



GOVERNMENT OF KERALA

No: 432/AR 14(1)/2012/P&ARD

Personnel & Administrative
Reforms (AR 14) Department
Dated, 25. 01. 2012.

CIRCULAR

Sub: Demand Based Training- Forwarding of proposals to the Institute,
of Management in Government- instructions issued- Reg.

Normally the Institute of Management in Government conducts training programmes to meet the training needs of different categories of staff of various departments as assessed from time to time. However due to exigencies of work, often a training need could arise suddenly in a department particularly in the wake of new policies, programmes, legislations etc. In such cases the following procedure is prescribed

1. The Secretary concerned or the Head of Department would write to the Director of IMG giving the following details;
 - i. Detailed description of the training need and how it arose.
 - ii. Required areas of training.
 - iii. Categories of staff to be trained and their number.
 - iv. Time preference/time-limit, if any.
 - v. Choice of location.
2. On receipt of the letter, the Director, IMG would directly call a meeting of the Secretary/Head of Department and key senior officers of the Department and prepare a mutually agreed upon training plan, for the year.
3. Thereafter, it could be carried forward as required in subsequent years as a normal programme.

S. M. VIJAYANAND
Additional Chief Secretary
Administrative Reforms and Training

All Departments in Secretariat including Law and Finance.
All Heads of Departments.
The Director, IMG, Thiruvananthapuram.

Forwarded/By Order

Section Officer