

No. 21/22/82-S-II

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments in Haryana.
2. Commissioners, Ambala and Hissar Divisions,
3. All Deputy Commissioners in Haryana, and
4. Managing Directors of various Corporations/Boards etc. in Haryana.

Dated Chandigarh, the 3rd March, 1983.

Subject :—Deputing of officers for training courses, seminars, workshops etc. within India.

Sir,

It has been observed that some officers tend to attend too many seminars or training programmes during a year with resultant detriment to Government work. This also prevents other officers from attending the courses and thus the benefit of such training courses and seminars is not spread over a large number of officers. It has also been noticed that in certain cases many applications are sent but the officers are not selected and those officers continue to apply for one course after the other. It may also happen that one officer may be selected for more than one course. It has, therefore, become necessary to restrict the number of applications made by an officer during a year.

2. The matter has been carefully considered by the Government and I am directed to say that taking into consideration the Government work and the benefit likely to accrue to the Government and the officers, it has been decided that the following policy should be adopted in future for forwarding the applications of the officers/officials and for deputing them for seminars and training programmes in India :—

- (a) An Officer will not be recommended for attending more than 2 seminars or training courses in one year.
- (b) An Officer will not be deputed for a training course within India, if he had attended a training course in India or abroad in the two years preceding the date of the beginning of the course in question. The names of such officers need not be recommended to the Government.

*Explanation :—*The word 'seminar' will include workshop, convention, conference etc.

The above decision may please be brought to the notice of all officers/officials and while forwarding their applications to Govt. for various training programmes, seminars etc., the above principles may please be kept in view. These instructions will apply to all training programmes to be attended by officers of all departments.

Yours faithfully,

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

A copy each is forwarded to the Financial Commissioners and all Administrative Secretaries to Govt. Haryana, for information and compliance.

Sd/-

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

To

The Financial Commissioners &
All Administrative Secretaries to Govt., Haryana.