

GOVERNMENT OF KERALA

No.8169/D1/P&ARD.

Personnel
Reforms (D) Department,
Thiruvananthapuram,
Dated:15.10.1991.

CIRCULAR

Sub: Training Programme Conducted by the Institute of Management in Government-
Difficulties faced by the Institute due to non-participation of Government
employees selected for training-further instructions issued.

Ref: 1. Circular No. 12400/E1/81/P&ARD dated 3.10.81.
2. Circular No. 10547/E1/82/P&ARD dtd.11-11-82.
3. Circular No. 5090/E1/83/P&ARD dtd.20.5.83
4. Circular No. 6343/D2/84/P&ARD dtd.3.7.84
5. Circular No. 7830/A2/85/P&ARD dtd. 17.10.85
6. D.O.Lr.No.5516/P2/90/IMG dtd.26.4.91.

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In the Circulars cited above, instructions have been issued stressing the necessity to depute employees for training at Institute of Management. The Institute organized training programmes at various levels expecting 25 to 30 participants for each course.

2. Though the schedule of the training programme are fixed in consultation with the Heads of Departments, it is noticed that their response to requests for nominations to training programme is poor. This leads to a drop in the number of participants resulting in unnecessary expenditure on overheads in connecting with the training programme which could be avoided if sufficient number of participants attend each programme. In order to improve the standards of performance, it is essential to provide training to the employees at various levels.
3. Considering all the above aspects all Heads of Departments and the Secretaries of the District Councils are requested to nominate sufficient number of employees, for training at I.M.G and to relieve them in time to attend the programme so that optimum use could be made for the training facilities available with the Institute.
4. All Heads of Departments and the Secretaries of District Councils are also requested to nominate under intimation to the Directors, I.M.G., and Government, a Co-ordinateor/Nodal Officer to liaise with the institute of Management in Government on all training activities.

**P. SHANMUGASUNDARAM,
COMMISSIONER & SECRETARY.**

To

All Heads of Departments,

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The Director , Institute of Management in Government, Thiruvananthapuram.

Endt.on D1-70240/91 dated 4-12-91 (L.Dis)

Office of the
Chief Conservator of Forests,
Thiruvananthapuram.

Copy to all Conservators of Forests and Divisional Forest Officers for information and attention.

Copy to all PA& CA to All CCFs.

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Chief Conservator of Forests.
Approved for issue

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Av/7.12