



## ABSTRACT

Training – Deputation of Government officials for trainings, seminars, workshops, conferences etc abroad at cost of Government / Foreign agencies – Detailed instructions – Reiterating of – Revised guide lines – Issued.

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### PERSONNEL AND ADMINISTRATIVE REFORMS (TRG.II) DEPARTMENT

G.O.Ms.No. 125

Dated: 8 .07.2008

Read:

1. G.O.Ms.No.11, Personnel & Administrative Reforms (Trg.II) Department, dated 10.1.1995.
2. G.O.Ms.No.181, Personnel & Administrative Reforms (Trg.II) Department, dated 12.09.2000.
3. G.O.Ms.No.194, Personnel and Administrative Reforms (Trg.II) Department, dated 25.10.2006.

### ORDER :

In the Government orders first, second and third read above, orders have been issued prescribing Guidelines for preparation of panel for Deputation of personnel for training programmes / courses etc abroad. The existing Guidelines were issued based on the similar Guidelines issued by the Government of India.

2. In view of Globalization of world economy, officers belonging to various Departments are deputed often for training, seminars etc, abroad either at the cost of State / Central Government or at the cost of the Sponsoring Authority abroad. Moreover, for improvement and for better standards of the departments, the Government also consider deputation of officials for training abroad and allocate considerable amount for this purpose in their respective Budget provisions. Through world bank and UNDP, the State Government Department are also getting funds to train the officials to introduce modern techniques and to develop the activities. The rate of deputation of Government officials for training abroad as increased nowadays to a considerable extent.

3. Hence, the Government after careful examination have decided to streamline the existing Guidelines for deputation of officials for training, seminar, workshop and conference abroad to the extent necessary and brought to the notice of all the departments of Secretariat / Heads of Department to follow them

scrupulously while processing such cases and sending the proposal to Government as indicated below:-

S.No.	Existing Guidelines	Revised Guidelines
1.	Duration of training of 6 months or more is to be treated as <b>long term</b> training. Duration of training of 15 days and more but less than 6 months is to be treated as <b>Short term</b> training.	Duration of training for more than 2 months is to be treated as <b>Long term</b> training, and duration of training for two months and less than 2 months to be treated as <b>Short term</b> training.
2.	A panel of officers suitable to be sent for training abroad should be prepared at least six months in advance of the likely month of the commencement of training course and sent to the Government. The panel should be sent along with the bio-data of the officers included in the panel. Nomination should be only from this panel. Heads of Departments and second level officers should also be considered for empanelment.	The condition of empanelment of officials need not be insisted. But, the administrative department should ensure that no qualified senior is overlooked, without valid recorded reasons. The bio-data of the officers to be deputed for training must be furnished.
3.	For both long and short term training courses the maximum age limit prescribed as 50 years of age on the date of commencement of course.	The maximum age limit both for long term and short-term training is enhanced to 53 years. For study tours, workshops conferences and seminars etc the upper age limit of 53 years need not be insisted.
4.	Officers should have completed a minimum of 7 years of service on the date of the commencement of the course. However officers with 7&8 years of service may be considered only for those training programmes which is specifically required such level of seniority. Excepting such cases, officers are required to complete a minimum of 9 years of service on the date of commencement	A minimum of 5 years of service may be required to be put in at the time of deputation for training abroad and even for job related training programmes the condition of 5 years may be followed.

	<p>of the course.</p> <p>The minimum service condition stated above will not be applicable for job related training programmes. (Vide G.O.Ms.181, P &amp;AR (Trg.II) Department at 1.9.2000)</p>	
5.	<p>An officer can attend only one long term training programme in his entire carrier. For short term training, persons who are working in the field connected with the subject should alone be sent. The cooling of condition for deputation to short term courses is as detailed below.</p> <p><u>Period of Training</u></p> <p>Less than 15 days no cooling of period, 15 Days to 1 month training a cooling of period should be 2 years, more than 1 month and upto 6 months, a cooling of period should be 3 years. More than 6 months, a cooling of period should be 5 years. For project related programmes no cooling of period. For work related programmes there should be no cooling of period. For study tours / workshops / conference etc which are of less than 15 days, the provision of cooling of period will not be applicable.</p>	<p>For short term training programmes of two months and less a cooling off period of 2 years is prescribed. For long term training programme of more than 2 months, a cooling period of 4 years is prescribed. Such cooling off period need not be insisted when persons are deputed for job related and project related training programmes. For study tours / workshops / seminars / conference etc. which are of less than 15 days, the condition of cooling off period need not be insisted.</p>
6.	<p>Officers should possess atleast "very good" service record as revealed from their personal files (ACR) Officers should be clear from vigilance angle.</p>	<p>Except on Lucrative Trainings which involves attitudinal / perspective changes and personality development / skill upgradation the condition of "clean records" need not be insisted, but should be clean from vigilance angle.</p>

7.	<p>Empanelment should be guided by the consideration of seniority, age, experience, educational qualification and suitability. Officers belonging to SC/ST should be given preference wherever practicable.</p> <p>Officers who have earlier attended the training programmes may be nominated again only if suitable officers to be deputed are not available.</p>	<p>The order of preference for <u>SELECTION</u> must be based on seniority, age, and experience provided other things are equal. Also officers belonging to SC/ST should be given preference. Where cooling off period is not applicable, officers who were sent for training etc earlier abroad may be nominated again only if suitable officers to be deputed are not available.</p>
8.	<p>Officers returning from training abroad should submit reports on the training to the P &amp;AR (Trg) Department for onward transmission to the Government of India. They should be put into assignments where the training received abroad could be put to maximum possible use.</p>	<p>Existing provisions should be followed.</p>
9.	<p>An officer nominated by the State Government and selected for a training programme abroad will be debarred from foreign training for a period of 5 years, if he/she fails to attend the training to which he/she was selected or if the name of the officer is withdrawn from consideration for foreign training after the Central Establishment Board has approved the nomination. Under the Central Staffing Scheme, officers who fail to join posts on deputation to Government of India, for which they had been selected, are debarred from central deputation for a period of five years. Officers who are debarred from central deputation shall also be</p>	<p>Existing provisions should be followed</p>

	debarred from being considered for any foreign training during the period of such department. Officers who are nominated for compulsory in-service training programmes but, have not attend due to personal reasons or they were not relieved by the Government, should not be nominated for foreign training.(G.O.Ms.No.181, P&AR Department, dated 12.9.2000)	
10	The administrative department concerned should obtain the approval of the Expert Committee consisting of Secretary of the Administrative department, Secretary, Personnel and Administrative Reforms (Trg) Department, Secretary, Finance Department and headed by Chief Secretary to Government for deputing personnel for training abroad and obtain orders in circulation from Hon'ble Chief Minister / C.Ms Standing orders.	Existing provision should be followed and the Department is advised to obtain orders in circulation in such cases as per the provisions of TNGBRs / Chief Minister's Standing order which prevails at the time of deputing the officials for training abroad.
11	All proposals for training etc. abroad should be referred to the Government of India ie. Administrative Ministry concerned. Ministry of Finance (Department of Economic affairs) and Ministry of Home affairs) for advise on the essentiality of the visit, for release of foreign exchange and for acceptance of foreign hospitality if any under foreign contribution (Regulation) Act 1976 respectively.	Existing provisions should be followed.

12.	Persons to be deputed for training etc. abroad should execute a bond as per the orders issued in G.O.Ms.No.40, P &AR (Fundamental Rules-III) Department dated 22.1.1990. If he wants to leave the Government service in the middle of the binding period on Voluntary retirement or on resignation, an amount equivalent to the balance period he is required to serve the Government plus the expenditure incurred on training has to be paid to Government.	As the executive orders issued in G.O.Ms.No.40, P &AR (FR-III) Department, dated 22.1.1990 have been incorporated under rule 11A of FRs the same conditions as provided in the said rule should be followed.
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4. The detailed guidelines / procedures as referred to in para 3 above are applicable/ issued only for the purpose of deputation of Government officials for training/ seminars / workshops / conferences etc., abroad and not for pursuing any higher studies abroad.

(BY ORDER OF THE GOVERNOR)

QUDSIA GANDHI,  
SPECIAL COMMISSIONER AND  
SECRETARY TO GOVERNMENT

To  
All Secretaries to Government  
Departments of Secretariat, Chennai-9  
All Heads of Department,  
Managing Directors / Chairman of Public Sector Undertakings.

Copy to  
The Public (Spl.A) Department, Chennai-9  
The Public (Spl.B) Department, Chennai-9  
The Chief Minister's Office, Chennai-9.

/Forwarded / By Order/