

Sub: Uploading on CIDCO website- Circular on Training Policy, Training Portal and Training Cell

Ref: Meeting for Training Portal and directives from JMD (I) on 14.06.2017

During the meeting with JMD (I) on 14.06.2017, it was discussed that information about Training Policy, Training Portal and Training Cell has to be shared on CIDCO official website as a circular. Accordingly, the content to be displayed on the website is proposed as under-

CIDCO TRAINING POLICY, TRAINING PORTAL AND TRAINING CELL

- i. The Training Policy for Class I and II officers of CIDCO that makes training mandatory for all Class I and II officers was approved vide B.R no. 11818 dt. 24.03.2017.
- ii. As per the policy, all Class I and II officers should complete a minimum of 5 days of national residential training every two year and can do a maximum of 15 days of national residential training every three years.
- iii. Class I and II officers are also encouraged to participate in Online Courses, National Conferences/ Seminars/Workshops, Short-Term National Training, Long Term National Training, International Conferences/ Seminars/ Workshops, Short Term International Training and Long- Term International Training.
- iv. To achieve the target of training all Class I and II officers of CIDCO, an online Training Portal- **UJJWAL**- shall be released in the first week of July 2017. This portal aims to facilitate all Class I and II officers of CIDCO to identify and express interest in training programmes of their choice from the online training calendar that will share details of training programmes by various institutes within and outside India. Kindly note that the process in the training portal can be initiated only by the employee concerned & hence his/her initiation in this portal is very crucial.
- v. All trainings programmes identified in the Training Portal are by default approved for participation of Class I and II officers of CIDCO. The CAO will proceed with payment of course fee following confirmation of seats from Training Institutions after an employee has expressed interest in Training Programme.
- vi. All Class I and Class II officers will be informed of the launch of the Portal through SMS and Email and the username and password for the portal will be shared through SMS and Email. Following the launch of the policy, all officers are requested to login on the portal at <https://cidco-smartcity.niua.org/ujjwal/> to identify training programmes of choice and express interest in the training programmes through the portal.
- vii. As per the Training Policy, the employee has to plan his/her assigned task and responsibilities in discussion with his/her reporting officer and HOD/ HOS and nominate themselves for training programmes. The HOD/HOS will be informed of the absence of the employee from office for attending training, through the portal. Emails and SMS will be received by HOD/ HOS in their respective inbox.

- viii. A Training Calendar with 35 Technical Training Programmes, 19 Managerial Training Programmes and 4 Behavioural Training Programmes to be held during the period July 2017 to December 2017 will be available on the Training Portal and will be continuously updated with more Training Programmes, Workshops and Conferences.
- ix. Queries, if any, may be addressed to trainingcidco@niua.org or in person at the **NIUA-CIDCO Smart City Lab, Planning Department, fourth floor, CIDCO Bhavan**. Mobile numbers of Training Cell team is shared below.

ABOUT NIUA- CIDCO SMART CITY LAB

*The NIUA-CIDCO Smart City Lab, which is an engagement between National Institute of Urban Affairs (NIUA), New Delhi and CIDCO, supports CIDCO in the Capacity Building programme. Over the last two years, NIUA-CIDCO Smart City Lab has identified and facilitated participation of CIDCO employees in training programmes and workshops, both global and national that will help enhance the knowledge levels for employees of CIDCO. Through the portal, the NIUA-CIDCO Smart City lab will expand this activity and facilitate participation in trainings to all Class I and II officers of CIDCO. The team of NIUA-CIDCO Smart City Lab is a 5-member team, led by Mr. SiddharthPandit (Chair, CIDCO Smart City Lab) who works out of NIUA, Delhi. Ms. Manjali Arora Suneja who works as the Training Coordinator, leads the local team in Mumbai. Other team members are Ms. DeepikaDeo (Training Research Fellow), Ms. Suzana Jacob (Research Associate) and Ms. RewaMarathe (Research Associate). The local team of Ms. Manjali Arora Suneja (Ph. no: 8380037194), Ms. DeepikaDeo (Ph. no: 7506879152) and Ms. Suzana Jacob (Ph. no. 9503122603), called the Training Cell, works out of **CIDCO Smart City Lab, fourth floor, Planning Department, CIDCO Bhavan**.*

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If approved, the content within dotted lines shall be uploaded on CIDCO website.

Submitted for approval please.


Additional Chief Officer (Training) (Mumbai)

JMD (I) 
03/07