

Copy of letter No. 20(155) EO (F)/78, dated the 23rd October, 1978 from Under Secretary to the Govt. of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms, New Delhi addressed to the Chief Secretary to Govt., Haryana and to etc.

Subject:—Officers contacting Embassies/High Commissions in connection with foreign training programmes instructions regarding.

It has been brought to the notice of Government that officers selected for foreign training programmes sometimes approach foreign embassies about their selection for training programmes abroad or for allotment to different institutions. Attention of the State Governments is invited to the instructions issued in the Ministry of Finance Department of Economic Affairs) circular letter No. F.1 (4) CP/71 dated 25th October, 1971 paragraph 5 of which is reproduced below:—

“Instances have come to the notice of the Government of India where Central/State Government officers have on their own initiative approached government agencies, institutions and individuals in foreign countries for arranging their training under the Colombo Plan. It must be emphasised that no candidate should under any circumstances contact a foreign Mission about his personal cases and that any such contact or correspondence regarding his training arrangement should be only through the prescribed Government channels. Candidates who have made their own arrangements for training abroad or have already secured admission in a foreign institution should not be sponsored for Colombo Plan fellowship.”

2. Attention is also invited to this Department's circular letter No. 28(71) EO/78 dated 23rd June, 1978 which inter alia, stated that individual officers of the services should not make personal efforts to secure invitations from foreign Governments/Organisations for participation in meetings/seminars or other programmes and that cases of such efforts by officers will be dealt with firmly by the Government.

3. It may be kindly impressed on the members of the services that any canvassing either for selection or for placement would disqualify the candidate concerned and instances of approach made in this connection would be brought to the notice of the authorities concerned for appropriate action.

4. It is requested that contents of this letter may be brought to the notice of all members of the All India Services borne on the State cadre.

HARYANA GOVERNMENT POLITICAL DEPARTMENT

No. 31/294/78-Plo (3). dated Chandigarh, the 6/11/78

A copy with a copy of Govt. of India's Ministry of Home Affairs, letter No. 28 (155)-EO (F) 78, dated the 3rd October, 1978, is forwarded to all Indian Administrative Service Officers working in Haryana for information and strict compliance in continuation of Haryana Govt. endst, No. 31/120/78-Pol (3)-dated 30-6-78.

Sd/-

Under Secretary Administration,
for Chief Secretary to Government, Haryana.

No. 31/204/78-Pol (3), dated Chandigarh, the 6/11/78

A copy with a copy of Govt. of India's, Ministry of Home Affairs letter dated 3rd October, 1978 is forwarded to the Chief Secretary to Government, Haryana (Services I Branch) for information in continuation of Haryana Govt. endst, No. 31/120/78-Pol (3), dated 30-6-78.

Sd/-

Under Secretary Administration,
for Chief Secretary to Govt., Haryana.

A copy with a copy of Govt. of India's Ministry of Home Affairs, letter dated the 3rd October, 1978 is forwarded to :—

(i) The Commissioner and Secretary to Govt., Haryana, Home Department.

(ii) The Secretary to Govt., Haryana, Forests Department,
for information and necessary action in continuation of Haryana Govt. U.O, No. 31/120/78-Pol (3) dated 30.6.78.

2. It is requested that the contents of this letter may be brought to the notice of all the members of the Indian Police Service/Indian Forest Service.

Sd/-

Under Secretary Administration,

Copy of letter No. 28 (1)-EO(F)/77, dated the 18th October, 1979 from the Under Secretary to the Government of India Ministry of Home Affairs, Departments of Personnel and Administrative Reforms, New Delhi to the Chief Secretaries of all States/Union Territories etc.

Subject :—Training of officers abroad—Submission of reports of training—avaluation of the reports, and matters arising therefrom.

I am directed to State that the question of systematic avaluation of foreign training programmes and their usefulness has been engaging the attending of the Government of India. Doubts had been raised on the advisability of sending our officers for training to countries whose socio-economic and political conditions are different from ours. Since adequate attention had not been paid to the avaluation of training, the method of avaluation and suggestions for improvement of the proforma prescribed for submission of the training reports, were recently considered in this Department. It was decided to undertake the work of avaluation of training programmes in the following manner:—

I. Sponsoring Agency to

- (i) ensure the receipt of training report,
- (ii) ensure the receipt of revised proforma, duly filled by the trainee officer (copy enclosed),
- (iii) attempt brief avaluation of (i) and (ii) above,
- (iv) send (iii) above to the cadre authority, nodal ministry and Department of Personnel and Administrative Reforms.

II Administrative or Nodal agencies to

Study the avaluation of sponsoring agency I (iii) above, arrive at conclusion regarding utility of the course and inform Department of Personnel and Administrative Reforms.

III. Cadre Agency to

Study I (iii) above and use It for career development of the officer and inform Department of Personnel and Administrative Reforms.

IV. Department of Personnel and Administrative Reforms

- (i) Study I (iii), II and III,
- (ii) avaluate I (i) and (II) in respect of Central Establishment Board and Senior Selection Board officers ;
- (iii) attempt an annual avaluation of the utility of the training course. The performance of trainee and reach conclusions regarding further conduct of training programmes and carrier development.

2. The following decisions were also taken :—

- (i) Each nodal ministry would prepare a calander of training courses for the year 1980 and forward a copy to this Department. This should include all recurring and non-recurring foreign training programmes, likely to be held during 1980.
- (ii) A list of recurring training programmes with their duration and place of training should be sent to Secretary, Department of Personnel and Administrative Reforms within the next 15 days to enable the E.O'S Division to prepare a consolidated list.
- (iii) While future training programmes would be avaluated as per the procedure outlined in para 1 above, it would be useful if some avaluation is made of the training programmes conducted during the last 3 years i.e. 1976, 1977 and 1978. Each nodal ministry should forward before the end of December, 1979 its avaluation in the enclosed proforma. This may be confined to the recurring training programmes, excluding seminars, conferences, workshops etc.
- (iv) As an annual feature, an overall avaluation of all the courses should be attempted by each nodal ministry at the end of every calander year and discussed in a joint meeting.
- (v) The State Governments, various ministries, may in future ensure that officers are posted