

## **TNA Exercise for 2023-24**

### **Step-by step Guide for Officers and Vetting Officers**

#### **Background:**

Training Need Assessment (TNA) exercise is carried out by NBSC to periodically assess the training needs of officers. This exercise facilitates NBSC to prepare the Annual Training Calendar effectively. The last TNA exercise was carried out during 2022-23 with validity of one year (July, 2022 to June, 2023).

The process for a fresh round of TNA exercise has been rolled out for the year 2023-24 covering the period **July, 2023 to June 2024**. All **Grade A, B and C officers shall participate in the TNA exercise** and indicate their training requirement through an online mode. The Grade D, E & F officers have been kept outside this exercise.

**The Process:** A comprehensive list of skillsets, has been identified depending on the functional areas/departments/placements, named as Competency Mapping Indicators (CMIs). The CMIs shall enable the officers (from Grade A to Grade-C) **to individually identify their skill gaps** and select appropriate **training programmes** to be conducted/organised by NBSC during the year 2023-24 (July, 2023-June 2024). The officer can maximum choose 4 programmes, two from Part A (Core area of functioning) and two from Part B (Basic programmes). The choices will again be vetted and approved at the levels of the supervisor and OIC respectively.

There are 34 programmes which are kept outside the purview of the TNA since these programmes are meant for either Grade D/ E officers or are for specific groups of Grade A/ B/ C officers. Some of the examples of such programmes are; Induction programme for DRs, Retirement counselling programmes, Pre-promotional programmes, Orientation programme for new DDMs, MDP for empanelled GMs/CGMs, Mentorship programme, Outbound learning programme etc.. These programmes can be viewed by the officers/ vetting officers/OICs in the TNA module.

Further, there is no desk related training programme earmarked for some departments like Law, DSSI, Rajbhasha, CCD, DEAR, SP & PID etc, in the AASC approved Annual training calendar for the year 2023-24. Even there is no desk related

programmes for Secretarial service officers and P & SOs. The training requirements being specialised, the concerned departments may consider organising customised training programmes/ workshops for the officers working in the departments in collaboration with NBSC. Even other departments, desirous of organising customised training programmes/ workshops, **beyond the AASC approved shelf** of training programmes, may do so separately. However, officers belonging to the excluded departments as indicated above **can select basic programmes**, covered under **Part B** of the TNA exercise. It is further stated that NABARD subsidiaries may also depute NABARD officers posted therein to some of the relevant **basic but desk neutral programmes**, in addition to the earmarked programmes.

Instructions to log in and complete the TNA at the three levels of panels, i.e individual officer, Supervisor and the OIC are given below, which may please be carefully perused for clear understanding.

### **Instructions for carrying out the TNA:**

1. Open the website of NBSC ([www.nbsc.in](http://www.nbsc.in))
2. Login using your UIN as both user id and password (**by default, user IDs and Passwords of all officers have been reset as their UINs**)
3. There are 3 sub panels under TNA viz;
  - a. Officer Panel
  - b. Vetting Officer Panel
  - c. Officer-in-Charge Panel
4. All officers from **Grade A up to Grade C** shall take part in the TNA exercise
5. The officers shall fill up their TNAs through the **Officer Panel** and submit the same.
6. Once filled up, the Vetting Officer (Supervising Officer) will access the TNA filled up by the Officer through the **Vetting Officer Panel**
7. *The HoDs of Head Office Departments/ OICs of R.Os/ Principal, NBSC/ Director, BIRD, Lucknow/ Joint Director, BIRD, Kolkata & Mangaluru will, thereafter, access it through **Officer-in-Charge Panel***

**Instruction for each panel is given below;**

#### **A. Officer Panel**

1. Open the website of NBSC ([www.nbsc.in](http://www.nbsc.in)) and click on TNA Link located at the top right hand side of the screen
2. Login using your UIN as both user id and password (by default, user IDs and Passwords of all officers **have been reset** as their **UINs**)
3. You shall be directed to **Staff Profile under Staff Panel**
4. Your name and UIN shall appear by default. Please fill up other mandatory fields (**Grade, Designation, Centre, Mobile Number, and Mail ID**) and other fields like Dept worked, Number of years in the Dept.
5. Mail and Mobile number should be that of **nabmail** and **registered mobile number** with NABARD.
6. Please provide the name of Department using the drop down menu and number of years, you have worked in each department during last 5 years (most recent ones to be posted first and then earlier ones)
7. After you have selected Department worked under and indicated number of years, please press “Add” button for inclusion of Dept/Years worked.
8. Follow the step 7 till you have added all departments in which you have worked for the last 5 years
9. Please press ‘**Update**’, if you have filled up all fields or else press ‘**Cancel**’ to enter staff profile details afresh.
10. On pressing **Update**, the screen will mention, the ‘Record updated successfully’.
11. Please click ‘**OK**’ to complete updation of your profile.
12. Unless all required fields/ mandatory fields (\*) are filled up, the **screen will not move to the next** level.
13. In the next stage, you shall find the ‘TNA’ tool bar on the left hand side panel of the website, below which four panels are given viz, “Instructions”, “Officer Panel”, “Vetting Officer Panel” and “OiC Panel”
14. Please click the “**Instruction**” panel and get familiarised with the steps.
15. The next stage is the filling of the TNA, for which please click the “**Officer Panel**” just below the Instruction Panel under **TNA toolbar**
16. On clicking the officer panel, the screen shall display “Officer Panel (TNA)” wherein your profile are shown.
17. Please fill up the **UIN of your supervising officer** under Vetting Officer detail just below your profile.
18. **Grade C officers empanelled for Grade D**, may not fill up the TNA.

19. The screen shall display the names of training programmes attended by you in NBSC during last two years (as per the record available with NBSC)
20. Further, screen shall ask about the details of training programmes attended by you, other than organised by NBSC
21. Please fill up the names of training programmes, institutes, duration as attended for such programmes
22. Please press '**Add**' button to register each such programme.
23. Press '**Save and go to the next screen**' or '**Reset**' to make revisions
24. The screen prompt shall ask you "**Are you ready to go to the next step**"- **OK or Cancel**
25. On pressing 'OK' button, the next screen i.e '**Select Department**' will appear
26. Now you are about to start the training need assessment
27. You may read the instructions given under "**Read the instructions**" (shown on top right hand side) of the screen carefully before proceeding to attempt it
28. Please select the department (s) in which you are working, through a drop-down menu.
29. Please press "**Add**" button to register the name of the department (s)
30. In case, you are handling more than one departments, please select them. However, you can add a maximum of 3 departments in the order of your training needs.
31. Please press "Save and go to next" button or else "Go back" button
32. The next screen shall display a list of the Competency Mapping Indicators (CMIs). The CMIs are nothing but the critical knowledge/ skill indicators related to a particular department (s)
33. The CMIs are displayed under two heads (Part A and Part B)
34. **Part - A CMIs** are **Desk Related** Knowledge and Skill Competencies of department (s) in which you are working
35. **Part - B CMIs** pertaining to the departments other than those selected by you in Part A. These are Knowledge and Skill Competencies imparted through **Basic programmes and are Desk Neutral**.
36. You are required to assess your **competencies objectively**
37. Mark the **CMI (s) as 'Yes'** for which you feel, you require training under both Part A and Part B.
38. **There are no restrictions in selection of CMIs.**
39. Please press "**Save and go next**" to the next screen or else press "**Go back**"

40. On pressing “**Save and go next**”, the prompt will ask you “ **Are you sure to submit sheet**”
41. Press “**OK**” to move to the next screen or “**Cancel**” to stay in the same screen.
42. On the next screen at the **top, a hyperlink** is provided, which on clicking shall display a list of training programmes which are **mandatorily** earmarked for a select group of trainees and therefore, kept outside the purview of the TNA exercise.
43. The screen shall also display the corresponding relevant programmes against selected CMIs, both under Part A and Part B, along with the major contents/ coverage.
44. You may view the **Programme Design** of any particular programme by **pressing “View” button under Prog Design.**
45. The view of each programme Content shall help you to select appropriate programmes.
46. You can select a **maximum of two programmes** relating to your desk (s) under Part A and **two more programmes other than desk under Part B**
47. The system will not allow you to select more than two programmes under each category.
48. On pressing “**Save and go next**”, the prompt will ask you “ **Are you sure to submit sheet**”
49. Press “**OK**” to move to the next screen or “**Cancel**” to stay in the same screen.
50. In the next screen, the selected programmes (under Part A and Part B) **shall be ranked by you** in order of preference.
51. You are free to change the rank order using the toggle button
52. The bottom of the screen displays “**Final Submit**” and “**Go back & Modify**”.
53. If you are sure of submission, press “**Final Submit**” or else press “**Go back & Modify**” button.
54. With this you have completed your TNA exercise.
55. The next screen shall display a “**Thank You! You have successfully submitted the TNA**” message along with the summary sheet of the programmes selected by you
56. You may opt for print to PDF for record, if you so desire. Please avoid taking hard copies.

## **B. Vetting Officer Panel**

1. Open the website of NBSC ([www.nbsc.in](http://www.nbsc.in))
2. Login using your UIN as both user id and password (by default, user IDs and Passwords of all officers **have been reset** as their **UINs**)
3. On clicking "Login" button, you will be directed to Staff Profile under Staff Panel
4. Your name and UIN shall appear by default. Please fill up other mandatory fields (**Grade, Designation, Centre, Mobile Number, Mail ID**) and press '**Submit**'.
5. You shall find the 'TNA' tool bar on the left hand side panel of the website, below which four panels are given viz, "Instructions", "Officer Panel", "Vetting Officer Panel" and "OiC Panel"
6. You may go through the instruction, if so desire.
7. Next, as Vetting Officer, you shall click the "**Vetting Officer Panel**"
8. The next screen shall display the name(s) of Reportee Officer(s) who have submitted their TNAs with you as the supervisor.
9. Please click against the name of the officer to start the process
10. The next screen will display the summary details of the programmes (both desk related and desk neutral) selected by the officer, along with the training programmes attended by him/ her during the last two years.
11. The above information shall update about the reportee officer's previous training profile
12. The next screen involves the actual vetting exercise. As vetting officer, you are requested to carefully consider whether the training programmes selected by the Reportee officer (s) meet the training requirement of the officer/department/office.
13. The screen (at the top) shall display a list of training programmes which are **mandatorily earmarked** for a select group of trainees and therefore, kept outside the purview of the TNA exercise.
14. This will facilitate you to know about the mandatory programme (s) meant for the reportee officer, if any.
15. Just below it, the programmes selected by officer (maximum two) under **Desk Related Areas** are displayed.
16. Similarly, the programmes selected by officer (maximum two) under **Basic** category, are displayed.

17. There is a “Change” button provided against each selected programme.
  18. If you desire to change the selection made by the officer, click the “**Change**” button
  19. On clicking it, a list of programmes for the **concerned department**, shall be displayed and you can select any programme from the list by clicking the “Select” button
  20. If two programmes are from two separate departments, then the list shall display all programmes eligible for both the departments
  21. Before selecting the programme, you may also view the **Programme Design** by clicking “View” programme content.
  22. The programme selected by you shall appear on the screen under the vetting officer’s approval list
  23. Clicking “Change” under **Part B** shall display the complete list of **all eligible basic programmes for the officer**, except the programmes selected by him.
  24. You can also change the **priority order** of the programmes selected by the Reportee officer (given as 1 & 2) by pressing the toggle button
  25. After getting satisfied with your review, please press ‘**Accept & Submit**’ button
  26. A prompt will ask you ‘**Are you sure to submit**’
  27. If you are sure, you can press the ‘**OK**’ button or else you can press ‘**Cancel**’ button to make changes.
  28. The next screen shall display the a Thank you message on top along with the **summary sheet** of the programmes as selected by the officer and as recommended by you as vetting office with a printable option.
  29. You may opt for Print to PDF for record, if you so desire. Please avoid taking hard copies.
  30. This completes the vetting exercise for one reportee officer.
  31. You can press “**Back to vetting officer panel**” to carry out the vetting for another reportee officer, if available
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