

TRIPURA STATE ELECTRICITY CORPORATION LIMITED

(A Govt. of Tripura Enterprise)



MEMORANDUM

With a view to providing Inplant Training under TSECL in a professional manner to the keen Engineering and Management students of various colleges/ institutions across the country, a policy has been approved by the TSECL Board in its 85th meeting held on 18th February, 2020 as the '**Policy for Inplant Training in TSECL – 2020**' (copy enclosed as Annexure - 1) which will come into force from the date of issue of this memorandum.

All concerned are hereby requested to perform accordingly for grooming tomorrow's techno-managerial leaders in a professional manner.

(Dr. M. S. Kele)

Managing Director

Tripura State Electricity Corporation Limited

No.F.CMD/92.0/TSECL/ 324-46

Dated, ___/02/ 2020

Copy to:

1. PS to the Deputy Chief Minister, Government of Tripura for kind appraisal of the hon'ble Minister please.
2. The Principal Secretary, Power Department, Government of Tripura for kind information.
- 3 – 4. The Director (Technical/ Finance), TSECL.
5. The Company Secretary, TSECL.
6. The General Manager (Technical), TSECL.
- 7-19. The Additional General Manager, DP & C/ C & SO/ Generation Circle/ Transmission Circle/ EC- I, Agartala/ EC-II, Agartala/ EC-Sepahijala/ EC- Gumati/ EC-Belonia/ EC-Khowai/ EC-Dharmanagar/ EC-Unakoti/ EC- Dhalai **for onwards circulation among all under their span of control.**
- 20-21. The Deputy General Manager (Corporate/ HRD), Corporate Office, TSECL.
22. The Deputy General Manager (IT), Corporate Office, TSECL to upload the '**Policy for Inplant Training in TSECL – 2020**' as annexed herewith in the official website of TSECL.
23. The Cashier, Cash Section, Corporate Office, TSECL for necessary action.

Managing Director

Tripura State Electricity Corporation Limited

POLICY FOR INPLANT TRAINING IN TSECL – 2020

1. Preamble:

Tripura State Electricity Corporation Limited (TSECL) has started its journey on the 1st day of January 2005 inheriting the physical, financial and human resources from Power Department, Government of Tripura. Over the period of time, TSECL has established itself as a growth oriented public utility service providing PSU of Tripura. As such, every year a large number of engineering and management students are coming in TSECL for undergoing Inplant Training as a part of their academic curriculum. As a matter of fact, today's learners will be the tomorrow's leaders. So, these engineering and management students are going to propel our country in the coming days to make it a global leader through their techno-managerial skills. It is needless to mention that academy – industry interaction is very crucial for grooming tomorrow's leaders. In view of the above, TSECL need to adopt a professional approach towards engineering and management students across the country who are willing to pursue their Inplant Training under TSECL in coming days. Against this backdrop, the following guidelines are hereby formulated for pursuing Inplant Training under TSECL by engineering and management students of different universities, colleges and institutions across the country as a positive step towards preparing tomorrow's techno-managerial leaders. These guidelines will be followed as policy in letter and spirit.

2. General Guiding Principles:

2.1 This Policy for Inplant Training in TSECL has been formulated without any prejudice. It is not exhaustive. It may be modified/ changed by the TSECL Board as and when required.

2.2 *Training Modules & Fee Structures:* TSECL will allow the willing students for Inplant Training in accordance with the 4 (four) modules as detailed below depending on the need and desire of the student(s) and/ or their institution(s).

Sl. No.	Title of the Training Modules	Fees[#]
1.	2 weeks Inplant Training *	Rs.4, 000/- + GST as applicable
2.	4 weeks Inplant Training *	Rs.6, 000/- + GST as applicable
3.	6 weeks Inplant Training *	Rs.8, 000/- + GST as applicable
4.	8 weeks Inplant Training *	Rs.10, 000/- + GST as applicable

* There will not be any training on any Government holiday

[#] Fees are non-refundable in nature

2.3 *Mode of Payment of Fees:* Every institution or the student concerned are required to pay the prescribed fees as mentioned in clause 2.2 in Cash or Demand Draft/ Banker Cheque on any Nationalized/ Scheduled Bank in favour of TRIPURA STATE ELECTRICITY CORPORATION LIMITED payable at Agartala. Fees will be received by the Cashier, Cash Section, Corporate Office, TSECL, Agartala and issue a Money Receipt, a photocopy of the same is to be submitted (*original is also to be shown*) in the HR Department by the student(s) concerned against which a formal order will be issued by the HR Department with the concurrence of TSECL Corporate authority to pursue Inplant Training by the student(s) concerned under TSECL. Fees are non-refundable in nature i.e. once it is paid, it will never be returned by TSECL to the student/ institution concerned; even if the student concerned do not complete the training programme for whatever may be the reason(s).

2.4 *Utilization of fees by the Corporation:* TSECL will maintain a separate bank account to keep the fees collected from the institutions/ students. Funds generated in TSECL through Inplant Training Programmes will be utilized in HR infrastructure development and human capital development of the Corporation. This bank account will be operated jointly by the Director (Finance)/ General Manager (Finance) and Manager (Finance)/ Assistant Manager (Finance) attached to HR Department in consultation with the Head of HR Department.

2.5 *Target Audiences and their Qualifications:* Generally the students who are pursuing Degree/ Diploma in any relevant Engineering discipline (Electrical/ Mechanical/ Production/ Civil/ Electronics/ Electrical & Electronics/ Electronics & Communication/ Electronics & Tele-communication, etc.) or undergraduate/ post graduate programme in Management (PGDBM/ BBA/ MBA, etc.) will be eligible for pursuing Inplant Training in TSECL. However, the door may also be opened for willing ITI students. But the fee structure shall remain same irrespective of category and level of the intending students. Generally, name of the students should be nominated by their institutions. However, if any student directly comes to TSECL for undergoing Internship, he/ she may also be allowed on producing a valid Identity Card issued by his/ her institution.

2.6 *Trainers and their Qualifications:* In-service Engineering officers having Degree/ Diploma in the relevant Engineering discipline and/ or Managerial officers having Masters Degree in Management or Commerce/ MBA/ ICWA, etc. will train the Trainees.

2.7 *Trainers' Training:* In-service engineering and managerial officials of TSECL will be trained on regular basis as a part of the Trainers' Training Programme. Expenditure for such programmes will be incurred by the Corporation from its own source.

2.8 *Methodology:* Trainees will learn through observation only. Considering the security of the students, they will not be allowed to touch any machines, equipments, wires, etc. during their site visits. However, in case of any doubt, concerned Engineering/ Managerial officer will clarify their qualm. If any student disobeys the guideline of TSECL and touches any machines, equipments, wires, etc. during their site visits and accident occurs thereby; TSECL will not be responsible for such an accident.

3. Delegation of Power:

With the concurrence of MD, TSECL, Head of HR Department will allow the intending students to undergo Inplant Training in TSECL in accordance with the '*Policy for Inplant Training in TSECL – 2020*'.

4. Infrastructure facilities:

Entire infrastructure of the Corporation will be utilized for Inplant Training Programmes. Generally, students will visit different generating stations, sub-stations, sub-divisions and any other working site of the Corporation. However, expenses for such visits shall have to bear by the student(s) concerned or their institution in addition to the training fees as mentioned in the clause 2.2.

5. Undertaking by the Trainees:

Prior to proceeding for Inplant Training in TSECL, every aspirant have to give an undertaking in the HR Department of the Corporation as per the format annexed herewith as *Appendix - I*.

6. Guidelines for Implementation:

6.1 If any instruction/ guideline issued in this regard earlier by TSECL, it will be treated as superseded.

6.2 The above guidelines as '*Policy for Inplant Training in TSECL – 2020*' will be effective with effect from the date of issue of memorandum in this regard by the TSECL authority on approval of the same by TSECL Board.

6.3 In implementing this policy, fairness and transparency should be maintained by all concerned in all respect with a positive frame of mind.

7. Award of Certificate:

On successful completion of Inplant Training in TSECL, a certificate will be issued to the student(s) concerned on the last day of the programme as per format annexed herewith as *Appendix - II*.



(Dr. M. S. Kele)

Managing Director

Tripura State Electricity Corporation Limited

Undertaking of the Inplant Training Aspirant

I, Shri/ Smt. _____, Son/ daughter/ wife of _____ do hereby declare that I have agreed to pursue the Inplant Training under TSECL after studying the 'Policy for Inplant Training in TSECL – 2020' in conscious and sound mind. Further, I have agreed with the following facts that –

- i. I have to undergo this Inplant Training Programme at my own risk and cost;
- ii. I'll not touch any machines, equipments, wires, etc. during my entire period of Inplant Training and I'll learn through observation only;
- iii. I'll abide by the rules and regulations of TSECL during my entire period of Internship;
- iv. I'll wear the Identity Card issued by my college/ institution/ university authority during the entire period of my Inplant Training;
- v. TSECL will not provide me any remuneration, fooding & lodging for this Inplant Training;
- vi. TSECL will not provide me any transportation facility for this Inplant Training;
- vii. I'll never claim any job in TSECL based on this Inplant Training.

Date:

Place:

Signature of the Inplant Training Aspirant

Name of the Inplant Training Aspirant: _____

Name of the College/ Institution/ University: _____

Year/ Semester: _____ Discipline: _____ Roll No.: _____

TO WHOM IT MAY CONCERN

*This is to certify that Shri/ Smt. _____, Son/
daughter/ wife of Shri/ Smt. _____, a
student of _____ (year/ Semester & Discipline) of
_____ (name of the university/ college/
institution) having Roll No. _____ has successfully completed _____ (2/4/6/8)
weeks Inplant Training under TSECL, specifically at _____ (name
of the specific office where attended for Inplant Training) w.e.f. _____ to _____.*

*The performance of Shri/ Smt. _____ (only surname)
was commendable during his/ her Inplant Training in TSECL.*

I wish him/ her every success in life.

Name & Designation of the concerned
Office of TSECL with Official Seal