

CHAPTER – XVI

**TRAINING IN INDIA AND ABROAD**

**Deputation of Officers for short training within India and abroad**

1.1. The following instructions/guidelines as consolidated should henceforward to followed while submitting proposals to Personnel & Administrative Reforms (B) Department in connection with training courses/ programmes :-

*O.M No.PER  
(AR)183/83/  
Pt-I/11, dtd.  
3<sup>rd</sup> April,1985*

1.1.1. A proposal should be sent to Personnel & Administrative Reforms (B) Department with full information as per Statement in Annexure-I,

1.1.2. The Department should obtain the approval of their Minister before sending the proposal for foreign training.

1.1.3. Approval of their Secretary/Special Secretary should be obtained before their proposal to Personnel & A.R (B) Department for training within India.

1.1.4. Proposals to depute Officers to programmes /courses which involve course fees should normally be avoided. For an exception, reasons may be given.

1.1.5. Officers who are 45 years of age should be nominated for training courses abroad, except in the case of a Scheduled Caste/Scheduled Tribe Officers as the age may be relaxed upto 48 years.

1.1.6. An Officer who, in the past, had attended foreign training course or a seminar outside the country for a period of one month or more should not be recommended.

1.1.7. Care should be taken to see that an Officer nominated possesses the academic qualification and service experience required in connection with a Training Programme/Course for which nomination is recommended/ initiated.

1.1.8. While sending a proposal for any training course within India or abroad, the Department should furnish information about the number of Officers trained earlier in any particular or similar course and how the services of these Officers are being utilized.

1.1.9. Nominations for training should take into consideration long term career planning of the Officers and requirements of the service/institution from which an officer is nominated.

1.1.10. Reasons should be given if a Senior Officer is not proposed to be nominated for training. Seniority list of the Service of which the Officer proposed is a member, should be attached.

1.1.11. For foreign courses/programmes, officers with less than 9 years of service should not be nominated. In exceptional cases, Officers with 7 years of service may be nominated.

1.1.12. Officers against whom vigilance/disciplinary proceedings are pending and whose over-all performance has been below average should not be nominated.

1.2. Every Department should be able to prepare a Training Plan. The Training Plan to be prepared should be one that covers training inside and outside the State, with an objective that within five years all their Officers and staff should be trained in a basic course and should also be given refreshers training where necessary.

1.1. To facilitate, a Proforma for Training Plan has been devised as per copy at Annexure-II. The same Proforma can separately be used for both training inside and outside the State. The Training Plan in Proforma should be supported by a complete write-up, indicating the nature of work for which training is necessary and how it will be utilized.

NOTE :-

- i) The remarks in Statement (Annexure-I) to include how the service of the Officers are proposed to be utilized after Training.

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|  | <p>(i) There should be great emphasis on training of trainers</p> <p>(ii) The above instructions apply in essence to all training proposals, even though they are not required to be sent to Personnel Department.</p> <p>(iii) The instructions issued by Finance Department under letter No.FEG.45/74/130, dt. 31.1.1977 and No. FEG. 28/75/115, Dated, 22<sup>nd</sup> July, 1977 shall also apply.</p> |
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### ANNEXURE – I

Statement showing names of Officers in order of Seniority and those availed earlier

| Sl No | Name of Officers in order of seniority | Date of birth | Name of the Course, Place, Country and Duration |               |                                       |                              | Remarks |
|-------|--|---------------|---|---------------|---------------------------------------|------------------------------|---------|
|       |  |               | Availed of earlier                              | New processed | Qualification required for the course | Qualification of the Officer |         |
| 1     | 2                                      | 3             | 4   | 5             | 6                                     | 7                            | 8       |

**NOTE:-** (\*) The remarks to include/ how the services of the Officer are proposed to be utilised after training.

### ANNEXURE – II

Training Plan of the Department of \_\_\_\_\_

Part – I : Training outside the State.

| Sl No | Category of post | Name of Officer | Training undertaking (*) |        |             |                        |                             | Remarks |
|-------|------------------|-----------------|--------------------------|--------|-------------|------------------------|-----------------------------|---------|
|       |                  |                 | Subject                  | Period | Institution | Further trg. necessary | How training being utilised |         |
| 1     | 2                | 3               | 4                        | 5      | 6           | 7                      | 8                           | 9       |

(\*) NOTE :- Please give period, institution and subject of training.

Part II - Training inside the state (use the same form)

Part III - Training, if any for voluntary sector.

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| <p><i>No.PER (AR)<br/>183/83/Pt<br/>dtd, 15<sup>th</sup>Dec,<br/>1987 and<br/>No.PER (AR)<br/>183/83/Pt.I/<br/>26/ dtd 18<sup>th</sup><br/>July, 1997</i></p> | <p>2. Proposal for deputation of Officers for training course submitted to Personnel &amp; A.R. (B) Department for approval by various Departments are not supported by complete information/particulars; As a result, reference has to be made to the Department concerned which leads to unnecessary delay and which could have easily been avoided had the proposals been submitted with complete information. In order to facilitate scrutiny of the proposal(s), all Administrative Departments are to ensure that proposal(s) for deputation to training courses within India and abroad should be submitted well ahead of time duly accompanied with the particulars as in the Proforma and Bio-data Form below :</p> |
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**PROFORMA**

(ANNEXURE –I)

**PROFORMA SHOWING THE NAMES OF OFFICERS (IN ORDER OF SENIORITY)  
BELONGING TO DIFFERENT CADRES FOR TRAINING IN INDIA AND ABROAD.**

| Sl No | Name of Officer in order of seniority | Date of birth | Academic qualification | Name of the Course, Place, Country & duration |   |             |                  |                |                                       | Re-remarks |
|-------|---------------------------------------|---------------|------------------------|---|---|-------------|------------------|----------------|---------------------------------------|------------|
|       |                                       |               |                        | Present post held by Officer & scale of pay   | Whether the Officer belongs to IAS/MCS/ Other | Expe-rience | Avail of earlier | Now proce-ssed | Qualifi-cation requiref or the course |            |
| 1     | 2                                     | 3             | 4                      | 5   | 6   | 7           | 8                | 9              | 10                                    | 11         |
|       |                                       |               |                        |   |   |             |                  |                |                                       |            |
|       |                                       |               |                        |   |   |             |                  |                |                                       |            |
|       |                                       |               |                        |   |   |             |                  |                |                                       |            |
|       |                                       |               |                        |   |   |             |                  |                |                                       |            |
|       |                                       |               |                        |   |   |             |                  |                |                                       |            |

(\*) Remarks to include how the services of the Officers are proposed to be utilised after the training.

## ANNEXURE –I

### STATEMENT SHOWING NAMES OF OFFICERS IN ORDER OF SENIORITY AND THOSE AVAILED EARLIER.

| Sl No | Name of Officers in order of seniority | Date of birth | Name of the Course, Place, Country & Duration |               |                                       | Qualification of the Officer | Remarks |
|-------|--|---------------|---|---------------|---------------------------------------|------------------------------|---------|
|       |  |               | Availed earlier                               | Now processed | Qualification required for the course |                              |         |
| 1     | 2                                      | 3             | 4   | 5             | 6                                     | 7                            | 8       |

NOTE - \* The remarks to include how the services of the Officer are proposed to be utilised after training.

## ANNEXURE –II

### BIO- DATA FORM

- 1) Name of Programme :
- 2) Name of Place / Country :
- 3) Name of the course for which is made:
- 4) Duration :
- 5) Full Name (in capital) \_\_\_\_\_  
( Surname ) ( First ) ( Middle )
- 6) Designation (in full) : \_\_\_\_\_
- 7) Address : (a) Office : \_\_\_\_\_  
(b) Residence : \_\_\_\_\_  
(c) Telegraphic address if any: \_\_\_\_\_  
(d) Telephone Nos.(i)Office \_\_\_\_\_ (ii) Residence \_\_\_\_\_

Age/date of birth \_\_\_\_\_  
(Age) (Date) (Month) (Year)

Nationality : \_\_\_\_\_

8) Whether belongs to SC/ST/Other: \_\_\_\_\_  
Academic qualifications : \_\_\_\_\_

9) Professional qualification : \_\_\_\_\_

Number of completed years of service in –

(a) Group 'A' (Class I) \_\_\_\_\_

(b) Group 'B' (Class II) \_\_\_\_\_  
(Gazetted only)

10) Name of services to which the officer belongs with year of allotment

|  | Service | Year of allotment | Entry |
|--|---------|-------------------|-------|
| (a) All India Services (i.e. IAS/IFS/IPS)      |         |                   |       |
| (b) State Civil Services (MCS/MPS)             |         |                   |       |
| (c) State Services: Technical or non-Technical |         |                   |       |

11. Have you attended any course earlier ?  
(If yes, details of training course attended in India or abroad)

| Name of course/ Title of the programme | Sponsored by | Duration with dates |    | Institution/Venue |
|--|--------------|---------------------|----|-------------------|
|  |              | From                | To |                   |
|  |              |                     |    |                   |

12. Details of experience:

| FROM | TO | OFFICE HELD |
|------|----|-------------|
|      |    |             |

|  |   |
|--|---|
| <p><i>No.PER(AR)<br/>183/83/Pt./79<br/>dtd. 10<sup>th</sup> May,<br/>1999.</i></p>     | <p style="text-align: center;"><b>Submission of proposal(s) for Training Course :</b></p> <p>3. Of late, proposal(s) on deputation of Officers for training course is/are being submitted to the Personnel &amp; A.R. (B) Department very late and with very limited time before the training is due to start and thus putting the Department in a very tight position as the case/matter could not be processed/examined in a proper way. Henceforth all proposals for deputation on training either in India or abroad should be submitted to the Personnel Department in time, i.e. at least 15(fifteen) days before the start of the training/before the last date fixed for submission of nomination papers to the Government of India along with all particulars, etc., is envisaged in the standing instructions. Any late submission of such proposal(s) and without full particulars will not be entertained and it will be the responsibility of the Department concerned in case, such proposal(s) is/are rejected resulting in the loss of seat(s) to Officer(s) of the State in the Training Institute(s).</p> |
| <p><i>OM No. Vide<br/>U/O PER.46/<br/>92/1, dtd. 14<sup>th</sup><br/>May, 1992</i></p> | <p style="text-align: center;"><b>Deputation/temporary transfer of State Government employees to Companies, Corporations, Other Government Departments, etc.</b></p> <p>4. It has been observed that most of the Departments of the Government do not obtain the approval of the Personnel &amp; A.R. (A) Department for deputation/temporary transfer of Non-gazetted State Government employees under their control to Companies, Corporation or to other Departments of the Government. It is clarified that the approval of this Department is required for all cases of deputation both in respect of Gazetted and Non-gazetted Government employees and all such cases should be referred to for approval. Also, concurrence of Finance Department should also be obtained in all matters.</p>  |
|  | <p style="text-align: center;"><b>Foreign assignment of Government servants on direct application in response to advertisements in Newspapers made by Foreign Governments .</b></p> <p>5. <b>Extracts of Government of India, Cabinet Secretariat/Department of Personnel and Administrative Reforms :</b></p>  |

*G.I.'No.3/52/  
75-FAS dtd.,  
5<sup>th</sup> Dec, 1975  
(Personnel  
Department  
No.PER/7/76/  
3, dtd. 17<sup>th</sup>  
Jan, 1976*

*O.M. No.PER  
273/71/20, dt.  
30<sup>th</sup> Sept 1972*

“In recent past several instances have come to the notice of the Government of India where a Government servant applied for a foreign assignment in response to an open advertisement by that government and get selected without any reference to the Government of India and in some cases to the Government of concerned States. Eventually when the question of the release of the concerned official was considered, the Government of India was placed in an embarrassing position as the release of the officer was not in accordance with the existing policy of the Government for selection of personnel for foreign assignments”.

“It is not conducive to discipline for Government servants to seek employment elsewhere using their position under the Government as a spring board to better their prospects outside Government. In case a Government servant under the Government of India wishes to apply directly for a post outside the Government he has first to resign from his post under the Government. The State Governments, etc, also requested to consider the desirability of issuing similar instructions, if not already issued, particularly for foreign assignments forbidden their employees to apply direct to foreign Government or agencies. They should, instead apply to this Department through proper channel”.

**Participation in training programmes in various  
Training Institute in India and abroad**

6. At present Officers are being deputed to undergo training abroad, sometimes without consulting the Chief Secretary. The Chief Secretary as the head of the administration ought to be consulted in such matters of importance. It is, therefore, necessary that even in respect of proposals for such deputation abroad which are processed directly by the Administrative Departments concerned without consulting the Personnel Department, approval of the Chief Secretary should be obtained.