

**HARYANA GOVERNMENT
POLITICAL DEPARTMENT**

No. 31/243/79-Pol(3), Dated, Chandigarh, the 10-12-79.

A copy, each alongwith its enclosures, is forwarded to :—

- (i) All Heads of Departments, Commissioners of Divisions and all Deputy Commissioners in the State ;
- (ii) Registrar Punjab and Haryana High Court, Chandigarh ;

2. It is requested that instruction issued by the Government of India may kindly be got noted for compliance by all concerned. Further efforts be made to ensure that officers deputed abroad for training programmes/fellowships are on their return from abroad are put on assignments where they could utilise the training to the advantage of Government/Organisation concerned. It may also be ensured that an avaluation report in the proforma prescribed by the Government of India is sent to the cadre authority, nodal Ministry and Department of Personnel and Administrative Reforms, under intimation to the Chief Secretary to Government Haryana, (Services III Branch) in respect of every officer sent abroad on training within one month of his posting after his return from training abroad.

3. Receipt of this communication may kindly be acknowledged.

Sd/-
Under Secretary Administration,
for Chief Secretary to Government, Haryana

A copy, each is forwarded to all the Financial Commissioners and all Administrative Secretaries to Government, Haryana. It is requested that similar action as indicated above may be taken in respect of every officers who is sent abroad on training.

2. Receipt of this letter may please be acknowledged.

Sd/-
Under Secretary Administration
for Chief Secretary to Government, Haryana.

To

All the Financial Commissioners and all Administrative Secretaries to Government, Haryana.

U.O. No. 31/243/79-Pol (3). Dated, Chandigarh, the 10-12-79

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

Report on foreign training and its Utilisation

PART—I

(To be filed by the officer who has been trained abroad)

Instructions : Section IV, and Clauses (iv) and (v) thereof in particular, are of considerable importance and will determine the utility of this report. This portion should be filled up with care and in detail.

I. Identification Particulars :

- (i) Name
- (ii) Designation with brief job description.
- (iii) Address
- (iv) Date of Birth
- (v) Service
- (vi) Cadre & Seniority
- (vii) Educational qualifications
- (viii) Previous Training
- (ix) Posts held (for 5 years before latest training abroad).
- (x) What do you consider to be your Field(s) of specialisation or what field(s) of activity held(s) most interest for you? Indicate years of service in such field(s).

II—Details of foreign training (Including study tour) Received :

- (i) Training Programme (Harvard/Colombo Plan, UNDT etc.)
- (ii) Country in which trained.
- (iii) Duration of the training (indicate exact dates)
- (iv) Names of the countries to which the other participants belonged.
- (v) Brief content of the training Programme.
- (vi) Institutions attended under the training Programme.

S. No.	Country	Organisation/ Institution where trained	Period		Subject/ nature of training	Diploma Certificate awarded
			from	to		
1	2	3	4	5	6	7

(vii) Enclose copy of any report/paper submitted to training authorities.

(viii) Enclose copy of certificate/diploma/letter issued for undergoing training programme.

III. A Comment on

- (i) Duration of training programme.
- (ii) Duration of attachments, visits, etc.
- (iii) Standard and contents of training programme.
- (iv) Standard of attachments.
- (v) Applicability of content of training programme in Indian conditions.

B Please give your frank views on the defects, if any, of the training programme and suggestions for improvement.

IV. Utilisation of training

- (i) Were you sent for training in the same field in which you were working.
- (ii) Is the present assignment you have after your return from the training the same as the assignment you had before you left for training or is it different? If different, please give present designation with brief job description.
- (iii) If different, what are the reasons for the change?
- (iv) What are your gains, in respect of new knowledge and skills, from the training programme and how will you utilise the same in your work conditions?
- (v) Did you draw any lesson of importance from the training programme that can be implemented to improve the working of your organisation or any part of it?

V. If you wish to make any other comments on any aspect of the foreign training, you are welcome to do so.

Filled in by _____

Date _____

PART—II

(To be filled by the Head of the Department/Incharge of the Organisation as a whole).

Please comment on the replies given by the officer to queries at Section No. IV above. Please do not ask him to change his answers, but indicate your own observations in regard to proper utilisation of the knowledge and skills acquired by the officer trained abroad. As so indicate clearly his present posting after his return from training abroad.

Signature :

Name :

Designation :

Place ;

PROFORMA FOR EVALUATION OF FOREIGN TRAINING PROGRAMME

PART I

1. Name of the Course :
2. Place & Institutions of training :
3. Duration of Training :
4. Particulars of Training :

Year	Name of Officer	Service and seniority	Designation before/after training	Whether submitted training report Yes/No
1	2	3	4	5
197—				
197—				
197—				
197—				
197—				

Brief contents of the training programme including the subjects covered (about 100 words).

PART—II

6. Was the duration of training
 - Less than adequate
 - Adequate
 - Too long
7. What was the standard of Training ?
 - Less than adequate
 - Adequate
 - Too high
8. Were the subjects and their coverage
 - Adequate
 - Less than adequate
9. Has the course proved useful to the officer in his
 - (a) assignment immediately after training — YES/NO
 - (b) Future career — YES/NO
10. Should Indian officers be sent for this programme in future
 - YES/NO
11. Overall assesment and sugges-
tion regarding the improvement
of course, level of officers to be
nominated, duration of training
etc.
(about 100 words)

Evaluated by _____

Name and
Designation

Countersigned (If Secy /Incharge)