

# **TNA Exercise for 2018-19**

## **Step-by step Guide**

### **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 2015-16 and had covered two years viz, 2016-17 and 2017-18.

Accordingly, the process for a fresh round of TNA exercise has been rolled out for the year 2018-19. All officers up to Grade E, shall participate in the TNA exercise and indicate their preferences of the training requirement through an online mode.

NBSC shall commence the TNA exercise for 2018-19 during 21 May to 01 June 2018, as by this time most of the transferee officers would have reported in their new centres and the annual reshuffle exercise at HO/ ROs/ TEs would have been over.

Further, NBSC's annual training calendar has been changed to July-June period instead of April-March period. That means, the effective Training Calendar for the year 2018-19 would now be from July 2018 to June 2019.

**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-E) to individually identify their skill gaps and select appropriate training programmes to be conducted/organised by NBSC during the year 2018-19 (July-June 2018). The officer can maximum choose 4 programmes (two from core area of functioning and two from generic/behavioural areas). The choices will again be vetted and approved at the levels of the supervisor and OIC respectively. This will facilitate the NBSC to finalise the Training Calendar for the year 2018-19.

There are 13 programmes which are kept mandatorily for select group of officers like 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 have been kept outside the purview of the TNA. The officers/ vetting officers/OICs will be able to see the list of these programme during the course of the TNA exercise.

Further, there is no desk related training programmes earmarked for some departments like Law, DSSI, Rajbhasha, CCD, Protocol & Security desk under DPSP etc, in the AASC approved Annual training calendar for the year 2018-19. Even some of the skill sets as advised by DIT and FSPD have not been covered in the TNA exercise as there is no corresponding training programmes for such skill sets. The training requirements being specialised, NBSC has requested such departments to organise customised training programmes/ workshops for the officers working in the departments. However, such officers can select other/desk neutral/ HR programmes, covered under Part B of the TNA exercise. Similarly, officers working in Chairman's

Secretariat, DMDs secretariat, OIC's Secretariat etc, may opt for related/ desk neutral programmes given under part B.

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** as many officers have forgotten their passwords)
3. However, after you login, you can reset the password to one of your choices, if you so desire
4. Go to the TNA panel as shown on the left hand side of the screen
5. There are 3 sub panels under TNA viz;
  - a. Officer Panel
  - b. Vetting Officer Panel
  - c. Officer-in-Charge Panel
6. All officers from Grade A up to Grade E shall take part in the TNA exercise
7. The officers shall fill up their TNAs through the **Officer Panel** and submit the same.
8. Once filled up, the Vetting Officer (Supervising Officer) will access the TNA filled up by the Officer through the **Vetting Officer Panel**
9. *The HoDs of Head Office Departments/ OICs of R.Os/ Principal, NBSC/ Director, BIRD, Lucknow/ Joint Director, BIRD, Bolpur & 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))
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 4 years, using the drop down menu
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. 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)
18. Further, screen shall ask about the details of training programmes attended by you, other than organised by NBSC
19. Please fill up the names of training programmes, institutes, duration as attended for such programmes
20. Please press '**Add**' button to register each such programme.
21. Press '**Save and go to the next screen**' or '**Reset**' to make revisions
22. The screen prompt shall ask you "**Are you to go to the next step**"- **OK or Cancel**
23. On pressing 'OK' button, the next screen i.e 'Select Department' will appear
24. Now you are about to start the training need assessment
25. 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
26. Please select the department (s) in which you are working, through a drop-down menu.
27. Please press "**Add**" button to register the name of the department (s)
28. 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.
29. The senior officers, especially those General Managers heading the units, may find it difficult to identify maximum 3 departments.
30. However, they are requested to select maximum 3 departments in order of the training need preference.
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), concerning the Department (s) in which you are working.
33. The CMIs are nothing but the critical knowledge/ skill indicators related to a particular department (s)
34. The CMIs are displayed under two heads (Part A and Part B)
35. Part - A CMIs are **Desk Related** Knowledge and Skill Competencies of department (s) in which you are working
36. Part - B CMIs concern the departments other than those selected by you in Part A. These are **Desk Neutral** Knowledge and Skill Competencies concerning mostly Soft Skills & Other Related Areas
37. The CMIs under Part A have been categorised as "Core CMI" and "Related CMIs"

38. The Core CMIs are the ones which an officer should possess to effectively work in a particular desk/ department
39. The Related CMIs are the ones which are related to the Core CMIs
40. You are required to assess your competencies objectively
41. Mark the CMI (s) as 'Yes' for which you feel, you require training under both Part A and Part B.
42. Likewise, mark the CMI (s) as 'No' for which you feel, you do not require training under both Part A and Part B.
43. There is no restrictions on putting the number of 'Yes' or 'No' in the CMIs.
44. Please press **“Save and go next”** to the next screen or else press **“Go back”**
45. On pressing **“Save and go next”**, the prompt will ask you **“ Are you sure to submit sheet”**
46. Press **“OK”** to move to the next screen or **“Cancel”** to stay in the same screen.
47. 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.
48. This is shown to know about the mandatory programmes that you are likely to be nominated.
49. Further, the screen shall display the corresponding relevant programmes against selected CMIs, both under Part A and Part B, along with the major contents/ coverage.
50. Please go through the programme contents by pressing **“View”** button under Prog Design.
51. The view of each programme Content shall help you to select appropriate programmes.
52. 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**
53. The prompt will not allow you to select more than two programmes under each category.
54. On pressing **“Save and go next”**, the prompt will ask you **“ Are you sure to submit sheet”**
55. Press **“OK”** to move to the next screen or **“Cancel”** to stay in the same screen.
56. In the next screen, the selected programmes (under Part A and Part B) **shall be ranked by you** in order of preference.
57. You are free to change the rank order using the toggle button
58. The bottom of the screen displays **“Final Submit”** and **“Go back & Modify”**.
59. If you are sure of submission, press **“Final Submit”** or else press **“Go back & Modify”** button.
60. With this you have completed your TNA exercise.
61. 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
62. 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](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** 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 names 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 Desk Neutral & other related areas, 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 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 content 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 Desk Neutral & Related Areas, shall display the complete list of eligible 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

**Notes:**

1. The Officers working in PMUs shall select their respective reporting centres
2. The officers working in Srinagar cell shall select J & K Regional Office as the centre
3. The following two programmes are meant for Risk Managers and Risk Co-ordinators;

Sl No	Name of the programme	Target Group
1	Programme on Risk Management for Risk Managers	Risk Managers
2	Programme on Risk Management for Risk Co-ordinators	Risk Co-ordinators

Both the programmes are put under "Desk Neutral" category. The Risk Managers and Risk Co-ordinators working in R.Os/ TEs may select the relevant CMIs so that the system picks up the above relevant programme for Risk Manager and Risk Co-ordinators. The concerned CMIs are given below;

Sl No	Competency mapping Indicators (CMIs)
1	Credit Risk-Model Development/Validation, Statistical tools, Analytical techniques
2	Basel III, IFRS-9, ICAAP preparation, Capital Computation
3	Financial Ratios, Balance Sheet Analysis
4	Data Analytics on Credit Risk
5	Market Risk-Stress Testing, Risk Regulation, Risk Management Tools and Practices
6	Market Risk-Financial Institutions and Market Risk
7	Credit risk, Market risk, Operational risk, Enterprise wide risk, Information security, Liquidity risk

4. The Grade A, B, C, D & E officers working in NBSC and BIRD (other than Faculty Members) shall select NBSC or BIRD as their department.

5. There are 16 Officer-in-Charges who are of General Manager Rank. As each one heads one Administrative Unit (AU), all departments under the concerned AU come under his purview. However, these OiCs may select maximum three departments, while filling up the TNA, as per their training needs in the order of priority.
6. New Faculty Members, who have reported in NBSC or BIRD but are yet to be promoted to Grade D, may select their Grade as Grade D instead of Grade C (for convenience purpose)