

**RAJYA SABHA SECRETARIAT
(TRAINING CELL)**

**Parliament House Annexe
New Delhi**

No.RS.18(1)/2018-Trg.


Dated 16th April 2018

C I R C U L A R

SUB: Management Development Programme at National Centre for Good Governance, Mussoorie from 21st to 25th May 2018.

It has been decided to organize a one-week residential customized 'Management Development Programme' through the National Centre for Good Governance from 21st to 25th May 2018 at their campus in Mussoorie. The programme is meant for (upto 20) officers of the level of Executive Officer & equivalent and up to the level of Additional Director & equivalent of this Secretariat.

2. Accordingly, officers who are interested in attending the said programme may forward their nominations (as per the attached Proforma), duly approved by the Secretary/Additional Secretary/Joint Secretary concerned, to the Training Cell latest by 26th April 2018. For considering the eligibility of nominations, the Guidelines for Domestic Training will apply (Annexure 'A'). Nominations received shall be processed keeping in view the earlier training programmes attended by the respective officers including programmes on "Management Development" at other institutes.


(Ravinder Kumar)
Additional Director

To

All officers/Sections/PAs/PSs
Pay and Accounts Office, Rajya Sabha

PROFORMA

- 1. Name:**
- 2. Designation:**
- 3. Service/Section**
- 4. Brief work Profile**

- 5. Contact No. & e-mail ID**
- 6. Details of Domestic/Overseas Training Programme attended during the last three years:**

Revised Guidelines for Domestic Training Programmes

1. These Guidelines shall apply to all domestic training programmes except the ones having a foreign visit component. For the purpose of these guidelines, a training programme of duration of less than 3 months shall be considered as a short term training programme whereas a training programme of duration of 3 months or more will be considered as a long term training programme. These guidelines shall not apply to in-house and part-time domestic training programmes.

2. An Officer up to the level of Director or equivalent, shall *not* be considered for a domestic training:

- i. If he/she is more than 57 years of age as on July 1 of the year in which the applications for training are invited;
- ii. If he/she is undergoing any penalty either minor or major; or
- iii. If he/she has attended the same programme before;
- iv. If any disciplinary proceeding is in progress or being contemplated against him/her;
- v. If he/she has undergone a major penalty and one year has not elapsed since the imposition of penalty/ completion of the penalty period; or
- vi. If he/she has any adverse entry in his/her Confidential Report for the last 3 years preceding the year of training.

3. A person shall not be eligible to apply for a *long term* domestic training programme unless on the date of the commencement of the programme, he/she has rendered at least 3 years of service in the Secretariat from the date of his/her joining the Secretariat after completion of the earlier *long term* training programme.

