

No.5/55/2007-1Trg
HARYANA GOVERNMENT
TRAINING DEPARTMENT

Dated Chandigarh, the, 16.10.2009

To

1. All the Financial Commissioner & Principal Secretaries to Govt. Haryana.
2. All the Administrative Secretaries to Govt. of Haryana.

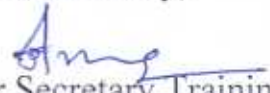
Subject:-1. SIDA's Advanced International Training programme on "Public Management 2010" to be held in Sweden from September 27 to 22 October, 2010 and a regional part in Asia in Spring 2011.

2. A Group Training Course in "Waste Management and 3 R's (Reduce, Reuse and Recycle) Policies' to be held in Japan from 30th March, 2010 to 24th April, 2010 under the Technical Cooperation Programme of the Government of Japan.

Sir/Madam,

I am directed to refer to the subject noted above and to say that the copies of the letters F.No..17(19)/2009-PMU & Trg. dated 01/09/2009 and letter F.No.13/22/2009-PMU & Trg. Dated 27.8.2009, received from Sh.Arun Prabha, Under Secretary (PMU & TRG.) , Govt. of India, Ministry of Finance, Department of Economic Affairs, PMU & Trg. Division may be seen at the Chief Secretary Haryana web site <http://csharyana.gov.in> (under the heading of Training Branch/Training Announcements) for necessary action to exercise option and to nominate the suitable Officers on the prescribed format as per terms and conditions prescribed by the Govt. of India.

Yours faithfully,


Under Secretary Training,
for Chief Secretary to Govt. Haryana.
16/10/09

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S. Tay.
F.No.17(19)/2009-PMU & TRG
Ministry of Finance
Department of Economic Affairs
PMU and Training Section

New Delhi, the 1st September, 2009.

OFFICE MEMORANDUM

Subject : SIDA's Advanced International Training programme on "Public Service Management 2010" to be held in Sweden from September 27 to October 22, 2010 and a regional part in Asia in Spring 2011. - Nomination regarding.

29-9-09
1728
The Embassy of Sweden has invited the nominations for the above-mentioned training course to be held in Sweden.

There is no specific slot for India. The Swedish International Development Cooperation Agency (SIDA) provides funds to the selected Indian participants, covering training fees, board and lodging. "International travel cost (air tickets) to and from Sweden will also be covered by SIDA. The participants carries costs incurred in traveling to the nearest international airport as well as visa costs."

The nominations of suitable candidates may be done in accordance with Department of Economic Affairs O.M. No. 1/13/03-PMU dated 5.4.2004 (Copy enclosed). The nomination details should be submitted on the following : 27.2.2006

- 9442075
5/10/09
Date
1. Prescribed application form (Copy enclosed)
 2. DEA's prescribed proforma (Copy enclosed)

Last date for submission : The completed application form should reach this Department not later than 20.11.2009. Nominations received after the prescribed date will not be considered.

The details of the programme and application form may be down loaded from this Department's Website: finmin.nic.in.

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(Arun Prabha)

Under Secretary (PMU&Trg.)
Tel : 23095223

1. All Central Ministries of the Government of India.
2. All State Governments.

Copy to : Guard File Section for placing it on the M.O.F. website under the "Short term courses offered by SIDA"

New Delhi, the 27th August, 2009.

TRAINING CIRCULAR

Subject: A Group Training Course in 'Waste Management and 3 R's (Reduce, Reuse and Recycle) Policies' to be held in Japan from 30th March, 2010 to 24th April, 2010 under the Technical Cooperation Programme of the Government of Japan.

The Government of Japan have offered the above noted training programme. Copies of the training brochure and application forms may be accessed from Finance Ministry website. The Government of Japan will provide round-trip air fare, accommodation allowance and the living allowance.

2. This programme is designed for officials in charge of waste management in the Environmental or Industrial Department of the central or the local (metropolitan) government, with more than three years of practical experience.
3. The number of slot available to India is **one**. The number of nominations to be sent to this Department may not, therefore, exceed **one regular and one reserve**.
4. The nomination of suitable candidates may be done in accordance with the Department of Economic Affairs'O.M.No.1/13/03-PMU, dated 27.2.2006. The nomination details should be submitted on the following:

- (i) Prescribed Application Form
- (ii) DEA's prescribed proforma – duly countersigned by competent authority.

5. Last Date of Submission: The completed 'application form' should reach this Department not later than **02.02.2010**. Nomination received after the prescribed date will not be considered.
6. The details of the programme and the application form may be down loaded from this Department's Website : www.finmin.nic.in.

(Arun Prabha)
Under Secretary(PMU & Trg.)
Tele: 23092229

1. The Joint Secretary(Admn.), Ministry of Environment & Forests, New Delhi.
2. The Joint Secretary(Admn.), Ministry of Industry, New Delhi.
3. The Joint Secretary(Admn.), Ministry of Urban Development, New Delhi.
4. All State Governments.

Copy to Guard File Section for placing it on the M.O.F. website under the "Short term courses offered by Japan"

No.1/13/03-PMU
Government of India
Ministry of Finance
Department of Economic Affairs
(PMU & Training Division)

...
New Delhi February 27, 2006

OFFICE MEMORANDUM

Subject: Foreign training courses administered by the Department of Economic Affairs

In supersession of the guidelines issued vide letter of even number dated 5th April 2004 and based on the experience gained during the intervening period, the following guidelines are issued regarding the nominations for foreign training programmes being administered by Department of Economic Affairs (DEA).

State Governments may submit their nominations directly to DEA subject to the condition that the nomination should have been approved by the designated competent authority in the State Government. Nominations from Central Ministries/Departments should also be approved by the designated competent authority in the Ministry/Department. Officials nominated should actually be working in the area to which the course relates. PSUs and Autonomous Undertakings of Government should send nominations through the concerned Central Ministries/State Governments. In case there is more than one nomination for a particular course, the nominating State Government/Central Ministries should clearly indicate the prioritization of the nominees. Sending of piecemeal nominations may please be avoided.

Central Ministries/Depts./State Governments/Agencies are responsible for ensuring the necessary clearances such as political clearance from MEA, FCRA clearance from MHA, cadre clearance from cadre controlling authority etc. These clearances may be obtained after the candidate is finally selected for the course and before he proceeds on foreign training. However vigilance clearance may be conveyed at the time of sending the nomination to DEA. Nominating State Governments and Central Ministries are informed that in case an officer does not file his/her nominations papers after being duly nominated, he/she will be debarred from any foreign training programme for two years and for officers who fail to attend the said training course after being selected, there will be a debarment of five years.

Nominating State Governmental/ Central Ministries should ensure that following instructions on foreign training are duly adhered to: -

Duration of Long Term and Short Term Programmes:

- (i) Training programmes abroad of a duration of six months or more are treated as Long Term;
- (ii) Training programmes abroad of duration of 15 days or more but less than six months are treated as Short Term.

Minimum Service:

Officers should have completed a minimum of 8 years of service on the date of commencement of particular programme. However, in case a foreign Government or university prescribes a different minimum service that would be accepted.

Upper age limit:

Generally for Long Term courses the upper age limit followed is 50 years and for Short Term courses, 55 years at the time of commencement of programme. However, in case where foreign Government/Institution prescribes a different upper age limit for a training programme, the same will prevail.

Only one Long Term Programme:

An officer can attend only one long-term training programme in his/her service career.

'Cooling-off' condition:

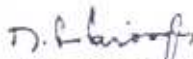
- (i) An officer having attended a foreign training programme of a duration of upto 15 days will be required to complete a 'cooling off' period of two years before such an officer can be considered again for any foreign training;
- (ii) Officers deputed for training abroad of a duration of more than 15 days and upto six months are required to complete a 'cooling off' period of three years for any foreign training;
- (iii) Officers deputed for training programmes abroad of a duration of more than six months are required to complete a 'cooling off' period of five years before being considered for any programme;
- (iv) An officer can attend a maximum of three foreign training programmes of a duration of more than 15 days in his/her career;
- (v) For Seminars/Workshops abroad of up to 2 days, no cooling off would be required. Beyond that the principle applied for training will apply.
- (vi) Project-related training/official visits abroad, are exempted from the provisions of 'cooling off'.

Nomination of SC/ST and Women officers:

Names of suitable officers belonging to SC/ST as well as women officers for training abroad may also be forwarded in sufficient numbers so that due representation can be given to them.

Officers serving under Central Staffing Scheme:

- (i) Only such officers who would have completed a minimum of 2 years of service on the post in GOI at the time of nomination, should be recommended for long term training programmes abroad;
- (ii) The officers whose tenure under the Central Staffing Scheme is due to come to an end within two months prior to the commencement of the training, or during the currency of the training, should be nominated by the respective Ministries/Departments of Government of India only after securing the cadre clearance of the respective State Governments/cadre controlling authorities on whose strength the officers are borne. In the event of nomination and final selection of such officers for foreign training programmes, the Ministries/Departments would be required to send a formal proposal for extending the Central Deputation tenure of the officers approved for nomination for training, upto the end of the training, to the Establishment Officer for obtaining the approval of the competent authority so that they could draw their salary from the Central Government during the period of training. On return from training, such officers would revert to their cadre and the Central Ministries/Departments shall not grant any leave in their cases;
- (iii) In case of officers whose tenure is due to come to an end more than two months before the commencement of the training programme, the Ministry/Department may sponsor such officers only with the concurrence of the cadre controlling authority concerned. On selection such officers would revert to their Cadre and thereafter proceed on training.


(M.F. Farooqui)
Joint Secretary

To

1. Secretaries of all the Central Ministries/Departments
2. Chief Secretaries of all State Governments

Copy to:

1. Secretary (Department of Personnel) of all State Governments
2. Joint Secretary (Admn./IC) of all the Central Ministries/Departments
3. All Joint Secretaries in DEA

DEA PROFORMA FOR FOREIGN TRAINING

1. Name:
2. Date of Birth:
3. Educational Qualifications:
 - (i) Academic
 - (ii) Technical
4. Contact Nos:
 - (i) Phone number (with STD Code):
 - (ii) Fax number (with STD Code):
5. (i) Service to which officer belongs:
 - (ii) Year of appointment/allotment:
 - (iii) Present post:
 - (iv) Date from which the current post held:
 - (v) Details of previous posts held:
 - (vi) Details of the posts held which are relevant to the course
6. Relevance of the course to the candidate:
7. Papers etc. published by the candidate:
(Please attach separate sheet, if necessary)
8. List of training courses attended abroad:

S. No.	Dates & Duration of training	Subject/title of training	Name of the training Institution	Source of funding

9. List of training courses attended in India:

S. No.	Dates & Duration of training	Subject/title of training	Name of the training Institution	Source of funding

Date:

Place:

Signature of the Candidate

10. Shri/Smt. _____ is cleared/not cleared from Vigilance angle.

Countersigned

Signature of the designated competent authority
(with office stamp)

Date:

Place: