

No. 37/15/97-EO(F)

**GOVERNMENT OF INDIA**

**MINISTRY OF PERSONNEL, P.G. & PENSIONS**

*(Department of Personnel & Trg.)*

**Office of the Establishment Officer**

New Delhi, The 5th March, 1999

To

1. The Chief Secretaries of all State Government/Union Territories
2. The Secretaries of all Ministries/Departments of Government of India

**Subject : Deputation of officers on training programme abroad—policy for regulating such cases.**

Sir/Madam,

I am directed to say that the Department of Personnel and Training nominates officers belonging to the Indian Administrative Service, State Civil Services, Central Secretariat Service and such officers of the other two All India Services (IFS and IPS) and the Group 'A' Central Services who are on deputation posts under the Central Staffing Scheme to various training programmes abroad, in response to the training programmes received from the Department of Economic Affairs. In addition to such nominations, this Department also processes and accords cadre clearance to officers of the IAS, CSS and the officers of the other two All India Services and Group 'A' Central Services serving under the Central Staffing Scheme, who are nominated for specialised training programmes by the concerned Administrative Ministries/State Government/Union Territories. The extant policy for regulating nomination of officers/grant of cadre clearance in the above cases is contained in this Department's circular letter No. 28(138)-EO(F) 85, dated the 4th January, 1988 read with instructions No. 30/35/89-EO(F), dated the 6th July, 1994, No. 37/3/95-EO(F), dated the 14th February, 1995, No. 37/3/95-EO(F), dated the 17th April, 1995 and No. 37/8/96-EO(F), dated the 10th June, 1996. (Copies enclosed at Annexure D).

2. For some time past, a need has been felt to review some of the existing provisions of the foreign training policy and bring out a revised consolidated set of instructions governing foreign training and cadre clearance cases. Accordingly, it has been decided that the following policy/guidelines will henceforth govern nomination of officers (falling within the purview of DOP&T) to various training programmes abroad as also cases of cadre clearance for training programmes abroad.

**I. NOMINATION OF OFFICERS FOR TRAINING PROGRAMMES ABROAD BY DOP&T**

The Department of Personnel and Training nominates officers for training programmes which are of varying durations but both long term and short term duration. Training programmes abroad of a duration of 6 months or more are treated as *long term* and training programmes abroad of a duration of 15 days or more but less than 6 months are treated as *short term*. Officers to be nominated for a long term or short term training programme, should satisfy the following criteria :—

**(i) Minimum years of service**

Officers should have completed a minimum of 7 years of service on the date of commencement of the training programme. However, officers with 7 and 8 years of service may be considered only

for those training programmes which specifically require candidates of such levels of seniority. Excepting such cases, officers are required to complete a minimum of 9 years of service on the date of commencement of the programme.

**(ii) Age Limit**

Officers nominated for long term programmes 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 upto 46 years may be granted provided special justification is given.

Officers nominated for short term training programmes should not be more than 50 years of age. If a programme prescribes a different upper age limit for a training programme, the same will prevail. For example, for IMF courses, the upper age limit prescribed by IMF is 45 years.

**(iii) Only one long term programme**

An officer can attend only one long term training programme in his entire career. Hence, officers who have attended a long term training programme earlier should not be nominated again for such training.

Officers who are working in the field connected with the subject of the course should be nominated to short term courses. The State Governments/Central Ministries will utilise the skills acquired by the officers in the relevant field, on their return from training.

**(v) Cooling off Condition**

An officer having attended a foreign training programme of a duration of 15 days to one month, will be required to complete a "Cooling Off" period of two years before he can be considered again for foreign training. Officers deputed for training abroad of a duration of more than one month and upto six months are required to complete a "Cooling Off" period of three years. Officers deputed for training programmes abroad of a duration of more than six months are required to complete a "Cooling Off" period of five years. The cooling off condition will not apply for training programmes of a duration of less than 15 days.

Project related training/official visits abroad, irrespective of duration, are exempted from the provisions of cooling off.

**(vi) Preference in nomination**

Officers who have earlier attended training programmes abroad may be nominated again for another training programme abroad only if suitable officers who have not attended any foreign training programme earlier are not available.

**(vii) 'Very Good' Service Record**

Officers to be nominated for training programmes abroad should possess atleast 'Very Good' service records, as revealed from their ACRs.

**(viii) Vigilance clearance**

Officers should be clear from vigilance angle.



**II. GRANT OF CADRE CLEARANCE BY THIS DEPARTMENT TO OFFICERS DEPUTED ON TRAINING PROGRAMMES ABROAD BY THE RESPECTIVE STATE GOVERNMENT/UTs. MINISTRIES DEPARTMENTS**

As already mentioned in Para 1, DOP & T accords cadre clearance to officers belonging to the IAS, CSS and such officers of the other two AIS and Group 'A' services serving under Central Staffing Scheme, who are nominated to various specialised training programmes abroad by their Ministries/State Governments/Union Territories. Cadre clearance of DOP & T is invariably required to be obtained by the concerned Ministries/State Governments before deputing an officer of the above categories for a training programme/workshop/seminar/study tour organised by international agencies/foreign governments, irrespective of the period of such deputation. Officers to be nominated for such training programmes should fulfill the eligibility criteria as set out in para 2 above. Proposals for cadre clearance should be forwarded to this Department well in time i.e. at least before a fortnight from the date of commencement of the training/workshop etc. The proposal for cadre clearance should be sent to this Department in a self contained form, furnishing all the relevant details. The prescribed format in which such proposals for cadre clearance should be forwarded is appended at Annexure II.

**Official visits and project related visits/trainings abroad**

An officer may be required to undertake a visit abroad which is related to the official work handled by the officer. These visits could be categorised as 'official' or 'project related'. The broad interpretation of these two terms would be as follows:—

(A) Official visits are those where the officers are required to travel abroad in the discharge of their official functions.

Project-related visits are those where officers are in charge of certain projects and, are required to travel abroad in connection with the execution of different components of the project, such as negotiating or signing agreements and project-related training.

In such cases of official visits and project related visits/training abroad, cadre clearance of DOP&T is not required to be sought by the State Governments/Union Territories or Ministries/Departments of the Government of India. However, project related training would not include deputation of officers, not serving in the project, for training abroad, out of the funds earmarked for training/human resource development, in a project. In their cases, cadre clearance would be required.

Approval of this Department (Establishment Officer's Division) is also not required for private visits abroad of the officers. The cases of private visits abroad of officers will continue to be regulated in accordance with the provisions of this Ministry's letter No. 11017/40/94-AIS. III, dated 8th November, 1994 and O.M. No. 11013/7/94—Estt(A), dated 18th May, 1994. Copies of the letter and the O.M. are enclosed at Annexure I.

3. These guidelines will come into force with immediate effect in supersession of all previous instructions on the subject.

Hindi version will follow.

Yours faithfully,

(Sd) ..

(UPMA CHAWDHRY)