

Revised Guidelines for Overseas Training Programmes

1. These Guidelines shall apply to all overseas training programmes. 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 long term training programme.
2. Overseas training will include the following:
 - i. Training programmes conducted overseas such as General Parliamentary Administration Programme in the UK, Legislative Drafting in the USA etc;
 - ii. Customised Training programmes such as RIPA in the U.K. etc;
 - iii. Specialised Conferences held overseas such as IFLA etc;
 - iv. Domestic Training Programme with Foreign visit Component such as MDI, Gurgaon etc;
 - v. Parliamentary Study programmes with other Parliaments such as Australia, Canada, UK etc;
 - vi. Exchange Programmes with other Parliaments.
3. An Officer up to the level of Director or equivalent, shall *not* be considered for an Overseas training:
 - i. If he/she has not completed 5 years of service in Group 'A' post and a total of 9 years of service in the Secretariat on the date of the commencement of the programme;
 - ii. If he/she has already attended *three* overseas training, as defined in Para 2 mentioned above since his/her joining the Secretariat;
 - iii. If he/she has attended the same overseas programme before;
 - iv. If he/she has any disciplinary proceeding against him/her in progress or being contemplated; or he/she is undergoing a penalty, minor or major;

- 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.
- vii. If he/she has accompanied a Parliamentary delegation abroad in the same year.**

4. The upper age limit for officers up to Director or equivalent rank for all overseas training programmes except Exchange programmes, shall be 52 years and it shall be 55 years for Exchange programmes. This upper age limit may be relaxed in exceptional cases, but in no case the upper age limit shall be relaxed beyond 55 years as on the date of the commencement of the training programme and 57 years for exchange programme. However, there will be no upper age limit for officers of the rank of Joint Secretary and above for overseas training programmes.

5. A person shall not be eligible to apply for a *long term* overseas training programme unless, on the date of the commencement of the programme, he/she has rendered at least 5 years of service in the Secretariat from the date of his/her joining the Secretariat after completion of the earlier *long term* overseas training programme.

6. A person shall not be eligible to apply for a *short term* overseas 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 *short term* overseas training programme.

7. An officer on repatriation from deputation/foreign service shall not be eligible for any overseas training unless he/she has rendered at least

two years service in the Secretariat since joining the Secretariat after return from deputation/ foreign service as on the date of the commencement of the programme. The period of two years shall be counted from the date of resumption of duty in the Secretariat.

8. 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 of choosing the officers for being sent for a training programme.

9. Efforts will be made to give due representation to SC/ST and women officers.

10. For exchange programme, one officer of the level of Secretary/Additional Secretary/Joint Secretary will be nominated to supervise/lead the delegation and in such cases, the restriction of upper age limit or the number of training programmes attended earlier, will not apply.

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