

GOVERNMENT OF KERALA

No.84239/Spl.CI/76/PD.  
Public (Spl.c) Department,  
Dated, Trivandrum: 10-10-1977

From  
The Chief Secretary to Government.

To  
All IAS Officers.  
All IPS Officers(through Inspector of Police)  
All IFS Officers(through the Chief Conservator of Forests)

Sir,  
Sub:-Utilization of Officers trained abroad under various training programmes/  
Fellowships-instructions regarding.

- Ref:- 1. Govt.of India , Cabinet Secretariat, Department of personal and  
Reforms, Letters No.5(1)/73/CM. dated the 17<sup>th</sup> September 1973 and  
2. Govt.of India, cabinet Secretariat, Department of Personal and Admn.  
Reforms, Letters No.5(1)/76/CM. dated the 18<sup>th</sup> June 1976.

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I am to forward herewith a copy each of the Government of India letters  
cited along with its enclosures for information and necessary action.

Yours faithfully,  
(K.S. BHASKARAN NAIR),  
Under Secretary,  
For Chief Secretary to Government.

Approved for issue:

Section Officer.

Copy to:- The Planning & Economic Affairs Department.  
The Public (SC) Department.  
The Inspector General of Police.  
The Secretary, Board of Revenue.  
The Chief Conservator of Forests.

Copy of letter No. 5(1)73/CM dated 17<sup>th</sup> September 1973 from the Government of  
India, cabinet Secretariat, Department of personnel & Administrative Reforms, New  
Delhi.1.

Sub:- Utilization of officers trained abroad under various training  
programmes/fellowships-Instructions regarding.

At present a number of officers belonging to various services from the Government of India and the State Government are being deputed abroad for specialized training programmes including fellowships. Though the State Governments and Ministries/ departments invariably give and undertaking that such officers after return from training will be properly utilized so that the training and skills acquired become useful to the sponsoring organization, it is noticed that in many instance this principle is not observed.

2. The Government of India are very keen that the services of such of those officers deputed for any training programme, especially foreign training programmes and fellowships, should be utilized in a manner which will benefit the Government and that these officers are in a position to give the benefits of such training programmes to the best of their ability in suitable assignments. It is, therefore, essential that on return from such training programmes, officers should invariably be posted in jobs where their specialized training programmes , officers should invariably be posted in jobs where their specialized training could be useful to the organization. It is necessary that the State Government keep this also in view while nominating officers for various foreign training programmes.
3. Through an attempt is being made by the Department of personal and Administrative Reforms as far as officers from various cadres offered for services, under the Government of India, to ensure that such of those officers who have specialize training programmes abroad are sponsored for postings in related fields, it is necessary that the State Governments should take steps to ensure that these officers are posted in jobs where the skills acquired during foreign training would be fully utilized.
4. The State Governments are requested to kindly take suitable action and ensure that officers are put assignment where their training abroad could be utilized to the maximum possible extent. In this connection, the State Governments may kindly ensure that a report (in duplicate) in the enclosed proforma, is sent to the Department of Personal and Administrative Reforms by every officer concerned within one month of his posting after his return from training abroad. This proforma has been devised to introduce a built in evaluation of various foreign training programmes and to ensure that department is kept informed about the postings of officers who return from such training programmes.

( Report to the submitted by every officer trained abroad within one month of his posting on return in terms of Department pf Personnel and Administrative Reform's letter No.5(1)73/CM. dated September 17, 1973)

CABINET SECRETARAT  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
CAREER MANAGEMENT DIVISION

REPORT ON FOREIGN TRAINING ITS UTILISATION

PART- I

(To be filled by the officer who has been trained abroad)

Instructions: Please answer the question-

- (a) by checking  in an appropriate box
- (b) by providing the information in words or numbers on the dotted line( ..... )

I. IDENTIFICATION PARTICULARS:

- (i) Name:
- (ii) Designation:
- (iii) Address:
- (iv) Date of birth:
- (v) Service :
- (vi) Cadre & Seniority

II. ACADEMIC QUALIFICATIONS:

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	Degree/ Diploma.	Division	Subjects	Specialisation(if any)
1	2	3	4	5
Graduate				
Post- graduate				
Doctorate				
Diploma/ Certificate				

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III. PREVIOUS TRAINING:

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Particular of previous training				
Year	Institution	Period		Subject
		From	To	

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- (i) Training In India :
  - (ii) Training in Abroad :
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IV POST HELD TO LATEST TRAINING ABROAD:

(Starting with the most recent post prior to latest training abroad)

Designation	Organization Where employed	Scale of pay	Period		Nature of work Experience
			From	to	
1	2	3	4	5	6

V. SELECTION FOR THE LATEST TRAINING:

(i) Mode of selection. Selection by Deptt. Without  Application made on own  
any initiative on the part of initiative having learnt of  
the trainee. the programme from  
Professional acquaintances

Application made on own   
initiative having learnt of  
the programme from news  
Papers/ Circulars.

(ii) Who selected the Trainee  Not Know   
Country of training

Sponsoring Organisation  Others  
(specify)

(iii) who selected the Institution/  
Establishment/ Trainee  Not Know   
Programme/  Sponsoring

Organisation of Training

Fellowship authorities

organisation

Others (specify)

.....

(iv) If you had selected the place of training how did you acquire knowledge about the training facilities available there?

Professional acquaintances

Others (specify)

VI. DETAILS OF THE LATEST FOREIGN TRAINING RECEIVED:

(i) Training Programme (Harvard/ Nuffield/ Colombo Plan etc.) .....

(ii) Country in which trained .....

(iii) Duration of the training (indicate exact dates) from ..... To .....

(iv) Names of the countries to which other Participants belonged:

(v) Brief content of the training programme. ....

(vi) Institution attended under the training programme:

Sl No.	Country of training	Organisation/ Institution where trained	period from to	Subject nature of training	Diploma Certificate awarded.
1	2	3	4 5	6	7

(vii) Titles of papers written as part of the training.

(viii) Where you required to submit any

Report to the training authorized?  
If so, please attach a copy of the report.

(ix) Where you awarded any Certificate/  
Diploma /or letter after the training?  
If, enclose a copy of the same.

**VII. VIEWS ON THE TRAINING:**  
Kindly express your opinion about:

(1) place of training:

(i) Do you think your training could  
have been more meaningful in another country?      Yes       No

If yes, name the country and give reasons.

(ii) Would you have preferred another  
Institution/ Organization within the  
Chosen country?      Yes       No

(iii) Considering the training actually  
Obtained, do you think it would have  
been possible to arrange such training  
in India and if so where

(b) Different aspects of training received

(i) Was the duration of training      longer than necessary     

Just enough     

Not adequate     

(ii) Was the standard of training      More than adequate     

Adequate     

Not adequate     

(iii) Did the foreign agency provide a  
Supervisor to assist you?      Yes       No

If yes, was he qualified to supervise/  
guide you?

If not, in what respect did you find  
him deficient?

Yes  No

(iv) Were there any eviations between  
the proposed training programme  
and that actually obtained?

If yes, what wee the reasons for  
such deviations?

Yes  No

(v) Did you have group training?  
If so,

Yes  No

(1) Was the group homogeneous  
In terms of qualification/  
Experience/ level of posts held?

yes  No

(2) If not, how did it affect the Training programme?

(vi) Were you given any orientation regarding  
the country of training

yes  No

If yes, did you find this

Necessary

Not Necessary

Inadequate

(vii) Did you anything wanting  
in your training ?

If yes, is due to

(i) disregard of conditions  
Obtaining in a developing  
Country.

(ii) Limited (or no) scope for

(a) on the job training

(b) Academic training

(c) Other (specify)

(iii)Lack of proper guidance

(iv) others (specify )

**VIII. UTILIZATION OF TRAINING:**

(i) Were you sent for training in the same field in which you were working? Yes  No

(ii) If not, were you earmarked for an assignment in the field in which have Obtained training? Yes  No

(iii) Is the present assignment you have after your return from training the same as the assignment you had before you left for training or is it different? Same  Different   
please give the correct designation and brief duties of your post after training.

(iv) If different, it is due to Lack of opportunity

Transfer to another field

Promoted to another field

Present job is in the field of Training or is more related to the training.

(v) Do you feel that the Knowledge gained



During the training abroad is being  
Usefully utilized in your present assignment  
which you have on your return from the training?

Yes  No

(vi) If so, in what way and what extent has  
the training received been useful or likely to  
be useful in your present assignment.

- (a) In putting into effect new and knowledge  
obtained.
- (b) In introducing improved methods & techniques.
- (c) In training other personnel.
- (d) In research
- (e) In other respects.

(vii) Of not, please indicate

(a) is it due to

Wrong Placement   
Different conditions of  
India

Lack of equipment want  
of trained staff

Want of encouragement  
From superiors others (specify)

(b) Name the post (s) in which you  
feel the knowledge and skills  
gained abroad could be better  
utilized and given reasons.

IX. If you wish to make any other comments on any aspects of the foreign training, you  
are welcome to do so. You may kindly use additional sheets, if necessary.

Filled in by  
Day

P A R T - II

(To be filled by the Head of the Department /In charge of the Organization as a whole)

Please comment on the replies given by the officer to queries at S.No. VIII above. Please do not ask him to charge his answers, but indicate your own observations in regard to proper utilization of the knowledge and skills acquired by the officer trained abroad. Also indicate clearly his present after his return from training abroad.

Signature:

Place:

Name:

Date:

Designation:

Copy of letter No.5(1) 76-CM. dated the 18 June , 1976, from the Government of India, Cabinet Secretariat , Department of personal & Administrative Reforms, Office of the Establishment Officer, New Delhi, Addressed to the Chief Secretaries of all State Government.

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Sub:- Utilization of officers trained abroad under various training programmes/ fellowships- Instruction regarding- Entry in C.Rs.

Sir,

I am directed to invite a reference to the Govt.of India letter No.5(1)73-CM dated September 17,1976 on the subject mentioned above and to say that all officers who are sent on training programmes abroad do not furnish their reports on their return. It is requested that it should be brought to the notice of such officers to invariably furnish their reports, within one months of their return, in the prescribed proforma , a copy of which was sent with this Department , letter dated 17<sup>th</sup> September 1973 referred to above.

2. A suitable entry should also be made in the C.R dossier of the officer about the training undergone by him and the quality of his reports.

3. Receipt of his letter may pleased be acknowledged.  
yours faithfully.

Sd/-

(J.N. CHAUBEY)

Under Secretary to the Govt.of India.

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(True Copy)

Section Officer.