

From The Chief Secretary to Government, Haryana.

To

(i) All Heads of Departments in Haryana,
Commissioners, Ambala & Hissar Divisions,
all Deputy Commissioners & Sub-Divisional
Officers (Civil).

(ii) Registrar,
Punjab & Haryana High Court, Chandigarh, &
All District & Sessions Judges in Haryana.

Dated Chandigarh, the 17th June, 1976.

Subject: Training of Government Servants.

Sir,

I am directed to address you on the subject noted above and to say that the training of Government servants is not usually given the importance it deserves. Attention is paid to the training of higher civil services but the training of functionaries at the lower levels has, by and large, been neglected. This needs to be corrected immediately. It is not necessary to wait for the establishment of training institutes in order to fulfil the training needs of Government servants. Improvised training should be started immediately in all departments for every level of worker. Departments may also send their officers/officials to neighbouring States where suitable training facilities are available. Thereafter, placements should be correlated to training and not made in unrelated areas, so that the maximum amount of benefit is derived from training a Government servant in a particular field.

2. The Government is also planning to organise training in public relations for the officials manning public counters, the personal staff of senior officers and of Ministers and other functionaries who come into direct contact with the public. It is requested that the names of participants for this course be sent to this office by the concerned departments by the 15th of August, 1976.

3. These instructions may be brought to the notice of all concerned.

Yours faithfully,

Sd/-

Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.