

Copp of U.O. No. 9138-P-60, dated the 28th November, 1960, from the Chief Secretary to Government, Punjab, to all Administrative Secretaries to Government, Punjab, and others.

Subject : Procedure for the selection of Candidates for Post-Graduate Training or Technical Training in India or Abroad.

Will the Administrative Secretaries to Government, Punjab, kindly refer to the Political Department U.O. reference No. 8162-P-I(C)-57, dated the 22nd/23rd January, 1958 ?

2. One of the conditions for sponsoring Government Servants for training is that in the event of selection of an officer for training, the work in his absence should be carried on from within the sanctioned personnel of the Department. Experience has, however, shown that in some departments it is necessary to post a substitute in place of the official/officials sent for training, in order to carry on the work smoothly in their absence on training. It has, therefore, been decided that :—

- (1) a substitute shall be allowed for an officer of district level and above;
- (2) in the case of officers at the Secretariat a substitute shall be allowed for a Deputy Secretary
headquarters Director
and above ;
- (3) in the case of offices which are neither Secretariat Departments nor Directorates, a substitute shall be allowed when the highest or the next highest authority at the headquarters is sent on deputation for training :

Provided that the period of training exceeds two months and an existing post at lower level in the relevant line is kept vacant.

3. The term "officer of the District level and above" will mean the highest officer of the Department concerned posted in the district.