


 <p>Bhakra Beas Nation's Pride</p>	<b>Bhakra Beas Management Board</b> <b>Right To Information Act 2005</b> <b>Manual - 5</b> <b>Rules, Regulations, Instructions, Manual and</b> <b>Records for Discharging Functions</b>	IS / ISO 9001  QMS	IS/ISO 14001  EMS	IS 18001  OHSMS
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Sr.No.	Particulars/Description
1.	DFR (Department Financial Rules). <a href="https://pwdpunjab.gov.in/UploadDocs/Codes/MC1dfr.pdf">https://pwdpunjab.gov.in/UploadDocs/Codes/MC1dfr.pdf</a>
2.	Punjab PWD Accounts Code. <a href="https://pwdpunjab.gov.in/UploadDocs/Codes/MC3PWD_Code.pdf">https://pwdpunjab.gov.in/UploadDocs/Codes/MC3PWD_Code.pdf</a>
3.	PFR (Punjab Financial Rules). <a href="http://pbfinance.gov.in/jsp/Finance/attachments/PFR%20Part-1.pdf">http://pbfinance.gov.in/jsp/Finance/attachments/PFR%20Part-1.pdf</a> <a href="http://pbfinance.gov.in/jsp/Finance/attachments/PFR%20Part-2.pdf">http://pbfinance.gov.in/jsp/Finance/attachments/PFR%20Part-2.pdf</a>
4.	<a href="#"><u>Bhakra Nangal Agreement 1959 between Punjab and Rajasthan.</u></a>
5.	<a href="#"><u>Punjab re organization act 1966</u></a>
6.	The <a href="#"><u>BBMB Rules and Regulations (1974 &amp; 1976 respectively)</u></a> give the details of other Statutes and Executive Instructions being followed by the field Staff.
7.	<a href="#"><u>Purchase Procedure</u></a>
8.	Delegation of Powers – Adopted from PSPCL (visit <a href="https://files.pspcl.in/delegation.pdf">https://files.pspcl.in/delegation.pdf</a> ).
9.	House Allotment Rules:- 1) <a href="#"><u>Chandigarh</u></a> 2) <a href="#"><u>Nangal</u></a> 3) <a href="#"><u>Sundernagar</u></a> 4) <a href="#"><u>Talwara</u></a> 5) <a href="#"><u>Delhi</u></a> 6) <a href="#"><u>Ganguwal &amp; Kotla</u></a> 7) <a href="#"><u>Grid Sub Stations</u></a>
10.	<a href="#"><u>BBMB Class III &amp; IV Employees Amendment Regulation 1994.</u></a>
11.	<a href="#"><u>BBMB Class I &amp; II Officers (Recruitment &amp; Conditions of Service) Regulation</u></a>
12.	Landline/Mobile Telephones/Laptop Rules:- 1) <a href="#"><u>Landline</u></a> <a href="https://www.bbmb.gov.in/writereaddata/Portal/GeneralDocument/255_1_Landline_Phones_and_Broad_Band_Circular_Datd_07-05-2019_001.pdf">https://www.bbmb.gov.in/writereaddata/Portal/GeneralDocument/255_1_Landline_Phones_and_Broad_Band_Circular_Datd_07-05-2019_001.pdf</a> 2) <a href="#"><u>Mobile</u></a> <a href="https://www.bbmb.gov.in/writereaddata/Portal/GeneralDocument/256_1_Mobile_Phones_Circular_upto_july_2014.pdf">https://www.bbmb.gov.in/writereaddata/Portal/GeneralDocument/256_1_Mobile_Phones_Circular_upto_july_2014.pdf</a> 3) <a href="#"><u>Laptop</u></a> <a href="http://bbmb.gov.in/writereaddata/Portal/Images/Laptop%20Policy-6-10.pdf">http://bbmb.gov.in/writereaddata/Portal/Images/Laptop%20Policy-6-10.pdf</a>
13.	<a href="#"><u>Leave Travel Concession Rules</u></a>
14.	<a href="#"><u>Travelling Allowance for Journey Rules</u></a>

15.	<a href="#">BBMB-Reservation Policy related-letter dated 21.6.17</a>
16.	<a href="#">Lease Policy 2018</a>
17.	<a href="#">Contractual Doctor Policy</a> <a href="#">Contractual Dental Doctor Policy</a> <a href="#">Policy for empanelment of Specialist Doctors (OPD &amp; IPD Services)</a>
18.	<a href="#">Policy for Contractual Employment in BBMB (Amended)</a>
19.	<a href="#">DPC &amp; TBPC Committee</a>
20.	<b>Transfer Policy</b> <a href="https://www.bbmb.gov.in/writereaddata/Portal/GeneralDocument/257_1_Transfer_Policy.pdf">https://www.bbmb.gov.in/writereaddata/Portal/GeneralDocument/257_1_Transfer_Policy.pdf</a> <a href="https://www.bbmb.gov.in/writereaddata/Portal/GeneralDocument/263_1_Upgradation_of_Post_dated_7.10.2014.pdf">https://www.bbmb.gov.in/writereaddata/Portal/GeneralDocument/263_1_Upgradation_of_Post_dated_7.10.2014.pdf</a> and <b>Transfer Orders</b> <a href="https://www.bbmb.gov.in/office-orders-circulars.htm">https://www.bbmb.gov.in/office-orders-circulars.htm</a>

Instructions		
A. TITLE	MEDICAL REIMBURSEMENT	
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Sr.No.	Particulars of the Case	
i)	Punjab Services (Medical Attendance) Rules, 1940, Amended as <a href="#">punjab-services-medical-attendance-amended-rules-2019</a> reimbursement facilities to employees working in BBMB and pensioners of BBMB.	No.16467-666/R&R/64/86/R-2 dated 3.8.95.
ii)	Reimbursement of Medical Expenses Policy regarding	No.913-1062/R&R/64/86/R-2dated 1.1.1996
iii)	Implementation of the recommendations of the Fourth Punjab Pay Commission – Grant of Fixed Medical Allowance to the employees working in BBMB and its pensioners on uniform basis for outdoor treatment without any option.	No.3025-3175/R&R/64/86/R-2 dated 27.1.98.
iv)	Reimbursement facilities to employees working in BBMB & pensioners of BBMB.	No.25451-601/R&R/64/86/R-2 dated 6.7.98.
v)	Punjab Services (Medical Attendance) Rules, 1940 - reimbursement facilities to employees working in BBMB & pensioners of BBMB.	No.4542-4741/R&R/64/86/R-6 dated 1.4.99.
vi)	Reimbursement facilities to employees working in BBMB and pensioners of BBMB.	No.4742-4941/R&R/64/86/R-6 dated 1.4.99.
vii)	Medical reimbursement facilities to employees working in BBMB & pensioners of BBMB.	No.40193-342/R&R/64/86/R-6 /L-1 dated 13.9.99.
viii)	Grant of medical reimbursement on outdoor treatment/Fixed Medical Allowance to the employees working in BBMB – Reimbursement of charges for clinical tests and dental treatment regarding.	No.41462-612/R&R/64/86/R-6 /L-1 dated 21.9.99.

<b>ix)</b>	Reimbursement of medical expenses incurred by Punjab Govt. employees/pensioners on the treatment of complicated chronic diseases as outdoor patient – Policy regarding.	No.54083-233/R&R/64/86/R-6/Voll.XI dated 13.12.00.
<b>x)</b>	75% advance out of total estimated amount to Punjab Govt. employees/pensioners to get treatment in Govt./private hospital as indoor patient.	No.10391-541/R&R/64/86/R-6/XI dated 26.3.01.
<b>xi)</b>	Entitlement to travel for medical treatment by pensioners and their dependents.	No.41515-665/R&R/64/86/R-6/Vol.XI dated 5.11.01.
<b>xii)</b>	Delegation of powers to sanction the Medical Reimbursement Claim	No.621//R&R/64/86/R-6/ Vol. XI dated 22.4.02.
<b>xiii)</b>	Simplification of Procedure regarding reimbursement of medical expenditure in respect of Punjab Government employees/pensioners and their dependents.	No.736-885/R&R/64/86/R-6/ Vol.XII dated 3.1.03.
<b>xiv)</b>	Clarification regarding reimbursement of investigation charges as outdoor patients.	No.37595-745/R&R/64/86/R-6/Vol.XII dated 8.9.03.
<b>xv)</b>	Punjab Services (Medical Attendance) Rules, 1940 - Simplification of Procedures regarding Medical Reimbursement to the Punjab Govt. employees/ pensioners and their eligible dependants.	No.3256-3405/R&R/ 64/86/R-6 /Vol.XII dated 23.01.04.
<b>xvi)</b>	Implementation of recommendations of the Fourth Pay Commission regarding enhancement in the existing ceiling on certain reimbursable items/ treatments.	No.28113-262/R&R/64/86/R-6/Vol.XII dated 12.8.04.
<b>xvii)</b>	1) Reimbursement of Medical expenses incurred by Punjab Govt. Employees/Pensioners on the treatment of complicated chronic diseases as outdoor patient – Policy regarding.	No.33279-428/R&R/64/86/R-6 dated 30.9.04.
	2) Reimbursement of medical expenses incurred on total knee replacement to Punjab Govt. employees/pensioners and their eligible dependents - revision of rate thereof.	
<b>xviii)</b>	1) Reimbursement of Medical expenses on total knee replacement to Punjab Govt. employees/ pensioners and their eligible dependents.	No.12613-12763/R&R/64/86/R-6/Vol.XIII dated 14.4.05.
	2) Reimbursement of medical expenses incurred by the Punjab Govt. employees/pensioners on the treatment of complicated chronic diseases as outdoor patients – policy regarding.	
<b>B. TITLE</b> :	<b>SCHOLARSHIPS</b>	
<b><u>Sr.No.</u></b>	<b><u>Particulars of the Case</u></b>	<b><u>Letter No. and date.</u></b>
i)	Grant of financial help to the children of the employees working in BBMB for higher education	No.34160-280/PD/758/87/A-8 dated 4.8.1988
ii)	Grant of Meritorious Scholarships to the	No.6777-975/PD/758/95/R-2

	children of the employees working in BBMB for higher education	dated 18.5.1995.
iii)	Grant of financial help to the children of the employees working in BBMB for higher education	No.10559-10708/R&R/758/ 95/R-2 dated 26.3.1997.
<b>C. TITLE :</b>	<b>DEPARTMENTAL EXAMINATION</b>	
<b><u>Sr.No.</u></b>	<b><u>Particulars of the Case</u></b>	<b><u>Letter No. and date.</u></b>
i)	Rules for Departmental Examination for Engineering Subordinates for BBMB regular JEs & Drawing Estt.,SAS Examination & Departmental Accounts Examination for Ministerial Estt.	No.19258-507/R&R/1819/92 (95) /R-6 dated 12.7.96
ii)	Rules for Departmental Examination for Engineering Subordinates for BBMB regular JEs & Drawing Estt., SAS Examination & Departmental Accounts Examination for Ministerial Estt.	No.7547-697/R&R/1819/92(95)/R-6 dt.24.2.99.
<b>D. TITLE :</b>	<b>EMPLOYMENT ON COMPASSIONATE GROUNDS</b>	
<b><u>Sr.No.</u></b>	<b><u>Particulars of the Case</u></b>	<b><u>Letter No. and date.</u></b>
i)	Giving employment on compassionate grounds to the members of the families of BBMB employees and State Govt./Elec. Boards allocated employees who die in harness or are retired from service on medical grounds while working in BBMB.	1.No.35247-77/R&R/205/86 /R-2 dated 24.8.90. 2.No.11072-79/R&R/205/86/R-2 dated 21.3.91. 3.No.39547-60/R&R/205/86/R-2 dated 16.10.92. 4.No.14627-55/R&R/205/86/R-2 dated 26.5.94. 5.No.69907140/R&R/205/64/94/R-2 dated 12.3.97. 6.No.47797-950/R&R/205/64/94/R-2/L-9 dated 17.10.2000
ii)	Regarding providing employment to the dependents of missing Govt. employees on compassionate grounds.	No.22785-860/R&R/205/ 86/R-2 dated 12.7.93.
<b>E. TITLE:</b>	<b>REGULARIZATION OF SERVICES OF WORK CHARGED EMPLOYEES/DAILY RATED WORKERS.</b>	
<b><u>Sr.No.</u></b>	<b><u>Particulars of the Case</u></b>	<b><u>Letter No. and date.</u></b>
i)	Regularization of services of work charged employees/contingent paid employees of BCB inducted in BBMB	No.11455-473/R&R/2445/R-5 dated 4.8.99.
ii)	Regularization of services of daily rated workers who are on roll as on 28.2.2001, who have completed 3 years continuous service (as defined under I.D. Act)	No.3624-43/R&R/468/99/Vol.III/R-5 dated 21.3.2001
iii)	Regularization of services of daily rated workers who are on roll as on 31.12.2003, who have completed 3 years continuous service (as defined under I.D. Act)	No.10560-80/R&R/468/99/ Vol.III/R-5 dated 17.9.2004
<b>F. TITLE:</b>	<b>RESERVATION POLICY</b>	

<u>Sr.No.</u>	<u>Particulars of the Case</u>	<u>Letter No. and date.</u>
i)	Reservation Policy for members of reserved categories in filling up of vacancies by direct recruitment or by promotion in the BBMB and maintenance of Roster Register in respect of reserved categories as per Central Government Reservation Policy.	No. 5638-46/R&R/4053/Vol.2/R-4 dated 21.06.2017
<b>G. TITLE: PENSION SCHEME</b>		
<u>Sr.No.</u>	<u>Particulars of the Case</u>	<u>Letter No. and date.</u>
i)	Punjab CSR Vol.II	No.3710-3860/PD-637/87/R-4/Vol.II dated 30.1.90.
ii)	Introduction of Pension Scheme for the employees covered under the present BBMB Employees Contributory Provident Fund Regulations 1981 on the lines of the Employees' Pension Scheme 1995 introduced by the Central Government under the Employees Provident Fund Misc. Provisions Act- 1952.	No.21646-795/R&R/22/86/R1/Vol.V dated 10.10.2001.
<b>H. TITLE: PAY SCALES</b>		
<u>Sr.No.</u>	<u>Particulars of the Case</u>	<u>Letter No. and date.</u>
i)	Revision of Pay scales of BBMB employees of Irrigation Wing.	24723-882/R&R130/86/R-4 dated 26.6.92.
ii)	Revision of Pay scales of PSEB employees w.e.f.1.1.96.	17970/18370/130/96(98) R-4 dated 12.5.98.
iii)	Revision of Pay scales of Irrigation Wing employees w.e.f.1.1.96.	14550-650/R&R/130/96(2000)R-4 dated 2.5.2001.
iv)	Revision of Pay Scales of Irrigation Wing Employees	24508-657/ R&R/2815/ 2002 PSEB/Pay scales dated.4.7.03.
v)	Revision of Pay Scales of Power Wing Employees	24458-507/R&R/2815/R-4 dated.4.7.03.
vi)	Issuance of category wise pay scale of TBPS of Irrigation Wing	12821-970/R&R/1701/91(98)R-4 dated.12.5.04.
vii)	Issuance of category wise pay scale of TBPS of Power Wing	12971-120/R&R/1701/ 91(98) dated 12.5.04
viii)	Grant of 1st TBPs to the category of LDCs	6096-6150/R&R/1701/91(98)R-4 dated.29.7.05
ix)	Grant of TBPs after 9/16 years regular service to the Engineer Officers & JEs of Rajasthan/ RSEB working in BBMB.	6324-6473/R&R/626/87/ R-4 dated 11.3.05
x)	Grant of TBPs after 16 years regular service to the BBMB own recruited JEs.	6474-6623/626/87/R-4 dated 1.3.05.
xi)	Grant of advance promotional increment(s) on completion of 23 years service.	41319-468/R&R/1701/91(98)R-4 dated.30.8.2000.
<b>I. TITLE: HRA, TA, CCA</b>		
<u>Sr.No.</u>	<u>Title of case</u>	<u>Letter No.&amp; date</u>
i)	Grant of T.A/D.A. etc. to the employees working in BBMB	9972-10271/R&R/4/86/ R-4 dt.5.8.98.
ii)	Grant of fixed T.A. to the employees working in BBMB	38563-71/R&R/437/87/ (98)/R-4 dt.25.9.98.
iii)	Grant of TA to the Work charged employees working in BBMB.	47425-575/ R&R/437/87/R-4 dt.9.12.98

iv)	Grant of House Rent Allowance to the employees working in BBMB.	33552-60/R&R/1163/88/(98)R-4 dt.24.8.98.
v)	Grant of Compensatory Allowance to the regular employees working in BBMB on the revised pay scale.	36283-433/R&R/1155/88/R-4 dt.8.9.98.
vi)	Grant of Rural Area Allowance for the eligible employees working in BBMB.	O/O No.502/R&R/ 1156/ 88/R-4 dt.7.4.2000.
vii)	Grant of Special Pay to the employees working in BBMB on account of arduous nature of duties.	24889-989/1790/92/R-4 dated 30.8.2000
<b>J. TITLE: MISCELLANEOUS/OTHERS</b>		
<b>Sr.No.</b>	<b>Title of case</b>	<b>Letter No. &amp; date</b>
i)	Rationalization of Pension/family pension of the pensioners/family pensioners (Pb.Govt. letter adoption)	40966-41116/R&R/637/87(98)R-4 dt.14.10.98.
ii)	Merger of 50% of DA with Basic pay w.e.f. 1.4.2004 to the employees working in BBMB.	17807-18058/578/87/R-4 dt.28.4.05.
iii)	Classification of Posts(A,B,C& D)	12166-316/R&R/1169/88/R-4 dt.14.10.04
iv)	Promotion of State/SEBsallocated employees against 67% quota.	17721-42/R&R/25/86(98)/R-4 dt.8.8.2002.
v)	BBMB Class-III & IV employees Recruitment for condition of service Regulation, 1994- Amendment thereof.	45369-519/R&R/25/86(98)R-4 dt.21.11.02.
vi)	Filling up of vacant promotional posts in BBMB.	5757-74/R&R/25/86/R-4 dt.7.5.98
vii)	Re-designation of chageman/AFMas Foreman (Mech/Elect.) of Power Wing	O/O No.469/R&R/130/ 86(III)R-4 dt.23.6.92.
viii)	Filling up of vacant post falling to the share of partner states/SEBs as per their share quota	12906-925/R&R/25/86(98)R-4 dt.20.6.02.

## 2. Policies:

### A. New Policy Guidelines in respect of Foreign Tours including Training Programmes of the Officers/Officials of BBMB

#### 1.0 Introduction

**1.1** The vision of BBMB is to lead and be a trendsetter in Power Sector in establishing high standards in Operation & Maintenance and Renovation & Modernization of Hydel Projects, Transmission, Canal System and to exploit new Hydro Power Potential to optimally utilize the existing infrastructure and resources. This imperative can only be achieved by committed world-class professionals who are innovative and always ready to learn the latest know-how. This necessitates a continuous improvement of Human Resources through skills and managerial competencies up gradation by exposure to International best practices.

**1.2** Therefore, as a part of HR intervention, BBMB deutes its employees for foreign training in order to provide them with the International exposure to the best practices in the field of technology and management.

**1.3** These guidelines would be applicable to all nominations of regular employees working in BBMB to any foreign training/training having foreign training component.

#### 2.0 Objectives

**2.1** To provide appropriate training and development opportunity to employees to equip them with global practices in Hydro Power Plant technology, operation and maintenance technology, and other techno-managerial competencies.

**2.2** To equip that critical mass of the employees who have potential to assume higher responsibility with global exposure and/or who need such training for enhancing their competency.

### **3.0 Foreign Training**

**3.1** Foreign Training means any technical/functional area related training, management development programme, techno-managerial programme conducted abroad including such training conducted in India, having foreign training module/component.

**3.2** The guidelines also apply to International Seminars, Workshops, etc.

**3.3** The guidelines also cover:

- Packages of exchange programmes like Colombo Plan, USAID, World Bank, Asian Productivity Council, etc.
- Specific training programme offered by various institutions of international repute outside India (subject to the cost not being very prohibitive).
- Package training programmes offered by renowned power companies like ABB, TVA, Siemens, British Power International, Doble, etc.
- Custom made programmes (generally economical) can be developed for the middle level management in collaboration with the institutions like IIMs, ASCI, IMI, MDI etc. with some component in India and some in foreign countries.
- The Advance Management Training offered by ASCI, IIMs, MDI etc. with foreign component as being sponsored by other leading PSUs.
- Training of employees at works of equipment suppliers/service providers, consultants including training not necessary in their establishments alone.

#### **4.0 Linkage to responsibility**

- The foreign training component of any Indian training should have linkage to the job/responsibility discharged by the employee and/or technology/best practice – training/exposure in functional/managerial area.
- The foreign training should have linkage to performance as an instrument of recognition of outstanding performance of employee/group of employees.

**5.0 Categorization of Programmes-** Training programmes based on duration are categorized as:-

5.1. Short Term : Duration up to 2 weeks.

5.2. Medium Term: Duration more than 2 weeks but less than or equal to 12 weeks.

5.3. Long Term: Duration more than 12 weeks.

5.4. Depending on the nature and depth of exposure required like creating awareness, providing appreciation/orientation, imparting working level skills/knowledge, giving in-depth knowledge/skills, developing expertise etc. appropriate duration of training would be decided and classified in each case.

#### **6.0 Criteria for Nomination**

##### **6.1. Limit on the number of programmers**

Any proposal for foreign training should account for past training received including nature & duration of such training.

6.1.1 Short Term: An employee who have attended a short term programme will generally be required to complete a minimum of 2 years of service from the last foreign training before being nominated again for any other foreign training unless the assigned responsibilities demand such training(s).

6.1.2 Medium Term/Long Term: An employee can generally attend only one Medium Term or Long Term training programme. Such an employee will be required to Complete a minimum 5 years of service before being nominated for any short-term training programme.

##### **6.2 Minimum years of Service**

6.2.1 An employee should have completed a minimum 3 years of regular service in BBMB on the date of commencement of Short/Medium/Long Term training programme.

6.2.2 However, such condition may not apply wherever specifications call for sponsoring young professionals or it is part of any reward and recognition scheme/system.

6.2.3 Similarly, there will be no such minimum years of service for nomination for foreign training in respect of senior executives like Superintending Engineers and Chief Engineers who join BBMB at later stage.

### **6.3 Age Limit**

- 6.3.1 The age/remaining length of service of an employee should be kept in view.
- 6.3.2 Short/Medium Term: An employee being nominated should have a minimum of 1 year of service left before superannuating/retiring from the service.
- 6.3.3 Long Term: The age limit of an employee nominated for long-term course would be regulated as per instructions of Department of Personnel and Training, Govt. of India on the date of commencement of the course. However, the age limit shall not apply to the officers visiting foreign countries for attending seminars.

### **6.4 The Performance Criteria**

- 6.4.1 The Performance Appraisal Report of the last year having 'outstanding' performance should be the criteria for nomination of employee for foreign training.
- 6.4.2 However for certain programmes which are intended to provide specific job related exposure, creating awareness with respect to technology, management practices etc., the criterion at 6.4.1 should be relaxed to 'very good' performance

### **6.5 Vigilance Clearance**

- 6.5.1 No vigilance proceeding should be pending at the time of deputing the employee for foreign training

### **6.6 SC/ST Candidates:**

- 6.6.1 In respect of SC/ST employee's preference will be given to them for nomination to foreign training in term of extent Govt. of India guidelines.

### **7.0 Relaxation:**

Chairman, BBMB may, however relax the criteria for nomination on case to case basis considering merits & circumstances of each case.

### **8.0 Approval for nomination**

- 8.1 Corporate HR Head would work out an annual plan in consultation with Chief Engineers to facilitate a planned implementation of the training.
- 8.2 A proposal initiated by concerned Chief Engineer would be examined with respect to adherence of guidelines and availability of budget by the corporate HR Deptt. and approved by the Chairman, BBMB.

### **9.0 Training Report**

- 9.1 The employee on return from foreign training will submit "Training Report" within one month of return of highlighting major learning's, utility of the training, etc.
- 9.2 The employee should make presentation on one or more useful parts of the training to the executives of his unit (respective Chief Engineers) in order to disseminate knowledge.

### **10. Budget**

- 10.1 The deputation to foreign training would be subject to budgetary provisions.
- 10.2 The annual budget for foreign training will be part of the training budget earmarked under the National Training Policy for each Chief Engineer administration.

### **11.0 Entitlements**

The entitlements of TA/DA during foreign training will be governed as per BBMB rules and extent RBI guidelines.

### **12.0 General**

Chairman BBMB may review/issue administrative guidelines from time to time regulating foreign training nominations

## **B. TRAINING POLICY OF BBMB**

### **1. BBMB'S TRAINING POLICY**

The following training policy of BBMB shall be exhibited prominently:- "We, at BBMB, are committed to enhance the competency of our human resources towards sustained growth and excellence through education and training".



## **2. TRAINING FOR ALL**

BBMB will ensure training for all once a year for each employee.

## **3. TOP MANAGEMENT COMMITMENT**

The Top Management of BBMB has strong commitment towards training and shall take effective steps to spread the culture of training and development. The Secretary BBMB has been given the responsibility for this area. BBMB shall evolve a perspective plan to achieve the training for all.

## **4. TRAINING FOR ALL CADRES**

BBMB shall provide training for all personnel right from the lowest cadre to the highest cadre. The practice of on-job-training shall be encouraged. Detailed cadre training programme shall be prepared to achieve the desired level of performance.

## **5. TRAINING FOR TRANSMISSION PERSONNEL**

As 21% of the BBMB personnel are engaged in transmission function, the training for transmission personnel carries lot of significance. BBMB shall impart training through its own experts, retired BBMB personnel and experts from other organizations including manufacturers of EHV equipment.

## **6. TRAINING PLAN**

BBMB shall prepare a comprehensive training plan to be evolved through:-

- i) Matrix of standard performance parameters based on best industry practices and bench marking shall be prepared by taking the data from performance appraisal of prominent organizations/corporations. This matrix shall be the basis for the training need assessment, design of training courses and their evaluation.
- ii) The training plan shall be prepared through a periodical training need analysis for evolving an annual need based training intervention.
- iii) The training plan shall be evolved through identifying planned training intervention for each level of transition in an employee's career such as
  - a) **Technical training and skill upgradation in:**
    - Hydro Power Station technologies and Operation & Maintenance.
    - Transmission Systems technologies and Operation & Maintenance.
    - Power System operation including handling grid contingencies.
    - Energy Efficiency.
    - Energy-Environment Interface.
  - b) **Personality Development:**
    - a) Human Values and Ethics.
    - b) Attitude and Behavior.
    - c) Executive and Managerial skills.
    - d) Integrated Personality Development.
    - e) Communication skills.
    - f) Organization Development issues.
    - g) Functional management areas (such as Corporate Planning, Project Management, Financial Management, Materials Management, Human Resource Management).
    - h) Industry best practices.
    - i) Bench marking.
    - j) Total Quality Management.
    - k) Safety and Security.
    - l) Information Technology and Computer Skills.
    - m) Adequate training shall be provided to make the employees IT literate.
    - n) Cadre Training Plan for each category of employee shall be formulated.
    - o) The Training Action Plans shall be prepared to facilitate and institutionalise the process of transfer of learning to the work environment.
    - p) Strategies and approaches shall be finalized to accomplish a) "Training for all" and (b) provide need-based training at regular intervals.

## **7. EDUCATIONAL UPGRADATION PLAN**

As BBMB does not have its own cadre for officers and they are deputed by the

Partner States as such there is no scheme to promote employees for acquiring higher education/academic qualification. However, employees of BBMB from 'C' & 'D' cadre interested in acquiring higher education/academic qualification shall be provided the facilities of leave and financial help.

**8. MANAGEMENT DEVELOPMENT PROGRAMME**

The middle and senior level officers of BBMB shall be exposed to new technologies and best practices and at least one long term training opportunity/programme in their career shall be planned.

**9. CREATION OF TRAINING INFRASTRUCTURE**

- i) BBMB plans to develop a Lecture Hall at SLDC Complex, Chandigarh for conducting Interactive Sessions, Workshops, Seminars of shorter duration. The Lecture Hall shall be ready by 15<sup>th</sup> July, 2003.
- ii) BBMB proposes to establish an In-house training centre at Nangal for Power & Irrigation Wings. Model rooms for Irrigation & Power Wings shall also be developed. This centre shall start functioning from July 2003.
- iii) BBMB shall conduct induction courses for engineers and skilled workers joining the organisation and also specialised capsule courses for serving engineers and skilled workers. The courses shall commence by July, 2003.

**10. REGIONAL TRAININGS COMMITTEES FOR INTERACTIVE SESSIONS**

Regional Training Committees (RTC) have been formed at Project sites under each Chief Engineer to organise at least one Interactive Session every month for skilled workers and engineers on technical, management, motivational, legal and financial subjects.

**11. COMPUTER TRAINING**

All Chief Engineers shall impart computer training to the personnel under their administrative control at different Project Stations.

**12. TRAINING BUDGET**

BBMB has provided training budget of Rs. One crore for the year 2003-04 equivalent to 0.4% of the salary budget as the training budget for the financial year 2003-04. The salary budget of BBMB is 61% of total budget due to large manpower base and there is a large number of unskilled category, it may not be possible to earmark 1.5% of salary budget for training as desired by the Ministry of Power. However, the training budget for the subsequent years shall be gradually increased.

**13. SIMULATOR TRAINING**

BBMB shall make use of Hydro Simulator to be made functional at NPTI, Faridabad to impart training to its operation & maintenance staff at Hydro Power Projects.

**14. TRAINING IN DISASTER MANAGEMENT**

BBMB shall out-source the training on Disaster Management from the reputed Training Institutes which shall provide training in Disaster Management to tackle situations like fire, earth quake, terrorist attacks, etc. and to restore power within the shortest possible time.

**15. TRAINING ABROAD**

Opportunities for foreign training shall be provided to meritorious candidates through the objective selection criteria.

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