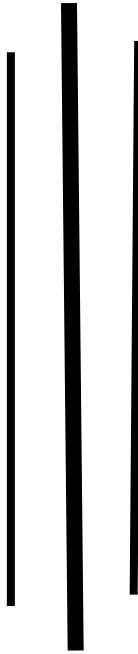
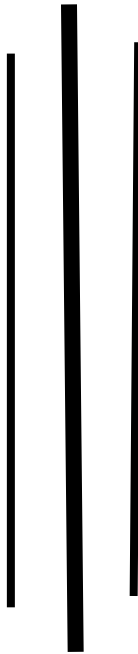


Civil Aviation Authority of Nepal



Human Resource Development Policy



Foreword

This Human Resource Development Policy has been prepared pursuant to clause -35 of Civil Aviation Authority of Act, 2053 (1996) and Rule- 82 of Civil Aviation Regulation, 2058 (2002) to develop and improve the organizational culture by enhancing personal attributes of the employees in Civil Aviation Authority of Nepal (CAAN). It is prepared for the use and guidance of all the employees of CAAN in performing their duties.

It is emphasized that all matters pertaining to human resource development may not be completely covered in this policy. This edition includes the modifications in human resource development policy as per the international practices as well as the ICAO guidelines.

This is a controlled document and is subject to periodic review. Administration Department will maintain this document as complete, accurate and updated as possible. Comments and recommendations for revision/amendment action to this publication should be forwarded to the director of Administration Department.

Er. Pradeep Adhikari
Director General
Civil Aviation Authority of Nepal

Civil Aviation Authority of Nepal
Human Resource Development Policy- 2076

a) Background

Civil Aviation Authority of Nepal (CAAN) has been established in accordance to Section 3.1 of Nepal Civil Aviation Authority Act-2053 B.S to maintain safe, regular, standard and effective conduct of Flight Operation, Aeronautical Communication, Air Navigation and Air Transportation services in Nepal.

Civil Aviation is a highly sensitive and dynamic sector which requires the adoption and management of advanced technology and is directly concerned with the safety of human life, national and international economic activities together with facilities and services. ICAO has provisioned that the efficiency, capacity, and sensitivity of the human resources involved in Civil Aviation Sector should be of prescribed standard.

Being one of the contracting states of ICAO, Nepal is committed to carry out all the aviation activities in accordance to the Annexes to the Convention on International Civil Aviation, Standards and Recommended Practices (SARPS) and other Manuals and Guidance Materials and hence is subject to ICAO audits in the fields of flight safety and aviation security. Therefore, the need of motivated and adequately qualified human resource of an international standard is indispensable to operate and manage specific aviation services in Nepal.

For the purpose of making the organizational structure of CAAN, its objectives together with its regulatory and service provider roles more effective, it is really challenging, compared to a simple organization, to utilize and manage the human resource with different educational backgrounds, varying levels of intelligence, from different geographical regions, and skilled in various disciplines. Only with the judicious utilization of this kind of Human Resource, positive impact can be made on development and expansion of aviation sector and thus the issues of international concerns can be addressed. Therefore, this policy on HR development 2070 B.S has been formulated with the expectation of creating positive impact on regulatory and services provider function of CAAN through effective management of HR available within CAAN adopting training, which is a component of HR development under HR Management, as a tool.

b) Goal

This policy aims to develop adequately qualified required human resources through appropriate training for maintaining safe, regular, standard and effective conduct of aviation services such as Flight Operation, Aeronautical Communication, Air Navigation and Air Transportation taking into account the regulatory and service provider functions of CAAN.

c) **Objectives**

Following shall be the objectives of this policy:

- a) To identify in-house and abroad trainings required for CAAN employees pertaining to regulatory and services provider disciplines and working in various service, group, subgroup and level categories in line with the objective of CAAN-establishment.
- b) Nomination of suitable employees and ensure their participation in various appropriate studies, trainings, observation visits, conferences, seminars and meetings in order to enhance their work efficiency and capacity.
- c) To provide advice, as required, to concerned Directorate and Department for the formulation of training plan in a way that can be of help to the employees in their career progression .
- d) To enhance the effectiveness of services delivery of CAAN by carrying out reforms in the development of HR of the Authority.
- e) To provide different kinds of trainings to CAAN employees and involve them in seminars and workshop in a unified way through single door mechanism so as to increase the effectiveness of record-management.
- f) To develop Civil Aviation Academy to International standards by equipping it with necessary resources capable of conducting trainings relating to all disciplines required by CAAN as envisioned by National Civil Aviation Policy 2063B.S.
- g) Attracting and retaining the adequately skilled manpower in CAAN .

Policies:

Following shall be HR Development policies;

- a) Nomination of staff for study, training, and seminar shall be done on the basis of 'Training Nomination Directives' formulated pursuant to power conferred by rule 15:11 of 'Regulation on Employees Services, Facilities and Conditions' and section 35 of CAAN Act-2053B.S.

- b) HR department shall, in coordination with Civil Aviation Academy concerned Directorate, Department and Office, formulate annual training programmers like abs- initio, in-service, basic, recurrent, refresher and specialized training on various subjects by classifying them into different topics and subtopics under different service, groups and subgroups to make the role of CAAN as regulator and service provider more effective. This Programme shall be implemented upon approval by Management.
- c) CAAN shall comply with the relevant policy level decisions regarding trainings conducted by International Civil Aviation Organization and other civil aviation related organizations. Furthermore, CAAN shall arrange training programs that address pertinent issues raised by International Civil Aviation Organization audit on aviation safety and aviation security.
- d) A complete HR Inventory containing detailed information such as content, duration, date, topic and cost of both in-house and abroad training obtained by the employees shall be maintained and utilized in nomination process by using dedicated HR Software. Concerned Department/Divisions also shall maintain the training record of their staffs.
- e) Priority shall be given to scholarship programs. Provision shall be made for providing a sum of equivalent 40% of daily allowance as pocket money to the employees to encourage their participation in scholarship trainings. Necessary arrangement shall be made to determine the upper limit of training fees for the purpose of economizing the training expenses.
- f) To develop Civil Aviation Academy as an international training institute capable of delivering trainings pertaining to all disciplines needed by CAAN together with the trainings of global standard, as necessary, with the help of skilled indigenious and foreign instructors equipping CAA thereby with the all necessary financial, human and technical resources as laid down by National Aviation Policy – 2063 B.S.
- g) Arrangement shall be made for assigning employees on respective duty for minimum specified time period on those functional areas of services for which he/she has been nominated and trained by CAAN.
- h) Arrangement shall be made for transfer of knowledge and skill to the various services groups as well as production of second and third generation of human resources, as required, to make the functions and services of the Authority nationally and internationally valid, effective and efficient.
- i) Arrangement shall be made for certification of oversight officials including Instructors, Inspectors and Auditors.

- j) Effort shall be made to demand required vocational courses and enter into agreement/understanding thereof with national and international training institutes for the purpose of enhancing efficiency of the employees of CAAN.
- k) Regulatory as well as Service Provider components of CAAN shall prepare a separate Training Program of their own which will be implemented after approval from the Director General.
- l) Recruitment of the required manpower in CAAN will be made in accordance to section 3.1 and 3.2 of Employees Conditions for Services and Facilities 2056.
- m) While complying with its regulatory functions effectively, if CAAN requires skilled manpower/experts, not adequately available within the organization, then CAAN shall adopt the policy of hiring adequately qualified man powers and professional experts through outsourcing. Special remuneration package will be provided for such manpower as per the approved procedure. Until the availability of such approved procedure, hiring and remuneration package of experts shall be as approved by the CAAN Board.

Limitations of Policy

Skilled manpower shall be made available in CAAN HRD; a complete and updated training record shall be maintained by utilizing modern technology and the record shall be used in nomination process; nomination process shall be free from any kind of undue pressure and influences; a system shall be established whereby training is taken more as requirement rather than an opportunity. The above mentioned and other relevant issues shall be addressed for effective implementation of the policy.

Monitoring and Evaluation:

CAAN Board of Directors shall conduct constant monitoring to check whether or not by using HR Software this policy has been effectively implemented.

Review of the HRD Policy:

CAAN HRD Policy shall be reviewed as and when necessary to reflect its organizational needs. Specifically, the Policy shall be comprehensively reviewed every five years. The review shall be led by the Department of Administration.