

IMMEDIATE

No.8/2/2006- CS.I
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
+++++

Dated the 2nd April , 2007

OFFICE MEMORANDUM

Sub: **Nomination for the Training Programmes for all the officers of CSS including Professional Development Programme/Management Development Programme- nomination regarding .**

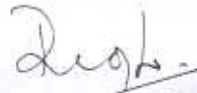
.....

The undersigned is directed to say that as per the Cadre Training Plan, Institute of Secretariat Training & Management (ISTM) organizes Professional Development Programme as well as other training programmes every year for the purpose of increasing efficiency/working skills of CSS officers. The Management Development Programme earlier conducted by Indian Institute of Public Administration will now be conducted by ISTM. This Department nominates large number of officers for the said programmes. A lot of spade work/manpower goes into organizing these courses.

2. However, it is observed that many of the officers even when expressed their willingness in attending the training are not being relieved due to exigencies of work by their Cadre Authorities for attending the course. Such training programmes are helpful in making the officers more efficient in carrying out their official duties. It must be appreciated that conducting such training programmes involve considerable amount of expenditure and not relieving the officers for such programmes results in a loss to the exchequer. In addition, valuable opportunity given to the concerned officers is also lost .

3. As informed earlier, the training of the officers nominated for these programmes is mandatory and non participation will adversely affect the promotion prospects of the officers. The performance of the officers in the training is evaluated and the reports are added to their confidential character rolls. It was also indicated specifically that no request of withdrawal of nomination either from the Ministry/Department or the officer shall be

entertained(except in very special circumstances) by this Department. In view of the importance of the training programmes, it is once again requested that the officers nominated for aforesaid courses may kindly be relieved by the Cadre Authorities so as to ensure the successful completion of the training courses which will go a long way in making the Government's machinery more efficient.


(R.K. Ojha)

Deputy Secretary to the Govt. of India

Tele:24629411

To

All Cadres
Ministry/Department of
Deputy Secretary(Admn./Estt), New Delhi