

No. 2690—Pol.—I(3)—72/2189

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments
Commissioner, Ambala Division,
and All Deputy Commissioner in the State.

Dated Chandigarh, the 12th July, 1972.

Subject :—Imparting of on the job training to State Service officers/officials

Sir,

I am directed to address you on the subject noted above and to say that the question of making appropriate arrangements for training State Service officers/officials has been engaging the attention of the State Government for some time. In the first instance, it has been considered necessary to impart on-the-job training to them by providing special guidance on the job so as to improve their competence at work. A planned scheme of job rotation should be carried out in order to provide diversified experience which will stand them in good stead in the future. It should be the endeavour of the superior authorities under whom the officers are posted to assess the deficiency if any and discover potential for development and identify the special training needs of the individual officers with a view to rectifying the deficiency or to develop the potential as the case may be, by suitable on-the-job guidance. You are therefore requested to take further action accordingly and it will be special responsibility of the immediate superiors of these officials to give them advice and guidance for improving the quality of their work.

2. In this connection I am to specially bring to your notice that in the case of officers/officials belonging to the Scheduled Castes and Backward Classes, need for providing on the job training is of even greater importance because at the time of recruitment, candidates belonging to the Scheduled Castes/Backward Classes are selected at a standard lower than the one observed in the case of general candidates. Therefore, it is extremely necessary that all efforts should be made to improve the standard and competence of the officers/officials of this category in order to bring them at par with candidates selected on the basis of merit so that they do not remain at a handicap at the time of promotions to higher selection posts. The Government of India have emphasized to the State Government that HCS (Executive Branch) officers belonging to the Scheduled Castes/Scheduled Tribes should be given special attention in this regard in order to improve their chances for selection for appointment to the Indian Administrative Service. The State Government have considered that while such special emphasis on the training of HCS (Executive Branch) belonging to the Scheduled Castes/Scheduled Tribes is extremely necessary, it is imperative that officers/officials belonging to Scheduled Castes/Backward Classes in other State services should also receive such special attention.

3. I am to request that the above instructions may kindly be noted for careful compliance and may be brought to the notice of all concerned. A receipt of this letter may kindly be acknowledged.

Yours faithfully,
Deputy Secretary Political & Services
for Chief Secretary to Govt., Haryana.

A copy each is forwarded to all Financial Commissioners and other Administrative Secretaries to Government Haryana for similar necessary action.

Sd/-
Deputy Secretary Political & Services
for Chief Secretary to Government, Haryana

To

All Financial Commissioners and
Administrative Secretaries to
Government Haryana

U.O. No. 2690-Poll(3) 72,

dated, Chandigarh 12 July, 72