

Copy of government Memorandum No. 8289/C ii/ 65/Plg.Dated 15-12-1965 Planing (c) Department to the Chief Conservator of forests, Trivandrum

Sub: Deputation abroad for traning under various technical assistance program

Ref:- From the government of India Ministry of Finance (Department of Economic Affaira O.M .No.16/1/16 UN dated 27-8-1965

Copy of the letter tougher with enclosures are forwarded to the Heads of department and officers noted in the margin for information and necessary action.

Copy of memorandum No.16/1/61 –UN dated 27th August 1965 from the government of India, Ministry of Finance.

Sub:- Deputation abroad for training under various technical assistance programmes.

The undersigned is directed to say that technical assistant the from of training facilities for Indians abroad , provision of foreign experts and equipment ancillary to the Services of experts being received from abroad under various multilateral and bilateral Technical Assistance programmes.

2. This Department is mainly concerned with the selection of candidates and approval of requests for experts under the following Technical Assistant Programme.

- i) The United Nations Expanded Programme of Technical Asssistance
- ii) Bilateral Agreements with U.S.A. ,France and Yugoslavia;
- iii) Adhoc offers of assistance from federal Republic of Germany, Finland, Italy, West Germany, Denmark, Switzerland, Norway, Yugoslavia, Sweeden, Netherlands etc

- iv) Training awards for Rockefeller and Ford Foundation ,population councils etc.
3. The programming procedures of the various Technical Assistance Programmes differ from each other according to the requirement of the aid giving agencies, For instance, UNEPTA programme is framed once in two year; U.S.A.I.D, programme is framed on year to year basis and all the proposals have to be related to agreed project there are no target dates for submission of programmes to the donor countries under the Colombo Plan etc.
 4. This Department periodically invites proposals from Ministers and state Governments keeping in view the requirement of the aid giving agencies. In addition to the regular programmes of Technical Assistance, a number of adhoc offers for participation in Courses, Seminars etc. are also received and they are proceeded an adhoc basis.
 5. The final selection of candidates for training abroad is vested in the technical Assistance section committee set up in this Department. Every proposal is considered by this committee in its meeting in which representatives from the Ministries also participated. The committee has by now laid down certain working principles and criteria which the candidates should meet in order to qualify for training abroad. These criteria are contained in the circular letter issued by this Department from time to time.
 6. If it is desired that the training proposals are approved by the Technical Assistance Selection Committee as expeditiously as possible, it is necessary that the sponsoring authorities keep in mind the criteria on the basis of which T.A.S.C .marks the selection s. There is an elaborate proforma which has to be filled in by the Sponsoring Authorities. The Performa is the document containing a sufficient is furnished it will be possible for the Committee to consider the concerned case at the earliest opportunities. However there are countless instances in which this Department has go back to the sponsoring authorities for detailed information which should have been contained in the Performa. Those come-back unnecessarily delay consideration of the proposals and cause unnecessary work and avoidable correspondence.

7. A set of the application to all candidates for deputed abroad for training is enclosed for ready reference. A set of those criteria may be kept handy by those concerned with the initial selection of candidates in the sponsoring Ministries, department etc. Due care should also be taken in the Ministries to examine the Performa of the candidates in order to ensure that the proposals are in accordance with relaxation from the general criteria in particular cases detailed justification should be furnished in the proforma itself or in the communication to this department sponsoring the candidates.
8. It is importance that the highest Technical Officers in the Central Ministries examine the proposals thoroughly and certify in proforma that the training asked for is not available in India. The training place offered by the aid giving agencies are limited and force, it is in the best interest of the country that the limited training opportunities are utilized in obtaining training only in those cases in which the facilities in the country do not exist at all.
9. It has been noticed that after approval of the proposals by the Technical Assistance selection committee, the sponsoring authorities take a long time in getting the relevant application forms filled forwarded to this Department Expeditious action in getting the forms filled up will curtail delay in obtaining the training facilities.
10. It has also been noticed that the Ministries etc take long time in communicating acceptance or otherwise of the training facilities offered by the aid giving Agencies on the basis of the application submitted to them. In a large number of cases, offers of the training facilities are received from the aid giving Agencies only a few weeks before the start of the course in the donor countries. It is , therefore, necessary that expeditious consideration is given to the offers and our acceptance or otherwise is communicated to the aid-giving agencies as early possible . In order to ensure that expeditious action may be taken by the sponsoring authorities the High Commissions/ Embassies send copies of communication addressed to this Department direct to the sponsoring authorities. It is requested that action may be initiated on such communication without waiting for a formal reference this Department similar action is also requested by the aid –giving agencies.
11. The Ministries of food and Agriculture etc.. are also requested to kindly examine their internal procedure for processing requests for

training facilities and provision of expert with a view to minimize as far as possible , the delay occurring in the Ministries themselves .

12. The aid giving Agencies organize certain training seminars/ Courses in which participation is requested by them on short notices. While the aid –giving Agencies have been requested to give as long a not as possible , it is also necessary at our end to deal with such requested on priority basis. As and when such offer are communicated to the Ministerial of food and Agriculture etc., most expenditure action is required in order to sponsor nomination s by the such course by picking them form the application pending with the Ministeries or with this Department .
13. Receipt of this office memorandum may kindly be acknowledged

Endt . on B4 (f Dis) 40436/65 dt. 15-12-65.

Copy of enclosed forwarded to all Sub officers.

Copies to P.A,A.O,F.A, Senior Superintendent and Section P&B

R.Sadasivan Panicker,
Administrative officer,
For Chief Conservator of Forests,
Forwarded/ By order,

Office of the Chief Conservator of Forest,
Trivandrum,

Superintendent.

D.A.18/12

(Enclosure to para 7 of Government of India. Ministry of Finance, (Department of Economic Affairs) Office Memorandum No.16/1/16-UN dated the 27 th August 1965.

Criteria to be borne in mind while formulating proposals for traning under various technical Assistance Programmes.

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- 1) The sponsoring authority should ensure that the Training proposals fulfill the following requirements:

- a) The proposals should be for technical training of a practical kind as distinct from purely Academic training”.
 - b) Only such training Facility should be sought as are not obtainable in India
 - c) The proposal be related to as specific development project include in the Third Five Year plan.
 - d) The proposal should be made in respect of a person who is already in employment, has normally not less than 5s experience and in whose case is it considered that the acquisition of expert knowledge would here in the efficient implementation of a project on his return Special justification should be given if a person with less than five year experience is recommended.
 - e) The person recommended for training should possess qualification and experience sufficient to enable him to benefit from this training abroad.
 - f) The candidate should be below 45 years of age (relaxation up to 48 years) in exceptional cases may be consider if full justification is furnished . This age limit will, however, not apply in cases of observation tours by senior persons.
 - g) If foreign export has already been obtained in a particular field, special justification in support of a request for training in that field should be given.
 - h) A Candidates recommended under one programme should not be recommend simultaneously under another Technical Aid Programme.
- 2) In sponsoring proposal for training abroad , the following points should also be borne in mind:-
- a) It has been observed that some of the persons recommended in the past were not of a high caliber. It is evidently desirable that persons who are sent abroad for training under the programme should be of a high caliber that would to the country. They should also be engaged in that particular occupation or field of study or should have been earmarked for the same. Technical Assistance under this programme is not intended to provide for the normal educational “higher studies”.
 - c) it has come to notice in a number of cases that the sponsoring authorities withdraw their proposals for training or ask for postponements of the training at the stage when the Aid giving Agency have completed the processing and has intimated the

date when the trainee should proceed for training. This causes the Government of India great embarrassment. Withdrawal of proposals and request of postponement of training must, therefore, be strictly avoided specially so on grounds of personal convenience.

- d) Sometime the aid giving Agencies recommended an extension of the training period of candidate which they consider necessary for effectively rounding off the training imparted by them. Since such recommendation is aimed at contribution is still further to the basic objectives of the training originality sought by the sponsors, such recommendation for extension, when received, should be given careful and prompt consideration. In some case in the past ,the response in this matter has not been quick and covering .The possibility of such an extension should not, therefore be ruled out while deciding to sponsor any one for foreign training.
- e) Normally wives of the trainees will not be permitted to join him while abroad.
- f) Instances have come to the notice of the government of India that trainees also the quest of extension / Variation of their training on their own initiative on the arrivals in the country of training, which cause embarrassment all round. To avoid this state of affairs. It is requested that in future the Ministries etc.. may include in their bonds/ undertaking, which they get signed/ executed by the candidates before their departure abroad,for training , a clause to the effect that no trainee shall, on his own initiatives, on arrival or during his stay in the country of his training take up the question of extension/ variation of his training with the authorities responsible for his training abroad,. He may, however, if he thinks it to be necessary, approach his sponsors in India for extension / variation of his training abroad who after necessary consultation with the authorities concerned will decide the issue.
- g) The trainees before they are sponsored should be specifically told that the fellowship offered under the Technical Assistance Programme are meant for practical training for specialization in particular field and not for obtaining degree and , therefore, no extension in training periods will be allowed to them for that purpose.

h) Instance have come to the notice of the government of India that the trainees try to save money out of the living allowances by adopting lower standards of living than those consider reasonable by aid giving agencies, in fixing the scale of allowances. An undertaking should be obtained from trainees before they are sponsored that they will maintain appropriate standard of living while abroad.
