

Revised Guidelines for Domestic Training Programmes

1. These Guidelines shall apply to all domestic training programmes except the ones having a foreign visit component. For the purpose of these guidelines, a training programme of duration of less than 3 months shall be considered as a short term training programme whereas a training programme of duration of 3 months or more will be considered as a long term training programme. These guidelines shall not apply to in-house and part-time domestic training programmes.

2. An Officer up to the level of Director or equivalent, shall *not* be considered for a domestic training:

- i. If he/she is more than 57 years of age as on July 1 of the year in which the applications for training are invited;
- ii. If he/she is undergoing any penalty either minor or major; or
- iii. If he/she has attended the same programme before;
- iv. If any disciplinary proceeding is in progress or being contemplated against him/her;
- v. If he/she has undergone a major penalty and one year has not elapsed since the imposition of penalty/ completion of the penalty period; or
- vi. If he/she has any adverse entry in his/her Confidential Report for the last 3 years preceding the year of training.

3. A person shall not be eligible to apply for a *long term* domestic training programme unless on the date of the commencement of the programme, he/she has rendered at least 3 years of service in the Secretariat from the date of his/her joining the Secretariat after completion of the earlier *long term* training programme.

4. A person shall not be eligible to apply for a *short term* domestic training programme unless on the date of the commencement of the programme, he/she has rendered at least 1 year of service in the Secretariat from the date of his/her joining the Secretariat after completion of the earlier *short term* training programme.

5. An officer on repatriation from deputation/foreign service shall not be eligible for any domestic training unless he/she has completed at least one year of service in the Secretariat after return from deputation.

6. Based on usefulness from the point of view of enhancing the efficiency in the Secretariat, suitable officers shall be identified for being sent to various training programmes. Amongst those so identified, subject to eligibility, seniority shall ordinarily form the basis for choosing the officers for a training programme.

7. Based on the requirements of a programme and the need for selection of appropriate candidates for it, further conditions may be prescribed for being eligible to apply for certain training programmes.

8. For ISTM courses, preference shall be given to those officials who have not undergone any training, over those officials who have attended at least one course in ISTM.

9. Any domestic training programme having a component of foreign visit shall be deemed to be a foreign training programme and shall be governed by Guidelines of Overseas Training Programme. Duration of foreign visit shall determine its classification as a short term or as a long-term training programme.

.....