

No. CE/HRD/18401/2013

Office of the Chief Engineer,
Design & Administration,
Public Works Department,
Thiruvananthapuram.
Date:27/03/2013.

From
The Chief Engineer.

To
The Chief Engineer Superintending Engineer Executive Engineer
R&B/Buildings/NH/KSTP, R&B/Buildings/NH/KSTP R&B/Buildings/NH/KSTP
PWD,Thiruvananthapuram. All circles All Divisions , PWD

Sir,

Sub: - Training programme 2013-14 – reg.

Ref: -(1) Budget provision 2013-14 item No. 24 under under the head of 3054-01-001-99(91) for Rs. 2 Crores
(2) TNA meeting conducted on 4.10.2012.

Training Need Analysis (TNA) for this department was conducted early in 2003 under the guidance of Institute of management in Government, Thiruvananthapuram. Training programmes were designed based on the analysis and training conducted in various districts. Since the amount allotted by IMG for food and other expenses were very limited the training programme could not be proceeded. Most of the training programmes were conducted with the help of Association of Engineers, etc.


12 training programmes were conducted in KHRI during the financial Year 2012-13. Since the venue was at Thiruvananthapuram, trainees found it difficult to attend in time. It is also noticed that trainees were not serious about attending the training with required seriousness. It was also found it difficult to select / nominate sufficient trainees

who were willing to participate. Training without 100% participation and determination of trainees will not bring good the results.

All the category of employees requires training in the appropriate fields. viz. Technical, Computer Training, Public Relations, general, etc. The recent developments in Technologies, new materials, new management principle, etc. are to be brought in practice by imparting training to each of the employees.

Hence it is decided to conduct a workshop of Chief Engineers, Superintending Engineers and Executive Engineers on 29th of April 2013at 10.30 AM in the office premises of Chief Engineer, Design and Administration, Thiruvananthapuram. Hence you are requested to furnish your proposal in consultation with all categories of staff under your jurisdiction for discussion and formulation of a training programme. You are specifically requested to attend the workshop in person on time.

Yours faithfully,



CHIEF ENGINEER
Design & Administration