLICY

1. Policy Mandate

This policy reflects the BESCOM's commitment to ensuring that the Organisation is served by a skilled, well-trained, professional workforce and it recognizes that foundational learning is required within the public service in support of this objective. It fosters the value of strong organizational leadership based on forward-looking management practices and continuous improvements in performance.

2. Objective

To ensure that BESCOM has personnel with the appropriate knowledge, skills and behaviours to meet its service and business objectives in both the short and longer term. And to allow individuals to achieve their potential and career aspirations both within the Organisation and the wider societal Service.

3. Aims

- To equip people with the technical skills required.
- To provide leadership and management development to all managers within the Agency.
- To identify the development needs of the Organisation and those of individuals and balance the two.
- To enhance service potential of the employees through identified supportive training.
- To align personal paradigm with organisational vision through attitudinal correction.
- To ensure that development needs are identified as part of the business planning process and reviewed regularly.
- To ensure equality of access to all development opportunities.
- To provide career development for all.
- To provide effective induction for all new appointees and people moving jobs.
- To ensure the effective delivery of mandatory training.
- To ensure the appropriate skills are in place to deliver the service and business strategy.

4. Effective Date and Application

- 4.1 This policy comes into effect from
- 4.2 This policy applies to all BESCOM personnel belonging to all groups A, B, C & D, except to those employees who are on deputation to BESCOM from some other organisation.
- 4.3 This policy replaces all earlier policy directions in the form of administrative orders. All administrative orders in future shall be in line with this Policy and shall not contradict or dilute any provision made in this document.
- 4.4 It is essential that this policy be implemented in conjunction with the Cadre and Recruitment Rules of BESCOM.

5. Commitment to the Policy

- 5.1 Learning is a shared responsibility of employees, managers at all levels and the employer. Employees are responsible for acquiring and maintaining the knowledge, skills and competencies related to their level and functions, and for developing and pursuing learning plans that are aligned with organisational business priorities and prepare them to do the next job. Managers at all levels are responsible for ensuring the timely completion of training that supports organisational priorities and the Organisation's management improvement objectives. The employer establishes the knowledge needed in areas deemed necessary for effective management of the public service.
- 5.2 It is the responsibility of managers and controlling Officers of all levels to proactively provide opportunities of supportive training and career development to the employees

working under them. They shall not deny any opportunity of training to any employee unless there is justifiable exigency, in which case the next available opportunity shall be provided to the deprived employee at the earliest.

- 5.3 The Human Resources Development Centre shall function as the Training wing of the Organisation. It shall be responsible for skill mapping of the organisation, the Training Need Analysis, developing training strategy, training calendar and ensure proper implementation of the training programmes. The training and development initiatives by HRDC, once approved by the Managing Director, shall be fully supported by the top management with active cooperation.

6. Coverage

- 6.1 All cadres from Group A to D, shall be covered in the training and development strategy and no cadre shall be excluded from the training menu and schedule.
- 6.2 The training needs and requirements of all cadres shall be identified and incorporated while formulating the training menu, contents and schedule. The identification of training needs shall be reviewed periodically, during a period not more than three years.

7. Training Intervention

- 7.1 The training intervention shall be planned in the following categories
- a) Technical Knowledge and skill upgradation
 - b) Safety and Security
 - c) Managerial Capacity Building
 - d) Work ethics, Attitudinal change and customer orientation
 - e) Critical Emergency Management and Disaster Management
 - f) Regulations and guidelines
- 7.2 The above categories of trainings are to be imparted for all cadres, with defined weightage and periodicity, which should be reviewed against performance.

8. Training Infrastructure

- 8.1 An adequate training infrastructure should be created to cater to the training needs of the Organisation. The Infrastructure should have well-equipped training halls, library-physical and digital, hands-on training facilities and hostel facilities for the trainees and resource persons.
- 8.2 Any training of duration of more than one day should be made residential, enabling the trainees to focus on the learning rather than arranging logistics for themselves.

9. Induction Training

- 9.1 There shall be induction training for all new recruits of all groups, of duration as specified below, before they are inducted into their regular duty. The mode of training should include both class room and on field training.

		No. of days
1	Introduction to Organisation (structure, Vision & Mission, customer profile etc.)	2
2	Job chart, roles & responsibilities, implication of abdication of responsibilities, legal implications	20
4	Information Technology and computer skills	07
5	Safety & Security	06
6	Critical emergency management	04
7	Work ethics, behavioural science, Stress & Conflict management, Customer orientation	06
	Total	45

10. Mandatory Trainings

- 10.1 All cadres should undergo training in all the categories. They should undergo a minimum of 6 days of training covering at least 3 categories in a financial year and a minimum of 12 days of training covering all the six categories in a two year cycle, as specified in para 7.1 above, (and listed in the Annexure – “List of Stipulated Trainings” – to be updated as and when required), failing which the employee will not be eligible for the annual increment.
- 10.2 The onus of providing him the opportunity to undergo training is on the BESCOM Administration. Once an employee is deputed for a training, he/she should not be prevented by the Controlling Officer to undergo training, unless in an exigency and with the explicit permission from the Managing Director.
- 10.3 It shall be the responsibility of the Controlling Officer to ensure all the subordinate employees complete the stipulated number of man days of mandatory training in the year cycle.
- 10.4 In the event of an employee not provided with the opportunity to undergo training, or he/she is not relieved for the training deputed for, his/her annual increment cannot be withheld on the ground that he/she has not undergone the quantum of mandatory training.

11. Supportive Trainings

- 11.1 A matrix of standard performance parameters and benchmarks must be prepared for different cadres, based on the best industry practices, deliverability and consumer expectations. This matrix would become the basis for training need assessment to provide supportive training to the employees helping them to reach the prescribed benchmarks and also empowering them to aim for incentive linked higher goals.
- 11.2 Performance parameters and benchmarks may be periodically revised to meet the expectations of the consumers, and higher deliverability attained through technology inputs and process reformations.
- 11.3 Employees consistently outreaching the benchmarks may be identified and earmarked for imparting higher skills, so that their proficient services could be utilised in a more productive way.
- 11.4 A scheme of incentivising such employees who consistently deliver higher performance beyond prescribed targets, could be developed to create an atmosphere of professional competition.

12. Pre-promotional Trainings

- 12.1 When an employee is shortlisted for promotion, the organisation should ensure that he/she is adequately prepared with the knowledge of the roles and responsibilities of the post he/she will be holding, and has the managerial capacity to manage the post. An employee shortlisted for promotion should be made to undergo a mandatory pre-promotion training immediately after the shortlisting and before he assumes the charge of the new post.
- 12.2 For all posts occupied consequent to a promotional procedure, there shall be a pre-promotion orientation training of a duration of minimum 4 days, prior to occupying the post.
- 12.3 Pre-promotion training shall not be pre-requisite for a promotion, but shall be mandatory before occupying the promotional post, or in case of exigencies, the promoted candidate shall undergo the training within 15 days of occupying the post.
- 12.4 The mode of training be as follows.

		No. of days
1	Roles & responsibilities of the post including technical knowledge upgradation	3
2	Performance standards and accountability	1
	Total	4

13. Providing Trainings on request

- 13.1 Any employee desirous of upgrading his skills or knowledge or is desirous of acquiring new skills in a different field, may be provided the opportunity if it is going to contribute to better service delivery in the organisation.
- 13.2 The employee may submit an application to his/her controlling officer, seeking deputation for a particular training organised by BESCOM or offered by an external Institute. The Controlling Officer shall forward the application with proper recommendation to the HRD wing for further action.
- 13.3 The Controlling Officer, if he feels that an employee needs a training for enhancement of the quality of his/her service delivery, may send recommendation to the HRD wing to provide a specific training to that employee.

14. Education Upgradation

- 14.1 Any employee desirous of upgrading his educational qualification and/or knowledge should be proactively encouraged to do so, as quality of his services would logically be enhanced. The Organisation should create a learning eco system for such employees by establishing a quality library, organising seminars etc.
- 14.2 An employee would be eligible for a study leave of two years, once in his career span. He would be entitled for a stipend, equivalent to the basic pay drawn at the point of beginning of the leave, during the leave period, provided he/she succeeds in acquiring the additional qualification for which he/she was permitted and granted leave, failing which the amount paid would be recovered from his/her salary in the next five years.
- 14.3 When the employee returns from the study leave, his/her pay should be fixed as though the employee were in active service during the leave period.
- 14.4 The employee seeking study leave, should furnish a bond, prior to availing study leave, that he/she would serve the organisation for a minimum period of five years from the date of return to duty from the study leave.

15. Management Development Program

- 15.1 Management development would be crucial to apex level managers to equip them to effectively manage higher responsibilities and to steer the Organisation toward fulfilling its vision. Senior and Middle level managers should be exposed to new technology and best practices. At least one long term training opportunity in their career span should be provided to the Senior and Middle level officers involved in administration.

16. Deputation to Premier Training Institutes/Organisations for training/visit.

- 16.1 BESCOM should equip itself to provide all necessary trainings for its personnel. An employee should not be deputed to an external institute in India or abroad, for a training which is available in the organisation training menu or which can be arranged through outsourcing. Only in case of extraordinary trainings, especially on cutting edge technology, advancing technologies, and outstanding successful practices can a suitable employee be deputed to an external institute or an organisation for training or visit.
- 16.2 Opportunities for foreign training should be provided to meritorious candidates through objective selection criteria and not based on seniority only. His/her competence, commitment and contribution to the Organisation should be the major parameters for such selection.
- 16.3 Post training, his/her services should be properly utilised, and not allow his/her acquired knowledge to go unutilised by the organisation. His/her post-training role should be identified before he/she is sent for training/visit. An employee with less than two years of service for his superannuation may not be sent for training or visit abroad.
- 16.4 The above restrictions do not apply to the officers of top level management who are involved in policy making and planning, for whom exposure to practices around the world are essential to gain concepts and initiate innovations.
- 16.5 Personnel against whom departmental enquiry or disciplinary action is initiated or disciplinary action has been taken, should not be considered for deputation to an external institute in India or abroad.

17. Training Assessment

- 17.1 There shall be a feedback from the participants on every training conducted or outsourced by BESCOM, which can be used as an input for the assessment of the training.
- 17.2 When an employee is deputed for training to an external training institute or for a study visit to an organisation, he shall submit a report on the quality of training received and learnings/findings to the HRD wing within fifteen days of his return from the training/visit.

18. Marketing of Training

- 18.1 Quality trainings evolved and delivered exclusively by BESCOM personnel with BESCOM infrastructure may be marketed to other ESCOMs. The revenue generated may be used for augmenting training budget, improvement of infrastructure and incentivising training personnel.

19. Training Budget

- 19.1 Money spent on training should be treated as in investment aimed to improve professionalism and service quality of the Organisation. In a competitive environment, it would become an inevitable process for relevance, revenue and ultimately survival.
- 19.2 Adequate funds should be ear marked for training in the budget formation process. A minimum of 1.5% salary budget may be provided initially, gradually increasing it to a level of 5% depending on organisation's requirement.

20. Expected Results

- 20.1 New employees will share a common understanding of their role as public servants.
- 20.2 Managers at all levels have the necessary knowledge to effectively exercise their delegated authorities.
- 20.3 Specialists in finance, human resources, internal audit, procurement, materiel management, information management, and other domains as may be specified, will meet professional standards established by the employer.
- 20.4 Participants enrolled in corporate leadership development programs will help meet the current and future human resources needs of the core public administration.
- 20.5 Employees at all levels will acquire and maintain the knowledge, skills and competencies related to their level and functions.
- 20.6 Senior Managers will align learning with the management improvement objectives of the Organisation and organisational business priorities.
- 20.7 Leading-edge practices in public sector management will be applied to encourage innovation and continuous improvements in performance.

21. Consequences of non-compliance of this policy

- 21.1 Wilful non-compliance of any section of this policy or any attempt to dilute the spirit of this policy by any Officer, will be treated as violation of service code, and will invoke suitable disciplinary action.

Managing Director
B E S C O M



Annexure to the BESCOM Training & HRD Policy - 2015

LIST OF STIPULATED TRAININGS

For All Cadres

Training Group: A-1

Designations:

1	Chief Engineer (Ele)	05
2	Superintending Engineer (Ele)	19

Sl No.	Training category	Sl No.	Stipulated Trainings
1	Technical Knowledge & Skill upgradation	1	Power Sector Project Management
		2	Industrial Relations
		3	Distribution system planning for future expansions
2	Safety and Security	1	Modern Safety Practices in Power distribution Utility
		2	Protection in Power Distribution System
		3	IT Security protocols
3	Managerial Capacity Building	1	Strategic Planning & Decision Making
		2	Transformational Leadership
4	Attitudinal Change	1	Emotional Intelligence
		2	Understanding Self & Interpersonal Relationship
		3	Positive thinking
		4	Principle centred decision making
5	Critical Emergency Management & Disaster Management	1	Critical Emergency Preparedness
		2	Disaster Management Planning
6	Regulations and Guidelines	1	Companies Act
		2	Power Sector Reforms
		3	KTPP Act
		4	CDCA Rules

Training Group: A-2

Designations:

1	Financial Advisor	01
2	Company Secretary	01
3	Controller of Accounts	07

Sl No.	Training category	Sl No.	Stipulated Trainings
1	Technical Knowledge & Skill upgradation	1	Regulatory Aspects in Power Business
		2	Tariff Determination
		3	Monetization of assets
		4	Indian Accounting Standards
		5	International Financial Reporting Standards (IFRS)
2	Safety and Security	1	Information Security Protocols
		2	Fire Safety standards for establishments
		3	Electrical safety protocols in establishments
3	Managerial Capacity Building	1	Developing commercial/business outlook
		2	Marketing in competitive environment
4	Attitudinal Change	1	Positive thinking
		2	Organisational vision in decision making
		3	Understanding Self & Interpersonal Relationship
		4	Customer orientation
5	Critical Emergency Management & Disaster Management	1	Critical Emergency Preparedness
		2	Disaster Management Planning
6	Regulations and Guidelines	1	Companies Act
		2	KTPP Act
		3	Power Sector Reforms

Training Group: A-3**Designations:**

1 Personal Secretary

07

Sl No.	Training category	Sl No.	Stipulated Trainings
1	Technical Knowledge & Skill upgradation	1	HR Perspective in Power Business
		2	Performance Management System
		3	Value creation in power business
		4	Modern Secretarial Practices
2	Safety and Security	1	Fire Safety standards for establishments
		2	Electrical safety protocols
3	Managerial Capacity Building	1	Human resource Management
		2	Performance Management System
		3	Leadership & Team Building
4	Attitudinal Change	1	Positive thinking
		2	Human Values and Ethics
		3	Understanding Self & Interpersonal Relationship
		4	Customer orientation
5	Critical Emergency Management & Disaster Management	1	Critical Emergency Preparedness
		2	Disaster Management Planning
6	Regulations and Guidelines	1	CDCA Rules
		2	BESR

Training Group: A-4

Designations:

1	Executive Engineer (Ele)	64
2	Executive Engineer (IT)	02
3	Asst. Executive Engineer (Ele)	275
4	Asst. Executive Engineer (IT)	18

Sl No.	Training category	Sl No.	Stipulated Trainings
1	Technical Knowledge & Skill upgradation	1	Application of IT in power distribution
		2	Modern distribution technologies and O & M
		3	DMS and distribution automation
		4	Management, O & M practices of Wind and Solar Energy
		5	Material management
		6	DAS & Smart Grid
		7	Quality Standards in power distribution
2	Safety and Security	1	Current safety practices in power distribution
		2	Security of power distribution installations
		3	Power pilferage – technical solutions for prevention
3	Managerial Capacity Building	1	Executive and Managerial skills
		2	Project Management
		3	Leadership and team building
4	Attitudinal Change	1	Work ethics and self esteem
		2	Customer orientation
		3	Integrated personality development
		4	Interpersonal relationship
5	Critical Emergency Management & Disaster Management	1	Critical Emergency Preparedness
		2	Handling of Cascade tripping of grid
		3	Disaster Management Planning

6	Regulations and Guidelines	1	Companies Act
		2	KTPP Act
		3	Power Sector Reforms
		4	CDCA Rules

Training Group: A-5**Designations:**

1	Executive Engineer (Civil)	64
2	Asst. Executive Engineer (Civil)	275

Sl No.	Training category	Sl No.	Stipulated Trainings
1	Technical Knowledge & Skill upgradation	1	Management, O & M practices of wind and solar energy
		2	Modern building techniques and Building Safety
		3	Rural electrification
		4	Challenges in u/g cabling
		5	Building maintenance and house keeping
2	Safety and Security	1	Current safety practices in power distribution
		2	Security of power distribution installations
		3	Building designs and electrical safety
3	Managerial Capacity Building	1	Executive and Managerial skills
		2	Project Management
		3	Leadership and team building
4	Attitudinal Change	1	Work ethics and self esteem
		2	Customer orientation
		3	Integrated personality development
		4	Understanding Self and Interpersonal relationship
5	Critical Emergency Management & Disaster Management	1	Critical Emergency Preparedness
		2	Disaster Management Planning and protocols
6	Regulations and Guidelines	1	Power Sector Reforms
		2	KTPP Act
		3	CDCA Rules
		4	RTI Act

Training Group: A-6

Designations:

1	Deputy Controller of Accounts	64
2	Accounts Officer	94

Sl No.	Training category	Sl No.	Stipulated Trainings
1	Technical Knowledge & Skill upgradation	1	Regulatory Aspects in Power Business
		2	Tariff Determination
		3	Availability based tariff and power trading
		4	Indian Accounting Standards
		5	International Financial Reporting Standards
2	Safety and Security	1	Electrical Safety
		2	Fire Safety
3	Managerial Capacity Building	1	Human resources management
		2	Change Management
		3	Marketing skills in competitive environment
4	Attitudinal Change	1	Building integrity and self esteem
		2	Customer orientation
		3	Human values and ethics
		4	Understanding Self and Interpersonal relationship
5	Critical Emergency Management & Disaster Management	1	Critical Emergency Preparedness
		2	Disaster Management
6	Regulations and Guidelines	1	Power Sector Reforms
		2	KTPP Act
		3	CDCA Rules

Training Group: B-1**Designations:**

1 Assistant Engineer (Ele)

541

SI No.	Training category	SI No.	Stipulated Trainings
1	Technical Knowledge & Skill upgradation	1	Application of IT in power distribution
		2	Modern distribution technologies and O & M
		3	DMS and distribution automation
		4	Management, O & M practices of Wind and Solar Energy
		5	Condition Monitoring of Electrical equipment
		6	DAS & Smart Grid
		7	Power Sector Reforms
2	Safety and Security	1	Current safety practices in power distribution
		2	Security of power distribution installations
		3	Identification & Prevention of pilferage
3	Managerial Capacity Building	1	Executive and Managerial skills
		2	Supervision and support
		3	Leadership and team building
4	Attitudinal Change	1	Work ethics and self esteem
		2	Customer orientation
		3	Integrated personality development
		4	Understanding self and Interpersonal relationship
5	Critical Emergency Management & Disaster Management	1	Critical Emergency Preparedness
		2	Disaster Management Planning
6	Regulations and Guidelines	1	Power Sector Reforms
		2	CDCA Rules
		3	RTI Act
		4	Board Employees Service Regulations (BESR)

Training Group: B-2**Designations:**

1 Assistant Engineer (Civil)

19

SI No.	Training category	SI No.	Stipulated Trainings
1	Technical Knowledge & Skill upgradation	1	U/g Electrical distribution systems
		2	Auto CAD / Solid Edge
		3	Management, O&M practices of Solar & Wind Energy
		4	Civil best practices
		5	Building maintenance and house keeping
2	Safety and Security	1	Current safety practices in power distribution
		2	Security of power distribution installations
		3	Fire safety
3	Managerial Capacity Building	1	Executive and Managerial skills
		2	Supervision and support
		3	Leadership and team building
		4	Board Employees Service Regulations (BESR)
4	Attitudinal Change	1	Work ethics and self esteem
		2	Customer orientation
		3	Integrated personality development
		4	Understanding self and Interpersonal relationship
5	Critical Emergency Management & Disaster Management	1	Critical Emergency Preparedness
		2	Disaster Management Planning
6	Regulations and Guidelines	1	KTPP Act
		2	CDCA Rules
		3	RTI Act
		4	Board Employees Service Regulations (BESR)

Training Group: B-3**Designations:**

1 Assistant Accounts Officer

215

Sl No.	Training category	Sl No.	Stipulated Trainings
1	Technical Knowledge & Skill upgradation	1	Financial Audit and role of internal auditors
		2	Principles of Procurement & e-procurement
		3	KTPP Act and Rules
		4	Financial management
2	Safety and Security	1	Electrical Safety
		2	Fire Safety
		3	Premises Security measures
3	Managerial Capacity Building	1	Communication Skills
		2	Integrated Personality Development
		3	Marketing skills in competitive environment
4	Attitudinal Change	1	Building integrity and self esteem
		2	Customer orientation
		3	Human values and ethics
		4	Understanding Self and Interpersonal relationship
5	Critical Emergency Management & Disaster Management	1	Critical Emergency Preparedness
		2	Disaster Management
6	Regulations and Guidelines	1	Power Sector Reforms
		2	KTPP Act
		3	CDCA Rules
		4	Board Employees Service Regulations (BESR)

Training Group: B-4

Designations:

1	Senior Personal Assistant	16
2	Junior Personal Assistant	39

SI No.	Training category	SI No.	Stipulated Trainings
1	Technical Knowledge & Skill upgradation	1	Computer Applications
		2	Industrial Relations
		3	Modern Office practices
2	Safety and Security	1	Electrical Safety
		2	Fire Safety
		3	Premises Security measures
3	Managerial Capacity Building	1	Communication Skills
		2	Integrated Personality Development
		3	Office Management
4	Attitudinal Change	1	Building integrity and self esteem
		2	Human values and ethics
		3	Understanding Self and Interpersonal relationship
5	Critical Emergency Management & Disaster Management	1	Critical Emergency Preparedness
		2	Disaster Management
6	Regulations and Guidelines	1	CDCA Rules
		2	RTI Act
		3	Board Employees Service Regulations (BESR)

Training Group: C-1**Designations:**

1 Junior Engineer (Ele)

705

Sl No.	Training category	Sl No.	Stipulated Trainings
1	Technical Knowledge & Skill upgradation	1	Application of IT in power distribution
		2	Modern distribution technologies and O & M
		3	DMS and distribution automation
		4	Asset management in installation & maintenance of plants/equipment
		5	NTP – Variant VII
2	Safety and Security	1	Current safety practices in power distribution
		2	Security of power distribution installations
		3	Identification & Prevention of pilferage
3	Managerial Capacity Building	1	Executive and Managerial skills
		2	Supervision and support
		3	Leadership and team building
4	Attitudinal Change	1	Work ethics and self esteem
		2	Customer orientation
		3	Integrated personality development
		4	Understanding self and Interpersonal relationship
5	Critical Emergency Management & Disaster Management	1	Critical Emergency Preparedness
		2	Disaster Management Planning
6	Regulations and Guidelines	1	Power Sector Reforms
		2	CDCA Rules
		3	RTI Act
		4	Board Employees Service Regulations (BESR)

Training Group: C-2

Designations:

1	Junior Engineer (Civil)	06
2	Senior Draughtsman (Civil)	03
3	Draughtsman (Civil)	02
4	Asst. Draughtsman	03
5	Tracer (Civil)	08
6	Maistry (Civil) Gr-II	03

Sl No.	Training category	Sl No.	Stipulated Trainings
1	Technical Knowledge & Skill upgradation	1	Auto CAD / Solid Edge
		2	Management, O&M practices of Solar & Wind Energy
		3	Civil best practices
		4	Building maintenance and house keeping
2	Safety and Security	1	Security of power distribution installations
		2	Premises Security measures
		3	Fire safety
3	Managerial Capacity Building	1	Executive and Managerial skills
		2	Supervision and support
		3	Leadership and team building
4	Attitudinal Change	1	Work ethics and self esteem
		2	Customer orientation
		3	Integrated personality development
		4	Understanding self and Interpersonal relationship
5	Critical Emergency Management & Disaster Management	1	Critical Emergency Preparedness
		2	Disaster Management Planning
6	Regulations and Guidelines	1	Power Sector Reforms
		2	CDCA Rules
		3	RTI Act
		4	Board Employees Service Regulations (BESR)

Training Group: C-3**Designations:**

1	Meter Reader	698
2	Jr. Meter Reader	364
3	Overseer	514
4	Operator	58

Sl No.	Training category	Sl No.	Stipulated Trainings
1	Technical Knowledge & Skill upgradation	1	Application of IT in power distribution
		2	DMS and distribution automation
		3	NTP – Variant III
2	Safety and Security	1	Current safety practices in power distribution
		2	Security of power distribution installations
		3	Identification & Prevention of pilferage
3	Managerial Capacity Building	1	Executive and Managerial skills
		2	Supervision and support
		3	Leadership and team building
4	Attitudinal Change	1	Work ethics and self esteem
		2	Customer orientation
		3	Integrated personality development
		4	Understanding self and Interpersonal relationship
5	Critical Emergency Management & Disaster Management	1	Critical Emergency Preparedness
		2	Disaster Management Planning
6	Regulations and Guidelines	1	Power Sector Reforms
		2	CDCA Rules
		3	Board Employees Service Regulations (BESR)

Training Group: C-4

Designations:

1	Cable Jointer	05
2	Asst. Cable Jointer	02
3	Line Mechanic Gr-I	232
4	Line Mechanic Gr-II	1471
5	Mechanic Gr-I	26
6	Mechanic Gr-II	70
7	Senior Mechanic	131

SI No.	Training category	SI No.	Stipulated Trainings
1	Technical Knowledge & Skill upgradation	1	HV Cable jointing
		2	U/G MV cable jointing
		3	Working on ABC conductors
		4	Basic Computer Application
2	Safety and Security	1	Safety in material handling
		2	Safe working techniques of LT O/H and U/G systems
		3	Premises security measure
		4	Fire safety
3	Managerial Capacity Building	1	Effective Communication
		2	Groups, teams and leadership
		3	Conflict management
4	Attitudinal Change	1	Work ethics and self esteem
		2	Integrated personality development
		3	Understanding self and Interpersonal relationship
5	Critical Emergency Management & Disaster Management	1	Critical Emergency Preparedness
		2	Disaster Management Planning
6	Regulations and guidelines	1	CDCA Rules
		2	Board Employees Service Regulations (BESR)

Training Group: C-5

Designations:

1	Store Keeper Gr-II	18
2	Asst. Store Keeper	43
3	Store Maistry Gr-I	15
4	Store Maistry Gr-II	24

Sl No.	Training category	Sl No.	Stipulated Trainings
1	Technical Knowledge & Skill upgradation	1	Modern Store Management techniques
		2	Stock classification and types of inventory
		3	Stock identification and recording systems & RFID
		4	e-stores management
2	Safety and Security	1	Safety in material handling
		2	Storehouse security systems
		3	Premises security measure
		4	Fire safety
3	Managerial Capacity Building	1	Documentation
		2	Groups, teams and leadership
		3	Conflict management
4	Attitudinal Change	1	Work ethics and self esteem
		2	Integrated personality development
		3	Understanding self and Interpersonal relationship
5	Critical Emergency Management & Disaster Management	1	Critical Emergency Preparedness
		2	Disaster Management Planning
6	Regulations and Guidelines	1	CDCA Rules
		2	KTPP Act
		3	Board Employees Service Regulations (BESR)

Training Group: C-6

Designations:

1	Driver Gr-I	17
2	Driver Gr-II	307
3	Spl Gr. Driver	2
4	Auto Mechanic Gr-I	2
5	Auto Mechanic Gr-II	1

Sl No.	Training category	Sl No.	Stipulated Trainings
1	Technical Knowledge & Skill upgradation	1	Defensive Driving Techniques
		2	4 stroke engines and transmission system
		3	Identification of vehicle malfunction and preventive maintenance
		4	Motor Vehicles Act
2	Safety and Security	1	Prevention of accidents
		2	Accident management and First Aid
		3	Premises security measure
		4	Fire safety
3	Managerial Capacity Building	1	Communication skills
		2	Groups, teams and leadership
		3	Conflict management
4	Attitudinal Change	1	Work ethics and self esteem
		2	Integrated personality development
		3	Understanding self and Interpersonal relationship
5	Critical Emergency Management & Disaster Management	1	Critical Emergency Preparedness
		2	Disaster Management Planning
6	Regulations and guidelines	1	CDCA Rules
		2	Board Employees Service Regulations (BESR)

Training Group: C-7

Designations:

1	Senior Assistant	536
2	Assistant	1096
3	Jr. Assistant	1809
4	Typist	104
5	Sr. Grade Typist	36
6	Daffedar	17

Sl No.	Training category	Sl No.	Stipulated Trainings
1	Technical Knowledge & Skill upgradation	1	Computer Applications
		2	e-Office Management
		3	Modern Office practices & Book keeping
		4	NTP – Variant IV
2	Safety and Security	1	Electrical Safety
		2	Fire Safety
		3	Premises Security measures
3	Managerial Capacity Building	1	Communication Skills
		2	Integrated Personality Development
		3	Dealing with difficult people
4	Attitudinal Change	1	Building integrity and self esteem
		2	Human values and ethics
		3	Understanding Self and Interpersonal relationship
5	Critical Emergency Management & Disaster Management	1	Critical Emergency Preparedness
		2	Disaster Management
6	Regulations and guidelines	1	CDCA Rules
		2	Board Employees Service Regulations (BESR)

Training Group: D-1

Designations:

1	Lineman	3594
2	Jr. Lineman	4053
3	Asst. Lineman	2668
4	Station Attendant Gr-I	14
5	Station Attendant Gr-II	39
6	Attendant Gr-I (TCD)	17
7	Attendant Gr-II (TCD)	16
8	Attendant Gr-I (MT)	34
9	Attendant Gr-II (MT)	41

Sl No.	Training category	Sl No.	Stipulated Trainings
1	Technical Knowledge & Skill upgradation	1	Power distribution, Operation & Maintenance
		2	Working on ABC conductors
		3	Earthing practices in Electrical Installations
		4	UG electrical Distribution systems
		5	Power cable characteristics and applications
		6	NTP – Variant I, V & VI
2	Safety and Security	1	Safe working techniques of LT O/H and U/G systems
		2	First Aid in electrical accidents
		3	Importance of safety protocols
		4	Fire safety
3	Managerial Capacity Building	1	Effective Communication
		2	Groups, teams and leadership
		3	Conflict management
4	Attitudinal Change	1	Work ethics and self esteem
		2	Integrated personality development
		3	Customer orientation
5	Critical Emergency Management & Disaster Management	1	Critical Emergency Preparedness
		2	Disaster Management Planning
6	Regulations and guidelines	1	CDCA Rules
		2	Board Employees Service Regulations (BESR)

Training Group: D-2

Designations:

1	Office Attendant Gr-I	29
2	Office Attendant Gr-II	325
3	Daftary	284
4	Jamedar (Watch & Ward)	4
5	Store Attendant Gr-I	14
6	Store Attendant Gr-II	39
7	Fieldman Gr-II	3
8	Helper (Stores)	37
9	Helper (Civil)	3

10	Cleaner/Auto Helper	31
11	Watchman (Office)	69
12	Watchman (Stores)	71
13	Mali Gr-I	2
14	Mali Gr-II	55
15	Security Head Guard	1
16	Civil Mate	5
17	Cook-cum Careaker	2
18	Sanitary Worker	123

Sl No.	Training category	Sl No.	Stipulated Trainings
1	Technical Knowledge & Skill upgradation	1	Use of office equipment
		2	Modern utility equipment and usage
		3	Etiquette and manners
		4	Material management
		5	NTP – Variant VI
2	Safety and Security	1	First Aid
		2	Premises security
		3	Fire safety
3	Managerial Capacity Building	1	Effective Communication
		2	Conflict management & Team spirit
4	Attitudinal Change	1	Work ethics and self esteem
		2	Dignity of labour
		3	Accountability and ownership
5	Critical Emergency Management & Disaster Management	1	Critical Emergency Preparedness
		2	Disaster Management Planning
6	Regulations and guidelines	1	CDCA Rules
		2	Board Employees Service Regulations (BESR)

PRE PROMOTION TRAININGS
For all Promotional posts in BESCOM

For all posts occupied consequent to a promotional procedure, there shall be a pre-promotion orientation training of a duration of minimum 4 days, prior to occupying the post.

Pre-promotion training shall not be pre-requisite for a promotion, but shall be mandatory before occupying the promotional post, or in case of exigencies, the promoted candidate shall undergo the training within 15 days of occupying the post.

Pre-promotion Trainings	1	Roles & responsibilities of promotional post including technical knowledge upgradation	3 days
	2	Performance standards and Accountability	1 day

Managing Director
B E S C O M