

**GOVERNMENT OF ASSAM
ADMINISTRATIVE REFORMS & TRAINING DEPARTMENT
DISPUR, GUWAHATI-6.**

No. TRG.13/2004/26

Dated Dispur, the 25th Nov, 2004

OFFICE MEMORANDUM

Subject : Deputation of Officers for Training within India and abroad

Instances have come to the notice of the State Government that many Departments/ Directorates / Subordinate offices of the Government of Assam are nominating officers for training within India and abroad without the knowledge of the State Government in A.R.& T. Department. This is in violation of the Government Notification No.ABP.133/76/Pt-IV/3 dated 20.7.76 wherein the functions, duties and responsibilities of the Personnel, SAD and AR&T Department have been clearly delineated subsequent to reorganization of the erstwhile Appointment Department. As per Annexure-V of this notification the subject of "Deputation of Officers for training within India as well as abroad" has been allocated to AR&T department.

In view of the above notification, it is hereby reiterated that all matters pertaining to deputation of officers on training within India and abroad should be routed through AR&T department for obtaining concurrence of the State Government.

- sd -

**S. Kabilan,
Chief Secretary**

Dated Dispur, 25th Nov, 2004

Memo No. TRG.13/2004/ 26A

Copy forwarded for information to:

1. The Chairman, Assam Administrative Reforms Commission, Dispur.
2. All Additional Chief Secretaries to the Govt. of Assam, Dispur.
3. All Principal Secretaries to the Govt. of Assam, Dispur.
4. All Commissioner & Secretaries to the Govt. of Assam, Dispur.
5. All Secretaries to the Govt. of Assam, Dispur.

**GOVERNMENT OF ASSAM
ADMINISTRATIVE REFORMS AND TRAINING DEPARTMENT
GUWAHATI-6**

No.TRG.13/2004/216

Dated Dispur, the 8th December, 2005

OFFICE MEMORANDUM

Sub. : Deputation of officers for training within India and abroad

The proposals pertaining to deputation of officers for training within India as well as abroad routed through Administrative Reforms and Training Department for obtaining approval of the State Government should adhere to the following guidelines:

- (a) Proposals should be sent to A.R & Training Department at least two weeks in advance.
- (b) All departments should prepare an Annual Training Plan indicating clearly the areas requiring training and number of officers / staff to be provided training as per the budget available.
- (c) Proposals sent should clearly indicate subject, duration, venue and number of participants to be nominated for the training. Adequate justification should be given if the subject does not form part of or the number of participants exceeds that provided in the Annual Training Plan.
- (d) Proposals should clearly indicate budget head for training, budget provision and actual budget available in the budget at the time of submission of proposals as well as anticipated expenditure on the proposed training.
- (e) Proposals exclusively banned by Finance Department O.M. No. BW. 15/2002/39 dated 03-08-2002 and A. R & Training Department O.M.NO.TRG. 13/2004/214 dated 01-10-2005 need not be sent A.R & Training Department for concurrence.
- (f) Proposals relating to tour, conference, seminars, meetings, expeditions etc. need not be sent to A.R & Training Department for concurrence.
- (g) All departments should nominate a 'Nodal Officer for Training' who should co-ordinate training related proposals within the department as well as with the 'Nodal officer for training' appointed by the A. R & Training Department.

sd/-
(S. Kabilan)
Chief Secretary

GOVERNMENT OF ASSAM
ADMINISTRATIVE REFORMS & TRAINING DEPARTMENT
DISPUR: GUWAHATI-6

NO. TRG. 13/2004/214

Dated Dispur the 1st October, 2005.

OFFICE MEMORANDUM

Sub. : Deputation of Officers for training within India and abroad

In partial modification of earlier Office Memorandum issued vide this Department OM. No. TRG. 13/2004/26 dated 02.11.2004, it is hereby directed that all matters pertaining to deputation of Officers for training within India as well abroad should be routed through Administrative Reforms and Training Department for obtaining approval of the State Government provided the period of training is more than a week.

Sd/ S.Kabilan
1/10/05

Chief Secretary to the Govt. of Assam

Memo NO. TRG. 13/2004/214-A

Dated Dispur the 1st October, 2005.

Copy forwarded for information to.

1. All Additional Chief Secretaries to the Govt. of Assam, Dispur.
2. All Principal Secretaries to the Govt. of Assam, Dispur.
3. All Commissioner & Secretaries to the Govt. of Assam, Dispur.
4. All Secretaries to the Govt. of Assam, Dispur.
5. All Secretariat Departments, Govt. of Assam, Dispur.
6. The Staff Officer to Chief Secretary, Assam, Dispur.
7. All Heads of Department.
8. All Commissioner of Divisions, Assam.
9. All Deputy Commissioners of Assam.
10. All Sub Divisional Officers (Civil) of Assam.

By order etc.

[Signature]
1/10/05
Under Secretary to the Govt. of Assam
Administrative Reforms and Training Department