

GOVERNMENT OF RAJASTHAN
Department of Information Technology & Communication

U.O. Note

Subject: Maintenance of Training Records of Officers/ Officials on the TPS Portal

The Department of Information Technology & Communication (DoIT&C)/RISL regularly facilitates and coordinates various training programmes, capacity-building initiatives, and upskilling sessions for its officers/ officials on emerging technologies, domain-specific areas, and other relevant subjects. In addition to the programmes organized by DoIT&C/RISL, officers/ officials also participate in various training programmes conducted by institutions such as HCM RIPA, RCAT, NeGD, PFMTI and other recognized organizations time to time.

In order to ensure systematic maintenance of training-related information, a dedicated **Training Module** has been integrated with the TPS Portal. The module provides a centralized platform for capturing and maintaining employee-specific training records thereby ensuring availability of authentic and consolidated information for future reference, validation, reporting and other administrative requirements. The module will also help avoid duplication, discrepancies and conflicts by maintaining a single repository of verified training details.

In this regard, entities facilitating various training programme time to time are requested to designate a suitable representative to familiarize himself/herself with the Training Module and ensure that the details of all past, ongoing and future training programmes are duly captured and updated in the training module.

The records maintained in the module shall be complete, accurate and up to date for future reference, verification and administrative purposes also.

Therefore, all concerned group-heads and OICs processing various time to time training at various level if any may please connect to Training Cell, DoITC to understand the process of entries in training module, so that accordingly training records may be maintained.

This has been approved at competent level.

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