

TNA Exercise for 2020-21

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 2019-20 with validity of one year (July, 2019 to June, 2020).

Accordingly, the process for a fresh round of TNA exercise has been rolled out for the year 2020-21 covering the period **July, 2020 to June 2021**. 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. NBSC shall commence the TNA exercise for both 'officer module' and 'vetting officer' module during **18 to 22 May 2020**. The 'OiC module' shall be opened during **25 to 27 May, 2020**.

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 2020-21 (July, 2020-June 2021). 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 30 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, FD, ID, DMA &BI, SP & PIDetc, in the AASC approved Annual training calendar for the year 2020-21. Even there is no desk related programmes for Secretarial as also 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 into 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)
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 as many officers have forgotten their passwords**)
3. Go to the TNA panel as shown on the left hand side of the screen
4. There are 3 sub panels under TNA viz;
 - a. Officer Panel
 - b. Vetting Officer Panel
 - c. Officer-in-Charge Panel
5. All officers from **Grade A up to Grade C** shall take part in the TNA exercise
6. The officers shall fill up their TNAs through the **Officer Panel** and submit the same.
7. Once filled up, the Vetting Officer (Supervising Officer) will access the TNA filled up by the Officer through the **Vetting Officer Panel**
8. *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)
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** as many officers have forgotten their passwords)
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, 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 and number of years, you have worked in each department during last 5 years, using the drop down menu (most recent ones to be posted first and then earlier ones)
7. Please press "Add" button to register and inclusion of Dept/Years worked.
8. Please press '**Update**', if you have filled up all fields or else press '**Cancel**'.
9. On pressing '**Update**', the screen will mention, the 'Record updated successfully'.
10. Please click 'OK' to complete updation of your profile.
11. Unless all required fields/ mandatory fields (*) are filled up, the **screen will not move to the next** level.
12. 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"

13. Please click the **“Instruction”** panel and get familiarised with the steps.
14. The next stage is the filling of the TNA, for which please click the **“Officer Panel”** just below the Instruction Panel under **TNA toolbar**
15. On clicking the officer panel, the screen shall display **“Officer Panel (TNA)”** wherein your profile are shown.
16. Please fill up the **UIN of your supervising officer** under Vetting Officer detail just below your profile.
17. **Grade C officers empanelled for Grade D**, may not fill up the TNA.
18. 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)
19. Further, screen shall ask about the details of training programmes attended by you, other than organised by NBSC
20. Please fill up the names of training programmes, institutes, duration as attended for such programmes
21. Please press **‘Add’** button to register each such programme.
22. Press **‘Save and go to the next screen’** or **‘Reset’** to make revisions
23. The screen prompt shall ask you **“Are you to go to the next step”- OK or Cancel**
24. On pressing **‘OK’** button, the next screen i.e, **‘Select Department’** will appear
25. Now you are about to start the training need assessment
26. 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
27. Please select the department (s) in which you are working, through a drop-down menu.
28. Please press **“Add”** button to register the name of the department (s)
29. 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.
30. Please press **“Save and go to next”** button or else **“Go back”** button
31. 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)
32. The CMIs are displayed under two heads (Part A and Part B)
33. **Part - A CMIs** are **Desk Related** Knowledge and Skill Competencies of department (s) in which you are working
34. **Part - B CMIs** concern the departments other than those selected by you in Part A. These are Knowledge and Skill Competencies concerning **Basic programmes**.
35. You are required to assess your **competencies objectively**
36. Mark the **CMI (s) as ‘Yes’** for which you feel, you require training under both Part A and Part B.
37. **There is no restrictions on putting the number of ‘Yes’ in the CMIs.**
38. Please press **“Save and go next”** to the next screen or else press **“Go back”**
39. On pressing **“Save and go next”**, the prompt will ask you **“ Are you sure to submit sheet”**
40. Press **“OK”** to move to the next screen or **“Cancel”** to stay in the same screen.

41. 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.
42. 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.
43. You may view the **Programme Design** of any particular programme by **pressing “View” button under Prog Design.**
44. The view of each programme Content shall help you to select appropriate programmes.
45. However, 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**
46. The prompt will not allow you to select more than two programmes under each category.
47. On pressing **“Save and go next”**, the prompt will ask you **“ Are you sure to submit sheet”**
48. Press **“OK”** to move to the next screen or **“Cancel”** to stay in the same screen.
49. In the next screen, the selected programmes (under Part A and Part B) **shall be ranked by you** in order of preference.
50. You are free to change the rank order using the toggle button
51. The bottom of the screen displays **“Final Submit”** and **“Go back &Modify”**.
52. If you are sure of submission, press **“Final Submit”** or else press **“Go back & Modify”** button.
53. With this you have completed your TNA exercise.
54. 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
55. You may take a print of it for record, if you so desire.

B. Vetting Officer Panel

1. Open the website of NBSC (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** as many officers have forgotten their passwords)
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 there 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 take a print of it for record, if you so desire.
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

C. OiC Panel

Step by Step Guide for the OiC Panel

- The OiC shall open the NBSC website (www.nbsc.in) and login using **UIN** as User ID and also password.
- On clicking the officer panel in the left hand side tool bar, the screen “**Staff Profile**” appears.
- The OiC is requested to fill up mandatory fields viz, **Grade, Designation, Centre, Mail ID and Mobile Number** (if not filled up earlier). The other fields may not be filled up.
- The screen shall display the names of officers along with the programmes selected and vetted under both Part A (Desk Related) and Part B (Basic) categories.
- In case, the OiC agrees to the selection as done by the vetting officer, the OiC need not click the “**Change, if required**” button and leave it as it is.
- In case, OiC desires to make changes, “**Change, if required**” button needs to be clicked. This will display the programmes under three columns viz, i) Selected by the officer ii) Recommended by the vetting officer and iii) OiC approval.
- The OiC may change programme (s) for the officer by clicking “**Change**” button
- OiC can also change **priority order of programmes (1 & 2)** by clicking **toggle** button.
- Once contemplated changes get completed for both categories of programmes, the “**Accept & Submit**” button as given below the statement, needs to be clicked, to be followed up by “**OK**” button.
- The next screen shall display the summary statement along with the “**Print**” option for the concerned officer. The “**Back to OiC Panel**” may be clicked to go back to the main screen.
- In the main screen, the status of the concerned officer under “OiC Approval” column, shall get changed to “**Approved**” category.
- Likewise, OiC can scroll through the names of officers wherein changes in the programmes are desired and the above process shall be followed.
- The OiC can also view the status of those officers, whose vetting is still pending.
- Once the process of changes in the programmes for specific officers, as desired by OiC, get completed, the OiC needs to click the “**Approve**” button **given at the end of the table**.
- Clicking the “**Approve**” button, shall change the status of such officers to “**Approved**” category wherein no changes are made by OiC.
- As mentioned earlier, the status of officers in case of changed cases, have already turned to “**Approved**” category.
- However, utmost care needs to be exercised before clicking the “**Approve**” button, as once clicked, the TNA process of all officers for the unit (other than “Not submitted” and also “Not vetted” types) gets approved and updated in NBSC server and **is irreversible**.
- The names of officers, not filled up TNA shall not be reflected in this statement as NBSC does not have such data.

- The HRMD of the unit may take a review and **impress upon all eligible officers** to exercise TNA submission/vetting before final “Approval” by OiC, within the stipulated timeline.
