

OFFICE OF THE ENGINEER-IN-CHIEF (CIVIL), ODISHA,
NIRMAN SOUDHA, KESHARI NAGAR, UNIT-V, BHUBANESWAR-751001

File No: PMU (WB)-33/2012 4404 dt. 5.2.13
From

Er. Nalinikanta Pradhan
Chief Engineer, World Bank Projects,
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Email: pmuosrp@gmail.com

To
All Chief Engineers/Superintending Engineers/Executive Engineers
Works Department.

Sub: - Competency survey for assessing the training needs of OWD: forwarding revised format.

Ref:- This office Letter No. 3889 dt. 1.02.13.

Sir,
With reference to the above, the survey format for feedback relating to Training Needs Assessment (TNA) for Works Department engineers has been revised by the RSID Consultant based on inputs by PMU to facilitate better understanding and correct interpretation of different aspects and terms used in the format. The revised survey format alongwith the explanatory notes is forwarded herewith for wide circulation among AEEs/ AEs/JEs and furnishing the feedback (of all categories of OWD staff from Junior Engineer to Chief Engineer) to this office within 15.02.13.

As already intimated your earnest efforts in furnishing the feedback (duly filled survey formats) shall pave the way for accuracy in TNA . **The Superintending Engineers are therefore requested to ensure the submission of the filled up survey formats for their respective circles to this office by 15.02.13 which shall amply demonstrate their monitoring skills as per item 2 of the format.**

Yours faithfully


Chief Engineer
World Bank Projects, Odisha

Memo No. 4405 dt. 5.2.13

Copy submitted to Engineer-in-Chief-cum-Secretary to Govt., Works Department for favour of information with reference to this office Letter No. 3890 dt. 1.02.13.


Chief Engineer
World Bank Projects, Odisha

Memo No. 4406 dt. 5.2.13

Copy to Engineer-in-Chief (Civil), Odisha for favour of information with reference to this office Letter No. 389 dt. 1.02.13.


Chief Engineer
World Bank Projects, Odisha

Memo No. 4407 dt. 5.2.13

Copy to Team Leader, RSID Consultant for information and necessary action.


Chief Engineer
World Bank Projects, Odisha

Competency survey for assessing the training needs of OWD:

NOTES:

OWD has undertaken Road Sector Institutional Development and as part of the project, OWS Staff Training and Human Resource Development is a key component. Accordingly, this competency survey will contribute towards assessing the needs of the organization.

The objective of this exercise is to map the present and required competency of staff at various levels through this questionnaire based self assessment survey. Your participation will help in assessing the training needs of OWD. The attached matrix is briefly described below:

- **'Key Functional Areas'** have been listed which cover almost all the tasks performed by staff in OWD. Some of these key **'Key Functional Areas'** are being explained to help in understanding and completing the exercise, these are:
 - Policy and Planning: These functions pertaining to OWD are performed at the S.E. level and above.
 - Strategic Planning: This includes preparation of Master Plan of Roads for the State of Odisha. Likewise, preparation of Master Plans for Buildings (public buildings like Hospitals, staff quarters, Schools, Govt. Offices, etc.) form part of strategic planning.
 - Quality policy: It is yet to be instituted formally within OWD.
 - Communication Skills: Includes written and verbal skills.
 - Management skills: Will cover a vast scope comprising leadership, planning, organization, staffing and control.
 - Motivation: Work challenges, professional recognition and rewards
 - Variations: These are deviations from the BoQ for items and/or quantities including substituted items
 - Computer Application: Use of MS Word, MS Excel, MS PowerPoint and internet mailing for day-to-day work
 - F.I.D.I.C. Contracts: Standard procurement bid documents prescribed by International Funding Agencies like World Bank.
- Any additional **'Key Functional Areas'** which may have been missed, can be included in the list.
- Column headings under Section A has four competency measures in the ascending order, these are defined as:

	Competency measure	Definition
I.	<i>Awareness</i>	have generally heard about the subject
II.	<i>Exposure</i>	a broad understanding of the principles
III.	<i>Basic Knowledge</i>	knowledge on the subject has been acquired through education and training, but has not been put to practical use
IV.	<i>Ability to Work</i>	have the knowledge, skills and attitude to be able to work in a specified area with satisfactory results

- Also assessed under this exercise is the usage aspect as indicated in Column headings under Section B, i.e.
 - of having worked in the key functional area in the past or
 - working in a specific area at present and
 - the possibility of working in the key functional area in future.

Please put a tick (√) in the appropriate cell of the matrix. If none are applicable, leave the cells blank.

Putting your name at the end of the format is 'optional', your honest feedback will help in preparing correct training plans for OWD staff.

Competency survey:

	Competency measure	Definition
I.	Awareness	have generally heard about the subject
II.	Exposure	a broad understanding of the principles
III.	Basic Knowledge	knowledge on the subject has been acquired through education and training, but has not been put to practical use
IV.	Ability to Work	have the knowledge, skills and attitude to be able to work in a specified area with satisfactory results

Please put a tick (✓) in the appropriate cell. If none are applicable, leave the cells blank. Any additional 'Key Areas' which are to be included in the list, can be added under S. No. 14

	Key Functional Areas	Section A				Section B		
		Awareness	Exposure	Basic Knowledge	Ability to work	Worked in Past	Working Presently	Likely to work in future
1	Policy and Planning							
	Strategic Planning (Master Plan: Roads, Buildings, etc)							
	Quality Policy and systems							
	Budgeting Process (Preparation, Control and Outcome)							
	Prioritisation of Investments							
	Phasing of Investments							
	Public / Private Sector Participation							
2	Personnel Management							
	Communication skills							
	Management skills							
	Decision-making							
	Right to Information (RTI)							
	Performance appraisal							
	Monitoring skills							
	Motivation							
	Service conditions							
3	Project Management							
	Preparation of Work Program							
	Staffing & assigning responsibilities							
	Monitoring Physical Progress of Work							
	Monitoring Financial Requirement for Work							
	Construction Procedure and Methodology							
	Specification							
	Material Testing							
4	Project Preparation							
	Field surveys							
	Geometric design							
	Pavement design							
	Traffic and transport Engineering							

	Key Functional Areas	Section A				Section B		
		Awareness	Exposure	Basic Knowledge	Ability to work	Worked in Past	Working Presently	Likely to work in future
4	Road Safety							
(Ctd.)	Storm water drainage design							
	Bridge design							
	Culvert design							
	Building design – Multi-storeyed							
	– Simple buildings							
	Cost estimation							
	Analysis of Rates / Schedule of Rates							
5	Environmental and Social Management							
	Land acquisition							
	Rehabilitation & Resettlement issues, social assessment							
	Environmental assessment							
	Utility shifting management							
6	Construction and Supervision							
	Preconstruction							
	- Design review							
	- Data Collection							
	Review of Construction Management Plan							
	Undertaking Inspections and Tests							
	Review / Reporting of Physical Progress							
	Review / Reporting of Financial Progress							
	Assessment of Quality of Works							
7	Contract Management							
	Work Program and Time Management							
	Cost Control							
	Variations							
	Dispute Resolution and Arbitration							
8	Quality Management							
	Quality Assurance							
	Quality Control							
	Quality Auditing							
9	Safety Aspects							
	During Construction							
	During Maintenance							
	During Operation							
10	Information Technology							
	Computer applications – M S Office, Web etc.							
	Computer applications – Auto CAD, MX Roads, STAAD							
	GIS application for planning							

Consultancy Services for Road Sector Institutional Development, Odisha Works Department (OWD), Odisha

	Key Functional Areas	Section A				Section B		
		Awareness	Exposure	Basic Knowledge	Ability to work	Worked in Past	Working Presently	Likely to work in future
10 (Ctd.)	e-Governance Management Information System (HRMIS) Project Management – Prima Vera, M S Projects							
11	Financial Management & Systems Management of financial instruments and Tax aspects Financial MIS – IOTMS and WAMIS Delegation of financial powers Application of OWD code Accounts Audit							
12	Procurement Management FIDIC Contracts BOT/PPP Contracts NCB / State Government procedure e-procurement							
13	Maintenance Identification and assessment of pavement distress Condition survey and Bldg maintenance management Periodic Maintenance / Routine Maintenance planning Proposal preparation for Maintenance Requirement							
14	Others Disaster preparedness Legal aspects Public relation Misc. public services - issue of N.O.C.(OFC cables, fuel pumps etc.) - calculating 'Fair rent' Knowledge of updated codes (e.g. NCB, IRC, BIS) Inter-Departmental Coordination							

I have identified the following areas/s of improvement for myself and would like to be trained accordingly (also narrate how the new skills will help in your job performance):

1	
2	
3	

Name: _____ (Optional)

Designation: _____

Division _____

You are requested to ensure that the filled formats reach the office of Chief Engineer (WBP), Office of the EIC (c), Odisha, Nirman Soudha by February 15, 2013. The formats may be delivered directly to Mr. Rashmi Ranjan Bohidar, Superintending Engineer In-charge (ISAP), PMU, World Bank Projects.