

ANNEXURE I

No. 28(138)-EO(F)/85

Government of India

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS

(Department of Personnel & Training)

(Office of the Establishment Officer)

New Delhi, the 4th January, 1988

To

The Chief Secretaries of all State  
Governments/Union Territories.

**Subject.—**Deputation of officers falling within the purview of the Central Establishment Board Civil Services Board for training abroad.

Sir,

I am directed to say that the policy currently followed for selecting officers belonging to the IAS/CSS and officers of other organised services on deputation to the Central Government for training programmes/seminars abroad is contained in letter No. 29(138)-EO(F)/85, dated the 16th September, 1987. The Civil Services Board has now recommended that the period of training of the officers, whether within the country or abroad, irrespective of the duration of training should be counted towards the tenure of the officers who are presently on deputation to the Central Government. This has been considered by the Government and it has been decided that the following guidelines may henceforth be followed while nominating officers for training programmes/seminars abroad :—

2. (i) For long-term course (duration six months or more)

- (a) Officers should have completed nine years of service on the date of commencement of the course.
- (b) Officers should not be more than 45 years of age on the date of commencement of the course. In special cases, relaxation of the age limit up to 46 years may be granted provided a special justification is given.
- (c) Officers who have attended a long term training programme earlier should not be nominated again for such training.
- (d) Only officers whose service records are in 'Very Good' or 'Outstanding' categories should be nominated for such training programmes.

(ii) For short term courses (Duration 15 days or more but less than six months)

- (a) Officers should have completed nine years of service on the date of commencement of the course.
- (b) Officers should not be more than 52 years of age on the date of commencement of course.
- (c) Officer who have earlier attended training programme abroad may be nominated again only if suitable officers who have not attended training programme earlier are not available.
- (d) Only officers who are working in the field connected with the subject of the course should be

- (d) Only officers who are working in the field connected with the subject of the course should be nominated to short term courses. This Department will give clearance to officers so nominated on the understanding that the concerned State Governments/Central Ministries will take use of officer in the field connected with the training programme on his return. This stipulation is being imposed because instances have come to the notice of this Department where officers returning from training do not get back to the same post or a post of similar field where their training could be put to use.
- (iii) Officers should be cleared from disciplinary proceedings and vigilance angle.
- (iv) There should be a gap of five years between two consecutive spells of foreign training including short term training programmes.
- (v) Study tour/seminar/workshop which is in the nature of a training programme and which is of the duration of more than 15 days would be governed by the instructions relating to short term course contained in the circular mentioned above. Study tours/seminars/workshops which are of less than 15 day's duration would not be treated as short term training programme in respect of the upper age limit laid down for the same. The officers should however, have completed nine years of service on the date of commencement of course. Such study tours/seminars/workshops would also not be counted as foreign training while calculating the minimum gap of 5 years between two consecutive spells of training abroad.
- However, the clearance of this Department should be taken for all such seminars/study tour/workshops having a training content before deputing any officer belonging to the IAS, CSS and officer on deputation to the Central Government irrespective of the period of such deputation.
- (vi) An officer nominated by the State Government Administrative Ministry and selected by this Department for a training programme abroad will be debarred from foreign training. For three years if he/she fail to attend the course for which he/she was selected. It is suggested that Ministries/State Government may obtain the willingness of the officers before sponsoring them for training programme particularly for long term training courses.
- (vii) For nominating/deputing officers for training who are currently on deputation to the Central Government, the guidelines are:-
- Officers may be sponsored for training courses abroad which commence after the expiry of their approved tenure at the Centre, or for courses which commence between expiry of their approved tenure at the Centre, but extend beyond it, only with the concurrence of the cadre controlling authority concerned. In the case of IAS officer, the concurrence of the State Government concerned on whose strength the officer is borne, shall be obtained.
  - Officers who are left with a balance of tenure of less than one year on return from a long term training programme abroad may be asked to revert to their respective parent cadre as it is difficult to arrange posting in Government of India for such short periods.
  - The period of training undergone by the officers will not be excluded for the purpose of calculating their tenure at the Centre.
- (viii) For the purpose of calculation of tenure these instructions would also apply to :
- Officers sponsored for training before the issue of these instructions, provided that they are deputed for courses commencing after issue of these instructions.
  - Officers who have been on training courses earlier and who would complete their normal tenure, without extension on the ground of training, on or after 30th June, 1988.
  - Officers whose cases are not covered by (a) and (b) above would be allowed extensions in their tenure on the ground of training, in accordance with past practice.

These guidelines will come into force with immediate effect in supersession of all previous orders in this respect.

4. Hindi version will follow.

(Sd.)...

J.C. LYNN  
Establishment Officer

Copy to:—

1. All Ministries/Departments of the Government of India.
2. Director (Police), Ministry of Home Affairs, New Delhi.
3. Director, Bureau of Police Research and Development, New Delhi.
4. Comptroller and Auditor General of India (Smt. Rekha Gupta, Assistant C&AG), New Delhi.
5. Shri R. K. ... Director, Cabinet Secretariat, New Delhi.
6. Controller General of Defence Accounts (CGDA), R.K. Puram, New Delhi.
7. Smt. Renuka Mehra, Deputy Secretary (Admn.) Department of Personnel and Training (with 5 spare copies).
8. Department of Culture (Shri Vijay Kains, Deputy Secretary) New Delhi.
9. Director General, Defence Lands and Cantonments, West Block IV, R.K. Puram, New Delhi.
10. Department of Economic Affairs, IES Section, New Delhi.
11. Ministry Home Affairs, UT Division (Smt. P.M. Singh, Director), New Delhi.
12. Deputy Director General (ES), P&T Board, Dak Tar Bhavan, New Delhi.
13. Director (Training), Department of Telecommunications, Sanchar Bhavan, New Delhi.
14. Director (Postal Training), Department of Posts, Sanchar Bhavan, New Delhi.
15. Director, Planning Commission, New Delhi.
16. Election Commission of India, New Delhi. (Admn. Section)
17. Secretary, Central Vigilance Commission, New Delhi.
18. Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie.
19. Secretary, Union Public Service Commission Dholpur House, Shahjahan Road, New Delhi-11.
20. Ministry of Home Affairs (Shri G.V.R. Murthy, Under Secretary), New Delhi, (with 5 spare copies)
21. Department of Revenue, Central Board of Direct Taxes, (Shri K.V. Chaudhary, Under Secretary) New Delhi.
22. Director, SOBCD, Ministry of Welfare, Shastri Bhavan, New Delhi.
23. Shri Balwant Singh, Section Officer, Department of Economic Affairs, New Delhi. (with 5 spare copies).
24. All attached and subordinate offices of the Ministry of Personnel, Public Grievances and Pensions
25. DS(SM)/US(SM)/SRO(CM)/RO(CM)/DO(SM)/EO(MM)/EO(PS)/EO(ACC).

(Sd.)...

S.R. PARASHAR  
Desk Officer (F)