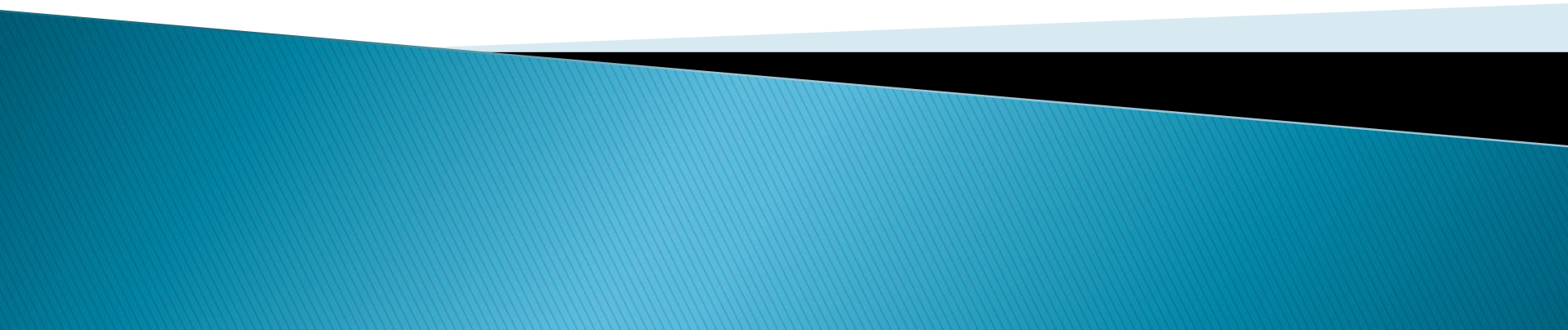


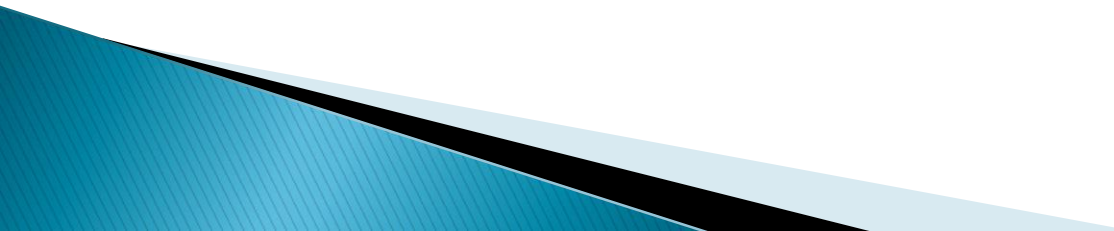
SOS POLITICAL SCIENCE AND PUBLIC ADMINISTRATION
M.A. PUB.ADMN.202
SUBJECT NAME:PERSONNEL ADMINISTRATION IN INDIA
UNIT-III
TOPIC NAME:TRAINING OF PUBLIC PERSONNEL
ADMINISTRATION IN INDIA



MEANING OF TRAINING:

William G. Torpey defines Training as “the process of developing skills, habits, knowledge and attitudes in employees for the purpose of increasing the effectiveness of employees in their present government positions as well as preparing employees for future government position”.

Its dictionary meaning is practical education in any profession, art or handicraft. In Public Administration, it means a “conscious effort made to improve or increase an employee’s skill, powers or intelligence and to develop his attitudes and schemes of values in a desired direction.”



OBJECTIVES OF TRAINING

(a) It endeavors to produce a civil servant whose precision and clarity in the transaction of business can be taken for granted.

(b) It helps attuning the civil servant to the task he is called upon to perform in a changing world. It, in other words, helps him to adjust his outlook and methods to the changing needs of new times.

(c) It saves the civil servant from becoming a robot-like mechanically perfect civil servant. He is made aware of his work and the service that he is required to render to his community.

(d) It not only enables an individual to perform his current work more efficiently but also fits him for other duties. It develops in him capacity for higher work and greater responsibilities.:

(e) It pays substantial regard to staff morale as the latter have to perform tasks of a routine character throughout their lives.

According to a Report, “Large numbers of people have inevitably to spend most of their working lives upon tasks of a routine character and with this human problem ever in the background training plans to be successful must pay substantial regard to staff morale.”

Besides these objectives explained by Assheton Committee, a few others can also be enumerated:

(f) For the performance of certain peculiar activities pertaining to the government training plays a significant part. For instance, Government must make a provision for training policemen, firemen and food inspectors, etc

(g) Training helps the employees to become people-oriented and inculcates in them respect and regard for the general public.

Even Assheton Committee had observed thus, “Nothing could be more disastrous than that of the civil service and the public should think of themselves as in two separate camps. The inculcation of the right attitude towards the public and towards business should therefore be one of the principal aims of Civil Service Training.”

(h) It broadens the vision and widens the outlook of the employees by explaining to them national objectives and exhorting them to make substantial contribution towards their realization. According to Nigro, “....the function of training is to help employees grow, not only from the standpoint of mechanical efficiency but also in terms of the broad outlook and perspective which public servant need.”

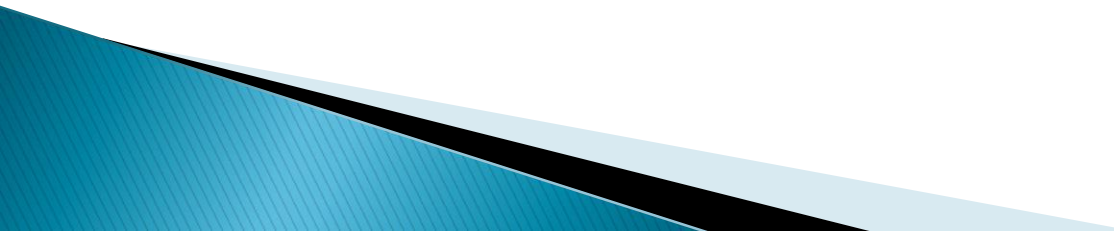
i) It is vital to a career service. It fits them for advancement which is assured to the employees when they join the government service at young age.

(j) It improves the tone and adds to the quality of organisations. Since it enhances the efficiency of the employees and develops their capacities, the efficiency and prestige of the department goes up.

(k) It fosters homogeneity of outlook and esprit de corps in the employees.

Caldwell correctly remarked, “Effective administration requires effective training towards organizational goals because of the harm that may be expected when people are left to train themselves without effective guidance or support.”

BENEFITS OF TRAINING • Improves morale of employees • Training helps the employee to get job security and job satisfaction. The more satisfied the employee is and the greater is his morale, the more he will contribute to organizational success and the lesser will be employee absenteeism and turnover. • Less Supervision • A well trained employee will be well acquainted with the job and will need less of supervision. Thus, there will be less wastage of time and efforts. • Fewer Accidents • Errors are likely to occur if the employees lack knowledge and skills required for doing a particular job. The more trained an employee is, the less are the chances of committing accidents in job and the more proficient the employee becomes.



BENEFITS OF TRAINING • Chances of promotion • Employees acquire skills and efficiency during training. They become more eligible for promotion. They become an asset for the organization. • Increased productivity • Training improves efficiency and productivity of employees. Well trained employees show both quantity and quality performance. There is less wastage of time, money and resources if employees are properly trained

TYPES OF TRAINING

broadly training is divided into two types formal and informal.

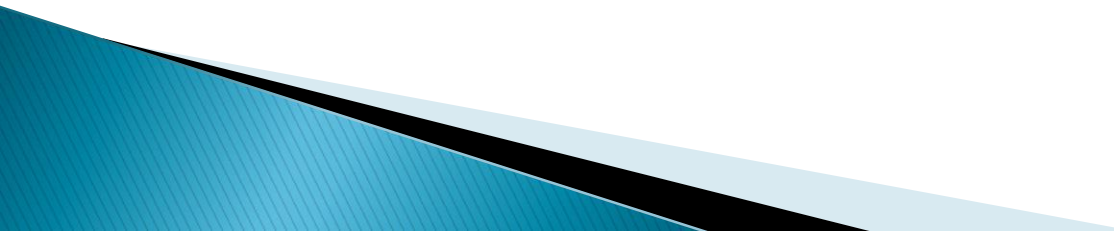
Informal training

is obtained by actually doing the work, learning by trial and error, acquiring skills through the practice. the success of this system depends upon certain factors namely experience and seniority of superior officers. his interest in the new entrant and the efforts on the part of the new entrant.

formal training

is a training which is carefully conceived, pre arranged and conducted under the expert guidance, formal training is imparted with a view to inculcate administrative skill by well-defined courses at proper stages

FORMAL TRAINING MAY BE DISCUSSED UNDER FOUR HEADS

- 1 – pre entry (pre entry training) as the name suggests, training imparted to the aspirants to public service before they enter such service.
 2. orientation it aims to introduce an employee to the basic concept of ones job, new work environment, organization and its goal.
 3. inservice it is a training imparted to the candidates after selection to the public service. it helps the employees to make best efforts and improve their performance. This type of training may be organized either centrally or department wise. it may be imparted currently or concurrently with practical application of actual work.
- 

4. post entry it is imparted during the course of employees services. it aims at better performance of present work and preparation of advancement to the higher posts. it is given through the & refresher courses. the periodic

& refresher courses help the employee to get acquainted with the new techniques and skills



TRAINING IN INDIA

To inculcate values of social service and to make the recruits community conscious, institutionalized training has been introduced in India. To enhance the efficiency further of the different specialized institutes have been established.

NATIONAL ACADEMY OF ADMINISTRATION

It is a training institute for the IAS probationers. It was established in 1959 at Mussoorie, in Uttarakhand. In 1972 it was renamed as Lal Bahadur Shastri National Academy of Administration. It provides the following training courses.

1. a combined four month foundational course for all the probationers of all India services and group A central services.
2. professional training for the IAS probationers in two spells.
3. in service training courses for officers of all India and central services (group A)

NATIONAL POLICE ACADEMY/

- ▶ In 1948 the central police training college was set up at Mount Abu. in 1976 it was shifted to Hyderabad and renamed as Sardar Ballabh Bhai Patel national police academy. it provides the following training courses professional training IPS probationers.
- ▶ Refresher course for the senior IPS officers.8.induction training for state police service officers on their promotion to IPS.
- ▶ Other than these, foreign service institute, Indian institute of public administration, national institute for rural Development are also some examples

METHODS OF TRAINING

On The Job Training • On the job training methods are those which are given to the employees within the everyday working of a concern. The motto of such training is “learning by doing.”

Off The Job Training • Off the job training methods are those in which training is provided away from the actual working condition. Off the job training is also called as vestibule training