

GOVERNMENT OF RAJASTHAN
Planning (Manpower) Department

CIRCULAR

Subject: Foreign training/ assignments - deputation of officers.

It has been observed that while sending their recommendation for foreign training/assignment some of the Administrative Departments do not ostensibly follow well defined criteria/procedure for making selections of officers for the purpose. The following criteria/procedure should, henceforth, be strictly observed by all departments in this behalf.

1. Administrative Departments while sending their proposals to Planning (Manpower) Department for foreign training programmes should ensure that the officers recommended clearly fulfill the qualifications and other terms and conditions prescribed by Government of India/concerned agency. Amongst the officers found eligible, officers with very good outstanding or confidential reports should generally be considered and in between ^ose found eligible, selection should be made on the basis of seniority. Administrative Department should also obtain prior approval of the concerned Minister.

2. There should be no Departmental Enquiries/ Preliminary Enquiries pending against the officers recommended and no major penalty ever, and no minor penalty within the preceding five years should have been imposed on them. The concerned Administrative Department should obtain prior clearance from the Department of Personnel that no DE/PE is pending against the officers recommended and make a specific mention of the same in the proposal sent to the Department of Manpower.

3. If there is financial burden on State Government, the concerned Administrative Department should obtain concurrence of the Finance Department for meeting the financial liability and should make a specific mention of the same in the proposal.

4. It has been observed that there is delay in the Administrative Department in processing the cases. The proposals are sent to the Planning (Manpower) Department only a few days before the expiry of the last date for communicating the State nomination. With a view to ensuring smooth processing and timely communication of State nominations, all proposals of foreign training alongwith cadre clearance of the proposed officer, his/her bio-data in the prescribed format, approval of the Finance Department, wherever necessary and clearance from Department of Personnel (about DE/PE pending) should be received in the Planning (Manpower) Department atleast 15 days before the expiry of the last date fixed by the Government of India.



(Arun Kumar)

Chief Secretary to the Government

All Principal Secretaries/
Secretaries/Spl. Secretaries to the Govt.

U.O.Note No.F.5(56)Plan/MP/7/97

Dated: 11th March, 1998

Copy forwarded to the following for information and necessary action:-

1. Secretary to the Hon'ble Chief Minister
2. All Private Secretaries to Ministers/State Ministers/ Dy. Ministers
3. All Heads of Departments
4. All Departments of the Secretariat.



Secretary Plan