

Copy of letter No. 5(1) 73/CM, dated the September 17, 1973 from Shri S. Ramakrishnan Deputy Secretary to Govt. of India, Cabinet Secretariat Department of Personnel and Administrative Reforms, New Delhi, addressed to the Chief Secretaries to State Government and others

**Subject : Utilisation of officers trained abroad under various training programmes/fellowships—
Instructions regarding**

At present a number of officers belonging to various services from the Government of India, and the State Governments are being deputed abroad for specialised training programmes including fellowships. Though the State Governments and Ministries/Departments invariably give an undertaking that such officers after return from training will be properly utilised so that the training and skills acquired become useful to the sponsoring organisation, it is noticed that in many instances this principle is not being observed.

4. The Government of India are very keen that the services of such of those officers deputed for any training programme, especially foreign training programmes and fellowships, should be utilised in a manner which will benefit the Government and that these officers are in a position to give the benefits of such training programmes to the best of their ability in suitable assignments. It is, therefore, essential that on return from such training programmes, officers should invariably be posted in jobs where their specialised training could be useful to the organisation. It is necessary that the State Governments keep this also in view while nominating officers for various foreign training programmes.

3. Though on account is being made by the Department of Personnel and Administrative Reforms as far as officers from various cadres offered for services, under the Government of India, to ensure that such of those officers who have had specialised training programmes abroad are sponsored for postings in related fields, it is necessary that the State Governments should take steps to ensure that these officers are posted in jobs where the skills acquired during foreign training would be fully utilised.

4. The State Governments are requested to kindly take suitable action and ensure that officers are put on assignments where their training abroad could be utilised to the maximum possible extent. In this connection, the State Governments may kindly ensure that a report (in duplicate), in the enclosed performa, is sent to the Department of Personnel and Administrative Reforms by every officer concerned within one month of his posting after his return from training abroad. This performa has been devised to introduce a built-in evaluation of various foreign training programmes and to ensure that this Department is kept informed about the postings of officers who return from such training programmes.

HARYANA GOVERNMENT

No. 4519—Pol. (3)—73/27080 dated Chandigarh, the 19 October, 1973.

A copy is forwarded to :—

- (1) All Heads of Departments, Commissioners of Divisions and all Deputy Commissioners in the State.
- (2) Registrar Punjab & Haryana High Court and All Distt. & Sessions Judges in Haryana.
- (2) It is requested that the instruction issued by the Govt. of India may kindly be noted for compliance by all concerned. In further all attempts may be made to ensure that officers deputed for training programme/fellowship are, on their return from abroad to put on assignments where their specialised training could be useful to the organisation. Further, it may also be ensured that a report (in duplicate) in the proforma prescribed by the Government of India is sent to the Department of Personnel and Administrative Reforms, under intimation to the Chief Secretary (Political Department) in respect of every officer concerned within one month of his posting after his return from training abroad.
- (3) A receipt of this communication may please be acknowledged by all.

Sd-
Deputy Secretary Political and Services,
for Chief Secretary to Government, Haryana.

A copy each is forwarded to the Financial Commissioners and all other Administrative Secretaries to Govt. of Haryana, for similar necessary action. It may kindly be ensured that action as indicated above is taken in respect of every concerned officer.

2. Receipt of this communication may please be acknowledged.

Sd/-
Deputy Secretary Political & Services

Copy of letter No. 6/6-71-AIS (III), dated the 11th January, 1974 from the Deputy Secretary to Government of India, Department of Personnel and Administrative Reforms A.I.S. (III) Section to the Chief Secretaries to the Government of all States.

Subject .—Deputation Abroad—All India Services officers—Treating the period spent by—regarding—

I am directed to refer to this Department's letter of even number, dated the 10th April, 1972, and to say that it has been decided to drop the proposal to frame statutory regulations under rule 2 of the All India Services (Conditions of Service—Residuary Matters) Rules, 1960, for regulating the grant of deputation terms to members of the All India Services sent abroad for training, etc. and that the matter may be regulated only through executive instructions. Accordingly the following criteria would serve as the guidelines for the State Governments to regulate the grant of deputation terms to the members of All India Services working in connection with affairs of the State—

(1) If a member of an All India Services is nominated by the Central Govt. for training abroad, the period spent by him on training shall be treated as duty for all purposes, subject to the fulfilment of the following conditions :—

- (a) the member of the service should possess adequate background of the subject or field in which he would be receiving training;
- (b) he should have rendered a minimum of five year's service;
- (c) he should not be due to retire, or have the option to retire from service within three years of the date of completion of the training and,
- (d) the period of training should not ordinarily exceed twelve months.

(2) The order, deputing a member of the Service, may be issued by the Government, under whom he is serving, with the concurrence of the Joint Cadre Authority if he is borne on the Joint Cadre. If that Government is not the Government of the State, on the cadre of which he is borne, the latter Government, or the Joint Cadre, Authority, as the case may be, may be consulted before such an order is issued.

(3) The grant of deputation terms in such a case, may be regulated as follows :—

- (i) pay to the entire period of absence of a member of the service from his post in India shall be treated as period of deputation on full pay which he would have drawn, had he remained on duty in India.
- (ii) **Dearness Allowance :** During the period of deputation, a member of the Service shall be entitled to dearness allowances in accordance with such orders as may be issued by the Government of India from time to time, under the All India Services (Dearness Allowance) Rules, 1972.
- (iii) **Compensatory Allowance and House Rent Allowance :** The entitlement of a member of the Service to compensatory allowance and house rent allowance during the period of deputation abroad shall be regulated by the general or special orders issued by the state Government concerned in this regard.
- (iv) **Grant of Leave :—**A member of the Service may be granted the leave as follows, if applied for by him, for stoppage over/stay-over on the return journey;
 - (a) when the period of deputation is for 3 months or under, he may be granted leave upto one week;
 - (b) when the period of deputation is for more than 3 months but less than 5 months he may be granted leave upto two week; and
 - (c) when the period of deputation is over 6 months, he may be granted leave upto 3 weeks.
- (v) **Execution of Bond :—**A member of the Service, who has been sent abroad for training and the period of training is proposed to be treated as duty, shall be required to execute a