

GOVERNMENT OF TAMIL NADU
PERSONNEL & ADMINISTRATIVE REFORMS (TRAINING.III) DEPARTMENT

U.O.Note No.102375/82-1, Dated: 4-12-1982.

Sub: Training - Forwarding of nominations -
Certain guidelines.

As per existing guidelines for forwarding nominations for Training courses, Officers who have less than 5 years of service for superannuation and officers who have already undergone training courses (other than District Training, Accounts Training and any other inservice training) within the past three years need not be considered. This restriction will not however apply for short and inexpensive courses within this country participation of which will yield immediate results. Before forwarding nominations to this department, the Departments of Secretariat may consider whether the training course in question will be useful to the nominee and to the department. The Departments of Secretariat may also be requested to consult their heads of departments before nominating persons for Training courses.

2. While forwarding nominations to this department the Departments of Secretariat may be requested to ensure that the above guidelines are satisfied.

3. A proforma was prescribed in this department U.O.Note No.42286/81-1, dated 22-6-1981 for furnishing the bio-data of the officers nominated for Training courses. Bio-data are often not received in the prescribed proforma. A copy of the proforma which has now been slightly revised is annexed. The Departments of Secretariat may be requested to furnish the bio-data of officers nominated for training courses only in the revised proforma in triplicate. Nominations which are not in the prescribed proforma will not be considered.

4. Receipt of this U.O.Note may be acknowledged.

R.KR ISHNASWAMY,
Commissioner of Training and
Secretary to Government.

To
All Department of Secretariat, Madras-9.
All Heads of Department.

Copy to:
The Personnel & Administrative Reforms (Trg.I & II) Dent.,
Madras-9.

/forwarded/



SECTION OFFICER

mr.4.12.

P R O F O R M A

1. Name and Designation .
2. Official address with telephone No. }
3. Date of birth and age ..
4. Educational qualification ..
5. Group (whether A, B or C Group officer) and No. of years of service in the group. }
6. Previous training undergone with dates and venue }
7. Whether he requires accommodation at the Institute. }

/true copy/



SECTION OFFICER

nr.4.12.