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Copy of Govt.letter No.5904/A1/79/P & ARD,dt.16-4-79 From
The Spl.Secretary to Government, ~~AXX~~ To All Heads of
Departments.

Sub:Suggestions to Improve coverage and quality
of training -reg.

Ref:D.O.letter No.11019/6/78-Trg.II dt.23-3-79.
from Shri.Hari Mohan Mathur,Joint Secretary,
Ministry of Home affairs,Govt.of India
addressed to the Principal,KIPA,Trivandrum.

I am directed to forward herewith a copy of the
D.O.letter cited and copy of its enclosure for information
and necessary action.

Sd.Under Secretary
for Spl.Secretary to Govt.
Office of the Chief Conservator of
Forests, Trivandrum,dt.26--5--79.

Handt.El-22646/79.

Copy forwarded to All Conservator of Forests and
all I.F.S.Officers in the head quarters.

b.o/28.

For Chief Conservator of Forests.

Copy of D.O.letter No.11019/6/78-Trg.II/dt.23th March 1979
from Shri.Hari Mohan Mathur,Joint Secretary(Trg)Govt.of
India, Ministry of Home Affairs, Department of personnel
& Administrative Reforms, North Block, New Delhi.

The Director,Lal Bahadur Shastri National Academy
of Administration, Mussories, has made certain suggestions
to improve coverage and quality of training imparted in the
training institutions. It is felt that these suggestions
(indicated on the attached sheet)would be of use to your
institution. You may like to consider them in consultation
with your Ministry/Department or State Government for
implementation in your institute to the extent possible.

Sd.Hari Mohan Mathur.

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Suggestions for Training Institutions.

- (1) It should be impressed on the senior executives in the various fields of Public Administration that they should consider training as one of their most important functions and not a peripheral one. In fact, it should be laid down that training of their staff is their most important function.
- (1) Every Ministry/Department/Organisation/Office should have an officer specially designated to ensure that no new recruit, atleast upto Grade III, is employed unless he has received adequate training, both theoretical as also on the job. Whether it should be the O & M officer or the personal Officer or Administrative Officer who should be so designated and answerable to the head of the organisation would require to be examined in some depth but whosoever is so appointed, should in the first instances, need to be properly trained for the purpose.
- (3) Arrangements would also need to be made for the continuous updating of knowledge and skills as also the attitude of public Servants. Periodic in-service training of all Public Servants should be made compulsory and should be integrated with career planning and career progression.
- (4) One criticism that is levelled against the training imparted in most of the training institutions is that the training imparted is mostly academic and far removed from the realities faced in the field situations. It is, therefore necessary that the training should be need based and suit suited to the requirements of public services consistent with the environment prevailing in the country. To achieve this, Government should provide adequate research and development facilities on an urgent basis to develop our own teaching material etc. consistent with our fast changing needs. Such units in the training institutions would also undertake continued research on the changing needs of the public services.

The training institutions must also break new grounds in their teaching content and methodology by undertaking continuing research.

- 5) To improve the quality of research and make it relevant to the field conditions with a view to bridging the credibility gap, the training institutions should also be equipped to find solutions to the problems of various government organisations.
- 6) The quality of the teaching staff will need to be upgraded. At present the training institutions by and large, are at a great disadvantage and find it difficult to attract the right type of people from the academic world. More attractive provisions also need to be made for attracting practitioners from various services brought on deputation to the training institutions.

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